

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 29th November 2016 at 7:30pm
at the Windmill, Meopham Green**

Committee Cllrs M Bramer (Chairman) Buchanan, McTavish,
Members Present: Ogden, (Vice Chairman) and Wade

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.50 There were no apologies.

Item 2: Declarations of Interest:

A.51 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (04.10.2016):

A.52 The minutes of the meeting held on 04.10.16 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.53 Cllr M Bramer explained that following the query at Full Council in respect of mileage payments for councillors, he had referred back to The Good Councillors Guide and Arnold Baker and he wanted to check the draft policy with legal adviser at KALC, who was currently on holiday. This would now be held over for review by A&R until the February meeting.

A.54 In respect of item A.45, the clerk confirmed that she had consulted the Internal Auditor who had confirmed that staff salaries should be published but can be grouped together along with any HMRC payments or pension payments. Individual contractor's payments should be recorded and published under the new transparency guidelines. Although MPC currently is not under any legal obligation to adhere to the guidelines it is considered good practice by the Internal Auditor to follow this.

Item 5: Parish Office

5.1 To receive a report from the Clerk on the progress of the proposed improvements to the office and the windmill chamber.

A.51 The Clerk reported that the grant application to the Rural Forum for new windows and a door for the parish office had been successful and the

work would commence shortly. The Parish Council had agreed a grant to the Windmill Trust for the heating for the parish office and windmill chamber. The clerk was currently seeking 2 further quotations as stipulated by the Full Council. The office would have to close for the day when the above work is carried out. The car parking area improvements would be looked next along with potential grants for this work.

5.2 **To note the arrangements for the proposed closure of the parish office during the Christmas and New Year**

A.52 Cllr M Bramer reported that the office will be closed from Friday 23rd December and will reopen on Tuesday 3rd January 2017. This is in line with previous years. Members noted this.

A.53 It was agreed that the Clerk would check with councillors who are parish office key holders on their availability during the office closure in case of an emergency.

Action: Clerk

5.3 **To note the PAT testing carried out in the office by KCC**

A.54 The Clerk reported that this had been carried out free of charge this year by KCC.

Item 6: **Contractual Matters**

6.1 **Update on GWT Media Ltd**

A.55 Following questions raised at the last month regarding ownership of the website, GWT Media Ltd had confirmed that :

- MPC pay for the domain name through Namesco
- MPC own the site copyright, however the framework (Drupal) is used under a GNU license
- The site hosted on a hosting platform which MPC rent the space every year in the form of hosting charges, through Namesco

6.2 **To note the renewal of the Cricket Club lease**

A.56 Members noted this. It was agreed that in view of the additional charges incurred since April 2016 due to reviewing the lease again, initiated by the Cricket Club, and the agreement by the Cricket Club Chairman to pay for additional charges incurred, that the Clerk should issue an invoice to the Cricket Club for the extra fees.

Item 7: **Policies**

7.1 **To discuss the possible content of a media policy for the council and to authorise the Clerk to prepare a draft policy for final approval by Full Council.**

A.57 It was agreed that the Clerk should look into preparing a draft policy for review. It was noted that KALC are holding a Communications and Media Conference on 19/1/16. Cllr McTavish proposed that £120 is allocated from the training budget for the Chairman and Clerk to attend this. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Cllr M Bramer proposed a motion to move forward 'item 9, Correspondence', on the agenda, prior to 'item 8, Financial Matters'. This was seconded by Cllr Buchanan and all voted in favour.

Item 9 **Correspondence:**

9.1 **To note the correspondence received.**

A.58 This was noted by all members.

A.59 Cllr M Bramer asked members to note the correspondence from KCC/KALC on the Volunteer Support Warden Scheme. Cllr Buchanan reported on her initial discussion with Cobham and Vigo Parish Council Chairmen to see if they would be interested in sharing a warden in Meopham, if MPC agreed to go forward this. Both councils would have to take this at their next meetings for further discussion.

It was agreed that the Clerk would ask the KCC Warden Area Manager the following questions in preparation for the Full Council meeting:-

- Who pays the travel expenses and is a vehicle provided?
- What happens if the Warden leaves within a few months?
- Who is responsible for insurance; local councils or KCC?
- What happens if they are sick or on holiday?
- Who appoints the warden?
- Which six parishes are involved with the scheme? Are there any that are a similar size to Meopham?

It was agreed the clerk should contact the clerk of Great Chart and Singleton to ask how they have got on with the scheme plus any other identified parishes in the scheme.

