

All correspondence to:
The Windmill, Meopham Green, Meopham, Kent DA13 0QA
Telephone: 01474 813779

Clerk: Ms S Egglesden E-mail: clerk@meopham.org
www.meopham.org



22nd November 2017

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 28th November 2017 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

Sarah Egglesden

Clerk

AGENDA

1. **To receive Apologies for Absence**
2. **To receive Declarations of Interest**
3. **To approve minutes of previous meeting (26/09/17) (*)**
4. **Matters Arising**
 - 4.1 Purchase of computer equipment for the Parish Office – update from the Clerk
 - 4.2 New sink in the Parish Office - update
 - 4.3 Skills Audit - update
 - 4.4 Social Media Working Group - update
 - 4.5 Follow up actions from meeting with GWT Media Limited – update from Cllr M Bramer and the Clerk
 - 4.6 Internet Banking and debit card arrangements – update from the Clerk
 - 4.7 Gravesham Clerks meeting on 22/11/17 – update from the Clerk
 - 4.8 KALC on the General Data Protection Regulation – update from the Clerk
5. **Chairman's communications**
 - 5.1 VAT on grants and donations
6. **Policy Matters**
 - 6.1 To review the Internal Controls for the Parish Councils' procedures for making a payment (*)
 - 6.2 To review Meopham Parish Council's website privacy policy (*)
7. **Parish Council Meeting Venues**
 - 7.1 To look into and check availability for a hearing loop system and disabled access at venues used for parish council meetings
 - 7.2 To consider use of venues in the future if the facilities, as outlined above, are not available and to consider alternative arrangements

8. **Parish Council Logo**
 - 8.1 To review the logos currently used on the Parish Council website and the letter headed paper (*)
9. **Parish Office Matters**
 - 9.1 To consider the purchase of a larger desk for the Parish Office for the Clerical Assistant (*) (to follow)
 - 9.2 To note the PAT testing has been carried out by KCC Inspection Services
 - 9.3 To note the removal of the night storage meter in Parish Office by EDF Energy and work to the cupboard door
10. **Request from Meopham & District Footpath Group to place a storage shed at the Container site (request agreed in principle at Full Council on 10.10.17)**
 - 10.1 To consider implications on the lease that the Parish Council has with Meopham Windmill Trust (*)
11. **Training**
 - 11.1 To note Cllr Knott's attendance at the Crime Prevention and Safety Conference run by KALC on 7.12.17
 - 11.2 To note Cllr M Bramer and the Clerks attendance at the General Data Protection Regulations Workshop run by KALC on 24.1.18
12. **Financial Matters**
 - 12.1 To note all the Administration & Resources Committee Expenditure up to 22.11.17 for the 2017-2018 financial year (*) (to follow)
 - 12.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
 - 12.3 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2018-2019 for recommendation to Full Council (*)
 - 12.4 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2018-2019 for recommendation to Full Council (*)
 - 12.5 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2018-2019 for recommendation to Full Council (*)
 - 12.6 To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2018-2019 for recommendation to Full Council (*)
 - 12.7 To consider and agree a composite budget for Meopham Parish Council for 2018-2019 for submission to Full Council for approval at its meeting on 09.01.18 (*)
13. **Correspondence**
 - 13.1 To note the correspondence received (*)

Committee Members: Cllrs M Bramer (Chairman), Buchanan, Howard, McTavish, Ogden (Vice Chairman), Powell and Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulation 2014.

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 26th September 2017 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.20 Apologies were received from Cllr Ogden (prior engagement).

Item 2: Declarations of Interest:

A.21 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (11.04.17):

A.22 The minutes of the meeting held on 06.06.17 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. There were 2 votes in favour and 4 abstentions (other members were not present at the previous meeting). The minutes were then approved.

Item 4: Matters Arising:

A.23 Item A.61 – Skills audit - Carried forward to action.
Item A.77 – Social Media Working Group – Carried forward to action.

Cllr M Bramer asked for an update on item A5. The Clerk reported that a deep clean of the parish office had been carried out and a new cleaner appointed by the contractor.

Item 5: Contracts

5.1 Update on meeting with GWT Media Limited

A.24 Cllr M Bramer had circulated a report on the meeting and reported briefly on how informative the meeting had been. Cllr M Bramer and the Clerk would look into the actions on the report.

