

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 28th November 2017 at 7:30pm
at the Windmill, Meopham Green**

Committee Members Present: Cllrs M Bramer (Chairman), Buchanan, Howard, McTavish, Powell and Wade

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.38 Apologies were received from Cllr Ogden (holiday).

Item 2: Declarations of Interest:

A.39 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (26.09.17):

A.40 The minutes of the meeting held on 26.09.17 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr P Howard. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

4.1 Purchase of a computer equipment for the Parish Office – update from the Clerk

A.41 Following research into a new docking system to provide an additional laptop for the office, the Clerk reported that that a laptop would be a preferable option and cheaper. The Clerk would therefore go ahead and purchase a laptop within the already agreed budget. **Action: Clerk**

4.2 New sink in the Parish Office – update

A.42 A contractor had visited the office and advised that it was not feasible to put in a larger sink. The current tap off the pipes was suitable for drinking water and just needed to be flushed through. The Clerk had done this and water was now clear.

4.3 Skills Audit – update

A.43 Cllr McTavish agreed to work on drafting a skills audit form. Completion of this by members would be voluntary. **Action: Cllr McTavish**

4.4 Social Media Working Group – update

A.44 Cllr Howard agreed to join this working group. Cllr Gofton would be approached by the Clerk and a meeting would be arranged. **Action: Clerk**

4.5 Follow up actions from meeting with GWT Media Limited – update from Cllr M Bramer and the Clerk

A.45 Cllr M Bramer reported that everything is slowly being done following on from the meeting with GWT Media Ltd and the website privacy policy is being reviewed under item 6.2. **Action: Cllr M Bramer & Clerk**

4.6 Internet Banking and debit card arrangements – update from the Clerk

A.46 The Clerk reported that applications had been sent to Lloyds Bank for the above but it now transpired that all the signatories would be required to complete applications for online banking in order to authorise the payments. The clerk will be forwarding the application to the signatories. **Action: Clerk**

4.7 Gravesham Clerks meeting on 22/11/17 – update from the Clerk

A.47 The Clerk reported that Tracey Marshall from Gravesham Borough Council had attended to talk on emergency plans. The Clerk informed members that any expenditure incurred by the Parish Council due to an emergency could be claimed back from GBC, provided invoices were kept.

4.8 KALC on the General Data Protection Regulation – update from the Clerk

A.48 KALC were now running several workshops. The A&R Chairman and Clerk would be attending one on 24.1.18.

Item 5: Chairman’s communications:

5.1 VAT on grants and donations

A.49 Cllr M Bramer reported on the issue relating to VAT and donations in respect of Judson’s Pavilion refurbishment and advised members this was being looked into. **Action: Cllr M Bramer**

Item 6: Policy Matters:

6.1 To review the Internal Controls for the Parish Councils’ procedures for making a payment

A.50 The revised document was viewed. Item 3 regarding debit card control procedures was discussed. The Internal Auditor had recommended a £500 per transaction limit and a monthly limit of £2000. Cllr McTavish proposed that this document is accepted with the above limits for debit card and this was seconded by Cllr Buchanan. All voted in favour. **Action: Clerk**

6.2 To review Meopham Parish Council’s website privacy policy

A.51 Members reviewed the circulated document with suggested revisions and it was suggested that 8.2 was amended to the payment of ‘a fee to cover our costs’ rather than stipulating an amount. Cllr Howard proposed that the privacy policy was then adopted with the above amendment and this was seconded by Cllr Buchanan. All voted in favour. **Action: Clerk**

Item 7: Parish Council Meeting Venues:

7.1 To look into and check availability for a hearing loop system and disabled access at venues used for parish council meetings

A.52 Following a request for a hearing loop, the Clerk had started to investigate into the options. There is an option for a portable hearing loop. The exact cost was yet to be confirmed but it was thought we would be looking in the region of £2000. Cllr M Bramer suggested that when costs are confirmed, this should be referred to Full Council for a virement from reserves as the A&R budget had not allowed for this. It was agreed that the Clerk would pursue this further and contact Cllr Harding for this views on this. It was agreed to look at the disabled access at a later date as there was not an immediate issue that the council were aware of. **Action: Clerk**

7.2 To consider use of venues in the future if the facilities, as outlined above, are not available and to consider alternative arrangements

A.53 After investigation it was found that a hearing loop that was in current working order was not available in any venues that the parish council use but a portable hearing loop was available. Alternative arrangements would not necessarily have to be considered at this stage.

