

**Minutes of a meeting of the  
Administration and Resources Committee held on  
Tuesday 11<sup>th</sup> April 2017 at 7:30pm  
at the Windmill, Meopham Green**

**Committee Members Present:** Cllrs M Bramer (Chairman) Buchanan, McTavish and Wade

**In attendance:** Mrs N Jerram (Clerical Assistant)

**Item 1: Apologies for absence:**

**A.92** Apologies were received from Cllr Ogden

**Item 2: Declarations of Interest:**

**A.93** Cllr Buchanan declared an interest in expenses to be paid.

**Item 3: To approve minutes of previous meetings (14.02.17):**

**A.94** The minutes of the meeting held on 14.02.17 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour and the minutes were approved.

**Item 4: Matters Arising:**

**A.95** Item A.56 – Letter to the Cricket Club has been sent.

Item A.61 – Skills audit - Carried forward to action.

Item A.65 – Following a land registry search, it is confirmed that the land in front of Meopham School (woodland area) is owned by Meopham School.

Item A.70 – Volunteer Support Warden Scheme - Action completed.

Item A.72 – Meeting of Gravesham Clerks – Carried forward to action.

Item A.77 – Social Media Working Group - Action still pending.

Item A.78 – NALC Media Policy - Completed by clerk and approved.

Item A.79 – Policy for Travel and Expenses - Approved by council.

Item A.80 – Public Participation Protocol - Approved by Council.

Item A.81 - Hits on MPC Website – Carried forward to action.

**A.96** Cllr McTavish referred back to Item A.65 and suggested the parish council write to KCC regarding the lack of car parking spaces planned at Meopham School/Library rebuild. All members agreed to this action. **Action: Clerk**

Item A.82 – Notice Board Policy – Approved by Council.

Item A.83 – Protocol for Recording or Reporting of Council – Approved by Council.

Item A.85 – Draft Agreement for Meopham Village Hall - Approved by Council.

Item A.86 – Installation of Defibrillator - Action completed.

Item A.87 – Pitfield Green Toilets Update - Action completed.

Item A.89 – Debit Card and BACS payments – Carried forward to action.

**Item 5: Contracts**

**5.1 To note the proposal for the renewal of the Service Contract for the cleansing of the Bus Shelters owned by Meopham Parish Council and to recommend approval to Full Council, subject to the proposed amendments**

**A.97** Members noted the proposal for the renewal of the service contract for the bus shelters. Cllr Buchanan then proposed that the amended service contract is recommended to Full Council for adoption, this was seconded by Cllr M Bramer and all voted in favour.

**A.98** Discussions followed on excessive flyposting in the village advertising a local event. On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members agreed that the clerk write and inform those persons responsible that it is illegal to fly post and ask them to cease flyposting in the parish. **Action: Clerk**

**5.2 To endorse a recommendation to Full Council to change the responsibilities of the A&R Committee in its Terms of Reference, in respect of contracts, as follows:-**

**6.2 add 'Approval of contracts for up to £5000 and up to 3 years duration'**

**A.99** Cllr Buchanan proposed an amendment to the proposal that 'on the recommendation of the appropriate committee' is added to the motion. This was seconded by Cllr Wade and all voted in favour. Cllr Buchanan then proposed the approval with the changes is recommended to Full Council for final approval. This proposal was seconded by Cllr Wade and all members voted in favour.

**6.3 add 'Contracts over £5000 or greater than 3 year's duration'**

**A.100** Cllr Buchanan proposed that the changes are recommended to Full Council for final approval. This proposal was seconded by Cllr Wade and all members voted in favour.

**Item 6 Office Equipment**

**6.1 To consider the purchase of new computer equipment for the parish office for use by the Clerical Assistant.**

**A.101** Following discussion, Cllr McTavish proposed that a figure of up to £1000 be spent on the purchase of new computer equipment for use by the Clerical Assistant. This proposal was seconded by Cllr Buchanan and all members

voted in favour. Members agreed that Cllr M Bramer and the Clerk would look into the purchase of the equipment. **Action: Cllr M Bramer/Clerk**

**Item 7**      **Publicity and Media Relations**

**7.1 to delegate authority to the clerk to**

**a) forward an article to the Meopham Review monthly in consultation with the Chairman of Council**

**A.102**      On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members voted in favour of delegating authority to the clerk.

**b) Meopham Mercury – to produce in consultation with councillors and to arrange the distribution**

**A.103**      On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members voted in favour of delegating authority to the clerk.

**Item 8**      **Training Budget**

**8.1 To authorise the clerk to arrange any staff or councillor training for 2017-18 within the agreed training budget**

**A.104**      Cllr M Bramer proposed a motion that members agree to an upper limit of £150 per event. This was seconded by Cllr Buchanan and all Members voted in favour.

On a proposal by Cllr M Bramer, seconded by Cllr Buchanan, all members voted in favour of the amended version.

**Item 9**      **Emergency Planning**

**9.1 Rest Centre Training at Culverstone Community Centre on 10 October 2017 to confirm councillor attendance**

**A.105**      Cllr M Bramer felt attendance at this event was very important. Discussions followed and it was agreed that a number of councillors would attend the training day and the Chairman would circulate an email encouraging attendance at this important event. It was agreed there would be an update at the next A&R Committee Meeting.

**Item 10**      **Financial Matters**

**10.1 To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 7/2/17 to 5/4/17**

**A.106**      Cllr Buchanan proposed that the expenditure is approved and this was seconded by Cllr M Bramer, all members voted in favour.

**10.2 To note all the Administration & Resources Committee Expenditure for the 2016-2017 financial year**

**A.107**      This was noted by all members.

**10.3 To consider a paper from the Chairman of A&R entitled 'Notes on Committee Budget Out-turns in financial year 2016-17 and**

**recommendations for earmarked reserves in 2017-18' and if considered appropriate endorse it and pass it on to Full Council for its next meeting**

**A.108** Cllr M Bramer explained the proposals for changes to the earmarked reserves to be considered. Discussions followed and Cllr Buchanan then proposed that the proposals are endorsed by the A&R committee members for recommendation to Full Council. This was seconded by Cllr McTavish and all voted in favour.

**10.4 To note the arrangements for the Annual Audit for 2016-17**

**A.109** This was noted by members.

Cllr M Bramer suggested that the Clerk ask the Internal Auditor what is a reasonable level for general reserves and also advice with reference to previous Item 5.2. All members agreed to this action. **Action: Clerk**

**Item 11 Correspondence**

**11.1 To note the correspondence received**

**A.110** Members noted the correspondence list.

Meeting closed at 8.49pm

Signed.....Dated.....