Action: Clerk and Cllr M Bramer

Item 6: Training

6.1 To note the forthcoming Rest Centre Training event at Culverstone Community Centre on 10/10/17

A.25 It was noted that 8 councillors will be attending the event.

6.2 To note the attendance of Cllr M Bramer and the Clerk/RFO at the KALC Financial Conference on 12/10/17

A.26 This was noted. The Clerk had requested a presentation on VAT in respect of donations at the conference.

Item 7: To note the Internal Auditor's Report and consider the recommendations

A.27 The internal auditors reported was noted along with actions already taken as recommended.

7.1 To appoint two members of the A&R Committee to be the nominated Internal Auditors' for the council to review its Internal Controls and Risk Management with the Clerk/RFO.

A.28 The Clerk reported that D. Buckett had suggested this at the recent Clerks conference. It was suggested the members are called 'councillor auditors.' Cllr Buchanan proposed that the Chairman and Vice Chairman of A&R (Cllrs. M.Bramer and J.Ogden) are appointed to these roles. This was seconded by Cllr Howard and all voted in favour.

7.2 To review the arrangements for paying staff salaries and invoices and to consider recommending to Full Council that these are to be paid via internet banking

A.29 Discussion took place. The Clerk read out Financial Regulation 6.9 which meant that the council already have the authority to put this into place. Cllr Howard proposed that the Clerk contacts Lloyds Bank small business advisor to action putting internet banking in place. This would just need to be noted at Full Council as authority is already in place. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

7.3 To consider recommending to Full Council the introduction of a corporate credit/debit card for the clerk to pay for incidentals and securing better prices for items via the internet

A.30 Cllr M Bramer suggested that the councillor auditors should review the internal controls currently in place and consider the limit for a debit card as the Financial Regulation 6.17 gives authority for the Clerk/RFO to spend up to £500 in one single transaction. Cllr McTavish proposed that the Clerk arranges a debit card with Lloyds Bank, in consultation with the councillor auditors as outlined by Cllr M Bramer. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk, Cllr M Bramer and Cllr Ogden

Item 8 Parish Office Matters

8.1 To consider potential improvements to the sink/tap in the toilet area

A.31 Following discussion Cllr Buchanan proposed that the Clerk informs Meopham Windmill Trust of the proposed plan, consults with our County Councillor to see if a grant is available and obtains quotes for the work. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 9 Emergency Planning

9.1 To consider the email from KALC regarding signing up to the fire hydrant initiative project

A.32 Following discussion it was agreed to include information in parish council publications on how to report a defective fire hydrant. Cllr Buchanan proposed that the council did not sign up to the initiative and this was seconded by Cllr Howard and all voted in favour. It was agreed that the maps (not for publication) would be kept with the Emergency Plan.

Action: Clerk

Item 10 Gravesham Clerks Meeting

10.1 Update on the Gravesham Clerks meeting held in July 2017

A.33 The Clerk reported on a successful first meeting. All of the other Gravesham parish councils were on board for clerks to meet up regularly. It had been agreed to hold 3 meetings a year and rotate the venue so each parish would only host one meeting every two years. The next meeting is scheduled for 22/11/17 and Steve Scully from the Kent Resilience Team has asked to attend the meeting.

Item 11 General Data Protection Regulation

11.1 To note the forthcoming changes in 2018 and to consider if any further action is required

A.34 Members noted the NALC Legal Briefing note and agreed to look at the '12 steps to take now' link. It was agreed that the Clerk would contact KALC to find out what they are doing on this and report back at the next meeting.

Action: Clerk

Item 12 Financial Matters

12.1 To note all the Administration & Resources Committee Expenditure up to 26/09/17 for the 2017-2018 financial year

A.35 This was noted.

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

A.36 The payments in appendix one were approved on a proposal by Cllr Buchanan and seconded by Cllr Howard. All voted in favour.

Item 13 Correspondence

13.1 To note the correspondence received

A.37 Correspondence was noted.

