

**Minutes of a meeting of the  
Administration and Resources Committee held on  
Tuesday 13<sup>th</sup> February 2018 at 7:30pm  
at the Windmill, Meopham Green**

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

**In attendance:** Mrs S Eggesden (Clerk)

**Item 1: Apologies for absence:**

**A.69** There were no apologies.

**Item 2: Declarations of Interest:**

**A.70** There were no declarations of interest.

**Item 3: To approve minutes of previous meetings (28.10.17):**

**A.71** The minutes of the meeting held on 28.10.17 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 laptop and desk for the Parish Office – update from the Clerk**

**A.72** The Clerk reported that both items had been purchased.

**4.2 Skills Audit – update from Cllr McTavish**

**A.73** Following research Cllr McTavish has asked the Clerk to contact NALC/KALC to see if a model template is available.

**Action: Clerk**

**4.3 Social Media Working Group – update**

**A.74** Cllr Gofton has agreed to join this group and the Clerk would be setting up a meeting date.

**Action: Clerk**

**4.4 Follow up actions from meeting with GWT Media Limited – update from Cllr M Bramer**

**A.75** Cllr M Bramer reported that there are still a few issues outstanding from the meeting. The revised Privacy Policy had been uploaded to the website, although this will probably have to be amended when GDPR comes into force. The Clerk would chase up GWT Media regarding updating the search engine.

**Action: Clerk**

**4.5 Internet banking and debit card arrangements – update from the Clerk**

**A.76** The Clerk reported that the debit card has now been received but she had not had time to pursue the internet banking any further.

**Action: Clerk**

There were no further matters arising.

**Item 5: Contracts**

**5.1 To consider a contract for the servicing of Pitfield Green Toilets**

**A.77** The draft contract was reviewed. It was suggested that monitoring the contractor and reactive cleaning/charges should be added to the contract. Cllr M Bramer proposed recommending approval of the contract to the Full Council, adding in the above 2 points. This was seconded by Cllr Ogden and all voted in favour.

**Action: Clerk**

**Item 6: General Data Protection Regulation (GDPR)**

**A.78** Cllr M Bramer and the Clerk had attended the KALC run GDPR workshop. Cllr M Bramer outlined the GDPR and had prepared a report which he would circulate after the meeting.

The Clerk is the data controller but could not be the Data Protection Officer due to a conflict of interest. A company called Satswana had carried out the workshop presentation and offered a DPO service with charges starting at £150. Other organisations will also offer this service, possibly including GBC.

The next steps are:

- Carry out an audit of the personal data MPC currently holds
- Appoint a DPO (Chairman of FC to see if Gravesham BC are offering a DPO service at the next Chairmen's meeting)
- Draft any policies required
- Clerk to meet with other Clerks in Gravesham, as agreed at the KALC meeting last night, when further information on the GDPR is received

**Action: Clerk/Cllr M Bramer**

**Item 7: Parish Office Matters**

**7.1 Clerk to provide members with an update on the forthcoming work at the Windmill site and the current maintenance issues, reported to KCC.**

**A.79** KCC were looking to carry out major repairs to the windmill in the new financial year,

The Clerk updated members on the following maintenance issues:-

- Water leak in the Windmill Chamber around the hatch near the window and by the entrance door

- Loose metal sheet in the wooden winding housing above the parish office that requires removal
- To check if an electrical check is due following recent issues with the electrics. This check should be carried out every 5 years.
- Potential asbestos in the parish office roof, noted by the contractor that inspected the loose metal sheet, plus an asbestos survey should be available for the building

The issues had been reported to KCC and the Clerk has arranged a meeting with KCC and Meopham Windmill Trust to discuss the programme of work/reports required and to clarify who is responsible for the work.

**Action: Clerk**

**Item 8:      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)**

**8.1**      update on response from GBC Planning Department

**A.80**      The Clerk reported that M&DFG were now taking this up direct with Meopham Windmill Trust and MPC had been copied into the letter to the Trust. It was agreed that there was no further action for MPC to take at this stage.

**Item 9:      Training**

**9.1**      **To note attendance of Cllrs D and M Bramer at the forthcoming Annual Planning Conference run by KALC on 16.3.18**

**A.81**      This was noted.

**9.2**      **To note that the Clerk attended a free end of year pensions workshop on 26.1.18, run by KCC**

**A.82**      This was noted. Cllr Wade suggested that the Clerk makes a note for the office file on the procedure for submitting the end of year return for future reference/if the Clerk is absent and this was agreed.

**Action: Clerk**

**Item 10:      Financial Matters:**

**10.1**      **To note all the Administration & Resources Committee Expenditure up to 13.2.18 for the 2017-2018 financial year**

**A.83**      This was noted. Cllr Powell suggested splitting overtime from the salary budget item. It was agreed the Clerk would ask the bookkeeper to carry this out. It was agreed that the legal fees for the toilets should be moved from general administration to professional fees budget heading although no budget had been allocated for this.

