

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 10th April 2018 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk)
1 member of the public from 7.50pm

Item 1: Apologies for absence:

A.89 There were apologies from Cllrs Ogden and Powell

Item 2: Declarations of Interest:

A.90 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (13.2.18):

A.91 The minutes of the meeting held on 13.02.17 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 (not covered by the Chairman's Briefing Note or elsewhere on the agenda)

A.92 Cllr Wade asked about the Hearing Loop. The Clerk confirmed that the grant had been successful and the Hearing Loop would be ordered.

Item 5: Chairman's Briefing Note

A.93 This was noted. Cllr McTavish asked if the Clerk could contact KALC to see if either they or NALC had a model skills audit document that we could use.

Action: Clerk

Item 6: General Data Protection Regulation (GDPR)

6.1 To approve an interim policy for compliance with the General Data Protection Regulation

A.94 The circulated document was reviewed and Cllr Buchanan proposed recommending approval to Full Council and this was seconded by Cllr Howard. All voted in favour.

Action: Clerk

6.2 To agree to delegate to the Clerk in consultation with the Chairman, the appointment of a Data Protection Officer at a maximum cost of £750.00.

A.93 DPO qualifications were discussed and it was unknown what qualifications are required at this stage. The Clerk is obtaining quotes from companies recommended by KALC. GBC had already been approached for use of their appointed DPO but had declined this request. A DPO needs to be appointed by 25th May 2018. It was noted that the Clerk and Cllr M Bramer are attending a meeting with the other Gravesham area clerks and one of their councillors on 4.5.18 to review GDPR and potentially collectively appointing a DPO.

Cllr McTavish proposed approval of the Clerk in consultation with the Chairman appointing a Data Protection Officer at a maximum cost of £750.00. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk/Cllr M Bramer

Item 7: Parish Office Matters

7.1 To consider Parish Office security and to delegate to the Clerk in consultation with the Chairman the purchase of a security device for the parish office at a maximum cost of £1000.

A.94 Cllr M Bramer explained that security in the office had become an issue and the council had a duty of care to its staff.

A member of the public arrived at 7.50pm.

Cllr Howard would pass on details of a security company to the clerk.

Cllr McTavish proposed that the motion is agreed with the Clerk consulting Cllr Howard as well as the Chairman on this and this was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk/Cllr M Bramer/Cllr Howard

Item 8: Parish Council Logo

8.1 To view the two logo design options and agree on the one to be adopted for future use

A.95 Following discussion, Cllr McTavish proposed that both logos could be used with the Meopham Parish Council logo being adopted for letter headings, but with a circle around it. This was seconded by Cllr Howard and all voted in favour.

Action: Clerk

Item 9: Financial Matters

9.1 To note committee expenditure up to 27.03.18 for the 2017-2018 financial year

A.96 This was noted.

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

A.97 Cllr Howard proposed approval and this was seconded by Cllr Wade. All voted in favour. See appendix 1.

9.3 To approve the earmarked reserves for all committees for 2018-19 for recommendation to Full Council

A.98 Cllr Howard proposed approval and this was seconded by Cllr Buchanan. All voted in favour. See appendix 2.

Item 10: Correspondence:

10.1 To note the correspondence received

A.99 Correspondence was noted.

The member of public left the meeting

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 11: Bookkeeping/Payroll Contracts

11.1 To consider a proposal from MI Bookkeeping Ltd

A.100 Following discussion Cllr McTavish proposed that the increase for bookkeeping from August 2018 is agreed and the Parish Council take on the payment of the Sage Accounting. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

11.2 Payroll contract – to note the merger of Malcolm Gofton Associates Ltd with A4GLLP effective from 01.4.2018 and if appropriate, to approve the new contract

A.101 The new arrangement was noted and it was agreed that a new contract was not required.

The meeting closed at 8.18 pm

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

Meopham Parish Council

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2026 + 2027	20/02/2018	Staff salaries	Salary - feb 18 and O/T (Jan)	£2,145.07		£2,145.07
2028	20/02/2018	ACRK	Subs 2017-18	£50.00		£50.00
DEBIT CARD	21/02/2018	Post Office Ltd	Stamps - 36 x 2nd class	£20.16		£20.16
SO	20.02.18	M Gofton	payroll Feb 18	£36.00	£6.00	£30.00
SO	20.02.18	MI Bookkeeping	Bookkeeping - feb 18	£100.00		£100.00
2029	21/01/2018	BT		£69.24	£11.54	£57.70
2030	22.02.18	N Jerram	Expenses - mileage	£22.00		£22.00
2031	22.02.18	S. Eggesden	Expenses - mileage, parking & land reg fees	£36.22		£36.22
2032	22.02.18	Invicta Law	Parish Council legal scheme subs	£480.00	£80.00	£400.00
2036	06.03.18	Sebias Cleaning Services	Parish Office cleaning - up to 7.3.18	£57.60	£9.60	£48.00
Direct Debit	10.03.18	Dropbox International Limited	Dropbox Plus - 10.3.18 to 10.3.19	£79.00	£13.17	£65.83
2039	20.03.18	KPS Office Supplies Limited	Stationery Order - Parish Office	£85.65	£14.28	£71.37
2041	20.03.18	Scottish Water Business Stream Ltd	Water supply - parish office 1.4.18 to 31.3.19	£194.26		£194.26
2042	20.03.18	GWT Media Ltd	Mar Invoice - It support & email host	£96.72		£16.12
SO	20.03.18	M Gofton	payroll Mar 18	£36.00	£6.00	£30.00
SO	20.03.18	MI Bookkeeping	Bookkeeping - Mar 18	£100.00		£100.00
2044	22.03.18	KCC Pension Fund	Pension - Feb 18	£639.58		£639.58
2045 + 2046	22.03.18	Staff salaries	Salary & O/T - March 18	£1,992.35		£1,992.35
2047	22.03.18	GWT Media Ltd	Sept Invoice - replace chq for 1923	£96.72		£16.12
2048	22.03.18	Meopham Cricket Club	Hall Hire - 20.3.18	£25.00		£25.00
2049	27.03.18	KCC Pension Fund	Pension - Mar 18	£639.58		£639.58
2050	27.03.18	HM Revenue & Customs	PAYE - up to 5.4.18	£1,817.91		£1,817.91
DD	29/03/2018	BT	Phone bill - parish office	£112.92		£112.92