The meeting closed at 8:50pm

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

Appendix 1**ADMINISTRATION AND RESOURCES COMMITTEE EXPENDITURE**

FROM 07/06/17 TO 20/09/17

CHQ NO	DATE	PAYEE	DESCRIPTION	GROSS	VAT	NETT
1880	12/06/2017	SLCC	Annual Subscription	£169.00		£169.00
1882	14/06/2017	KCC	Staff Pensions - June 2017	£639.58		£639.58
1882	14/06/2017	HMRC	PAYE quarter ended 05/07/17	£1,825.67		£1,825.67
1884 + 1885	20/06/2017	staff salaries Malcolm Gofton	Salary - June 17	£2,121.17		£2,121.17
S/O	20/06/2017	Associates	Payroll processing June 17	£36.00	£6.00	£30.00
DD	03/07/2017	BT	Parish Office phoneline	£96.79	£16.13	£80.66
1889	04/07/2017	P Hasler	Expenses - plants & refreshments	£35.49	£5.92	£29.57
1890	04/07/2017	GWT Media Ltd	IT support & email hosting - July 17	£96.72	£16.12	£80.60
1891	04/07/2017	EDF	Parish Office - electricity supply up to 20.06.17	£82.18	£3.91	£78.27
1893	10/07/2017	N Jerram	Expenses - Mileage, stamps	£41.26		£41.26
1894	10/07/2017	S Egglesden	Expenses - Mileage, stamps	£45.55		£45.55
1897	10/07/2017	Sebias Cleaning Services	Cleaning Parish Office - June 17	£28.80	£4.80	£24.00
1898 + 1899	20/07/2017	staff salaries	Salary - July 17	£1,962.28		£1,962.28
1900	14/07/2017	Meopham Cricket Club Malcolm Gofton	Use of pavilion	£50.00		£50.00
SO	20/07/2017	Associates	Payroll processing June 17	£36.00	£6.00	£30.00
1904	24/07/2017	MI Bookkeeping	Bookkeeping July 2017	£100.00		£100.00
1905	24/07/2017	EDF	Parish Office - electricity supply up to 20.06.17	£30.70	£1.46	£29.24
1906	24/07/2017	Sebias Cleaning Services	Cleaning Parish Office - July 17	£57.60	£9.60	£48.00
1907	24/07/2017	ARC Office Systems Ltd	Photocopying - 21.04.17 to 21.07.17	£151.57	£25.26	£126.31
1908	24/07/2017	KCC	Staff Pensions - July 2017	£639.58		£639.58
1910	08/08/2017	Business Stream	Water Bill - drinking fountain	£15.14		£15.14
1911	08/08/2017	GWT Media Ltd	IT Support & Emails - August 17	£96.72	£16.12	£80.60
1914	14/08/2017	David Buckett	Internal Audit work for 2016-17	£479.25		£479.25
1915	14/08/2017	MI Bookkeeping	Bookkeeping Service - Aug 17	£100.00		£100.00
1917	14/08/2017	H Antwiss	Assemble 3 x shelving units in the container	£55.00		£55.00
1918	14/08/2017	CPRE Malcolm Gofton	Membership - 2017-18	£36.00		£36.00
SO	20/08/2017	Associates	Payroll	£36.00	£6.00	£30.00
1920 + 1921	20/08/2017	staff salaries	Salary - August 2017	£1,949.61		£1,949.61
1922	20/08/2017	Sebias Cleaning Services	Parish Office cleaning - August 17	£86.40		£86.40
1923	20/08/2017	GWT Media Ltd	IT Support & Emails - August 17	£96.72	£16.12	£80.60

Meopham Parish Council

1924	20/08/2017	Kent Pension Fund	Staff Pension - August 2017	£639.58		£639.58
1925	20/08/2017	S Egglesden	Expenses - Shelving Unit	£109.20	£18.20	£91.00
"	"	"	Expenses - clerk meeting lunch	£32.75		£32.75
1926	20/08/2017	H Antwiss	Container gate - refit gate as unable to open	£75.00		£75.00
1928	22/08/2017	H Antwiss	Gate & Fence at container site - staining	£60.00		£60.00
1929	22/08/2017	BT	Line rental 1/8/17 to 31/10/17- Parish Office	£66.00	£11.00	£55.00
1932	31/08/2017	EDF	Parish Office - Electricity Bill	£17.37	£0.86	£16.51
1933	31/08/2017	KPS	Stationery Order - Parish Office	£81.70	£13.62	£68.08
1934	12/09/2017	Ellenor	Charity donation S.137 (J Cubitt funeral)	£25.00		£25.00
1935	12/09/2017	The British Heart Foundation	Charity donation S.137 (J Cubitt funeral)	£25.00		£25.00
1936	15/09/2017	Mrs J M Burgoyne	MPC end of year accounts - 2016-17	£200.00		£200.00
1938	15/09/2017	KCC re: Kent Pension Fund	Staff Pensions - Sept 17	£639.58		£638.58
1939						
+1940	15/09/2017	staff salaries	Salary - sept 17	£1,887.08		£1,887.08
1942	22/09/2017	HMRC	PAYE - Staff salaries	£1,666.69		£1,666.69
1943	22/09/2017	Sebias Cleaning Services	Parish office cleaning - sept 17	£57.60		£57.60
		Malcolm Gofon Associates				
SO	22/09/2017	MI Bookkeeping	Payroll - Sept 17	£36.00	£6.00	£30.00
SO	22/09/2017		Bookkeeping Service - Sept 17	£100.00		£100.00
1944	25/09/2017	H. Antwiss	slab area in front of container - H&S risk	£130.00		£130.00

