

**Minutes of a meeting of the
Administration and Resources Working Group for the
Administration & Resources Standing Committee
held on Tuesday 15th June 2021 at 7:30pm
Virtual Meeting via Zoom**

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

In attendance: Mrs S Eggesden (Clerk)
Mrs J Barker (Clerical Assistant – taking the minutes)

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

Item 1: To receive and accept apologies for absence

A.1 No apologies.

Item 2: Declarations of Members' Interests

A.2 There were no declarations of interest.

Item 3: To receive minutes of previous meeting (09.02.21)

A.3 The minutes from the meeting of 09.02.21 were received, these will be formally approved at a later face to face meeting. This was on a proposal by Cllr Buchanan and seconded by Cllr Wade. There were 5 votes in favour and 1 abstention.

Item 4: Matters Arising

- A.4 A.34 Youth Club - E&A are progressing this and linking the Colts and The Grand to book a day every week at the pavilion for the youth club.
- A.42 Scribe renewed.
- A.43 Allotments – Advised of rent increase and invoice now paid for this year
- A.44 JCLI contract purchased
- A.45 Renewed contract with BT
- A.46 Renewed with Zurich – 5 year LTA
- A.48 Training policy updated
- A.50 Parish Office Risk Assessment – on agenda tonight
- A.51 Nova (carried out asbestos survey in 2016) advised that the contractor should have records on how the asbestos was disposed then no further would

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be survey required. Capstan have now supplied the Council with information regarding the disposal of the asbestos.

A.52 Website updated with GDPR statement

A.53 Grant policy updated and on website

A.54 Post box in progress. Requested quote from contractor for a custom made post box as unable to find a ready made one that is acceptable with the Conservation Officers requirements.

A.56 Website – On agenda to be discussed at this meeting.

A.57 Clerk completed land registry survey.

A.58 Response received from KCC re Steeles Lane Map. On agenda to be discussed at this meeting.

A.61 & A.62 GBC Standards Board recommendations – Gravesham Area KALC to respond on this on behalf of all GBC Parishes.

A.63 Complaints review on agenda to be discussed at this meeting.

A.64 Harassment Policy – amended and approved by Full Council.

A.65 Recording meetings protocol – Updated and on the website.

Item 5: Financial Matters

5.1 To note all the Administration & Resources Committee Expenditure up to 31.05.21 for the 2020-2021 financial year

A.5 This was noted.

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

A.6 The payments noted and were approved, subject to formal approval at the next face to face meeting, on a proposal by Cllr Buchanan and seconded by Cllr Ogden and all voted in favour.

Item 6: Contracts

6.1 Parish Office Cleaning Contract (renewal date 08.10.2021)

6.1.1 To review the job specification for the Parish Office Cleaning Contract

6.1.2 To approve considering the contract for a 3 year term again

A.7 6.1.1 and 6.1.2 were looked at together. It was proposed by Cllr Green that we extend the contract with May Harris for a further 3 years if this is acceptable to them, subject to approval by Full Council. This was seconded by Cllr Buchanan and all voted in favour to renew the current parish office cleaning contract with May Harris.

Action: Recommendation to Full Council

6.1.3 To consider where to place advertisement for this contract

A.8 Agenda item not discussed as dealt with under item 6.1.2

6.2 Service Contract and Litter contract

6.2.1 To approve using the contact taken from the Joint Council for Landscape Industries

A.9 Cllr M Bramer reported that E&A have approved the specification and will be obtaining quotations for this contract. A&R's job is to approve the contract. We have obtained the JCLI contract but this requires more work on it from us. Cllr M Bramer therefore proposed that we delay reviewing this contract until another meeting of A&R, (for final approval by FC) and that it is delegated to the Clerk in consultation with the Chairman to look at revising this. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk and Chairman of A&R

Item 7: Risk Assessment

7.1 To review the Parish Office Risk Assessment

A.10 Cllr Wade reported on new rules for Landlords on Electrical checks. The Clerk thought this would be the responsibility of KCC rather than the Windmill Trust. It was agreed to ascertain whose responsibility it is for maintaining the electrics in the building and ensuring that this responsibility is carried out. Cllr Green also reported that on page 3 'staff must stand on chairs' needs to be amended to 'staff must not stand on chairs'. Cllr M Bramer proposed approval of the Parish Office Risk Assessment subject to the above amendments being made. This was seconded by Cllr Green and all voted in favour.

Action: Clerk

7.2 To review the BHIB Risk Assessment for returning to face-to-face meetings

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- A.11** It was agreed to defer adopting this risk assessment until the council hears about the next stage of the roadmap from the government, as currently MPC are not considering returning to face-to-face meetings unless absolutely necessary. The Clerk would then consult KALC if a RA is required.