Action: Clerk

Cllr M Bramer suggested that the full amount for year one is included in the A&R budget for 2017-18 to allow the council to make a decision on whether to go ahead with this scheme or not. It was agreed to consider this under Financial Matters, item 8.2

9.2 **To note the letter received from KALC regarding Kent Fire and Rescue Service donation of defibrillators and cabinets and to approve further action.**

A.60 The letter was noted. As Meopham Village Hall would like a defibrillator, Cllr M Bramer proposed that MPC agree to the offer, pay for the installation, installing the defibrillator on the outside of Meopham Village Hall. MPC would add this to its insurance and asset register and an agreement would be worked out with Meopham Village Hall for them to regularly check the equipment and replace the battery and pads as required (approximately every 5 years as a cost of around £200). The £500 grant to Meopham Village Hall would be cancelled and it was proposed this the installation cost of £100 is paid out of the E&A Budget. It was noted that the Village Hall had currently put on hold purchasing a defibrillator in view of this current offer. Cllr Buchanan seconded the proposal and all voted in favour. It was agreed that this would be noted at the next Full Council meeting.

Action: Clerk

Item 8 **Financial Matters**

8.1 **To consider and approve the Action Plan for the Administration & Resources Committee for 2017-2018**

A.61 Cllr McTavish suggested adding in a skills audit of councillors. Cllr Buchanan proposed approving the Action Plan with the addition of 'Item 5, to conduct a voluntary skills audit for councillors, for completion by September 2017.' This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

8.2 **To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2017-2018**

A.62 Cllr M Bramer proposed adding in £1075 to the Administration & Resources Committee budget for the Volunteer Support Warden Scheme on the proviso that if Full Council decided not to pursue this scheme any further, this amount is removed from the budget for the final budget approval meeting on 10/1/17. Cllr Buchanan seconded this and all voted in favour.

Action: Clerk

A.63 It was agreed to merge the 'professional fees' budget items with 'MPC Management Accounts and Audit' heading.

Action: Clerk

8.3 **To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2017-2018**

A.64 It was noted that a quotation for the bus shelter cleaning had now been obtained from the current contractor for April 2017 for £1029 for the year. Cllr Ogden proposed the budget amount for the bus shelter cleaning is amended from £1200 to £1029 and then the Planning and Projects is endorsed. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

8.4 **To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2017-2018**

A.65 Cllr Ogden asked why the tree budget had been reduced and the Clerk explained that expenditure on trees over the last few years had been looked at. The budget had been consistently underspent and it was felt if there was an emergency, then extra funding could come out of reserves. Cllr Wade asked about the Community Woodland area in front of Meopham Secondary School. Members and the Clerk were not aware that MPC were responsible for any ongoing costs here. It was agreed the Clerk would liaise with KCC to establish ownership here.

Action: Clerk

A.66 Cllr McTavish proposed that the Environment and Amenities budget is endorsed and this was seconded by Cllr Ogden. All voted in favour.

8.5 **To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2017-2018**

A.67 Cllr Ogden proposed that the Judson's Pavilion Committee budget is endorsed and this was seconded by Cllr Buchanan and all voted in favour.

8.6 **To consider and agree a composite budget for Meopham Parish Council for 2017-2018 for submission to Full Council for approval at its meeting on 10/01/17**

A.68 Cllr M Bramer proposed that the budget is approved with the revisions approved under items 8.2 and 8.3. Cllr Buchanan seconded this all voted in favour.

Action: Clerk

8.7 **To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 4/10/16 to 23/11/16**

A.69 Cllr M Bramer proposed that the expenditure is approved and this was seconded by Cllr Buchanan. All voted in favour.

8.8 **To note all the Administration & Resources Committee Income and Expenditure for the 2016-2017 financial year**

A.70 This was noted by all members. It was agreed that the Clerk would query with the bookkeeper as to why the VAT has not been recorded on the income sheet.

Action: Clerk

8.9 **To agree to pay M Goffon Associates Ltd and MI Bookkeeping by Standing Order**

A.71 Cllr Ogden proposed that the above motion is approved and this was seconded by Cllr Buchanan. All voted in favour.

8.10 **To agree expenditure up to a specified amount for an inaugural meeting of a Gravesham Parish Clerks group**

A.72 It had been suggested by several members that a Clerks' group should be formed, similar to the Chairman's group, as the Clerks had many interests in common that could benefit each council and that Meopham, as the largest council in the Gravesham area, should take the lead on this. Cllr Ogden proposed a budget of up to £75.00 for a launch meeting for this and this was seconded by Cllr McTavish. All voted in favour.

The meeting ended at 9.17pm

Signed.....Dated.....