MEOPHAM PARISH COUNCIL – INTERNAL CONTROLS FOR PAYMENTS

Meopham Parish Council

Administration and Resources Committee – 28.11.17

Item 6.1

To review the Internal Controls for the Parish Councils' procedures for making a payment

PROCEDURE FOR MAKING PAYMENTS

The payment process should always be carried out in accordance with Meopham Parish Council's Financial Regulations.

1) Invoices

- a) All invoices received will have a payment approval form attached to them, to be completed by the Clerk/RFO so the payment can be allocated by the bookkeeper to the relevant budget.
- b) Any purchase authorised by the Council or one of its committees or made under the Clerk's delegated powers may be paid for via whichever of the payment methods below the Clerk considers most appropriate.

2) Payment Methods

All payments made require an invoice and a completed payment approval form. The form must be completed by the Clerk/RFO and initialled by 2 councillors who are bank signatories.

Cheques

- Payment by cheque will require to be signed by 2 councillors (FR 6.4)

Payment via BACS or Standing Order or Direct Debit

- Any payment made by the above method must be authorised by 2 bank signatories on the appropriate bank form (FR 6.8).

Internet Banking

- Payment may be made by internet transfer providing that evidence is retained showing which members approved the payment (FR.6.9)

3) Debit Card Control Procedures

- a) Any debit card issued for use will be specifically restricted to the Clerk/RFO.
- b) A single transaction will be restricted to a maximum value of £500 unless authorised by the Council or relevant committee at a meeting. (FR. 6.17)
- c) The debit card limit is set at £500

MEOPHAM PARISH COUNCIL – INTERNAL CONTROLS FOR PAYMENTS

- d) All paperwork and receipts must be retained and attached to the relevant payment approval form, to be signed by 2 bank signatories and to be reconcile against the bank account by the bookkeeper on a monthly basis.
- e) All debit card payments are to be reported to the Council or the relevant committee meeting via the list of payments (see item 4).

4) Reporting payments made

All the methods of payment listed in items 2 and 3 must be reported to the Council. The Clerk/RFO shall prepare a list of all payments for Full Council or the relevant committee. (FR 5.2) Any payment made under delegated powers should be reported to the council or relevant standing committee as soon as practical.

Reference: MPC's Financial Regulations (FR) @ 5th April 2016

Meopham Parish Council

Administration and Resources Committee – 28.11.17

Item 6.2

Current Privacy Policy on MPC's website. Suggested amendments in red.

Privacy Policy

LEGAL PRIVACY POLICY for www.meopham.org

Meopham Parish Council (MPC) respects the privacy of our visitors and are committed to preserving your online safety by preserving your privacy at any time you visit or communicate with our site.

Our Terms of Use and Privacy Policy offers you a thorough explanation regarding your personal data provided to us or any data we may collect from you.

This Privacy Policy is updated from time to time; therefore, it should be reviewed occasionally.

For the purpose of the Data Protection Act 1998, the Clerk to Meopham Parish Council is our data controller.

1. Collected Information

1.1 Data can be collected and processed during the operations of our website. The following are ways we may perform these actions:

1.2 Data regarding your visit(s) to our website and any resources used are collected. The following is included and not limited to: location data, weblogs, traffic data, and any other communication information.

1.3 Any forms you filled out on our site allows us to collect data such as registering for information.

~~1.4 If for any reason you communicate with our office, councillors or site we may collect information.~~

2. Cookie Usage

2.1 This website uses cookies in order to provide you with the best possible user experience. The cookies are essential for some aspects of the website to work correctly and to help us develop the site further.

