

**Meopham Parish Council**

**Minutes of a meeting of the**

**Administration and Resources Standing Committee held on**

**Tuesday 15<sup>th</sup> September 2020 at 7:30pm**

**Virtual Meeting via Zoom**

Committee Members Present: Cllrs M Bramer (Chairman), S Buchanan, J McTavish, J Ogden, (Vice Chairman) and B Wade

In attendance: Mrs S Eggesden (Clerk)

**Item 1: To receive and accept apologies for absence**

**A.1** Cllr Innes – absent.

**Item 2: Declarations of Members' Interests**

**A.2** There were no declarations of interest.

**Item 3: To approve minutes of previous meetings (25.02.20)**

**A.3** The minutes of the meeting held on 25.02.20 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour.

**Item 4: Matters Arising**

- A.4**
- A.7 Windmill driveway – work completed
  - A.12 Speedwatch - insurance covered by Kent Police but over 70's and vulnerable people not allowed to take part at the moment.
  - A.63 unpresented cheques procedure to be added to policy – to be reported under item 8.5
  - A.64 Write off a Cheque – completed
  - A.66 Sage has now been cancelled
  - A.68 New cabinet in parish office – on hold due to Covid-19
  - A.69 DPO has been appointed for another year
  - A.71 Accessibility statement is on the website
  - A.72 TsoHost transfer – to be report under item 6
  - A.73 Bus Shelter cleansing contract – signed
  - A.74 Memorial Bench policy – amended plus further amendment to be under item 8.4
  - A.75 VE day advert – didn't go ahead due to Covid-19

**Item 5: Financial Matters**

5.1 To note all the Administration & Resources Committee Expenditure up to 09.09.20 for the 2020-2021 financial year

**A.5** This was noted.

5.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2

**A.6** This was approved on a proposal by Cllr Wade and seconded by Cllr Buchanan. All voted in favour. See appendix 1.

5.3 To note the bank reconciliations and to agree to sign off against the bank statements

This was noted and Cllr Buchanan proposed signing the reconciliation against the bank statements. This was seconded by Cllr Wade and all voted in favour.

5.4 Annual Audit – to note the report from the Internal Auditor for 2020-21 and to consider any actions from the report.

**A.7** The positive report was noted and the Clerk was congratulated on her work.

**Item 6: Parish Council Website**

6.1 To report on the transfer of website hosting to Tsohost

**A.8** Cllr M Bramer had circulated a report prior to the meeting. The issue with infected files on the website was noted. This had initially delayed the transfer, with Covid-19 delaying this further. Cllr M Bramer reported that the transfer had now however successfully taken place.

6.2 Website accessibility - update

**A.9** The Clerk reported that all members of staff either had or were going to complete virtual training on making word documents website accessible. Other website documents were currently being checked and MPC were working towards making the website as compliant as possible.

***Cllr M Bramer proposed the meeting moved into closed session. This was seconded by Cllr Ogden and all voted in favour.***

**Item 7: Contract Review**

7.1 GWT Media

**A.10** Following discussion, Cllr Buchanan proposed instructing the Clerk to obtain quotes from alternative IT Consultants, to be submitted to the next A&R Committee meeting for approval. These quotes should be based on a revised specification to be determined by the Clerk in consultation with the Chairman of the A&R Committee. This was seconded by Cllr McTavish and all voted in favour

***Action: Clerk***

***The meeting came out of closed session***

**Item 8: Policy Review**

8.1 To review and approve a Protocol for Remote Meetings

**A.11** Cllr Ogden proposed adding 'except in exceptional circumstances' to item 7.1. This was seconded by Cllr Wade and all voted in favour.

The substantive motion was then voted on. Cllr M Bramer proposed approval and this was seconded by Cllr McTavish. All voted in favour.

8.2 To review and approve a Health and Safety policy

**A.12** Cllr M Bramer proposed approval and this was seconded by Cllr Ogden. All voted in favour.

8.3 To review the Risk Assessment document for Meopham Parish Council

**A.13** Cllr M Bramer suggested that members note this document for now and we bring this back to the next A&R committee meeting, therefore allowing members and the clerk more time to review. This was agreed.

***Action: Review for the next A&R meeting***

8.4 To approve an amendment to the Memorial Bench Procedure on the recommendation of the Environment and Amenities Standing Committee: that no additional memorial benches be placed on the main part of Meopham Green

**A.14** Following discussion reference space on the green for further benches, Cllr Buchanan proposed approval for the amendment to the policy and this was seconded by Cllr Wade. There were 4 votes in favour and 1 abstention.

8.5 To review and approve the Procedure for making Payments

**A.15** Following advice from the Internal Auditor, Cllr M Bramer proposed amending item 2 to include "this will be done whenever possible" – due to Covid-19 restrictions. This was seconded by Cllr Ogden and all voted favour

The substantive motion was then voted on. Cllr M Bramer proposed approval and this was seconded by Cllr Ogden. All voted in favour.

