

Meopham Parish Council

All correspondence to:
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To all members of the Administration & Resources Committee

You are hereby summoned to attend the **Administration & Resources Committee Meeting on Tuesday 26th November 2019 at 7:30 pm in the Windmill, Meopham Green.** Papers have been circulated for all items shown by (*).

Yours faithfully

Sarah Egglesden

**Sarah Egglesden
Parish Clerk**

Date of Issue: 20th November 2019

A G E N D A

- 1 To receive apologies for absence**
- 2 Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 To approve minutes of previous meeting (24.09.2019) (*)**
- 4 Matters Arising**
- 5 Financial Matters**
 - 5.1** To note all the Administration & Resources Committee Expenditure up to 19.11.19 for the 2019-2020 financial year (*)
 - 5.2** To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*)
 - 5.3** To note the bank reconciliations and to agree to sign off against the bank statements (*)
 - 5.4** To consider and if appropriate, approve changing the accounts package for bookkeeping from Sage to Scribe (*)
 - 5.5** To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2020-2021 (*)
 - 5.6** To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2020-2021 (*)
 - 5.7** To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2020-2021 (*)
 - 5.8** To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2020-2021 (*)
 - 5.9** To consider and agree a composite budget for Meopham Parish Council for 2020-21 for submission to Full Council for approval at its meeting on 10.12.19 (*)
- 6 Policy Review**
 - 6.1** Data Protection and Information Policy (*)
 - 6.2** Tree policy on recommendation from the Environment and Amenities Committee (*)

- 7 Parish Council Emails:**
- 7.1** To note the papers for Professionalising the Parish Council's use of email and MPC's Code of Practice for Information Handling (*)
 - 7.2** To approve a proposed policy for 'Use of Email for Parish Council Business' (*)
- 8 Parish Office – Christmas holiday closure**
- 8.1** To note that the Parish Office will be closed from 24.12.19 and re-open again on 2.1.2020.
- 9 Staff Pensions**
- 9.1** Letter from the Pension Regulator: to note the parish council's legal duty to in respect of re-enrolment and re-declaration (*)
 - 9.2** Kent Pension Fund – Pension forum on 3.12.19 (Cllr M Bramer and the Clerk attending)
 - 9.3** Kent Pension Fund - To note that the actuary report is due in December 2019 and the new rates are effective from 1 April 2020
- 10 Correspondence**
- 10.1** To note correspondence received (*)
 - 10.2** To note letter received from Gravesham Borough Council in regard to business rates for Meopham Parish Council (*)

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 item, the public and press will be asked to leave the meeting

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- 11 Photocopying contract – current contract ends on 11.03.20**
- 11.1** To recommend approval of a contractor to Full Council as the contract will be for 5 years (*) (to follow)

DISTRIBUTION

AGENDA AND PAPERS: -

Administration & Resources Committee Members: - Cllrs M Bramer (Chairman), S Buchanan, S Innes, G Madgwick, J McTavish, J Ogden (Vice Chairman) and B Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.
