

**Minutes of a meeting of the
Administration and Resources Working Group for the
Administration & Resources Standing Committee
held on Tuesday 21st September 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: Mrs S Eggesden (Clerk)

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

Item 1: To receive and accept apologies for absence

A.18 Apologies accepted for Cllr McTavish (holiday) on a proposal by Cllr Buchanan, seconded by Cllr M Bramer and all voted in favour.

Item 2: Declarations of Members' Interests

A.19 There were no declarations of interest.

Item 3: To receive minutes of previous meeting (15.06.21)

A.20 The minutes from the meeting of 15.06.21 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 Green. All voted in favour.

Item 4: Matters Arising

A.21 A54 - Post Box: – Ordered from Bespoak Designs and has now arrived. The workmen on site at the Windmill have offered to paint it black to match in with the windmill and to put it up once the scaffolding has come down.
A7 – May Harris Cleaning Contract: – have been advised on the continuation of the contract and they have accepted this.
A9 – Service Contract: - approved by FC on 8.9.21
A10 – Parish Office Risk Assessment: - Electrical checks; Luke Bonwick has confirmed that KCC is responsible for this. The other amendments have been completed on the risk assessment.
A11 – Risk Assessment re returning to face to face meetings: – on agenda
A12 – New Laptop: – not purchased as yet as waiting for appointment of new clerk
A15 - Village Greens Registration for Steeles Green: - now progressing as Invicta Law advised that the fee quoted will be charged on a time spent basis and therefore the cost may very well come under the fee quoted. Invicta Law advised on the following benefits of registering the land: easier to prove your title to it, every local authority is being encouraged to register lands within their ownership and it may eventually become compulsory to do so.
A17 – Edmund Green complaints: - Letter from Chairman sent. No response to the letter received but complaints still being received via the office answer

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phone and a complaint was sent to Adam Holloways office, which has been responded to.

7.35pm – Cllr Ogden arrived

Item 5: Financial Matters

5.1 To note all the Administration & Resources Committee Expenditure up to 31.08.21 for the 2021-2022 financial year

A.22 This was noted.

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

A.23 The payments were noted and approved, subject to formal approval at the next face to face meeting, on a proposal by Cllr Buchanan and seconded by Cllr Green and all voted in favour.

5.3 To note the return of the AGAR from PKF Littlejohn and the signed External Auditor certificate for 2020-2021

A.24 This was noted.

Item 6: Risk Assessment

6.1 To approve amendments to Parish Office Risk Assessment for staff returning back to the office under the Covid-19 section

A.25 This item is to be deferred as the clerk is transferring the current risk assessment to a new template following attending a training course.

6.2 To approve a Risk Assessment for face to face meetings

A.26 Cllr Green proposed approval, seconded by Cllr Ogden and all voted in favour.

Item 7: Website

7.1 To report on any comments/feedback received from members

A.27 Cllr M Bramer reported that Cllr Buchanan had advised that she liked the Vision ICT website.

Item 8: Parish Council Website Domain Name and Emails

8.1 To consider recommending to Full Council that the Parish Council's web domain name be changed from meopham.org to meopham.gov.uk as soon as possible.

A.28 Following discussion, Cllr Green proposed recommending to Full Council to change the Parish Councils web domain name to

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meophamparishcouncil.gov.uk and to retain meopham.org indefinitely. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk/recommend to Full Council

8.2 To receive a report from the working party established by Full Council on July 13th to investigate the merits of moving to a new email system for the Parish Council.

A.29 As no report had been provided, this item was deferred.

8.3 To consider recommending to Full Council that a new system of 'corporate' emails be adopted based on Google Workspaces at an estimated cost of around £1,500 a year.

A.30 Cllr M Bramer advised that the cost would actually be around £850 a year. It was agreed to defer this item as members asked Cllr M Bramer to put a briefing paper together on this to present to Full Council for consideration.

Action: Cllr M Bramer / Full Council

8.4 To confirm that consideration of a change to the content of the Parish Council's website will be deferred until the above matters have been disposed of and will be based on a prior analysis of the functionality required by any new website.

