

**Minutes of a meeting of the
Administration and Resources Working Group for the
Administration & Resources Standing Committee
held on Tuesday 16th November 2021 at 7:30pm
Virtual Meeting via Zoom**

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

In attendance: Mr S Fishenden (Clerk)

All decisions made will be actioned under temporary delegated authority of the Clerk.

Item 1: To receive and accept apologies for absence

A.35 None received

Item 2: Declarations of Members' Interests

A.36 There were no declarations of interest.

Item 3: To receive minutes of previous meeting (27.09.21)

A.37 The minutes from the meeting of 27.09.21 were received, these will be formally approved at a later face to face meeting.

PROPOSED: Cllr Buchanan and SECONDED: Cllr Ogden. All voted in favour.

Item 4: Matters Arising

A.38 A.54 – Post-box: This has now been painted black and put up outside the office
A.10 – Parish Office Risk Assessment: Has been on hold whilst change of clerk occurred, will be placed on the agenda for the next A&R meeting
A.30 – Corporate Emails: Cllr M Bramer has not produced a briefing paper as proposed at the last meeting, instead he has circulated two separate papers for this meeting, one identifying the advantages and disadvantages of corporate emails, the second paper about whether to proceed with webmail, Google Workspaces or another mail service
A.33 – Learning & Development Survey: This was completed by the former Clerk and Cllr M Bramer.

Item 5: Financial Matters

5.1 To note all the Administration & Resources Committee Expenditure up to 09.11.21 for the 2021-2022 financial year

A.39 This was noted.

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5.2 To note the schedule of payments in accordance with the Financial Regulation 5.2

A.40 The payments were noted and approved, subject to formal approval at the next face to face meeting. PROPOSED: Cllr Bramer and SECONDED: Cllr Wade and all voted in favour.

Item 6: **Parish Council's Budget Proposals for 2022-2023**

6.1 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2022-23

A.41 Cllr McTavish PROPOSED amending the budget to include £1,000 for Highways, there being no second to the motion, the motion fell.

Approval of endorsing the P&P Budget in its current format was PROPOSED: Cllr Buchanan and SECONDED: Cllr Wade. There were five votes in favour and 1 abstention (Cllr McTavish).

6.2 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2022-23

A.42 Approved for endorsement. PROPOSED: Cllr Buchanan, SECONDED: Cllr Wade and all voted in favour.

6.3 To consider and if found satisfactory endorse the proposed Administration & Resources Committee Budget for 2022-23

A.43 Approved for endorsement. PROPOSED: Cllr Green, SECONDED: Cllr Ogden and all voted in favour.

6.4 To consider and agree a composite budget for Meopham Parish Council for 2022-23 for submission to Full Council for approval at its meeting on 07.12.21

A.44 Approved for submission to Full Council. PROPOSED: Cllr Bramer, SECONDED: Cllr Ogden and all voted in favour.

Item 7: **Memorial Tree Policy**

7.1 On the recommendation of the E&A Committee at their meeting on the 2.11.21, to consider approval of the Memorial Tree policy

A.45 The Memorial Tree Policy was approved with the following amendments:

- Removal of the line "*The Council will only be responsible for the replacement of the tree in the case of vandalism*"
- Rewording paragraph 3, line 1 to "*Applicants are expected to take full responsibility for (i) general maintenance of the tree (ii) protecting the tree from vandalism especially in its early years including any appropriate guard.*"
- Inserting to the end of paragraph 2, line 2 "*acceptable to the parish council*"

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PROPOSED: Cllr Green and SECONDED: Cllr Ogden and all voted in favour.

Action: Clerk

Item 8: Website Content/Design

8.1 To agree to defer work on updating the website design, functionality and content until February 2022

A.46 Approved. PROPOSED: Cllr Green and SECONDED: Cllr McTavish and all voted in favour.