2.2 These cookies are not used for advertising purposes or to track your movements beyond this website.

2.3 A cookie consists of information sent by a web server to a web browser, and stored by the browser in your computer. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser as it navigates the website.

2.4 There are instances where we may use cookies to gather information regarding our services in a mathematical collection for our website and our advertisers.

2.5 Any information collected will not have any identifying data. It is statistical data about our visitors and how they have used our site. No personal details will be shared that could identify you.

2.6 We may assemble information about your common internet use with a cookie file. When used, the cookies are downloaded to your computer automatically. The cookie is stored on the hard drive, with transferred information. The data sought by the cookie helps us improve our website and any service offered to you.

2.7 Your browser has the ability to decline cookies. This is done by setting your browser options to decline all cookies. Note: if you do decline the download of cookies, some aspects of our site may not work or allow you access.

3. Our Use of Your Information

3.1 Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

3.2 We may use your personal information to:

- (a) administer the website
- (b) improve your browsing experience by personalising the website
- (c) enable your use of the services available on the website
- (d) sending you information
- (e) provide third parties with statistical information about our users – but this information will not be used to identify any individual user
- (f) deal with enquiries and complaints made by or about you relating to the website

3.3 Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the agreement you grant to us. We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

4. ~~DISCLOSES~~ Disclosures

4.1 We may disclose information about you **obtained from your use of our website** to any of our employees, councillors, suppliers or subcontractors insofar as is reasonably necessary for the purposes as set out in this privacy policy.

4.2 In addition, we may disclose **such** information about you:

- (a) to the extent that we are required to do so by law
- (b) in connection with any legal proceedings or prospective legal proceedings
- (c) in order to establish, exercise or defend our legal rights

5. International Data Transfers

5.1 Information that we collect will not be stored or processed outside of the European Economic Area (EEA) boundary.

5.2 Personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world. You expressly agree to such transfers of personal information.

6. Security of Your Personal Data

6.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

6.2 We will store all the personal information you provide on our secure, password and firewall protected computer or servers.

6.3 Of course, data transmission over the internet is inherently insecure and we cannot guarantee the security of data sent over the internet.

7. Third Party Links

7.1 Third party links may be discovered on our site. These third party links have their own privacy policy, which you agree to when you click on the link.

7.2 We are not responsible nor do we accept responsibility for third party links. Our liability covers us only on our site, and thus we do not accept liability for third party links as we have no control over them.

8. Information Accessibility

8.1 We cannot withhold data we collect about you, as per The Data Protection Act 1998.

8.2 You may request us to provide you with any personal information we hold about you. Provision of such information will be subject to the payment of our fee of **£40.00. [Legal?? Even if it is, it should be much lower - £5, £10 at most.]**

8.2 The fee covers our costs for processing your request and sending the data to you. Please use the contact details below to formulate your data access request.

Meopham Parish Council

Administration and Resources Committee – 28.11.17

Item 8.1

To review the logos currently used on the Parish Council website and the letter headed paper

Letter heading logo

Meopham Parish Council

All correspondence to:

The Windmill, Meopham Green, Meopham, Kent DA13 0QA

Telephone: 01474 813779

Clerk: Mrs S Eggesden

E-Mail: clerk@meopham.org

www.meopham.org



Website logo



Meopham Parish Council

Meopham Parish Council

Administration and Resources Committee – 28.11.17

Request from Meopham & District Footpath Group to place a storage shed at the Container site (request agreed in principle at Full Council on 10.10.17)

10.1 To consider implications on the lease that the Parish Council has with Meopham Windmill Trust

Meopham Windmill Trust have agreed to M&DFG placing a shed in the container site.

Suggestion:-

MPC put an agreement in place with M&DFG in the form of a letter as outlined below

M&DFG pay the money to MPC for the shed and associated installation work so it becomes MPC's property (MPC do not reclaim the VAT on this).

