

# Meopham Parish Council

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## To all Members of the Administration and Resources Committee

You are hereby summoned to attend an extra-ordinary **Administration & Resources Standing Committee** meeting on **Tuesday 19<sup>th</sup> April 2022** at **7:45 pm** at the **Cricket Pavilion, Meopham Green**.

Papers have been circulated for all items shown by (\*).

Yours faithfully

*Shaun Fishenden*

**Clerk and Responsible Financial Officer**

**Date of Issue:** Monday 11<sup>th</sup> April 2022

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## 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:** 08.02.22 (\*)
- 4 Matters Arising**
- 5 Financial Matters**
  - 5.1** To approve the payment of expenses claimed by the Clerk and Assistant Clerk (\*) (to follow)
  - 5.2** To note the schedule of payments in accordance with the Financial Regulation 5.2 (\*) (to follow)
  - 5.3** To approve payments by standing order for the 2022-2023 financial year (\*)
- 6 Financial Regulations**

To consider a proposal for customisation of the latest NALC Model Financial Regulations for approval by Full Council at its annual meeting (\*) (to follow)
- 7 Meeting Minutes Protocol**

To consider adopting the draft Minutes Protocol (\*)
- 8 Parish Council Website**

To discuss the migration of [meopham.org](http://meopham.org) to [meopham-pc.gov.uk](http://meopham-pc.gov.uk)

## DISTRIBUTION

### AGENDA AND PAPERS: -

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