Item 8: Parish Council Logo:

8.1 To review the logos currently used on the Parish Council website and the letter headed paper

A.54 The two logos were reviewed. Following discussion it was agreed that the council should have one logo and Cllr Howard proposed that Clerk investigate into cost of revising the letter head logo in a suitable format for future use. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

Cllr Buchanan asked if anyone knew if the letter headed logo was registered and Cllr Powell confirmed that it was.

Item 9: Parish Office Matters:

9.1 To consider the purchase of a larger desk for the Parish Office for the Clerical Assistant

A.55 The Clerk outlined the reasons for a new desk, the main reason being the existing desk was too small. Cllr Buchanan proposed that the Clerk go ahead and purchase a new desk using the remainder of the laptop budget. This was seconded by Cllr McTavish. There were 5 votes in favour and 1 abstention. **Action: Clerk**

9.2 To note the PAT testing has been carried out by KCC Inspection Services

A.56 This was noted.

9.3 To note the removal of the night storage meter in Parish Office by EDF Energy and work to the cupboard door

A.57 This was noted.

Item 10: Request from Meopham & District Footpath Group to place a storage shed at the Container site (request agreed in principle at Full Council on 10.10.17):

10.1 To consider implications on the lease that the Parish Council has with Meopham Windmill Trust

A.58 A paper had been circulated with a suggested agreement on this as Cllr M Bramer had raised a concern. Following discussion it was agreed to draft a simple document stating that M&DFG are responsible for the insurance and maintenance of the shed and if they stop using it, then they remove it. This was proposed by Cllr Buchanan and seconded by Cllr Howard. All voted in favour.

Action: Clerk

Item 11: Training:

11.1 To note Cllr Knott's attendance at the Crime Prevention and Safety Conference run by KALC on 7.12.17

A.59 This was noted

11.2 To note Cllr M Bramer and the Clerks attendance at the General Data Protection Regulations Workshop run by KALC on 24.1.18

A.60 This was noted.

Item 12: Financial Matters:

12.1 To note all the Administration & Resources Committee Expenditure up to 22.11.17 for the 2017-2018 financial year

A.61 This was noted.

12.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2

A.62 The schedule of payments were approved on a proposal by Cllr Buchanan, seconded by Cllr Howard and all voted in favour. – see appendix 1

12.3 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2018-2019 for recommendation to Full Council

A.63 Following discussion on the budget, it was suggested that the figure for £585 for the volunteer warden is removed and the £1000 from this year's budget is earmarked for next year. Cllr McTavish then proposed that the budget for A&R is endorsed for recommended to Full Council with the amendment to the volunteer warden budget as outlined above. This was seconded by Cllr Buchanan and there were 5 votes in favour and 1 against.

12.4 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2018-2019 for recommendation to Full Council

A.64 Following discussion Cllr Powell proposed that £1000 is removed from the budget for the Parish Plan. This was seconded by Cllr Wade. There were 4 votes in favour and 2 against. Cllr Powell then proposed that the budget is endorsed for recommendation to Full Council and this was seconded by Cllr Buchanan. There were 5 votes in favour and 1 abstention.

12.5 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2018-2019 for recommendation to Full Council

A.65 Discussion took place. Cllr Howard then proposed that the E&A budget is endorsed for recommendation to Full Council and this was seconded by Cllr McTavish. There were 5 votes in favour and 1 against.

12.6 To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2018-2019 for recommendation to Full Council

A.66 Cllr Powell proposed that the Judson's Pavilion Committee budget is endorsed for recommendation to Full Council and this was seconded by Cllr Wade. All voted in favour.