In return, M&DFG can use the shed free of charge in perpetuity provided that

- i) MPC remain the tenant of Meopham Windmill Trust
- ii) M&DFG continue to make use of the shed
- iii) M&DFG maintain the shed whilst in use

If MPC leaves the windmill site then the shed will be offered to M&DFG free of charge to then make their own arrangements with Meopham Windmill Trust

MEOPHAM PARISH COUNCIL		ADMINISTRATION AND RESOURCES COMMITTEE		PROPOSED BUDGET FOR 2018-19	
	Budget 2017-18	Expenditure Predicted 2017-18	Budget Proposed 2018-2019		
Clerks Salaries, Tax & NIC	£32,500.00	£32,500.00	£32,500.00		£34,284.00
Clerk	£19,240.00	£19,240.00		£20,080.00	
Clerical Assistant	£9,606.00	£9,606.00		£9,904.00	
On Costs-HMRC	£2,000.00	£2,000.00		£2,500.00	
Overtime	£1,654.00	£1,654.00		£1,800.00	
Staff Pension	£5,500.00	£6,030.24	£6,030.24	£6,500.00	£6,500.00
Cllr and Clerk Expenses	£500.00	£548.00	£548.00	£500.00	£500.00
Subscriptions	£2,056.00		£1,965.00		£2,072.00
CPRE	£50.00	£36.00		£36.00	
KALC/NALC	£1,400.00	£1,250.00		£1,300.00	
KCC Legal Scheme	£600.00	£504.00		£550.00	
Meopham Review	£6.00	£6.00		£6.00	
SLCC		£169.00		£180.00	
Chairmans Allowance	£200.00	£200.00	£200.00	£200.00	£200.00
Training	£500.00	£180.00	£180.00	£400.00	£400.00
General Administration	£5,650.00	£748.80	£5,434.80		£5,700.00
Cleaning	£800.00			£800.00	
Electricity	£900.00	£901.00		£950.00	
Insurance	£1,300.00	£1,181.00		£1,300.00	
Office Rent	£1,150.00	£1,150.00		£1,150.00	
Office Supplies	£1,000.00	£1,000.00		£1,000.00	
Water	£200.00	£184.00		£200.00	
room hire (meetings)	£300.00	£270.00		£300.00	
other					
MPC Accounts Management & Audit	£2,610.00		£2,539.00		£2,820.00
Internal Auditor	£350.00	£479.00		£500.00	
End of year accounts	£250.00	£200.00		£200.00	
Annual bookkeeping service	£1,200.00	£1,200.00		£1,320.00	
Payroll	£360.00	£360.00		£400.00	
External Auditor	£450.00	£300.00		£400.00	
Printing and Copying	£1,104.00		£1,183.40		£1,255.00
Copier Charges	£500.00	£578.00		£650.00	
Copier Lease	£604.00	£605.40		£605.00	
Communications and IT	£1,800.00		£1,675.10		£1,865.00
Domain/Web Hosting	£100.00	£99.90		£100.00	
IT Support & email hosting	£1,000.00	£967.20		£1,065.00	
Office Internet	£250.00	£220.00		£250.00	
Office Telephone	£450.00	£388.00		£450.00	
Volunteer Support Warden Scheme	£1,075.00	£0.00	£0.00	£585.00	£585.00
Contingencies	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
	£54,495.00	£53,255.54	£53,255.54	£57,181.00	£57,181.00

MEOPHAM PARISH COUNCIL PLANNING & PROJECTS									
PROPOSED BUDGET FOR 2018-19									
	Budget 2017-18	Earmarked 2017-18	Grants 2017-18	Total budget & E/M	Predicted Expenditure 2017-18	Proposed Earmarked 2018-19	Proposed Budget 2018-19		
Bus Shelter repairs	£ 1,000.00			£ 1,000.00	£ 550.00		£ 1,000.00		
Bus shelter cleaning	£ 1,029.00			£ 1,029.00	£ 1,025.50		£ 1,050.00		
Parish Plan	£ 1,000.00	£ 4,157.86		£ 5,157.86	£ 1,000.00	£ 4,157.86	£ 1,000.00		
Festivities	£ 1,300.00		£ 961.00	£ 2,261.00	£ 1,257.00	£ 1,004.00	£ 300.00		
Bus Shelter Grant from Kent Police		£ 500.00		£ 500.00		£ 500.00			
Parking Safety Campaign			£ 1,701.50		£ 1,701.50				
	£ 4,329.00	£ 4,657.86	£ 2,662.50	£ 8,986.86	£ 5,534.00	£ 5,661.86	£ 3,350.00		

