

## **Meopham Parish Council**

All correspondence to:  
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20<sup>th</sup> February 2019

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 26<sup>th</sup> February 2019 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

*Sarah Egglesden*

**Clerk**

### **AGENDA**

- 1. To receive Apologies for Absence**
- 2. To receive Declarations of Interest**
- 3. To approve minutes of previous meeting (04.12.18) (\*)**
- 4. Matters Arising** (not covered by the Chairman's Briefing Note or elsewhere on the agenda)
- 5. Chairman's Briefing Note**
  - 5.1 To note (\*) (to follow)
- 6. New Computer**
  - 6.1 To consider purchasing a new computer and necessary software for the Parish Office for use of the Bookkeeper and the second Clerical Assistant, and if appropriate to then delegate up to £600 to the Clerk to purchase this.
- 7. Leases/Agreements**
  - 7.1 Allotment Lease: To review the agreement with the Council and Meopham & District Allotment Association, due for renewal on 1<sup>st</sup> April 2019. (\*)
  - 7.2 Cricket Club Proposed Agreement: To review a draft agreement regarding parking vehicles on match days on part of Meopham Green on the land in front of Green Farm Cottages, for final recommendation to Full Council before presentation to the Cricket Club (\*) (to follow)
  - 7.3 License between Meopham Parish Council and Meopham Windmill Trust for the Parish Office: to approve the renewal of the license for a further year.
- 8. Financial Matters**
  - 8.1 To note all the Administration & Resources Committee Expenditure up to 19.02.19 for the 2018-2019 financial year (\*) (to follow)

- 8.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)
- 8.3 To approve MI Bookkeeping to act as agent to HMRC on behalf of the council on any VAT issues relating to the recent VAT registration.
- 8.4 Internal Control
  - 8.4.1 to receive a report from the Councillor Auditors on the council's internal controls and risk assessment
  - 8.4.2 To consider the council's Internal controls policy for 2018-19 for recommendation to Full Council, for the forthcoming annual audit. (\*)
  - 8.4.3 To note the council's risk assessment document as at February 2019 (\*)

## **9. Correspondence**

- 9.1 To note the correspondence received (\*)

### **Closed Session**

**Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next item the public and press will be asked to leave the meeting**

## **10. Payroll for 2019-20**

- 10.1 To consider the appointment of the payroll contractor for 2019-20 (\*) (to follow)
- 10.2 To then approve the appointed payroll contractor to act as an agent for HMRC on behalf on the council on any payroll related issues

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

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulation 2014.