

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - Tel: 01474 813779
Clerk: Mr S Fishenden Email: clerk@meopham.org Website: www.meopham.org



To all Members of the Administration and Resources Committee

You are hereby summoned to attend a virtual meeting via Zoom of the **Administration & Resources Working Group** for the **Administration & Resources Standing Committee** on **Tuesday 8th February 2022** at **7:30 pm**.

All decisions made will be actioned by the Clerk under temporary delegated authority of the Clerk. Papers have been circulated for all items shown by (*).

Yours faithfully

Shaun Fishenden

Clerk and Responsible Financial Officer

Date of Issue: 1st February 2022

Members of the Public and Press are welcome to join the Zoom Meeting.

To join the meeting please use the following link: -

<https://us02web.zoom.us/j/83988804771?pwd=M1hpT1Znb1BPNm9qaFV3RXhMb0ovZz09>

AGENDA

- 1 To receive and accept apologies for absence**
- 2 Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 To receive minutes of previous meeting:** 16.11.21 (*)
- 4 Matters Arising**
- 5 Financial Matters**
 - 5.1** To note the Administration & Resources Committee Expenditure up to 01.02.22 for the 2021-22 financial year (*)
 - 5.2** To note the schedule of payments in accordance with the Financial Regulation 5.2 (*)
 - 5.3** To approve the payment of expenses claimed by the Clerk (*)
- 6 Contracts**
 - 6.1** To consider the renewal of the Scribe accounting contract for 2022-2023 at a cost of £558.00 (net)
 - 6.2** To consider the renewal of the Invicta Law Parish Council Legal Scheme for 2022-2023
 - 6.3** To consider the renewal of the meopham.org domain name via Namesco at a cost of £55.99 (net) for two years
 - 6.4** To consider the electricity supplier for the parish office, the current contract with EDF Energy expiring on 30.06.22 (*) (to follow)

- 7 CiLCA Training**
To consider the Clerk's request to enrol on the CiLCA qualification and training sessions at a total cost of **£645.83**.
- 8 Internal Audit**
- 8.1** To receive the Internal Auditors report for 2020-21 and consider any recommendations considered within it. (*)
- 8.2** To note the Internal Audit for 2021-2022 has been booked for 9 May 2022
- 8.3** To note the retirement of the Internal Auditor following the 2021-2022 internal audit and to identify any possible replacements
- 9 Parish Council Website**
- 9.1** To consider any actions necessary to progress updating the website design, functionality and content
- 9.2** To discuss the migration from meopham.org to meopham-pc.gov.uk and agree any actions required
- 10 Corporate Email Addresses**
Upon the recommendation of Full Council (07.12.21), to consider which system be chosen to implement corporate emails. (*)
- 11 Policies and Procedures**
To consider adopting the draft Parish Office risk assessment (*) (to follow)
- 12 Correspondence**
To note correspondence received (*)

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

- 13. Meopham Windmill Trust**
- 13.1** To receive an update on the Windmill Trust
- 13.2** To review the expiry of the licence agreement on the Parish Office on 31/03/22 and consider any actions required.
- 14 Judsons Pavilion**
To agree the schedule of costs to be reimbursed by the tenant (*) (to follow)
- 15 Contract Review**
To review the outsourced payroll provider contract

DISTRIBUTION

AGENDA AND PAPERS: -

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