

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779
Clerk: Mrs S Egglesden Email: clerk@meopham.org Website: www.meopham.org



To all members of the Administration & 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 15th June 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

Sarah Egglesden

Sarah Egglesden
Parish Clerk
Date of Issue: 9th June 2021

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/81147639807?pwd=UGZKR0FZdWkxTGJNUmIUZnU4MS85dz09>

AGENDA

- 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 (09.02.21) (*)**
- 4 **Matters Arising**
- 5 **Financial Matters**
 - 5.1 To note all the Administration & Resources Committee Expenditure up to 31.05.21 for the 2021-22 financial year (*)
 - 5.2 To note the schedule of payments in accordance with Financial Standing Order 5.2 (*)
- 6 **Contracts**
 - 6.1 Parish Office Cleaning Contract (renewal date 8.10.2021)
 - 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
 - 6.1.3 To consider where to place an advertisement for this contract
 - 6.2 Service Contract and Litter contract
 - 6.2.1: to approve using the contract taken from the Joint Council for Landscape Industries (*)

- 7 Risk Assessment**
7.1 To review the Parish Office Risk Assessment (*)
7.2 To review the BHIB Risk Assessment for returning to face to face meetings (*)
- 8 Parish Office:**
8.1 To delegate to the Clerk to spend up to £675.00 from earmarked reserves budget for the purchase a new laptop and associated software for the Clerk. The current clerk's laptop will then be passed onto the Assistant Clerk in replacement for her existing laptop, due to speed issues.
- 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
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 (*)
- 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. (*)
- 11 Correspondence**
11.1 To note correspondence received (*)

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

- 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 (*)

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.
