

# Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779  
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## To all members of the Administration & Resources Committee

You are hereby summoned to attend a virtual meeting via zoom of the **Administration & Resources Standing Committee** on **Tuesday 9<sup>th</sup> February 2021** at **7:30 pm**. Papers have been circulated for all items shown by (\*).

Yours faithfully

*Sarah Egglesden*

**Sarah Egglesden**  
**Parish Clerk**  
**Date of Issue: 3<sup>rd</sup> February 2021**

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Members of the Public and Press are welcome to join the Zoom Meeting. You will need to have access to Zoom. Please contact the Clerk by noon on the day of the meeting at [clerk@meopham.org](mailto:clerk@meopham.org) for the password for access to the meeting.

## **A G E N D A**

- 1 To receive and accept apologies for absence**
- 2 Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 To approve minutes of previous meeting (24.11.20) (\*)**
- 4 Matters Arising**
- 5 Financial Matters**
  - 5.1** To note all the Administration & Resources Committee Expenditure up to 03.02.21 for the 2020-21 financial year (\*)
  - 5.2** To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*)
  - 5.3** To note the bank statements and to agree to sign off against the bank reconciliation (\*)
  - 5.4** To approve a virement for £300 to the training budget from the contingency budget
- 6 Contracts**
  - 6.1** On the recommendation of the E&A Committee to consider and approve a rental increase in accordance with the Meopham Allotments & District Association contract (\*)
  - 6.2** Service Contract: with a view to updating the service contract at a later meeting, to purchase a model contract from the Joint Council for Landscape Industries (JCLI) at a cost of £37 plus VAT (\*)

- 6.3 BT Contract for phone and internet for the Parish Office (renewal date – 17.04.21); to delegate to the Clerk in consultation with the Chairman of A&R to review and renew an appropriate contract for the Parish Office
  - 6.4 To approve the renewal of the Scribe accounting contract for 2021-22 at a cost of £468.00 net pa
  - 6.5 To note that the Zurich insurance long term agreement comes to an end on 31.05.2021
- 7 Policy Review**
- 7.1 Training Policy: to review and approve any amendments (\*) (to follow)
  - 7.2 Risk Assessments, to review and approve as follows:
    - 7.2.1 Pitfield Green Toilets Risk Assessment (\*)
    - 7.2.2 Parish Office Risk Assessment (\*) (to follow)
    - 7.2.3 Judson's Pavilion Risk Assessment (\*) (to follow)
  - 7.3 Data Protection : To approve a statement for the council website reference GDPR following the withdrawal of the UK from the EU. (\*)
  - 7.4 Small Grants Policy - Item 8 of the Council's small grants policy reads: "The council will normally award grants annually. Should this leave any part of the budget unallocated, late applications for the remainder may be considered". It is proposed to add the words: "provided they are of an emergency or exceptional nature and are received before the end of the calendar year. In such a case it will be the responsibility of the proposer to demonstrate the exceptional or emergency nature of the application".
- 8 Parish Office:**
- 8.1 To consider and approve a new post box for the Parish Office, subject to approval from the Conservation Officer and any required planning permission. If approved, to delegate to the Clerk to spend up to £300 from the contingency budget to progress this
- 9 Website and IT support**
- 9.1 Update on GWT Media IT Support Contract
  - 9.2 Replacement of GWT Media: to agree that rather than taking out a service contract with another IT company, in future we should pay for website development on an ad hoc basis as required.
  - 9.3 To consider establishing a new Parish Council website with improved functionality that is also fully 'website accessibility' compliant, and to delegate to the Clerk in conjunction with the A&R Chairman to review the options for consideration at the next A&R meeting
- 10 Land Ownership**
- 10.1 To consider responding to the following consultation: - Her Majesty's Land Registry Survey – Survey regarding land ownership – closing date 26.02.21 (<https://wh1.snapsurveys.com/s.asp?k=160406652244>)
  - 10.2 Steeles Green: to consider any action to take regarding the Parish Council's position in respect of Steeles Green
- 11 Correspondence**
- 11.1 To note correspondence received (\*)

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**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

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- 12 GBC Standards Board Committee: to consider their recommendations**
- 12.1** To consider a response to the email from the GBC Monitoring Officer regarding Clerk complaints under the Code of Conduct review (\*)
  - 12.2** To consider the proposal for future Clerks to be CiLCA qualified (\*)
  - 12.3** To consider the possibility of submitting a joint response with the other Gravesham parish councils
- 13 Complaints Review**
- 13.1** To consider action regarding recent communications with a group of parishioners
  - 13.2** To consider adopting a policy for dealing with harassment of staff and contractors (\*)
- 14 Recording of Council Meetings**
- 14.1** To consider approving the following proposal as an addition to the Council's 'Protocol for the recording or reporting of Council and Committee meetings': "The making of an official Parish Council recording of a meeting of the Council or any of its committees shall be at the discretion of the Chairman of the meeting concerned, except that discussions of items in closed session shall never be recorded. Official recordings of meetings shall be destroyed once the draft minutes of the meeting have been approved by the chairman".

## **DISTRIBUTION**

### **AGENDA AND PAPERS: -**

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

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.

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