

**Minutes of a meeting of the
Extraordinary Administration and Resources Committee held on
Tuesday 8th September 2015 at 08:00pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence:

A.30 There were no apologies

Item 2: Declarations of Interest:

A.31 There were no declarations of interest.

Item 3: To consider staffing requirements for the parish office and if appropriate approve additional clerical support up to 10 hours a week depending upon the work load and approval of funding from Reserves by Full Council

A.32 Cllr Bramer proposed an amendment to the motion that the Parish Council take on additional clerical support for 10 hours a week and to be reviewed after 6 months. This was seconded by Cllr Ogden. There were 6 votes in favour, 3 against and 1 abstention. The amended motion was approved. Cllr Bramer proposed the amended motion. This was seconded by Cllr Ogden. There were 6 votes in favour, 2 against and 2 abstentions. The motion was approved and will be taken to Full Council for approval of funding from reserves.

Item 4: To approve the purchase of a recording device for the Council to record its meetings:

A.33 Cllr Powell proposed that £120 is allocated for the purchase of a recorder for the recording of parish meetings, to be allocated from the general administration budget. This was seconded by Cllr Hasler and all councillors voted in favour of this. The motion was approved.

Item 5: To approve the schedule of payments in accordance with Financial Standing Order 5.2

A.34 Cllr Buchanan proposed a motion to approve the schedule of payments circulated to councillors and this was seconded by Cllr McTavish. There were 9 votes in favour. The motion was approved. Cllr Wade abstained from voting as she declared an interest in one of the items for payment.

The meeting ended at 8:25 pm

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