

**Minutes of a meeting of the  
Administration and Resources Committee held on  
Tuesday 24<sup>th</sup> September 2019 at 7:30pm  
at the Windmill, Meopham Green**

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

**In attendance:** Mrs S Eggesden (Clerk)

Cllr M Bramer welcomed Cllrs Innes and Madgwick to the Administration and Resource Committee

**Item 1: Apologies for absence**

**A.1** There were no apologies.

**Item 2: Declarations of Interest**

**A.2** Cllr Innes declared an interest on anything relating to payroll and bookkeeping. There were no further declarations of interest.

**Item 3: To approve minutes of previous meetings (26.02.19)**

**A.3** The minutes of the meeting held on 26.02.19 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Ogden. There were 5 votes in favour and 2 abstentions.

**Item 4: Matters Arising**

**A.4** A.50 - The council will have to comply with the Accessibility Regulations for its website by September 2020. The Clerk has contacted GWT Media and further work needs to be done on this, mainly on information that the council has uploaded to the website.

***Action: Clerk***

**A.5** A.62 – Cricket Clubs agreement for parking on part of Meopham Green:- this has been agreed and paperwork signed by both parties.

**A.6** A.66 – VAT registration. This has been set up and no extra costs had been incurred to date.

**A.7** A.47 – Meopham Windmill Trust on the driveway:- a letter had been sent to MWT but the driveway was still in a bad condition presenting a health and safety risk. It was agreed that the Clerk should contact MWT again.

***Action: Clerk***

**Item 5: Financial Regulations**

**5.1 To review the amended NALC model Financial Regulations and to agree to recommend adoption to Full Council**

**A.8**

The following amendments were reviewed and proposed: -

- 1.1 Page 1 Footnote 1 – leave in
- 1.8 leave in ‘the clerk has been appointed as RFO for this council and these regulations will apply accordingly’
- 2.2 add in ‘or a cheque signatory’
- 3.1 take out ‘three year’
- 3.2 leave in ‘December’
- 4.1 leave in ‘£5000’, change for ‘items over £500’ to ‘over £500 and less than or equal to £5000’, change ‘for any items below £500’ to ‘below £500 or equal to £500’ in order to clarify
- 4.4 Change October to ‘December’
- 4.5 Change £500 to £1000
- 4.8 leave in as £100 or 15% and add ‘whichever is the lower’
- 5.1 ‘The clerk shall seek credit references in respect of members or employees who act as signatories’ - Discussion took place on this whether to leave this in or not.
- 6.3 leave in ‘or duly delegated committee’
- 6.4 leave in ‘two’ and change countersigned by clerk to ‘with documentation to be signed by the clerk’
- 6.6 leave in the whole clause
- 6.17 leave in ‘two members of the Administration & Resources Committee’
- 6.18 leave in £500
- 7.3 leave in ‘Personnel Committee and the prior consent of the council
- 9.9 leave in (previously taken out)
- 9.10 leave out as relates to charities – not applicable to MPC
- 11.1 Leave in b and c plus footnote 2 and 3
- 11.1 h – leave in £3000, amend £100 to £500
- 14.2 leave in £250
- 15.5 leave in ‘annually’

Cllr Innes and Madgwick requested the fidelity guarantee figure from the Clerk.

**Action: Clerk**

16 section of charities – leave out as not applicable to MPC

Cllr Bramer proposed approving the above en bloc for recommendation to Full Council with the exception of 5.1 for now. This was seconded by Cllr Wade and all voted in favour.

**Action: Full Council agenda for approval**

Cllr Bramer then proposed leaving 5.1 until the Clerk has discussed this with KALC. This was seconded by Cllr Ogden and all voted in favour.

**Action: Clerk**

**Item 6: Policy Review**

**6.1 As agreed at the Annual Council meeting, the Administration and Resource to review the following:-**

**6.1.1 Media Policy**

**A.9** Cllr Bramer proposed approval of the Media Policy and this was seconded by Cllr Ogden. All voted favour.

**6.1.2 Protocol for the recording or reporting of Council and Committee meetings:- To approve a change to the Council's policy for the recording of meetings: from now on an official recording of a meeting, either in whole or in part, shall only be made at the request of the Chairman of the meeting and with approval of members present. Discussions in closed session shall never be recorded**

**A.10** Discussion took place on the pros and cons of recording meetings. Cllr Bramer withdrew his motion and it was agreed that the clerk would seek further advice from KALC on recording meetings.