MEOPHAM PARISH COUNCIL ENVIRONMENT & AMENITIES COMMITTEE									
PROPOSED BUDGET FOR 2018-19									
	Budget 2017-18	Earmarked 2017-18	Total budget including Earmarked	Predicted Expenditure 2017-18	Proposed Earmarked 2018-19	Proposed Budget 2018-19			
Cleansing & litter contract	£ 6,500.00			£ 6,500.00		£ 6,500.00			
Southdown Shaw Maint	£ 220.00			£ 370.00		£ 220.00			
Notice Boards	£ 500.00		£ 500.00	£ 62.50		£ 500.00			
Village Greens	£ 1,000.00	£ 600.00	£ 1,600.00	£ 2,654.00		£ 1,000.00			
Harvel Pond	£ 2,000.00			£ 150.00		£ 500.00			
Memorial Benches	£ -	£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00	£ -			
Trees including Community Woodland	£ 3,000.00	£ 190.00	£ 3,190.00	£ 3,000.00		£ 2,000.00			
Environmental Scheme	£ -			£ -		£ -			
Judson's Play area maintenance	£ 2,500.00		£ 2,500.00	£ 2,000.00		£ 2,500.00			
Judson's Play area sinking fund	£ 2,000.00	£ 14,000.00	£ 16,000.00	£ 2,000.00	£ 16,000.00	£ 2,000.00			
Grants	£ 2,500.00			£ 2,500.00		£ 2,500.00			
Youth Provision	£ 3,000.00			£ 1,500.00		£ 2,000.00			
Pitfield Green Toilets						£ 10,000.00			
	£ 23,220.00	£ 17,290.00	£ 40,510.00	£ 20,736.50	£ 18,500.00	£ 29,720.00			

**MEOPHAM PARISH COUNCIL
PROPOSED BUDGET FOR 2018-19**

PLANNING & PROJECTS COMMITTEE	2016/2017 budget	2017/18 budget	2017/18 predicted	Proposed 2018-19
Bus Shelter Repairs & Renewals	1,200.00	1,000.00	550.00	1,000.00
Bus Shelter Cleaning	800.00	1,029.00	1,025.50	1,050.00
Parish Plan	1,000.00	1,000.00	1,000.00	1,000.00
Planning Fees/Investigations	200.00	-	-	-
Festivities	500.00	1,300.00	1,257.00	300.00
TOTAL P&P COMMITTEE	3,700.00	4,329.00	3,832.50	3,350.00
ENVIRONMENT & AMENITIES COMMITTEE	2016/2017 budget	2017/18 budget	2017/18 predicted	Proposed 2018-19
Cleansing & Litter Collection (Service Contract)	6,000.00	6,500.00	6,500.00	6,500.00
Southdown Shaw, Maintenance	200.00	220.00	370.00	220.00
Notice boards	800.00	500.00	62.50	500.00
Village Greens	3,000.00	1,000.00	2,654.00	1,000.00
Harvel Pond	-	2,000.00	150	500.00
Benches - Maintenance	500.00	-	-	-
Trees (including Community Woodland)	4,500.00	3,000.00	3,000.00	2,000.00
Village Sign & Flagpole	-	-	-	-
Environmental Improvement Schemes	500.00	-	-	-
Judson's Play Area - Maintenance	2,500.00	2,500.00	2,000.00	2,500.00
Judson's Play Area - sinking fund	2,000.00	2,000.00	2,000.00	2,000.00
Grants	2,300.00	2,500.00	2,500.00	2,500.00
Youth Provision	3,000.00	3,000.00	1,500.00	2,000.00
Pitfield Green Toilets	-	-	-	10,000.00
TOTAL E&A COMMITTEE	25,300.00	23,220.00	20,736.50	29,720.00
ADMINISTRATION & RESOURCES COMMITTEE	2016/2017 budget	2017/18 budget	2017/18 predicted	Proposed 2018-19
Clerks' Salaries, Tax & NIC	30,000.00	32,500.00	32,500.00	34,284.00
Staff Pension	-	5,500.00	6,030.24	6,500.00
Cllr and Clerk Expenses	400.00	500.00	548.00	500.00
Prof Fees (moved to MPC accounts management budget)	700.00	-	-	-
Subscriptions	2,050.00	2,056.00	1,965.00	2,072.00
Chairman's Allowance	200.00	200.00	200.00	200.00
Training	700.00	500.00	180.00	400.00
General Administration	5,250.00	5,650.00	5,434.80	5,700.00
MPC Accounts Management and Audit (now includes Prof fees)	1,700.00	2,610.00	2,539.00	2,820.00
Printing & Copying	1,044.00	1,104.00	1,183.40	1,255.00
Communications & IT	1,696.00	1,800.00	1,675.10	1,865.00
Volunteer Support Warden Scheme	-	1,075.00	-	585.00
Contingencies	1,000.00	1,000.00	1,000.00	1,000.00
TOTAL A&R COMMITTEE	44,740.00	54,495.00	53,255.54	57,181.00
JUDSONS PAVILION COMMITTEE	2016/2017 budget	2017/18 budget	2017/18 predicted	Proposed 2018-19
Judson's Pavilion and Ground	500.00	500.00	273.00	500.00
Judson's Pavilion - Improvements	1,500.00	500.00	218.00	500.00
TOTAL JPC COMMITTEE	2,000.00	1,000.00	491.00	1,000.00
TOTAL ALL COMMITTEES	75,740.00	83,044.00	78,315.54	91,251.00
Income (see below)	550.00	656.00	-	656.00
PRECEPT (less receipts)	75,190.00	82,388.00	-	90,595.00
<i>Insert Total Required Income Figure Here - - - -></i>	75,190.00	82,388.00	-	90,595.00

