

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 4th December 2018 at 7:30pm
at the Windmill, Meopham Green**

Committee Members Present: Cllrs M Bramer (Chairman), S Buchanan, P Howard, J McTavish, J Ogden, D Powell and B Wade

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.22 There were no apologies.

Item 2: Declarations of Interest:

A.23 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (19.06.18):

A.24 The minutes of the meeting held on 19.06.18 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr McTavish. There were 6 votes in favour and 1 abstention.

Item 4: Matters Arising (not covered by the Chairman's Briefing Note or elsewhere on the agenda)

A.25 There were no matters arising.

Item 5: Chairman's Briefing Note

A.26 A report was circulated and noted.

Item 6: GPDR and Information Handling

6.1 To note a report from GDPR-Info and summary of recommended actions

A.27 The summary was noted. It was agreed to upgrade the Clerical Assistant's laptop to Windows 10 immediately. It was noted that the visit from the DPO would now be arranged for January 2019. Date to be confirmed.

Action: Clerk

6.2 To consider, approve and adopt the following policies:-

6.2.1 Data Retention and Disposal Policy

A.28 Cllr M Bramer proposed approval, subject to checking if banking details should be kept for 10 years rather than six, for legal reasons. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

A.29 Cllr Powell mentioned that other parishes are providing council emails for its councillors. The Clerk advised that this is recommended in the DPO summary report under point 15 and would be reviewed after the DPO training session in January.

6.2.2 Protection Training Policy

A.30 Approval was proposed by Cllr M Bramer and seconded by Cllr Howard. All voted in favour.

6.2.3 Subject Access Request Policy

6.2.4 Breach Notification Policy

A.31 6.2.3 and 6.2.4 were voted on together. Approval was proposed by Cllr Ogden and seconded by Cllr Powell. All voted in favour.

6.2.5 Code of Practice for Information Handling

A.32 The Chairman went through the policy with members, explaining that clauses 6 & 7 had been incorporated because of a recent incident where information about a legally privileged email had been given to a parishioner. Cllr Powell questioned whether clause 6 and 7 were legally enforceable. Cllr Ogden proposed that clause 6 & 7 is checked with KALC. This was seconded by Cllr Howard and all voted in favour. Cllr M Bramer then proposed approval of the policy, subject to checking the legality of clause 6 & 7 with KALC. This was seconded by Cllr McTavish and there were 5 votes in favour, (Buchanan, M Bramer, Howard, McTavish and Ogden), 1 against (Powell) and 1 abstention (Wade). Recorded vote requested by Cllr Powell.

Action: Clerk

6.3 To note the training for GDPR for councillors and staff by the DPO

A.33 This had been noted under 6.1

Item 7: Recording of Meetings

7.1 To consider, approve and adopt the proposed policy

A.34 Discussion took place on the pros and cons of recording meetings. The Clerk had taken advise from KALC in the past in relation to FOI requests and KALC did not recommend recording meetings. Cllr M Bramer proposed approval of the policy and this was seconded by Cllr Buchanan.

There were 2 votes in favour, 3 against and 2 abstentions. The motion was therefore not approved.

Item 8: To note the letter received from the Valuation Office Agency and the action to be taken

A.35 The letter had been circulated and the deadline for completion was noted plus the penalty for non-compliance. The Clerk suggested she completes this with the A&R chairman and members agreed.

Action: Clerk / A&R Chairman

Item 9: Financial Matters

9.1 To note all the Administration & Resources Committee Expenditure up to 28.11.18 for the 2018-2019 financial year

A.36 This was noted.

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

A.37 Cllr McTavish proposed approval and this was seconded by Cllr M Bramer. All voted in favour – see appendix 1 for schedule of payments.

9.3 To note the forthcoming 'making tax digital for VAT' policy coming into force in April 2019 and the implications for computer facilities in the parish office

A.38 Cllr M Bramer reported on this. The computer currently used by the bookkeeper does not support the up to date Sage software which the Parish Council is paying for. Cllr M Bramer proposed approving funds for a new computer. As this was not an agenda item, it was agreed that the Clerk should investigate the cost and a suitable agenda item should be brought forward for approval at the next Full Council Meeting.

Action: Clerk

Cllr Howard gave his apologies and left the meeting. (8.50pm)

9.4 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2019-2020 for recommendation to Full Council

A.39 Discussion took place. Training budget had been increased due to the forthcoming election and the possibility of new councillors requiring training. Cllr M Bramer suggested increasing the overtime budget by £1000 due to the amount of work with the Judson's project and increasing the contingency budget by a further £1000 as the A&R was very tightly

drawn. Cllr Ogden proposed recommending a budget of £64,108.00 to Full Council and this was seconded by Cllr McTavish. There were 4 votes in favour (M Bramer, Buchanan, McTavish and Ogden) and 2 against (Powell and Wade). Recorded vote requested by Cllr Powell.

9.5 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2019-2020 for recommendation to Full Council

A.40 Cllr M Bramer proposed recommending a budget of £1,550.00 to Full Council and this was seconded by Cllr McTavish. There were 4 votes in favour and 2 abstentions.

9.6 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2019-2020 for recommendation to Full Council

A.41 Cllr Powell proposed recommending a budget of £31,650.00 to Full Council and this was seconded by Cllr Buchanan. All voted in favour.

9.7 To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2019-2020 for recommendation to Full Council

A.42 Cllr Powell proposed recommending a budget of £1000.00 to Full Council and this was seconded by Cllr Ogden. All voted in favour.

