

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 6th June 2017 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.1 Apologies were received from Cllrs Howard, McTavish, Powell and Wade.

Item 2: Declarations of Interest:

A.2 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (11.04.17):

A.3 The minutes of the meeting held on 11.04.17 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.4 Item A.61 – Skills audit - Carried forward to action.

Item A.65 – Agreed this should be passed on to P&P Committee to deal with

Item A.72 – Meeting of Gravesham Clerks – Carried forward to action.

Item A.77 – Social Media Working Group – Carried forward to action.

Item A.81 - Hits on MPC Website – the Clerk can now access the information on this.

Item A.98 – a response had been received from the circus and they had agreed not to fly post in the future

Item A101 – one quote had been obtained from Dell to date. Cllr Buchanan proposed that Cllr M Bramer look into this in consultation with the Clerk and this was seconded by Cllr Ogden. All voted in favour.

Action: Clerk and Cllr M Bramer

Item 109 – Response from Internal Auditor on reasonable levels for general reserves and item reference A.99. The clerk confirmed that the general reserves should be approximately the amount of the precept and the auditor had confirmed that item A.99, which had been approved by the Full Council now, was acceptable.

Item 5: Contracts

5.1 Sebias Cleaning – to approve the continuation of the cleaning contract

A.5 The Clerk wanted to review the cleaning schedule of work with the cleaning company. Cllr Ogden proposed approval of the cleaning contract with Sebias and to delegate to the clerk to speak with the company regarding the cleaning. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

5.2 M Gofton Associates – to approve the continuation of the payroll contract

A.6 Cllr Buchanan proposed approval of the continuation of the contract and this was seconded by Cllr Ogden. All voted in favour.

5.3 MI Payroll – to approve the continuation of the bookkeeping contract

A.7 Cllr Buchanan proposed approval of the continuation of the contract and this was seconded by Cllr Ogden. All voted in favour.

5.4 GWT Media – to approve the continuation of the IT support contract

A.8 Discussion followed. Cllr M Bramer would like to set up a meeting with GWT Media along with the Clerk to fully understand the contract that is in place.

Cllr Ogden proposed that a meeting is set up with Cllr M Bramer, the Clerk and GWT Media to investigate the service that the council is paying for. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk and Cllr M Bramer

5.5 Kent Legal Services – to note the transfer of the legal service to Invicta Law

A.9 This was noted. A document for signing would follow.

5.6 Meopham Colts Lease Agreement - To review the rent and agree to renew the license agreement between Meopham Parish Council and Meopham Colts for the hire of Judson's Recreation Ground football pitch from 01.08.17 to 10.06.18

A.10: Approval of the rent and license agreement was proposed by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

5.7 To note the changes to the Zurich Insurance Policy following on from delegation to the clerk to investigate in the policy

A.11 The addition to the insurance for the play area railings and MUGA surfacing was noted. The car insurance part of the policy was noted. This part of the policy would only be applicable if the members/staff had business use insurance on their policy. There would not however be any payment made in the event of a claim if the member already had No Claims Bonus Protection in place. Cllrs D and M Bramer, Buchanan, Luxford and Ogden had already advised the Clerk that they should be removed from this part of the policy. It was agreed that the Clerk would contact all councillors and staff to see if they

wished to remain on the policy. It was also noted that any costs incurred by staff for updating their car insurance policy to business use would be covered by the council.

Action: Clerk

Item 6: Emergency Planning

6.1 Update regarding attendance at the Rest Centre Training event at Culverstone Community Centre on 10/10/17

A.12 It was noted that Cllrs D and M Bramer, Buchanan, Knott, McTavish and Ogden intended to attend this training event.

Action: Clerk

Item 7: Financial Matters

7.1 To consider and approve the audit arrangements for 2017-18

7.1.1: to consider and approve the appointment of an Internal Auditor

A.13 Cllr Buchanan proposed to continue using David Buckett as the Internal Auditor for 2017-18. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.1.2: to consider and approve the appointment for the preparation of the council's financial accounts for 2017-18

A.14 Following discussion regarding the statement of accounts, members felt this document, although not all of it essential for the audit, was useful for members. Cllr Buchanan proposed to continue using Julia Burgoyne for the preparation of the accounts for 2017-18. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.2 To note all the Administration & Resources Committee Expenditure up to 06.06.17 for the 2017-2018 financial year

A.15 Expenditure to date was noted (Appendix 1)

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

A.16 There were no Administration and Resources Committee payments that required approval.

