

# Meopham Parish Council

All correspondence to:  
The Windmill, Meopham Green, Meopham, Kent DA13 0QA  
Telephone: 01474 813779  
Clerk: Mrs S Egglesden E-Mail: clerk@meopham.org  
www.meopham.org



## To all members of the Administration & Resources Committee

You are hereby summoned to attend the **Administration & Resources Committee Meeting** on **Tuesday 25<sup>th</sup> February 2020** 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: 19th February 2020**

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## 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 (26.11.19) (\*)**
- 4 **Matters Arising**
- 5 **Financial Matters**
  - 5.1 To note all the Administration & Resources Committee Expenditure up to 10.02.20 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 (\*) (to follow)
  - 5.4 On the recommendation of the Environment and Amenities Committee, to endorse writing off £144.00 for unpresented cheque no 2202
  - 5.5 Internal Control and Risk Assessment review: - to appoint two councillors to carry this out before 31 March 2020
  - 5.6 To note the change from Account package Sage to Scribe will take effect from 1.04.20 and to approve any additional financial costs in relation to this change
- 6 **GDPR**
  - 6.1 To review the parish council's compliance with GDPR: -
    - 6.1.1 To approve and delegate to the clerk the purchase of a small lockable filing cabinet for the office for employment related files

- 6.1.2 To approve and delegate to the clerk the upgrade from windows professional to windows business for the office laptop
- 6.2 To confirm the appointment of the DPO for 2020-21 and the level of service required
  
- 7 **Website Accessibility Regulation for the Parish Council Website**
  - 7.1 Update from Cllr M Bramer and the Clerk, following their attendance at the KALC workshop
  
- 8 **Parish Council Website**
  - 8.1 Update on the transfer to Tsohost
  
- 9 **Contract Review**
  - 9.1 On the recommendation of the Environment and Amenities Committee, to review and approve a 3 year contract for the Bus shelter cleansing, due to start on 1.05.20 (\*)
  
- 10 **Policy Review**
  - 10.1 At the request of the Chairman of Environment and Amenities Committee: - To consider adding in additional wording to the Memorial Bench Policy (\*)
  
- 11 **VE Day Souvenir Brochure**
  - 11.1 To agree on the advertisement size and details
  
- 12 **Correspondence**
  - 12.1 To note correspondence received (\*)

## **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

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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.

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