

# Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - Tel: 01474 813779  
Clerk: Mr S Fishenden Email: [clerk@meopham.org](mailto:clerk@meopham.org) Website: [www.meopham.org](http://www.meopham.org)



## To all Members of the Administration and Resources Committee

You are hereby summoned to attend a virtual meeting via Zoom of the **Administration & Resources Working Group** for the **Administration & Resources Standing Committee** on **Tuesday 16<sup>th</sup> November 2021** at **7:30 pm**.

All decisions made will be actioned by the Clerk under temporary delegated authority of the Clerk. Papers have been circulated for all items shown by (\*).

Yours faithfully

*Shaun Fishenden*

**Clerk and Responsible Financial Officer**

**Date of Issue: 10<sup>th</sup> November 2021**

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Members of the Public and Press are welcome to join the Zoom Meeting.

To join the meeting please use the following link: -

<https://us02web.zoom.us/j/87235661459?pwd=Ui9KSnJzNGZMS2U1c1Q1UVBMd0pQQT09>

## **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 receive minutes of previous meeting:** 21.09.21 (\*)
- 4 Matters Arising**
- 5 Financial Matters**
  - 5.1** To note the Administration & Resources Committee Expenditure up to 09.11.21 for the 2021-22 financial year (\*)
  - 5.2** To note the schedule of payments in accordance with the Financial Regulation 5.2 (\*)
- 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 (\*)
  - 6.2** To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2022-23 (\*)
  - 6.3** To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2022-23 (\*)
  - 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 (\*)

- 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 (\*)
- 8 Website Content/Design**  
8.1 To agree to defer work on updating the website design, functionality and content until February 2022
- 9 Website Domain Name and Emails**  
9.1 To note Full Council's approval for changing the website domain name to www.meopham.gov.uk  
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 (\* to follow)  
9.3 If the decision on **item 9.2** is positive, to consider whether to use Webmail, Google Workspaces or some other service for the corporate emails (\* to follow)
- 10 Banking Arrangements**  
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.  
10.2 To note the new Clerk has been added to both bank mandates in order to process payments for authorisation
- 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
- 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  
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  
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  
12.4 To approve the purchase of a lockable metal file box at a cost of **£15** for storage of confidential personnel files  
12.5 To note the Parish Office will be closed for Christmas from Friday 24 December 2021 and will re-open on Tuesday 4<sup>th</sup> January 2022  
12.6 To consider the future development of the Parish Office
- 13. Correspondence**  
13.1 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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- 14. Website Domain Name and 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 (\* to follow)

## **DISTRIBUTION**

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

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