7.4 To review the list of standing orders / direct debits arrangements for the council

A.17 The list of current standing orders and direct debits was noted by members. (Appendix 2)

7.5 On a recommendation from the Internal Auditor, to review the arrangements for issuing payments for invoices, staff salaries and expenses. To consider, and if appropriate, recommend to Full Council to

approve future payments are carried out via internet banking through Lloyds Bank.

A.18 The Clerk reported on the arrangements in place for internet banking with a Town Council banking with Lloyds Bank. It was agreed that the Clerk would review the Financial Regulations to present to the A&R Committee to ensure that robust internal control procedures are in place before implementing the suggested changes.

Action: Clerk

Item 8: Correspondence

8.1 To note the correspondence received

A,19 Correspondence was noted.

The meeting closed at 9:02pm

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

ADMINISTRATION AND RESOURCES COMMITTEE EXPENDITURE**FROM 01/04/17 to 06/06/17****SCHEDULE OF PAYMENTS**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1842	03/04/2017	KALC	Subs 2017-18			
				1,500.00	250.00	1,250.00
1846	03/04/2017	GWT Media Ltd	IT support - March 17	96.72	16.12	80.60
DD	05/04/2017	Grenke Leasing	Photocopier Lease - qtly fee up to 30.06.17	181.62	30.27	151.35
SO	22/04/2017	Malcolm Gofton Associates	Payroll processing April 17	36.00	6.00	30.00
1848	25/04/2017	Meopham PCC	Hire of Hall for APM - 16.5.17	90.00		90.00
1849	25/04/2017	ARC Office Systems Ltd	Photocopying - 24.1.17 to 21.4.17	196.72	32.79	163.93
1850	25/04/2017	Sebias Cleaning Services	Cleaning Parish Office - April 17	57.60	9.60	48.00
1851 +1852	25/04/2017	Staff salaries	Salary & O/T - April 17	1,937.26		1,937.77
1855	25/04/2017	Harvel Village Hall Management	Hire of Hall - FC 25.4.17	24.00		24.00
1856	25/04/2017	Business Stream	Water Bill - Parish office - 1.4.17 to 31.3.18	188.54		188.54
1857	25/04/2017	N Jerram	Expenses - Postage & Mileage 16/2 to 12/4	55.06		55.06
		MI Bookkeeping	Bookkeeping April 2017	100.00		100.00
1858	27/04/2017			100.00		100.00
1859	02/05/2017	KCC	Staff Pensions - April 2017	639.58		639.58
1860	19/05/2017	KPS	Stationery	100.96	16.83	84.13
1861	19/05/2017	BT	Broadband services - 1/5/17 to 31/7/17	63.60	10.60	53.00
1863	19/05/2017	Sebias Cleaning Services	Cleaning Parish Office - May 17	86.40	14.40	72.00
1864	19/05/2017	GWT Media Ltd	IT support & email hosting - May 17	96.72	16.12	80.60
1866	19/05/2017	EDF	Parish Office - electricity supply up to 25.4.17	82.18	3.91	78.27
1867	22/05/2017	MI Bookkeeping	Bookkeeping May 2017	100.00		100.00

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1868	22/05/2017	The Windmill Trust	Office Rent			
				1,150.00		1,150.00
SO	22/05/2017	Malcolm Gofton Associates	Payroll processing May 17	36.00	6.00	30.00
1869 + 1870	22/05/2017	Staff salaries	Salaries May 17	1,974.84		1,974.84
1871	22/05/2017	M Bramer	Expenses - HDMI lead for office laptop	7.98		
1872	22/05/2017	KCC	Staff Pensions May 17		1.32	6.66
				639.58		639.58
1873	22/05/2017	S Eggesden	Expenses - Mileage, post & stationary	66.45		66.45
1874	22/05/2017	N Jerram	Expenses - Postage & Mileage	33.36		33.36
1875	24/05/2017	Zurich Municipal	Insurance rnl 2016-17 (2nd year LTA)	1,228.70		1,228.70
1876	05/06/2017	MI Bookkeeping	Bookkeeping June 2017	100.00		100.00
1878	05/06/2017	GWT Media Ltd	IT support & email hosting - June 17	96.72	16.12	80.60
1879	05/06/2017	EDF	Parish Office - electricity supply	20.59	0.98	19.61

Appendix 2

MEOPHAM PARISH COUNCIL

LIST OF STANDING ORDERS / DIRECT DEBITS - 06/06/2017

DIRECT DEBITS	Amount (Gross)	Frequency
EDF - Judson's Pavilion	£ 8.00	monthly
Grenke Leasing Ltd	£ 181.62	quarterly
BT	variable	quarterly

STANDING ORDERS

M Gofton	£ 36.00	monthly
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