**Action: Clerk**

**6.1.3 Freedom of Information**

**6.1.4 Data Protection**

**A.11** Cllr Bramer proposed that the Clerk and the Chairman of A&R draft a policy on 6.1.3 and 6.1.4 to bring back to the next A&R meeting. This was seconded by Cllr Ogden and all voted in favour.

**Action: Clerk and Cllr Bramer**

**Item 7: Volunteers Policy**

**7.1 To review and recommend adoption to Full Council**

- A.12** An umbrella policy for volunteers had been drafted. Cllr Wade queried whether the Meopham Footpath & District Group would come under this. It was thought that would have their own insurance as they were working for KCC and not MPC. It was agreed to clarify.

**Action: Clerk**

Cllr Bramer then proposed approval of the policy and this was seconded by Cllr Buchanan. All voted in favour.

**Action: Full Council Agenda for approval**

**Item 8: Lone Working Policy**

**8.1 To review and consider taking any necessary actions**

- A.13** The office location and lone working in the office were discussed. Members were concerned about the risk and that if something happened to staff then the council would be liable. A range of measures were discussed including a video doorbell, panic alarm and training.

Cllr Ogden proposed approving the lone working policy for now with a view to reviewing this again once other measures have been looked into by the clerk and the Chairman and to approve the installation of equipment up to £500. This was seconded by Cllr Bramer and all voted in favour.

**Action: Clerk & Cllr Bramer**

The meeting adjourned at 9.05pm and resumed at 9.10pm

**Item 9: Parish Council Emails:**

**9.1 To receive a position paper entitled 'Professionalising the Parish Council's Use of Email' prepared by the Chairman**

- A.14** Cllr Bramer had presented members with a paper prior to the meeting. A fact sheet for councils: the use of personal email addresses and devices by the ICO was presented to councillors at the meeting.

A lengthy discussion on this took place including a debate on councillors not being able to write emails on behalf of the council and that all correspondence going outside the council should be done through the office.

Cllr Madgwick suggested councillors are given corporate emails that are then restricted to email within the council only. Security and confidentiality was discussed in relation to who would hold the passwords and that it would create a privacy issue. A share point on the website was also discussed.

**9.2 To approve a proposed policy for 'Use of Email for Parish Council Business'**

**A.15** As time was getting on and there was still a lot to discuss on this subject, it was declared that this issue was unresolved for now and would be brought back to another meeting.

**Action: Cllr Bramer**

**Item 10: Village Green Bylaws**

**10.1 To consider approval of a proposal that 'the bylaws that have applied to most of the parish's village greens since 1992 should henceforth also apply to Fowler's Stone Green'**

**A.16** Cllr Bramer proposed approval of the above proposal and this was seconded by Cllr Buchanan. All voted in favour.

**Action: Clerk**

---

**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

---

**A.17** Cllr M Bramer proposed that the meeting moved into closed session and this was seconded by Cllr Ogden. All voted in favour.

**Item 11: Parish Council Website**

**11.1 To consider transferring the hosting of the parish council's website to a new hosting company. The contract with the new company shall be made by the Parish Council directly not via an intermediate organisation**

**A.18** Cllr Bramer had presented a paper to members on this proposal. He confirmed that he did not have any financial interest in Tsohost.

**11.2 To approve the appointment of Tsohost as the new website hosting company at a cost of up to £100 per annum, to be offset in whole or in part by a reduction in the payment the Council makes to GWT Media for the current service**

**A.19** Cllr Madgwick proposed approval of the above motions and these were seconded by Cllr Ogden. All voted in favour.

**Action: Clerk & Cllr Bramer**

It was confirmed that the MPC already pay for the website domain name which is registered with Namesco.

The meeting came out of closed session.