9.8 To consider and agree a composite budget for Meopham Parish Council for 2019-2020 for submission to Full Council for approval at its meeting on 08.01.19

A.43 Cllr M Bramer had attended a recent Gravesham Borough Council Parish Council Chairmen's meeting where the precept and the tax base had been explained. It was noted that every parish would have to increase its precept just to stay level in cash terms with the current financial year due to a reduction in the taxbase estimates for 2019-20. For Meopham this would mean an increase of 98p per annum for band D just to stay level with 2018-19.

A.44 Cllr M Bramer proposed recommending a composite budget of £96,527.00 to Full Council and this was seconded by Cllr Ogden. There were 4 votes in favour, 1 against and 1 abstention.

9.9 To note the Internal Auditor report for the year ending 31 March 2018 and to agree on any actions from the report

A.45 The report was noted. The Clerk had already completed some of the actions and the others would be reviewed. It was noted that the appointed councillors would be reviewing the risk register/procedures shortly.

Actions: Clerk

9.10 To note the Annual Return for the year ending 31 March 2018, signed by the External Auditor with no comments

A.46 This was noted.

Item 10: Meopham Windmill Site

10.1 To note the condition of the driveway to the Windmill site and agree that the Clerk should contact Meopham Windmill Trust on this

A.47 Cllr Ogden proposed the Clerk write to the Windmill Trust regarding the condition of the driveway and this was seconded by Cllr McTavish. All voted in favour.

Action: Clerk

Item 11: To note the correspondence received

A.48 Correspondence was noted.

A.49 Cllr M Bramer noted the telephone call received at the office regarding fireworks on Meopham Green on 10.11.18. He also reported on comments made on Facebook regarding this. Cllr Wade confirmed that the fireworks were organised by the Cricket Club and it was noted that this was not acceptable under the Cricket Club lease and that permission had not been granted by the Parish Council. In any case it is illegal to set off or throw fireworks (including sparklers) in any public place. It was agreed this practice must stop and not happen in the future. Cllr Wade agreed to report this back to the Cricket Club.

Action: Cllr Wade

Cllr Buchanan left the meeting at 9.25pm.

11.1.1 To note NALC Legal Briefing - The Public Sector Bodies Websites And Mobile Applications NO.2 Accessibility Regulations 2018

A.50 Cllr M Bramer reported that regulations are already in force and this must be complied with by September 2020. This only applies to public sector bodies. It was agreed that the Clerk would contact the Parish Council's website provider to check if the website was already compliant. An Accessibility Statement will need to be placed on the website.

Action: Clerk

Cllr Buchanan returned to the meeting at 9.30 pm

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

Item 12: Internal Auditor for 2019-20

12.1 To consider the appointment of the internal auditor for 2019-20

A.51 Due to the on-going Judson’s project and the VAT issues it was proposed by Cllr Ogden to re-appoint David Buckett as the Internal Financial Auditor for 2019-20. This was seconded by Cllr Buchanan and all voted in favour.

Item 13: To note the report made to Zurich Insurance concerning an incident at Judson’s car park and related matters

A.52 Cllr M Bramer reported on an incident at Judson’s car park. A hole had since been repaired at the car park. The matter was now with Zurich Insurance. The Clerk had received an FOI request relating to the car park. The Service Contractor would continue to monitor the area and any further repairs would be carried out as a temporary solution until the work at Judson’s is completed.

The meeting closed at 9.48 pm

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

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2237	18.11.18	EDF ENERGY LTD	ELECTRICITY BILL PARISH OFFICE	£46.15	£2.20	£43.95
2240	05.11.18	KPS OFFICE SUPPLIES LTD	OFFICE SUPPLIES	£77.85	£12.98	£64.87
2241	05.11.18	GWT MEDIA LTD	IT SUPPORT AND EMAIL HOSTING	£80.60	£16.12	£80.60
2242	05.11.18	KENT ASSOCIATION OF LOCAL COUNCILS	2 X TRAINING FOR CLLRS	£120.00	£24.00	£120.00
SO	20.11.18	MI PAYROLL & BOOKKEEPING SERVICES LTD	BOOK KEEPING SERVICES	£94.00		£94.00
DIRECT DEBIT SO	16.11.18	SAGE UK	SAGE PACKAGE	£20.00	£4.00	£20.00
	20.11.18	MALCOLM GOFTON ASSOCIATES	PAYROLL NOV 18	£36.00	£6.00	£30.00
DEBIT CARD	29.10.18	TESCO	STATIONERY/OFFICE SUPPLIES	£17.80		£17.80
DEBIT CARD	29.10.18	B&Q	SCREWDRIVER FOR HEARING LOOP	£2.30		£2.30
2246	09.11.18	SCOUT COUNCIL	SOUND SYSTEM - REMEMBRANCE	£25.00		£25.00
2247	09.11.18	MEOPHAM BRASS	MUSIC AT REMEMBRANCE	£40.00		£40.00
2250-2 & 2261	20.11.18	STAFF SALARIES	SALARIES & O/T - NOV 18	£2,454.68		£2,454.68
2253	20.11.18	EDF ENERGY LTD	ELECTRICITY BILL PARISH OFFICE - UP TO 20.11.18	£78.22	£3.91	£74.31
2254	20.11.18	DAVID BUCKETT	INTERNAL AUDIT - 2017-18	£479.25		£479.25
2255	20.11.18	ROYAL BRITISH LEGION	POPPY WREATH DONATION	£20.00		£20.00
DEBIT CARD	20.11.18	POST OFFICE LTD	STAMPS FOR PARISH OFFICE	£29.48		£29.48
2262	21.11.18	KENT PENSIONS	STAFF PENSIONS - NOV 18	£674.04		£674.04
2267	28.11.18	J BARKER	MILEAGE EXPENSES - 5.9.18 TO 28.11.18	£36.71		£36.71