

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 5th July 2016 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence:

A.6 Apologies were received from Cllr McTavish (holiday)

Item 2: Declarations of Interest:

A.7 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (08.03.2016 and 07.06.2016):

A.8 The minutes of the meeting held on 08.03.16 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Buchanan. All voted in favour and the minutes were approved.

A.9 The minutes of the meeting held on 07.06.16 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Buchanan. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.10 Minutes from 08.03.16, item A84 – Cllr Wade asked on the progress with this. The Clerk reported that this had not been carried out to date but this would be looked into.

Item 5: Insurance

5.1 To note the renewal of the Council's insurance for 2016/2017

A.11 The insurance renewal was noted.

Item 6 Contractual Matters

6.1 To approve the renewal of the license agreement between Meopham Parish Council and Meopham Colts Football club for the hire of Judson's Recreation Ground Pavilion and Football pitch

A.12 Cllr Ogden proposed a motion to renew the license agreement between Meopham Parish Council and Meopham Colts and this was seconded by Cllr Wade. All voted in favour and the motion was approved.

Action: Clerk

6.2 **To approve the continuation of the IT Services contract, covering the Parish Office, with GWT Media Ltd**

A.13 Cllr Wade proposed a motion to approve the continuation of the IT Services contract, covering the Parish Office, with GWT Media Ltd and this was seconded by Cllr Buchanan. All voted in favour and the motion was approved.

6.3 **To approve the continuation of the Book Keeping Contract**

A.14 The Clerk reported that contract would increase from £75 pcm to £100 pcm from the 1st August. This was the first increase since 2012. Cllr Buchanan proposed a motion to approve continuing with the Book Keeping Contract with the increase and this was seconded by Cllr Wade. All voted in favour and the motion was approved.

Action: Clerk

Item 7 **Council Policies**

7.1 **To consider and, if appropriate, recommend to Full Council to approve a Training Policy for Meopham Parish Council**

A.15 Cllr Buchanan proposed a motion recommending the approval of the Training Policy to Full Council. This was seconded by Cllr Ogden and all voted in favour. The motion was approved.

Action: Clerk

7.2 **To consider and, if appropriate, recommend to Full Council to approve an Equality Policy for Meopham Parish Council**

A.16 Following discussion, Cllr Ogden proposed a motion recommending the approval of the Equality Policy to Full Council. This was seconded by Cllr Wade and all voted in favour. The motion was approved.

Action: Clerk

7.3 **To consider and, if appropriate, recommend to Full Council to approve a Co-option Policy for Meopham Parish Council**

A.17 Following discussion, Cllr Ogden proposed a motion to recommend to Full Council to amend the Personnel Committee's Terms of reference and approval of the Co-Option Policy. This was seconded by Cllr Buchanan and all voted in favour. The motion was approved.

Action: Clerk

Item 8 **Emergency Plan**

8.1 **Report from the Clerk on a workshop she attended, hosted by KALC and Kent Resilience Forum**

A.18 The Clerk reported that Kent Resilience Forum has produced an updated template for emergency plans in October 2015 and KALC intend to run a further workshop later in the year to enable council representatives to attend and review their plans.

8.2 **To note the Flood Warden event on 23rd July and agree attendance if appropriate**

A.19 Following discussion on potential flood issues from surface water, members agreed it would be appropriate for a councillor to attend this event and it was agreed that the Clerk circulate details of the event to all councillors.
Action: Clerk

Item 9: **Financial Matters**

9.1 **To note the submission of the 2015/2016 financial accounts of Meopham Parish Council to the External Auditor**

A.20 This was noted.

9.2 **To consider and agree the audit arrangements for 2016-2017**

9.2.1 **To consider if an interim audit in October is required**

A.21 Following discussion Cllr Ogden proposed a motion that the interim audit in October is no longer required. This was seconded by Cllr Buchanan and all voted in favour. The motion was approved.

9.2.2 **To approve the appointment of David Buckett as the internal auditor for 2016-17**

A.22 Cllr Buchanan proposed a motion to approve the appointment of David Buckett as the internal auditor for 2016-17 and this was seconded by Cllr Ogden. All voted in favour and the motion was approved.

9.2.3 **To approve the appointment of Julia Burgoyne for the preparation of the Meopham Parish Council financial accounts for 2016-17**

A.23 Cllr Wade proposed a motion to approve the appointment of Julia Burgoyne for the preparation of the Meopham Parish Council financial accounts and this was seconded by Cllr Ogden. All voted in favour and the motion was approved.

9.3 **To note and approve, where appropriate, outstanding Administration and Resources Committee Expenditure from 1st April 2016**

A.24 Payments were noted from the 1 April to 5 July 2016. Cllr M Bramer proposed a motion to approve the budget spreadsheet. This was seconded by Cllr Buchanan and all voted in favour. The motion was approved.

9.4 **To approve schedule of payments in accordance with Financial Standing Order 5.2.**

A.25 Cllr M Bramer proposed a motion to approve the schedule of payments. This was seconded by Cllr Wade and all voted in favour. The motion was approved.

Item 10: Correspondence:

10.1 To note the correspondence received.

A.26 It was noted by all members.

A.27 The Clerk was asked to pass on any relevant grant information that she comes across to the Scouts as they are currently looking for funding.

The meeting ended at 8.23pm

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