**Item 12: Emergency plan**

**12.1 To delegate to the Clerk in consultation with an appointed councillor(s) to review the current emergency plan to then be finally reviewed at the next A&R committee meeting**

**A.20** Cllr Bramer proposed that Cllr Buchanan and Wade assist the Clerk with updating the emergency plan. This was seconded by Cllr Ogden and all voted in favour.

**Item 13: Financial Matters**

**13.1 To note all the Administration & Resources Committee Expenditure up to 18.09.19 for the 2019-2020 financial year**

**A.21** This was noted.

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

**A.22** The payments were approved on a proposal by Cllr Bramer and seconded by Cllr Ogden. All voted in favour

**13.3 To note the report from the Internal Auditor and to consider the actions from the report**

**A.23** The report and actions were noted. Cllr Madgwick suggested we update the current website and it was agreed to look into this further.

***Action: Clerk, agenda item for next meeting***

**13.4 To note the receipt of the External Auditors Report and Certificate for the AGAR for 2018-19**

**A.24** This was noted. The Clerk confirmed that the AGAR has been published on the council website and the windmill site notice board, as required.

**Item 14: Insurance**

**14.1 to clarify who is responsible for the insurance for the Service at the War Memorial and the Turning on of the Christmas Tree Lights at Meopham Green**

**A.25** Cllr Wade provided members with the background history regarding the turning on the Christmas tree lights and carols on Meopham Green. To date MPC has only ever insured the Christmas tree and not the event as it is not an MPC organised event. Cllr Wade confirmed it was not a cricket club event and the church had informed the clerk that they do not insure the event.

Remembrance – The Clerk confirmed she along with Cllr Buchanan have liaised with Sandra Price regarding the arrangements for this year’s event. The road closure and risk assessments are in place. Zurich insurance have been informed and have agreed to insure the event this year at no extra cost.

Cllr Bramer proposed a recommendation to the Planning and Project’s Committee to set up working groups for the carols for this year and remembrance for 2020. This was seconded by Cllr Ogden and all voted in favour.

***Action: Planning & Projects Committee***

**Item 15: Correspondence**

**15.1 To note correspondence received**

**A.26** This was noted.

The meeting closed at 10.12 pm

Signed.....Dated.....

**Meopham Parish Council**

**A&R Committee - Payments approved 24.09.19**

Appendix 1

**MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)**

DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	01.04.19	BT	Parish office - phone/internet	£	£	£
				230.28	38.38	191.90
DD	03.04.19	Grenke	Photocopier Lease - qtr fee	£	£	£
				181.62	30.27	151.35
DD	16.04.19	Sage	Sage - monthly fee, April 2019	£	£	£
				24.00	4.00	20.00
DD	16.05.19	Sage	Sage - monthly fee, May 2019	£	£	£
				24.00	4.00	20.00
DD	16.06.19	Sage	Sage - monthly fee, June 2019	£	£	£
				24.00	4.00	20.00
DD	01.07.19	BT	Quarterly Bill /Tel & Internet for Parish office	£	£	£
				239.93	39.99	199.94
DD	01.07.19	Grenke	Photocopier Lease - qtr fee	£	£	£
				181.62	30.27	151.35
DD	05.07.19	Information Commissioners Office	Annual Data Protection Fee	£		£
				35.00		35.00
DD	16.06.19	Sage	Sage - monthly fee, July 2019	£	£	£
				24.00	4.00	20.00
DD	16.08.19	Sage	Sage - monthly fee, Aug 2019	£	£	£
				24.00	4.00	20.00

**MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2318	26.04.19	Meopham Windmill Trust	Parish Office - Rent 2019-20	£1,250.00		£ 1,250.00
2320	17.05.19	KALC	subscription renewal - 01.04.19- 31.03.20	£1,560.00	260.00	£ 1,300.00
2321	17.05.19	May Harris	cleaning - parish office - 1/4/19 to 30/4/19	£64.58	£10.76	£ 53.82
2322	17.05.19	SLCC	SLCC membership renewal - 2019-20	£196.00		£ 196.00
2324	17.05.19	S. Eggesden	Salary May 2019 & O/T - April 19	£1,569.63		£ 1,569.63
2325	17.05.19	N.Jerram	Salary May 2019 & O/T - April 19	£873.36		£ 873.36
2326	17.05.19	Joanne Barker	Salary May 2019 & O/T - April 19	£474.76		£ 474.76
2327	17.05.19	Business Stream	Water Bill - Parish Office 1.04.19- 31.3.20	£204.00		£204.00
2329	11.06.19	Meopham Cricket Club	Pavilion Hire Fee - ACM on 14.5.19	£25.00		£25.00

**MPC CASHBOOK 2019-2020 (Unity Trust Bank)**

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
	12.04.19		IT Support & Emails - April 2019	£	£	£
003/120419		GWT Media Limited		96.72	16.12	80.60
004-6/120419	20.04.19	Staff salaries	Salaries April 2019 & O/T - March 19	£2,685.98		£ 2,685.98



## Meopham Parish Council

007/260419	26.04.19	KPS Office supplies	Stationery - parish office	£ 80.25	£ 13.88	£ 66.87
008/260419	26.04.19	ARC	Photocopying - 22.1.19 to 18.04.19	£ 89.09	£ 14.85	£ 74.24
009/260419	26.04.19	EDF	electricity parish office	£ 132.94	£ 6.33	£ 126.61
011/010519	01.05.19	Kent Pension Fund	Staff pension - April 2019	£ 709.03		£ 709.03
013/170519	17.05.19	GWT Media Limited	It Support & Emails - May 2019	£ 96.72	£ 16.12	£ 80.60
015/170519	17.05.19	ACRK	subscription renewal - 01.04.19- 31.03.20	£ 100.00		£ 100.00
020/170519	17.05.19	P Hasler	Expenses - ACM refreshments/plants for Pitfield planter	£ 32.60		£ 32.60
025/040619	04.06.19	GDPR-info Ltd	DPO Services - 1 year	£ 420.00	£ 70.00	£ 350.00
027/040619	04.06.19	GWT Media Limited	It Support & Emails - May 2019	£ 96.72	£ 16.12	£ 80.60
028/040619	04.06.19	May Harris	cleaning - parish office - 1/5/19 to 31/5/19	£ 64.58	£ 10.76	£ 53.82
030/070619	07.06.19	KCC Pension	Staff pension - may 2019	£ 709.03		£ 709.03
032/070619	07.06.19	Meopham PCC	Hire of Hall - APM 30.04.19	£ 96.00		£ 96.00
033/140619	14.06.19	KPS Office supplies	Stationery - parish office	£ 63.99	£ 10.67	£ 53.32
034/170619	17.06.19	Zurich Insurance	Annual premium - 1.06.19-31.05.20	£ 1,334.75		£ 1,334.75
035/170619	17.06.19	GBC	Uncontested Election Charges - 2.5.19	£ 673.32		£ 673.32
036/170619	17.06.19	KCC Pension	Staff Pension - June 2019	£ 709.03		£ 709.03
037/170619	17.06.19	HMRC	PAYE - 1st QTR	£ 1,640.07		£ 1,604.07
038-40/170619	20.06.19	Staff salaries	Salaries June 2019 & O/T - May 19	£ 2,684.16		£ 2,684.16
041/280619	28.06.19	Nicola Jerram	Expenses - Mar - June 2019	£ 17.85		£ 17.85
044/110719	11.07.19	May Harris	cleaning - parish office - 1/6/19 to 30/6/19	£ 64.58	£ 10.76	£ 53.82
045/110719	11.07.19	Joanne Barker	Reimbursement - adding business insurance to car her car policy	£ 24.17		£ 24.17
046/110719	11.07.19	GWT Media Limited	IT Support & Emails - July 2019	£ 96.72	£ 16.12	£ 80.60
047/110719	11.07.19	EDF Energy	Parish Office bill - June 18 - June 19 (underpayment)	£ 363.34	£ 17.31	£ 346.03
049/110719	11.07.19	Mrs J M Burgoyne	Financial accounts - 2018/19	£ 200.00		£ 200.00
<b>Page 8</b>				<b>signed:</b>		
050-52/180719	19.07.19	Staff salaries	Salaries - July 2019	£ 2,457.82		£ 2,457.82
053/180719	19.07.19	Kent Pension Fund	Staff Pensions - July 2019	£ 709.03		£ 709.03
054/260819	12.08.19	ARC	Photocopying - 18.04.19 to 22.07.19	£ 123.85	£ 20.64	£ 103.21
055/060819	12.08.19	All Wiring Matters	New office strip light plus installation	£ 125.00		£ 125.00
056/060819	12.08.19	May Harris	Parish office - cleaning - July 19	£ 64.58	£ 10.76	£ 53.82

