

Meopham Parish Council

All correspondence to:
The Windmill, Meopham Green, Meopham, Kent DA13 0QA
Telephone: 01474 813779

Clerk: Ms S Eggesden
www.meopham.org

E-mail: clerk@meopham.org



28th September 2016

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 4th October 2016 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

Clerk

AGENDA

- 1. To receive Apologies for Absence**
- 2. To receive Declarations of Interest**
- 3. To approve minutes of previous meetings (05.07.16) (*)**
- 4. Matters Arising**
- 5. Parish Office and the Windmill Chamber**
 - 5.1** To note a meeting with the Windmill Trust to discuss improvements
 - 5.2** To authorise the Clerk to spend up to a specified amount to improve the office and the windmill chamber for staff and councillors
 - 5.3** To authorise the Clerk to obtain costings for improving the car parking at the Windmill site
- 6. Parish Council Website**
 - 6.1** To invite comments from members on possible improvements to the website
- 7. Financial Matters**
 - 7.1** To approve setting up payment for the LGPS Pension via BACS (recommended payment method from Kent Pension Scheme)

7.2 To note that the invoices for BT have been set up to be paid via quarterly Direct Debit for line rental, unlimited calls and 10GB broadband, saving £18 per quarter

7.3 To approve a virement from contingencies for £1000 into the salary budget for overtime payments

7.4 To recommend to Full Council that £3000 is transferred from the reserves to the salary budget for the pension scheme for October 2016 to March 2017

7.5 To review the current mileage allowance and make a recommendation to Full Council and to agree to draft a policy regarding councillors travel expenses (*)

7.6 To approve, where appropriate, the outstanding Administration and Resources Committee Expenditure from 5th July 2016 (*)

7.7 To note the Administration and Resources Committee Income and Expenditure to date for the 2016/2017 financial year (*)

8. Correspondence

8.1 To note the correspondence list (*)

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulation 2014.