

Meopham Parish Council

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



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 21st June 2022** at **7:45pm** 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: Wednesday 15th June 2022

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:** 19.04.22 (*)
- 4 **A&R Chairman's Update** (*) (to follow)
- 5 **Other Matters Arising**
- 6 **Financial Matters**
 - 6.1 To approve the expenses claimed by the Clerk and Assistant Clerk (*)
 - 6.2 To approve the schedule of payments in accordance with Financial Regulation 5.2 (*) (to follow)
 - 6.3 To receive the Receipts and Payments report up to 15.06.22 (*) (to follow)
- 7 **Parish Online**

To consider purchasing an annual subscription to Parish Online at a cost of £300.00 per annum
8. **Parish Council Website**
 - 8.1 To receive an update from the Clerk on the migration of meopham.org to meopham-pc.gov.uk
 - 8.2 To consider the future of the meopham-pc.gov.uk website
 - 8.3 To consider the specification for a new parish website
- 9 **Work Experience**

To consider the draft Work Experience Policy (*) (to follow)

- 10 Cleaning Contractor**
To consider the response received from the cleaning contractor for the public toilets and parish office (*) (to follow)
- 11 Co-option Policy**
To consider advice received from KALC and if considered appropriate revise the existing councillor co-option policy (*) (to follow)
- 12 Code of Conduct Review**
To review the Code of Conduct (*)
- 13 Presentation of financial information:** To receive a proposal from the Chairman (*) (to follow)
- 14 Circulation of correspondence:** To receive a proposal from the Chairman (*) (to follow)
- 15 Correspondence List:** To note correspondence received (*) (to follow)

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

- 16 Internal Auditor for 2022-2023**
To consider the quotes received for internal audit for financial year 2022-23 (*)
- 17 Electricity Supply for Parish Office and Pitfield Toilets**
To consider the quotes received for electricity supply (*) (to follow)