Item 9: Website Domain Name & Emails

9.1 To note Full Council's approval for changing the website domain name to www.meopham.gov.uk

A.47 This was noted.

9.2 To consider whether to recommend to Full Council that a system of 'corporate' emails for councillors is established for the new meopham.gov.uk domain

A.48 Cllr Green PROPOSED recommending to Full Council that a system of corporate emails is established for councillors. SECONDED: Cllr McTavish

Cllr Bramer then requested a recorded vote –

Cllr Bramer: AGAINST
Cllr Buchanan: FOR
Cllr Green: FOR

Cllr McTavish: FOR
Cllr Ogden: FOR
Cllr Wade: AGAINST

The motion passed.

Action: Clerk

9.3 If the decision on item 9.2 is positive, to consider whether to use Webmail, Google Workspaces or some other service for corporate emails

A.49 Cllr Green PROPOSED deferral of this item until the next meeting, to enable Full Council to consider the recommendation in item 9.2. SECONDED: Cllr McTavish and all voted in favour

Item 10: Consultations: - to consider responding to the following:

10.1 To note the approval of Cllr McTavish and Cllr Rose as signatories to Unity Trust Bank and Lloyds Bank. Internet banking log-in details to authorise payments on Unity will be received in the post.

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A.50 This was noted. Cllr McTavish commented she had not received her log-in details yet.

Action: Clerk

10.2 To note the new Clerk has been added to both bank mandates in order to process payments for authorisation

A.51 This was noted.

Item 11: SLCC Membership

11.1 To consider approving the renewal of the Clerk's membership to SLCC at a cost of **£202.80** from December 2021

A.34 Cllr Green PROPOSED approval of paying the membership fee. SECONDED: Cllr McTavish and all in favour.

Action: Clerk

Item 12: Parish Office

12.1 To consider recommending Full Council to implement an appointment-only system for all visitors to the Parish Office in order to minimise disruption to staff

A.35 After discussion, Cllr McTavish PROPOSED as an alternative to the above that the Chairman circulate an email to all councillors, asking them to book an appointment with the Clerk before visiting. Members of the public can continue to attend the office without an appointment. This will be reviewed at the next committee meeting. SECONDED: Cllr Buchanan and all in favour.

12.2 To receive an oral report from the Clerk on his virtual meeting with Luke Bonwick (KCC) on Tuesday 9 November 2021 regarding the next phase of restoration works at the Windmill Site

A.36 The Clerk reported that he and Luke had discussed the next phases of the restoration project and the need to publicise the windmill via a website and social media. The Clerk has liaised with Cllr Bryan Sweetland at KCC who has identified a source of grant funding for the Windmill Trust to achieve a website presence.

12.3 To note the Clerk's proposal to purchase a Dell Inspiron 15 3000 laptop at a cost of **£499** from the allocated budget delegated to the Clerk of £675. The existing Clerk's laptop will be given to the new Assistant Clerk once appointed

A.37 This was noted.

12.4 To approve the purchase of a lockable metal file box at a cost of **£15** for storage of confidential personnel files

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A.38 Cllr Buchanan PROPOSED the purchase of the lockable metal file box. SECONDED: Cllr Bramer and all in favour.

12.5 To note the Parish Office will be closed for Christmas from Friday 24 December 2021 and will re-open on Tuesday 4th January 2022

A.39 Discussion of emergency arrangements during the closure period. This was deferred to the next Full Council meeting

12.6 To consider the future development of the Parish Office

A.40 Cllr Green PROPOSED the establishment of a working group consisting of Cllr Buchanan, Cllr Bramer and himself to discuss this issue. SECONDED: Cllr Bramer and all in favour.

Item 13: Correspondence

13.1 To note correspondence received

A.41 This was noted.