Cllr M Bramer had issued a paper on websites to members prior to the meeting. Following discussion around ensuring a new website has everything that the parish council requires including a proficient search engine and a member's areas, it was agreed to defer this matter so that Cllr M Bramer could work towards a specification with the help of other councillors, especially Cllr Dalby who has experience in this area. Cllr Buchanan recommended that we ensure that new website offers proper support.

Action: Cllr M Bramer / All

Item 9: Contracts

9.1 To approve the contract for the servicing of Pitfield Toilets

A.31 Cllr Green proposed approval, seconded by Cllr Ogden and all voted in favour.

9.2 To approve the contract for the cleaning of the Parish Office

A.32 Cllr Ogden proposed approval, seconded by Cllr Wade and all voted in favour.

Action: Clerk

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

10.1 KALC Learning and Development Survey 2021 – deadline 08.10.21

A.33 Cllr Ogden proposed delegating completion of the survey to the Clerk in consultation with the A&R Committee Chairman. This was seconded by Cllr Green and all voted in favour. Members were asked to get back to the Clerk and Chairman with their views on the training so a majority response could be submitted.

Action: Clerk and Chairman of A&R

Item 11: Correspondence

11.1 To note the correspondence received.

A.34 The correspondence list was noted. Cllr Wade asked if the email enquiry regarding the freehold owner of the allotments was from a developer. The clerk confirmed that the enquiry came from a resident.

The meeting closed at 8.03pm

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

Our Ref	PAYEE	Description	Amount (gross)
Lloyds Bank Treasurers accounts - Debit card			
006/210721	Zoom	Zoom Facilities – July 21	£14.39
007/210821	Zoom	Zoom Facilities – Aug 21	£14.39
008/080921	B&Q	Lock for parish office toilet door	£ 2.98
Unity Trust Bank - Standing Orders/Direct Debits			
018/200721	MI Bookkeeping	Payroll & Bookkeeping – July 21	£114.00
019-20/200721	Staff Salaries	Salaries – July 21	£3086.22
022//200821	MI Bookkeeping	Payroll & Bookkeeping – August 21	£114.00
023-25/200821	Staff Salaries	Salary – Aug 21	£3092.57
026/040821	Arc Office Systems Ltd	Photocopier lease – June 21	£30.00
027/200921	MI Bookkeeping	Payroll & Bookkeeping – Sept 21	£114.00
028/090921	Arc Office Systems Ltd	Photocopier lease – July 21	£30.00
029-23/200921	Staff Salaries	Salaries Sept 21	£3062.22
Unity Bank - online payments			
038/290621	EDF	Parish Office electricity bill – 27/4 to 21/6	£42.61
042/090721	GWT Media	Email Hosting – May 21	£18.72
044/090721	May Harris	Parish Office Cleaning June 21	£68.26
045/200721	HMRC	TAX & NIC June	£654.18
046/200721	Kent Pension	Staff pensions – June 21	£861.33
047/160721	KALC	Training Cllr M Bramer	£42.00
048/170821	May Harris	Parish Office Cleaning July 21	£68.26
051/170821	GWT Media	Email hosting – July 2021	£18.72
053/170821	SJM Planning	Planning Appeal Letter - FSW	£420.00
054 /200521	HMRC	Tax & NIC Aug 21	£654.18
055/200821	Kent Pension	Staff pensions – Aug 2021	£861.33
056/290621	EDF	Parish Office electricity bill – 21/6 to 20.08	£39.55
060/100921	Bespoak Designs	Post box for Parish Office	£324.00
061/250821	KALC	Training Cllr Green	£42.00
062/100921	Home Computers	Computer Assistant for J Barker	£40.00

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063/100921	GWT Media	Email hosting – Sept 2021	£18.72
064/100921	PKF Littlejohn	External Audit Fee – 2020-21	£720.00
068/200921	Kent Pension	Staff Pensions – Sept 21	£861.33
069/200921	HMRC	Tax & NIC Sept 21	£676.86
070/170921	May Harris	Parish Office cleaning	£68.26
071/170921	Sarah Eggesden	Expenses – mileage, parking and ink	£30.22
072/170921	Jo Barker	Expenses – mileage	£61.49

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