

Meopham Parish Council

Minutes of a meeting of the

Administration and Resources Standing Committee held on

Tuesday 24th November 2020 at 7:30pm

Virtual Meeting via Zoom

Committee Members Present: Cllrs M Bramer (Chairman), S Buchanan, J McTavish, J Ogden, (Vice Chairman) and B Wade

In attendance: Mrs S Eggesden (Clerk)

Item 1: To receive and accept apologies for absence

A.17 No apologies.

Item 2: Declarations of Members' Interests

A.18 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (15.09.20)

A.19 The minutes of the meeting held on 15.09.20 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr McTavish. All voted in favour.

Item 4: Matters Arising

A.20 A10 – obtaining quotes for It Consultants: - this would be carried forward to the next meeting

Action: Clerk

Item 5: Financial Matters

5.1 To note all the Administration & Resources Committee Expenditure up to 18.09.20 for the 2020-2021 financial year

A.21 This was noted. As money was left in the training budget, the Clerk was asked to encourage councillors to attend any future training.

Action: Clerk

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

A.22 This was approved on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour.

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5.3 To note the bank reconciliations and to agree to sign off against the bank statements

A.23 This was noted and Cllr M Bramer proposed signing the reconciliation against the bank statements. This was seconded by Cllr Ogden and all voted in favour.

5.4 To approve a virement of £269.00 from the pension budget to the salary budget and £500 from the contingency budget to the salary budget to cover any future overtime.

A.24 Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr McTavish. All voted in favour.

5.5 To note the signed off audit from PKF Littlejohn and to note that the Notice of conclusion of audit has been published on the Windmill site noticeboard and on the Parish Council Website.

A.25 This was noted.

Item 6: Meopham Parish Council's Budget proposals for 2021-2022

6.1 To consider and if found satisfactory endorse the proposed Planning & projects Committee Budget for 2021-2022

A.26 Following discussion on the budgets for the defibrillator and the Health and Wellbeing proposed budgets, Cllr Buchanan then proposed endorsement of the P&P budget. This was seconded by Cllr Ogden and all voted in favour.

6.2 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2021-2022

A.27 Following discussion on the budgets for the Service Contractor, Harvel Pond and Streetlights proposed budgets, Cllr Ogden then proposed endorsement of the E&A budget. This was seconded by Cllr McTavish and all voted in favour.

6.3 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2021-2022

A.28 Cllr Buchanan proposed endorsement of the A&R budget. This was seconded by Cllr Ogden and all voted in favour.

6.4 To note removal of the separate Judson's Pavilion Committee Budget for 2021-2022

A.29 This was noted. Any unspent money from the project would be transferred to the E&A budget, to a Judson's Pavilion budget.

6.5 To consider and agree a composite budget for Meopham Parish Council for 2021-2022 for submission for Full Council for approval at it's meeting on 08.12.2020

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A.30 Cllr Ogden proposed approval of the budget for submission to Full Council for final approval. This was seconded by Cllr Buchanan and all voted in favour.

Item 7: Policy Review

7.1 To review and approve the Risk Assessment document for Meopham Parish Council

A.31 Following discussion on the risk assessment, Cllr McTavish proposed that the Clerk creates separate risk assessment documents for the Parish Office, Judson's Pavilion and Pitfield Toilets for review at the next A&R meeting. This was seconded by Cllr Buchanan and all voted in favour.

Cllr Ogden then proposed approval of the risk assessment document and this was seconded by Cllr Buchanan.

Action: Clerk

Item 8: Correspondence

8.1 To note correspondence received

A.32 Noted

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

Cllr M Bramer proposed moving into closed session. This was seconded by Cllr Buchanan and all voted in favour.

Item 9: Contract Review

9.1 Invicta Law – Parish Council scheme, due for renewal on 26.02.2021

A.33 Following discussion, Cllr M Bramer proposed approval of the Invicta Law Parish Council Scheme for a further year from 26.02.21. This was seconded by Cllr McTavish and all voted in favour.

Item 10: New Contract

10.1 Contract for the Youth Club – Service Level Agreement from The Grand

A.34 Following reviewing the Service Level Agreement and the hire contract for Judson's Pavilion, members agreed that the Pavilion should be hired by the Grand not by MPC and that we need to make an agreement with the Grand so that Meopham Parish Council pays for the hall hire (or reimburses the Grand

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for paying for it as part of its overall fee) but are not liable for any hall hire issues.

The meeting closed at 9.00 pm

Appendix 1

Meopham Parish Council – Payments Approved under Item 5.1

Our Ref	PAYEE	Description	Amount (gross)
Lloyds Bank Treasurers accounts - Debit card			
015/181020	Zoom	Virtual meeting facility fee Oct 2020	£14.39
016/131020	Amazon	drawing pins	£5.30
Unity Trust Bank - Standing Orders/Direct Debits			
030/201020	MI Bookkeeping	Bookkeeping - Oct 20	£114.00
031-33/201020	Staff Salaries	Oct 20	3039.56
034/091120	Arc Office Systems	Photocopier – Nov 20	£30.00
035/191120	MI Bookkeeping	Bookkeeping – Nov 20	£114.00
036-38/201120	Staff Salaries	Nov 20	3044.78
Unity Bank - online payments			
100/161020	Kent Pension	Staff Pensions – Oct 2020	£794.02
104/231020	GWT Media	Email hosting – Oct 2020	£18.72
105/231020	EDF	Parish Office – electricity bill	£2.67
106/231020	KALC	Training – Cllr Bourke	£60.00
107/231020	Arc Office Systems	Photocopier lease – Oct 20	£30.00
109/231020	Arc Office Systems	Printing July to Oct 20	£90.27
110/231020	MPC	Transfer from Unity Bank to Lloyds Bank	£60,000.00
111/231020	NALC	Training – Cllr McTavish	£51.71
112/091120	GWT Media	IT email hosting – Nov 2020	£18.72
115/091120	May Harris	Office cleaning – Oct 20	£66.93
118/160920	HMRC	PAYE & NI - Nov 2020	£598.53
119/131120	PKF Littlejohn	External Audit Fee for 2019-20	£720.00