

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 19th June 2018 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence:

A.1 There were apologies from Cllrs Howard and Ogden

Item 2: Declarations of Interest:

A.2 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (10.04.18):

A.3 The minutes of the meeting held on 10.04.18 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. There were 3 votes in favour and 1 abstention.

Item 4: Matters Arising (not covered by the Chairman's Briefing Note or elsewhere on the agenda)

A.4 Cllr M Bramer reported on the appointment of GDPR-Info as the Data Protection Officer for the council for 1 year. A visit is scheduled with the office.

7.35pm – Cllr McTavish arrived.

Item 5: Chairman's Briefing Note

A.5 This was noted. The hearing loop wire in the windmill chamber was discussed and it was pointed out that the damp may continue to be an issue after the renovations.

Item 6: Contractual Matters

6.1 To review and approve the terms of Service Contract, due for renewal on 14th September 2018

A.6 Cllr M Bramer pointed out that under the new delegation scheme, E&A review the specification for the job and A&R review the remainder of the contract. Full Council will need to be asked to approve the expenditure due to the contact being over £15000 over the 3 year period. Cllr Powell advised that he would not comment on the contract as he had not received the draft contract until tonight. Cllr M Bramer advised that the changes to the original contract were highlighted in red.

It was proposed to make an amendment to add in a section at 4.1 regarding monitoring: the work will be monitored on a monthly basis and the contractor will meet with the clerk monthly to review the work undertaken and discuss any forthcoming work. Cllr M Bramer proposed approval of the amendment and Cllr Buchanan seconded this. There were 3 votes in favour and 2 abstentions.

Cllr Buchanan then proposed approval of the amended contract and this was seconded by Cllr McTavish. There were 3 votes in favour, 1 abstention and 1 objection. Cllr Powell objected to voting on a document that he had only just received at the meeting.

Action: Clerk

6.2 To review the annual lease agreement for the football pitch at Judson's Recreation Ground with Meopham Colts Football Club

A.7 The lease had been circulated. Cllr Wade proposed approval of the lease agreement and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

6.3 To review, and if appropriate, delegate to the Clerk to review the supplier for the contract for broadband and telephone for the parish Office - current fixed contract ends on 05.07.18

A.8 Cllr Powell proposed approval of the above motion and this was seconded by Cllr Wade. All voted in favour.

Action: Clerk

6.4 To review, and if appropriate, delegate to the Clerk to review the supplier for electricity for the Parish Office and Judson's Pavilion – current fixed contract ends on 30.06.18

A.9 Cllr Powell proposed approval of the above motion and this was seconded by Cllr Wade. All voted in favour.

Action: Clerk

6.5 To review, and if appropriate, approve the continuation of the cleaning contract for the Parish Office with Sebias Cleaning Services

A.10 Cllr Powell proposed approval of the above motion and this was seconded by Cllr Buchanan. All voted in favour.

Item 7: Standing Orders

7.1 To note the revised NALC Standing Orders and to approve any amendments to recommend to Full Council for final approval

A.11 The revised Standing Orders had been circulated incorporating the changes already agreed by MPC to the 2013 SO's and the new additions/amendments. The following changes were proposed:-

- P. 6 – Item 1t – add in 2 minutes
- P. 7 – Item 3c – deleted and committees' orange dot added to item 3b
- P. 8 - 3g will become 3f and will refer to 3g
- P9 – at the end of SO 3 – should read see SO 4d(vii)
- P.10 – SO 4 d vii had been deleted in error so should be added back in and the quorum amended from 3 to 4, as agreed at the Annual Council Meeting.
- P.10 - 4x new addition
- P.12/13 – 5x, xvii, xix and xx – new additions
- P.12 – 5xii and xviii – previous deleted by proposed adding in as the council now have the general power of competence and media policies.
- P. 15/16 – 11a and b – new statutory SOs.
- P16 – 12e – new statutory SO and 12f – new addition.
- P17 – 13 see SO 3p amended to see SO 3j
- P19 – 15bi – new statutory SO, 15biv – has now become a statutory SO and 15bix, xi, xii and xvii – new additions/changes due to renumbering
- P.21/22/23 – 18av, 18c, 18f and 18g – new statutory SOs
- P23 – 19g – now reworded
- P.23 – SO 20, heading change. 20a and b now removed and replaced with new statutory SOs.
- P.24 – 21a, b, c, d, e and f – new statutory SO
- P. 22 – SO22 – heading change
- P23 – SO23 – 23b – statutory change
- P.24- 26 – SO 22 to SO 26 – renumbered.

Cllr Powell proposed recommending the above changes to Full Council and this was seconded by Cllr Wade. All voted in favour.

Cllr M Bramer requested members present to sign a Special Motion request form to request the changes are made, in line with current Standing Order 25b (Cllr D Bramer had also read the SO's proposed changes and had signed the form so it totalled 6).