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

Item 14: Website Domain Name & Site Hosting

14.1 To consider quotes received from website hosting companies for creating the domain name www.meopham.gov.uk and establishing and hosting a new gov.uk website with initially the same content as the existing website

A.42 Following discussion of the three quotes obtained by the Clerk; it was PROPOSED by Cllr Bramer that we approve the quote from CloudNext of £119 + VAT for obtaining the gov.uk domain name and £39.99 + VAT per annum for site hosting. SECONDED: Cllr Buchanan and all in favour.

The meeting closed at 9:26pm

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Appendix 1

Meopham Parish Council – Payments Approved under Item 5.1

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
Lloyds Bank Treasurers Account - Debit card payments						
009/210921	21/09/2021	Zoom	Zoom facilities - Sept 21	£14.39	£2.40	£11.99
010/280921	28/08/2021	NALC	Training Event - Affordable Rural Housing	£51.71	£8.62	£43.09
011/230921	23/09/2021	Amazon	Hand Gel for parish events / office	£12.99	£2.17	£10.82
012/211021	21/09/2021	Zoom	Zoom facilities - Oct 21	£14.39	£2.40	£11.99
Unity Trust Bank - Standing Orders/Direct Debits						
029/200921	20.09.21	S Eggesden	Salary Sept 21	£ 1,662.31		£ 1,662.31
030/200921	20.09.21	N Jerram	Salary Sept 21 + OT	£ 917.11		£ 917.11
031/200921	20.09.21	J Barker	Salary Sept 21 + O/T	£ 482.80		£ 482.80
032/141021	14.10.21	Arc Office Systems Ltd	Photocopier Lease - Sept 2021	£ 30.00	£ 5.00	£ 25.00
033/141021	14.10.21	MI Payroll & Bookkeeping	Payroll & Bookkeeping - Oct 2021	£ 114.00		£ 114.00
034/201021	20.10.21	S Eggesden	Salary Oct 21 + OT + 5 days holiday	£ 2,128.16		£ 2,128.16
035/201021	20.10.21	N Jerram	Salary Oct 21 + OT	£ 956.11		£ 956.11
036/201021	20.10.21	J Barker	Salary Oct 21	£ 461.50		£ 461.50
Unity Trust Bank - online payments						
068/200921	20.09.21	Kent Pension	Staff Pensions - Sept 21	£ 861.33		£ 861.33
069/200921	20.09.21	HMRC	Tax & NIC Sept 21 (2206)	£ 676.86		£ 676.86
070/170921	17.09.21	May Harris	Parish Office cleaning Aug 21	£ 68.26	£ 11.38	£ 56.88
071/170921	24.09.21	Sarah Eggesden	Expenses - mileage, parking and ink - Mar 21 to Se	£ 30.22	£ 1.70	£ 28.52
072/170921	24.09.21	Jo Barker	Expenses - mileage - Mar 21 to Sept 21	£ 61.49		£ 61.49
077/240921	24.09.21	Home Computer Repairs	Computer Assistant for NJs computer	£ 40.00		£ 40.00
078/141021	14.10.21	May Harris	Parish Office cleaning Sept 2021	£ 68.26	£ 11.38	£ 56.88
081/141021	14.10.21	GWT Media Ltd	Email Hosting - Oct 2021	£ 18.72	£ 3.12	£ 15.60
083/141021	14.10.21	KALC	Finance Conference booking for SF	£ 60.00	£ 10.00	£ 50.00
084/201021	20.10.21	Kent Pension	Staff Pensions - Oct 21	£ 861.33		£ 861.33
085/201021	20.10.21	HMRC	Tax & NIC Oct 21 (2207)	£ 676.86		£ 676.86
088/271021	27.10.21	KALC	Dynamic Councillor Training - Cllr Sims	£ 60.00	£ 10.00	£ 50.00
089/271021	27.10.21	EDF Energy	Parish Office - electricity bill up to 26.10.21	£ 73.69		
090/101121	10.11.21	KALC	Health & Wellbeing Conference for Cllr McTavish	£60.00	£10.00	£50.00