**Meopham Parish Council**

				£	£	£
057/060819	12.08.19	GWT Media Limited	IT support & email hosting - Aug 19	96.72	16.12	80.60
			VAT Refund - HMRC paid twice due to Digital Tax error			£
061/120819	12.08.19	HMRC		£2,608.56		2,608.56
062-64/200819	20.08.19	Staff salaries	Salaries - Aug 2019	£2,467.78		2,467.78
				£		£
065/200819	20.08.19	Kent Pension Fund	Staff Pensions - Aug 2019	709.03		709.03
				£	£	£
068/020919	16.09.19	EDF Energy	electricity parish office - 18.06.19 to 08.08.19	55.51	13.95	41.56
				£	£	£
071/020919	16.09.19	May Harris	Parish office - cleaning - July 19	64.58	10.76	53.82
				£	£	£
074/160919	16.09.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	96.72	16.12	80.60
				£		£
076/160919	16.09.19	David Buckett	Internal Audit work 2018-19	479.50		479.50
				£	£	£
077/160919	16.09.19	PKF Littlejohn	External Audit work 2018-19	480.00	80.00	400.00
078-80/160919	20.09.19	staff salaries	Salary - Sept 2019 & Aug 2019	£2,572.36		2,572.36
				£		£
081/160819	20.09.19	Kent Pension Fund	Staff pensions - Sept 2019	709.03		709.03

**MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits**

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
				£		£
001/250519	20.05.19	MI Bookkeeping	Bookkeeping & Payroll - May 2019	114.00		114.00
002/250619	20.06.19	MI Bookkeeping	Bookkeeping & Payroll - June 2019	£		£
				114.00		114.00
003/250719	25.07.19	MI Bookkeeping	Bookkeeping & Payroll -- July 2019	£		£
				114.00		114.00
004/250819	25.08.19	MI Bookkeeping	Bookkeeping & Payroll -- July 2019	£		£
				114.00		114.00

**MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)**

Debit card ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
				£		£
001/110419	11.04.19	Tesco	36 x 2nd class stamps (for APM postal invites)	£		£
				21.96		21.96
005/250619	25.06.19	Event Brite (KALC)	Training - Cllr Conference - Cllr Mulheran	£	£	£
				72.00	12.00	60.00
007/160719	16.07.19	Event Brite (KALC)	training - new cllr training - Cllr Rose - 29.08.19	£	£	£
				60.00	10.00	50.00
008/310719	31.07.19	Event Brite (KALC)	Training - new cllr training - Cllr Madgwick - 09.11.19	£	£	£
				60.00	10.00	50.00
009/020819	02.08.19	Tesco	stamps & toilet rolls for parish office	£		£
				26.43		26.43
010/030819	03.08.19	Asda	Office stationery	£		£
				4.60		4.60
011/070819	07.08.19	Event Brite (KALC)	new cllr training - Cllr Innes - 09.11.19	£	£	£
				60.00	10.00	50.00
012/070819	07.08.19	Event Brite (KALC)	clerks conference - SE 17.09.19	£	£	£
				72.00	12.00	60.00
013/150819	15.08.19	CPRE	Subs 2019-20	£		£
				36.00		36.00
014/150819	15.08.19	Event Brite (KALC)	Cllr Luxford - KALC Transport Conference 26.10.19	£	£	£
				72.00	12.00	60.00