**Item 9: Correspondence**

9.1 To note correspondence received

**A.16** Noted.

The meeting closed at 8.53 pm

# Meopham Parish Council

## Appendix 1

### Payments approved under item 5.2

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<b>MPC CASHBOOK 2020-21 (Lloyds Bank Treasurers accounts - Debit card)</b>									
006/180720	18.07.20	Zoom	Virtual meeting facility fee July 2020	£	14.39	£	2.40	£	11.99
008/230720	26.07.20	Amazon	small guillotine for office	£	26.45	£	4.41	£	22.04
010/140820	14.08.20	Namesco	2 year rnl of Meopham.org	£	52.79	£	8.80	£	43.99
011/180820	18.08.20	Zoom	Virtual meeting facility fee Aug 2020	£	14.39	£	2.40	£	11.99
<b>MPC - Direct debits - CASHBOOK 2020-2021 (Lloyds Bank Treasurers accounts)</b>									
DD	20.07.20	Sage	Sage - monthly fee - July 2020	£	24.00	£	4.00	£	20.00
DD	20.08.20	Sage	Sage - monthly fee - August 2020	£	24.00	£	4.00	£	20.00
<b>MPC CHEQUE CASHBOOK 2020-2021 (Lloyds Bank Treasurer's Account)</b>									
nil									
<b>MPC CASHBOOK 2020-2021 (Unity Trust Bank) - Standing Orders/Direct Debits</b>									
014/200720	20.07.20	MI Bookkeeping	Bookkeeping - July 2020	£	114.00			£	114.00
016-18/200720	20.06.20	staff x 3	Salary - July 2020	£	2,908.58			£	2,908.58
020/200820	20.08.20	MI Bookkeeping	Bookkeeping - Aug 2020	£	114.00			£	114.00
021-23/200820	20.08.20	staff x 3	Salary plus O/T for holiday cover - Aug 2020	£	3,085.45			£	3,085.45
024/200920	20.08.20	MI Bookkeeping	Bookkeeping - Sept 20	£	114.00			£	114.00
<b>MPC cashbook 2020-21 (unity Bank) - online payments</b>									
048/140720	14.07.20	HMRC	HMRC - PAYE qtr payment - April to June 2020	£	1,700.38			£	1,700.38
049/140720	17.07.20	GWT Media	IT & Comms support & hosted emails - July 2020	£	96.72	£	16.12	£	80.60
052/240720	24.07.20	HMRC	HMRC - July 2020 PAYE	£	566.76			£	566.76
053/240720	24.07.20	Arc Office Systems	Photocopying - 21.04.20 to 21.07.20	£	54.18	£	9.03	£	45.15
054/240720	24.07.20	EDF Energy	Parish Office - electricity bill 23 June to 14 July	£	34.50	£	1.64	£	32.86
055/240720	24.07.20	Kent Pension	Staff pensions - July 2020	£	773.02			£	773.02
059/140820	14.08.20	May Harris	Parish Office cleaning July 2020	£	66.93	£	11.15	£	55.78
060/140820	14.08.20	May Harris	Parish Office cleaning June 2020	£	66.93	£	11.15	£	55.78
061/140820	14.08.20	KPS Office Supplies	Office stationery supplies	£	55.08	£	9.18	£	45.90
069/140820	14.08.20	KALC	Workshop - Cllr McTavish	£	54.00	£	9.00	£	45.00
070/140820	14.08.20	GWT Media	IT & Comms support & hosted emails - August 2020	£	96.72	£	16.12	£	80.60
073/170820	20.08.20	Kent Pension	Staff Pension - August 2020	£	773.02			£	773.02
074/170820	20.08.20	HMRC	HMRC PAYE - August 2020	£	585.95			£	585.95
075/210820	21.08.20	Vue IT Training	Clerk - Making word documents website accessible virtual training	£	35.00			£	35.00
076/110920	11.09.20	David Buckett	Annual Audit work - 2019-20	£	479.25			£	479.25
077/110920	11.09.20	KPS Office Supplies	Stationery for Parish Office - August 2020	£	20.54	£	3.42	£	17.54
080/110920	11.09.20	KALC	Dymanic Cllr - A. Rose	£	60.00	£	10.00	£	50.00
081/110920	11.09.20	KALC	Clerks conference - SE & NJ	£	120.00	£	20.00	£	100.00
083/110920	11.09.20	May Harris	Parish office cleaning	£	66.93	£	11.15	£	55.78
084/110920	11.09.20	GWT Media	IT Support & Email hosting - Sept 20	£	96.72	£	16.12	£	80.60