**Action: Clerk**

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

**A.84** Cllr Powell proposed approval and this was seconded by Cllr Buchanan. All voted in favour. See appendix 1.

**10.3 To recommend to Full Council a virement of £500 from the General Reserve to the A&R salary budget for 2017-18 to allow for the possibility of additional overtime being needed up to the end of March. (only to be used if no further budget is available in the overall A&R budget to carry out a virement between budgets)**

**A.85** Cllr M Bramer explained the reasons for overtime. Following discussion, Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr Ogden and all voted in favour

***Action: Clerk***

**Item 11:      Correspondence:**

**11.1 To note the correspondence received**

**A.86** Correspondence was noted.

**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 items the public and press will be asked to leave the meeting**

**Item 12: To consider the following Quotations**

**12.1 Hearing Loop for Parish Council Meeting Venues - To consider the quote for a portable hearing loop and if appropriate, recommend approval to Full Council and that the cost of this is met out of the Parish Council's reserves**

**A.87** As this was a specialist piece of equipment there was only 1 quotation. County Councillor Sweetland had indicated that funding for the full amount is potentially available via his members grant and the clerk will submit a grant application form.

Cllr Powell proposed the above motion and this was seconded by Cllr Howard. All voted in favour.

It was agreed to leave to the Clerk to decide to include on the next Full Council agenda in case funding was unsuccessful.

***Action: Clerk***

**12.2 Parish Council Logo – To consider the quotes for updating the Parish Council's logo and if appropriate, approve a contractor**

**A.88** Cllr Powell proposed accepting the quotation from Design Shack. This was seconded by Cllr McTavish and all voted in favour.

The meeting closed at 8.37pm

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

**Appendix 1**

**ADMINISTRATION AND RESOURCES COMMITTEE EXPENDITURE - 25/11/17 to 13/2/18**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1991	05/12/2017	GWT Media Ltd	IT Support & Email hosting - dec 17	£96.72	£16.12	£80.60
1992	05/12/2017	KPS Office Supplies Limited	Stationery - Dec 17	£54.99	£9.17	£45.82
SO	20/12/2017	MI Bookkeeping	Bookkeeping - Dec 17	£100.00		£100.00
SO	20/12/2017	Malcolm Gofton Associates	Payroll - Dec 17	£36.00	£6.00	£30.00
1993	12/12/2017	Meopham PCC	Service Sheets - Remembrance	£40.00		£40.00
"	12/12/2017	Meopham PCC	Meopham Review Subs	£6.00		£6.00
1994	12/12/2017	H Antwiss	Office repairs - Dec 2017	£72.00		£72.00
1995	12/12/2017	N Jerram	Expenses - mileage/stamps - oct to dec 17	£51.23		£51.23
1996	12/12/2017	S Eggesden	Expenses - mileage/office sundries - oct to dec 17	£19.70		£19.71
1997	13/12/2017	KCC Pension Fund	Staff Pension - Dec 17	£639.58		£639.58
1998	13/12/2017	HMRC	PAYE - up to 5.1.18	£1,833.20		£1,833.20
1999 + 2000	20/12/2017	Staff salaries	Salary - Clerk - Dec 17	£1,968.76		£1,968.76
2003	18/12/2017	S Eggesden	Office Laptop - reimbursement	£449.00		£374.17
2004	18/12/2017	Meopham Cricket Club	Hire of pavilion x 2	£50.00		£50.00
2005	18/12/2017	S Eggesden	Expenses - office 365	£129.99	£21.67	£108.33
DD	02/01/2018	BT	Parish Office telephone bill	£104.16	£17.36	£86.80
DD	01/01/2018	Grenke Leasing	Photocopying - 01/01/18 to 21/03/18	£181.62	£30.27	£151.35
2009	08/01/2018	Sebias Cleaning Services	Office cleaning - December 2017	£57.60	£9.60	£48.00
2010	08/01/2018	KPS Office Supplies Limited	New desk for parish office	£162.00	£27.00	£135.00
2011	08/01/2018	KALC	Cllr Knott - Crime Prevention & Safety conference	£72.00	£12.00	£60.00
2012	08/01/2018	GWT Media Ltd	IT support - Jan 18	£96.72	£16.12	£80.60
2015	16/01/2018	Invicta Law	Interim bill - deed of surrender for toilets	£348.00	£57.00	£291.00
2016	19/01/2018	KCC Pension Fund	Staff Pension - Jan 2018	£639.58		£639.58
2017+2018	20/01/2018	Staff salaries	Salary - Jan 18	£1,886.88		£1,886.88
SO	20/01/2018	M Gofton	Payroll - Jan 18	£36.00	£6.00	£30.00
SO	20/01/2018	MI Bookkeeping	Bookkeeping - Jan 18	£100.00		£100.00
2019	30/01/2018	ARC Office Systems Ltd	Photocopying - up to 21.01.18	£116.56	£19.42	£97.14
2023	07/02/2018	GWT Media Ltd	IT support & email hosting - Feb 18	£96.72	£16.12	£80.60