Item 8: Parish Office

- 8.1 To delegate to the Clerk to spend up to £675.00 from the earmarked reserves budget for the purchase of a new laptop and associated software for the Clerk. The current clerk's laptop will then be passed on to the Assistant Clerk in replacement for her existing laptop due to speed issues.

- A.12** Cllr M Bramer proposed to delegate to the Clerk to spend up to £675.00 on a new-laptop and associated software. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

Item 9: Website and IT support

- 9.1 To note that the Council will be using Ad Hoc IT Support when required for any IT issues.

- A.13** This was noted.

- 9.2 New Website: Members to review the list of potential parish council website providers obtained from KALC and to give any feedback/comments to the Chairman and Clerk before the next A&R committee meeting.

- A.14** Councillors to look through the list and make comments to the Chairman and Clerk before the next meeting.

Actions: Councillors for next A&R meeting

Item 10: Land Ownership

- 10.1 Steeles Green: to note the map received from KCC showing the boundaries and to consider the next action in respect of registering the land to Meopham Parish Council.

- A.15** The map was noted by councillors and Cllr Green proposed that the Clerk registers Steeles Green with the Land Registry and it is delegated to the Clerk to get a price from Invicta Law for the work, so payment from reserves can be agreed at the Full Council meeting in July. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 11: Correspondence

11.1 To note correspondence received

A.16 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

Cllr Buchanan proposed moving into closed session. This was seconded by Cllr Ogden and all voted in favour.

Item 12: Complaints Review

12.1 To receive the report from the Environment and Amenities Committee in respect of action taken in relation to complaints received concerning Edmund Green and to consider any further action.

A.17 The E&A report was noted. Following discussion Cllr Green proposed that a letter is drafted to send to the resident concerned, to come from the Chairman of Council. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk and Chairman

The meeting closed at 8.24pm

**Appendix 1
Meopham Parish Council – Payments Approved under Item 5.1**

Our Ref	PAYEE	Description	Amount (gross)
Lloyds Bank Treasurers accounts - Debit card			
001/180421	Zoom	Zoom Facilities – April 21	£14.39
002/180521	Zoom	Zoom Facilities – May 21	£14.39
003/210521	Tesco	Stationery for Parish Office	£ 5.50
004/210521	Post Office Ltd	Stamps for Parish Office	£19.68
Unity Trust Bank - Standing Orders/Direct Debits			
001/060421	Arc Office Systems Ltd	Photocopier lease – Mar 21	£30.00
002-4/200421	Staff Salaries	Salary – April 21 & O/T	£3199.79
005/200421	MI Bookkeeping	Payroll & Bookkeeping – April 21	£114.00
006/040521	Arc Office Systems Ltd	Photocopier lease – 2.3.21 – 1.4.21	£30.00
007/200521	Arc Office Systems Ltd	Photocopying - 20.1.21 – 24.4.21	£16.25
008-10/200521	Staff Salaries	Salary – May 21 & O/T	£3033.17
011/070621	Arc Office Systems Ltd	Photocopier lease – April 21	£30.00

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012/200621	MI Bookkeeping	Payroll & Bookkeeping – June 21	£114.00
013/200621	MI Bookkeeping	Payroll & Bookkeeping – May 21	£114.00

Unity Bank - online payments

001/010421	Scribe	Accounts Package renewal – 21/22	£561.60
003/080421	GWT Media	Email Hosting – April 21	£18.72
004/080421	Business Stream	Annual Water Bill – Parish Office	£167.87
005/080421	May Harris	Parish Office Cleaning Mar 21	£66.93
006/080421	Meopham Windmill Trust	Parish office rent - 2021-2022	£1250.00
007/300421	SJM Planning	Planning Objection Letter	£270.00
011/300421	Kent Pension	Staff pensions – April 21	£861.33
012/300421	HMRC	TAX & NIC April 21 (2201)	£653.98
013/300421	EDF	Parish Office electricity bill – 27.2.2021 To 26.4.2021	£82.30
014/060521	KALC	Subscription Renewal – 2021-2022	£1944.00
015/060521	ARCK	Subscription Renewal – 2021-2022	£105.00
015/060521	May Harris	Parish Office Cleaning April 2021	£68.26
018/060521	GWT Media	Email hosting – May 2021	£18.72
020/110521	Les Henry Ass Ltd	Traffic Consultant Report	£1600.00
024/190521	KALC	Training – N Jerram (FOI)	£16.80
025/200521	HMRC	Tax & NIC May 21 (2202)	£653.98
026/200521	Kent Pension	Staff pensions – May 2021	£861.33
027/270521	Zurich	Insurance Renewal	£1645.63