12.7 To consider and agree a composite budget for Meopham Parish Council for 2018-2019 for submission to Full Council for approval at its meeting on 09.01.18

A.67 The composite budget of £89,010 was agreed for submission to Full Council on a proposal by Cllr Buchanan and seconded by Cllr Howard. There were 5 votes in favour and 1 against. **Action: Clerk**

Item 13: Correspondence:

13.1 To note the correspondence received

A.68 Correspondence was noted.

The meeting closed at 9:24pm

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

ADMINISTRATION AND RESOURCES COMMITTEE EXPENDITURE - 28/9/17 to 24/11/17

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1945	28/09/2017	Sebias Cleaning Services	Parish office cleaning - sept 17	£57.60		£57.60
1946	28/09/2017	PKF Littlejohn	Annual Return 2016-17 - External Auditor	£360.00	£60.00	£300.00
DD	01/10/2017	BT	Parish office telephone bill - up to 17/9/17	£97.19	£16.20	£80.99
DD	04/10/2017	Grenke Leasing	Photocopier lease - quarterly fee up to 31.12.17	£181.62	£30.27	£151.35
1948	10/10/2017	KALC	Training - Clerk at Clerk's Conference 14/9/17	£72.00	£12.00	£60.00
1950	10/10/2017	GWT Media Ltd	It Support & Email Hosting - Oct. 17	£96.72	£16.12	£80.60
1951	10/10/2017	Namesco	Renewal for meopham.org for 1 year	£119.88	£19.98	£99.90
1952	10/10/2017	N. Jerram	Expenses - mileage & Postage 07/17 to 4/10/17	£35.75		£35.75
1953	10/10/2017	S Eggesden	Expenses - mileage & Postage 08/17 to 4/10/17	£38.73		£38.73
1954	10/10/2017	KCC re: Kent Pension Fund	Staff Pension - October 2017	£639.58		£639.58
1955 +1956	20/10/2017	Staff salaries	salaries + O/T - October 2017	£1,936.86		£1,936.86
1957	20/10/2017	EDF	Replacement chq for 1905 - office electric bill	£30.70	£1.46	£30.70
SO	20/10/2017	MI Bookkeeping	Bookkeeping Service - Oct 2017	£100.00		£100.00
SO	20/10/2017	Malcolm Gofton Associates	Payroll - October 2017	£36.00	£6.00	£30.00
1960	27/10/2017	Sebias Cleaning Services	Parish office cleaning - Oct 17	£57.60	£9.60	£48.00
1961	27/10/2017	ARC Office Systems Ltd	Photocopying - 21/7/17 to 20/10/17	£127.41	£21.24	£106.17
1962	27/10/2017	P Hasler	Expenses - mileage & Parking	£10.65		£10.65
1963	02/11/2017	EDF	Parish Office - electricity bill - Aug to 27 Oct	£94.41	£4.50	£89.91
1966	02/11/2017	KALC	Finance Conference - MB & SE	£144.00	£24.00	£120.00
1967	02/11/2017	Meopham Brass	Band - remembrance	£40.00		£40.00
1968	02/11/2017	Gravesham District Scouts	PA/Sound system - remembrance	£25.00		£25.00
1969	02/11/2017	Royal British Legion	Poppy Appeal donation	£20.00		£20.00
1982	20/11/2017	GWT Media Ltd	IT Support & email hosting - Nov 17	£96.72	£16.12	£80.60
1984	21/11/2017	KCC Pension Fund	Staff Pension - Nov 17	£639.58		£639.58
1985	20/11/2017	Sebias Cleaning Services	Parish office cleaning - Nov 17	£57.60	£9.60	£57.60
1986 +	20/11/2017	Staff salaries	Salaries & O/T - Nov 17	£2,139.48		£2,139.48
1987						
1988	24/11/2017	EDF Energy	Electric bill - office (final nightmeter bill)	£8.58	£0.41	£8.17
1990	24/11/2017	BT	Parish office broadband up to 31/1/18	£67.08	£11.18	£55.90