

# 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 Working Group** for the **Administration & Resources Standing Committee** on **Tuesday 21<sup>st</sup> September 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: 15<sup>th</sup> September 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/84198002818?pwd=VzJzLzhMUmRZOTRTTIJob3dtdcnNQdz09>

## 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 (15.06.21) (\*)**
- 4 Matters Arising**
- 5 Financial Matters**
  - 5.1** To note all the Administration & Resources Committee Expenditure up to 31.08.21 for the 2021-22 financial year (\*)
  - 5.2** To note the schedule of payments in accordance with Financial Standing Order 5.2 (\*)
  - 5.3** To note the return of the AGAR from PKF Littlejohn and the signed External Auditor certificate for 2020-21 (\*)
- 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 (\*) (to follow)
  - 6.2** To approve a Risk Assessment for face to face meetings (\*) (to follow)
- 7 Website**
  - 7.1** To report on any comments/feedback received from members

- 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
  - 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
  - 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
  - 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
- 9. Contracts**
- 9.1** To approve the contract for the servicing of Pitfield Toilets (\*)
  - 9.2** To approve the contract for the cleaning of the Parish Office (\*)
- 10. Consultations: - to consider responding to the following**
- 10.1** KALC Learning and Development Survey 2021 – deadline 08.10.21
- 11. Correspondence**
- 11.1** To note correspondence received (\*)

## **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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