	2016-2017	2017-2017	2018-2019
TAX BASE 2017-18 (based on Nov 2016 data)	3036.58	3,063.05	3,063.05
Allocation of Provisional Grant (based on estimate from GBC)	1,150.00	700.00	350.00
Amount Levied upon taxbase (Parish Precept Amount)	74,040.00	81,688.00	90,595.00
Amount Payable per Band D Household 2017-18 (per annum)	17.73	24.38	26.67
Amount Payable per Band D Household 2018-19 (per annum)	24.38	26.67	29.58
Increase/(Decrease) per Household (£.p per annum)	6.65	2.29	2.91
Increase/(Decrease) per Household (% per annum)	37.52%	9.39%	10.90%

CORRESPONDENCE LIST FOR ADMINISTRATION & RESOURCES MEETING – 28.11.17

26/10/17	Email from NALC re: 2018-19 Local Government Finance Settlement Technical Consultation Paper (AC)
03/11/17	Email from KALC re: KALC response to DCLG Consultation (AC)
	Email from KALC re: NALC Chief Executive Bulletin 38 (AC)
	Email from Lower Thames Crossing re: Project Update (AC)
	Email from KALC re: KALC Crime Prevention & Safety Conference (SB/JO)
	Email from KALC re: NALC Factsheet (AC)
06/11/17	Email from KCC re: SoWN Leywood Rd, Meopham (AC)
08/11/17	Email from Kent Police re: Theft from motor vehicle (AC)
09/11/17	Email from GBC re: Minutes for Housing Cabinet Committee 8.11.17 (AC)
	Email from KCC re: SoWN –Oakenden Road Meopham (AC)
	Email from GBC re: Supplementary HRA Presentation to the agenda for Housing Cabinet Committee 8.11.17 (AC)
10/11/17	Email from Kent 4 Community re: Newsletter (AC)
	Email from KALC re: KALC Legal and Procedural Advice Service (AC)
	Email from GBC re: Minutes for Cabinet 6.11.17 (AC)
11/11/17	Letter from Meopham Village Hall re: Grant Application (AC)
13/11/17	Email from Kent CAN re: Kent in Brief Newsletter (AC)
	Email from KALC re: Crime Prevention & Safety Conference (AC)
	Email from GBC re: Agenda for Planning, Regeneration & Business Development Cabinet Committee (AC)
	Email to GBC from Cllr J McT re: Affordable Housing – Evenden Road Phase II
14/11/17	Email from GBC re: Playsite Check (SG/PL)
	Email from KentCAN re: Stronger Kent Communities Volunteers Forum (AC)
15/11/17	Email from KALC re: NALC Chief Executive Bulletin 40 (AC)
	Old Chalk Downs – Training Workshops Winter 2017 (AC)
	Email from M&DFG re: Winter Newsletter (AC)
	Email from Bluewater Land Sec re: Community Forum Invite (AC)
	Email from GBC re: Affordable Housing Evenden Road Phase II (McT)
16/11/17	Email from GBC re: Minutes for Performance/Admin Cabinet Cttee (AC)
	Email from KALC re: Falmouth TC Business Rates & Public Conveniences Proposal Survey (AC)
	Email from KALC re: Lorry Park at J11 M20 (AC)
17/11/17	Email from Kent 4 Community Newsletter (AC)
	Email from GBC re: Tree Work on Pitfield Green (AC)