It was agreed to provide each councillor with a printed copy of SO's showing the highlighted changes.

Action: Clerk

Item 8: Policies

8.1 To approve a Lone Working Policy

A.12 Following discussion, it was agreed to add in 'The Clerk or Chairman will take appropriate action' to the end of 5.2. Cllr Powell then proposed approval and this was seconded by Cllr Wade. All voted in favour.

Action: Clerk

8.2 To approve the new Privacy Policy (GDPR)

- A.13** This document had been produced by GDPR-Info. Cllr M Bramer proposed approval and this was seconded by Cllr Powell. All voted in favour.

Action: Clerk

Item 9: Skills Audit

9.1 To consider approving a skill audit for the Parish Council

- A.14** A proposed document had been circulated. Cllr M Bramer advised that this is an optional exercise. Cllr Powell felt this would put people off becoming a councillor and he would not fill in the form. Discussion took place and Cllr McTavish proposed adding in an introduction and to add in another box regarding training requirements. This would then be delegated to the Clerk to amend, in discussion with Cllr McTavish. Cllr M Bramer seconded this and there were 3 votes in favour and 2 against.

Cllr M Bramer then proposed approval of the skills audit with the above amendments. This was seconded by Cllr McTavish and there were 3 votes in favour and 2 against.

Action: Clerk/Cllr McTavish

Item 10 Financial Matters

10.1 To note committee expenditure up to May 2018 for the 2018-2019 financial year

- A.15** This was noted.

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

- A.16** Cllr M Bramer proposed approval and this was seconded by Cllr Buchanan. All voted in favour. See appendix 1.

10.3 To approve the appointment of Mr D Buckett as Internal Auditor for Meopham Parish Council for 2018-2019

- A.17** As MPC had been using the services of Mr Buckett for a number of years, it was proposed that the Clerk should look at other possibilities via KALC and bring this back to the next A&R meeting. This amendment was proposed by Cllr M Bramer and seconded by Cllr Wade. All voted in favour.

Action: Clerk

10.4 To consider the future appointment for the preparation of the end of year financial accounts for Meopham Parish Council for 2018-2019

- A.18** Cllr M Bramer proposed offering this appointment to Mrs Julia Burgoyne on the same basis as this year, up to £300. This was seconded by Cllr Powell and all voted in favour.

Action: Clerk

10.5 To consider approving to set up a bank account with Unity Trust, on the recommendation of the Internal Auditor, for making payments via bank transfer

A.19 Cllr M Bramer explained the issues with trying to establish a system on making online payments with Lloyds Bank and that the auditor had suggested using Unity Trust, which is used by many parish councils and is set up for making 2 signature online payments. Cllr Buchanan proposed approval and this was seconded by Cllr M Bramer. There were 4 votes in favour and 1 abstention.

Action: Clerk

8.43pm - Cllr Wade left the meeting.

Item 11: Correspondence:

11.1 To consider the letter received from UK Power Network for work to install a new electricity cable across a section of Meopham Village Green leading to The Barn, Meopham Green DA12 0AP and to approve if appropriate

A.20 It was proposed that this is delegated to the Clerk to ask if any wayleave will be due and to then agree to this request.

Action: Clerk

11.2 To note the correspondence received

A.21 Correspondence was noted.

The meeting closed at 8.45 pm

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

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	24.05.18	SLCC	SUBS 2018-19	£185.00		£185.00
2081	24.05.18	ZURICH	PARISH COUNCIL INSURANCE	£1,376.35	£147.46	£1,228.89
2082	24.05.18	MEOPHAM CRICKET CLUB	HALL HIRE - ACM 22.05.18	£25.00		£25.00
2084	24.05.18	SEBIAS CLEANING SERVICES	PARISH OFFICE CLEANING	£57.60	£9.60	£48.00
DC	03.06.18	LAND REGISTRY	LAND REGISTRY SEARCH	£6.00		£6.00
2087	08.06.18	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - JUNE 2018	£96.72	£16.12	£65.00
2088	08.06.18	DESIGN SHACK	MPC LOGO RE- DESIGN	£30.00	£5.00	£25.00
2089	08.06.18	KENT PENSIONS	STAFF PENSIONS - MAY 2018	£674.04		£674.04
2090	18.06.18	KPS OFFICE SUPPLIES LIMITED	STATIONERY ORDER FOR OFFICE SUPPLIES	£76.65	£12.78	£63.87
2091	18.06.18	N JERRAM	EXPENSES (MILEAGE)	£36.10		£36.10
2092	18.06.18	S EGGLEDEN	EXPENSES (MILEAGE & PARKING FEES)	£42.81		£42.81
SO	20.06.18	MI BOOKKEEPING SERVICES LTD	BOOKKEEPING - JUNE 2018	£100.00		£100.00
SO	20.06.18	M GOFTON ASSOCIATES LTD	PAYROLL - JUNE 2018	£36.00	£6.00	£30.00