

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 4th October 2016 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk), 1 member of public

Item 1: Apologies for absence:

A.28 Apologies were received from Cllr McTavish (holiday)

Item 2: Declarations of Interest:

A.29 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (05.07.2016):

A.30 The minutes of the meeting held on 05.07.16 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.31 It was noted that all the policies in item 7 had been approved by Full Council.

A.32 It was noted that there is not any further update regarding the Emergency Plan. (item A18)

A.33 It was noted that no-one had attended the Flood Warden event in July 2016. (item A19)

Item 5: Parish Office and the Windmill Chamber

5.1 To note a meeting with the Windmill Trust to discuss improvements

A.34 Cllr M Bramer and the Clerk reported on the meeting they had with the Windmill Trust to discuss potential work in the office and windmill chamber in respect of landlord/tenant responsibilities. Cllr M Bramer reported that following the meeting, a grant application has been submitted to the Gravesham Rural Forum for new windows and front door for the parish office to improve the insulation issues. Other issues were discussed

including the heating in the parish office and improving the car parking area; moving the posts and putting in a new surface.

5.2 **To authorise the Clerk to spend up to a specified amount to improve the office and the windmill chamber for staff and councillors**

A.35 Discussion took place regarding the heating in the office, toilet area and windmill chamber. It was agreed that the Clerk would contact an electrician to find out about suitable heating solutions and the cost. Subject to checking on the responsibilities for any fixed heaters, Cllr M Bramer proposed that the Clerk is authorised to spend up to £500 to improve the heating, to come out of general administration budget. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

5.3 **To authorise the Clerk to obtain costings for improving the car parking at the Windmill site**

A.36 Although this is a landlord responsibility, members agreed that the council could get quotes to present to the Windmill Trust and assist with potential grants. Therefore Cllr Buchanan proposed that the Clerk is authorised to obtain costings for improving the car parking area at the windmill site. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Item 6: **Parish Council Website**

6.1 **To invite comments from members on possible improvements to the website**

A.37 Cllr M Bramer invited comments from members on possible improvements to the website to feed back to the Clerk and himself over the next few weeks. It is then planned to hold a meeting with GWT Media if necessary. It was also noted that it not clear from the contract if the council own the website and it was agreed that this needs to be clarified with GWT Media.

Action: All members/Clerk

Item 7: **Financial Matters**

7.1 **To approve setting up payment for the LGPS Pension via BACS (recommended payment method from Kent Pension Scheme)**

A.38 Cllr M Bramer proposed the above motion and this was seconded by Cllr Ogden. All voted in favour.

Action: Clerk

7.2 **To note that the invoices for BT have been set up to be paid via quarterly Direct Debit for line rental, unlimited calls and 10GB broadband, saving £18 per quarter**

A.39 This was noted by members. The Clerk confirmed the process for direct debits would be the same as the cheques, with a signed payment process slip attached to the invoice, signed by 2 councillors and recorded in the expenditure spreadsheet which members receive at each committee meeting.

7.3 **To approve a virement from contingencies for £1000 into the salary budget for overtime payments**

A.40 Cllr M Bramer advised that the previous authorised overtime budget of £500, which came out of the salary budget had now been used up. Following discussion, Cllr M Bramer proposed the above motion and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

7.4 **To recommend to Full Council that £3000 is transferred from the reserves to the salary budget for the pension scheme for October 2016 to March 2017**

A.41 It had been agreed at Full Council to start paying the pension for staff from 1 October 2016. The salary budget would need to be increased to accommodate this. Cllr Buchanan therefore proposed the above motion and this was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.5 **To review the current mileage allowance and make a recommendation to Full Council and to agree to draft a policy regarding councillors travel expenses**

A.42 Information on mileage rates from the government website had been circulated. Mileage rate for cars had increased from 40p (current parish council rate) to 45p per mile for the first 10,000 business miles in 2011. Cllr Ogden therefore proposed a recommendation to Full Council that the mileage rate for staff should be increased to 45p per mile for the first 10,000 business miles with immediate effect. This was seconded by Cllr Buchanan and all voted in favour.

A.43 Cllr Buchanan proposed a recommendation to Full Council that a policy for councillors is put in place for mileage to clarify this: 45p will be paid for councillors for council business outside the parish only but could also

be paid for mileage within the parish for exceptional circumstances with prior approval from the Chairman. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.6 **To approve, where appropriate, the outstanding Administration and Resources Committee Expenditure from 5th July 2016**

A.44 Cllr Buchanan proposed approval of the expenditure and this was seconded by Cllr Ogden. All voted in favour.

A.45 It was agreed that the Clerk would contact the internal auditor to check on the information that should be published on the website regarding the council accounts, in particular in respect of staff salaries.

Action: Clerk

7.7 **To note the Administration and Resources Committee Income and Expenditure to date for the 2016/2017 financial year**

A.46 This was noted by all members.

A.47 Cllr M Bramer raised a question regarding the overspend on the professional fees budget and the clerk confirmed that money would be due back to the council for legal fees in respect of the easement.

Item 8: Correspondence:

8.1 **To note the correspondence received.**

A.48 This was noted by all members.

A.49 It was noted that the Civic Service at St John's Church has now been cancelled.

The meeting ended at 8.22pm

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