

Meopham Parish Council

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



23rd November 2016

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 29th November 2016 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

Clerk

AGENDA

1. **To receive Apologies for Absence**
2. **To receive Declarations of Interest**
3. **To approve minutes of previous meeting (04/10/16) (*)**
4. **Matters Arising**
5. **Parish Office**
 - 5.1 To receive a report from the Clerk on the progress of the proposed improvements to the office and the windmill chamber
 - 5.2 To note the arrangements for the proposed closure of the Parish Office during Christmas and New Year
 - 5.3 To note the PAT testing carried out in the office by KCC
6. **Contractual Matters**
 - 6.1 Update on GWT Media Ltd
 - 6.2 To note the renewal of the Cricket Club Lease
7. **Policies**
 - 7.1 To discuss the possible content of a media policy for the council and to authorise the Clerk to prepare a draft policy for final approval by Full Council.

8. Financial Matters

- 8.1** To consider and approve the Action Plan for the Administration & Resources Committee for 2017-2018 (*)
- 8.2** To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2017-2018(*)
- 8.3** To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2017-2018 (*)
- 8.4** To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2017-2018 (*)
- 8.5** To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2017-2018 (*)
- 8.6** To consider and agree a composite budget for Meopham Parish Council for 2017-2018 for submission to Full Council for approval at its meeting on 10/01/17 (*)
- 8.7** To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 4/10/16 to 23/11/16 (*)
- 8.8** To note all the Administration & Resources Committee Income and Expenditure for the 2016-2017 financial year (*)
- 8.9** To agree to pay M Gofton Associates Ltd and MI Bookkeeping by Standing Order
- 8.10** To agree expenditure up to a specified amount for an inaugural meeting of a Gravesham parish clerks group

9. Correspondence

- 9.1** To note the correspondence received (*)
- 9.2** To note the letter received from KALC regarding Kent Fire and Rescue Service donation of defibrillators and cabinets and to approve any further action (*)

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 4th October 2016 at 7:30pm
at the Windmill, Meopham Green**

**Committee
Members Present:**

Cllrs M Bramer (Chairman) Buchanan, Ogden, (Vice
Chairman) and Wade

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence:

A.28 Apologies were received from Cllr McTavish (holiday)

Item 2: Declarations of Interest:

A.29 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (05.07.2016):

A.30 The minutes of the meeting held on 05.07.16 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.31 It was noted that all the policies in item 7 had been approved by Full Council.

A.32 It was noted that there is not any further update regarding the Emergency Plan. (item A18)

A.33 It was noted that no-one had attended the Flood Warden event in July 2016. (item A19)

Item 5: Parish Office and the Windmill Chamber

5.1 To note a meeting with the Windmill Trust to discuss improvements

A.34 Cllr M Bramer and the Clerk reported on the meeting they had with the Windmill Trust to discuss potential work in the office and windmill chamber in respect of landlord/tenant responsibilities. Cllr M Bramer reported that following the meeting, a grant application has been submitted to the Gravesham Rural Forum for new windows and front door for the parish office to improve the insulation issues. Other issues were discussed

including the heating in the parish office and improving the car parking area; moving the posts and putting in a new surface.

5.2 **To authorise the Clerk to spend up to a specified amount to improve the office and the windmill chamber for staff and councillors**

A.35 Discussion took place regarding the heating in the office, toilet area and windmill chamber. It was agreed that the Clerk would contact an electrician to find out about suitable heating solutions and the cost. Subject to checking on the responsibilities for any fixed heaters, Cllr M Bramer proposed that the Clerk is authorised to spend up to £500 to improve the heating, to come out of general administration budget. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

5.3 **To authorise the Clerk to obtain costings for improving the car parking at the Windmill site**

A.36 Although this is a landlord responsibility, members agreed that the council could get quotes to present to the Windmill Trust and assist with potential grants. Therefore Cllr Buchanan proposed that the Clerk is authorised to obtain costings for improving the car parking area at the windmill site. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Item 6: **Parish Council Website**

6.1 **To invite comments from members on possible improvements to the website**

A.37 Cllr M Bramer invited comments from members on possible improvements to the website to feed back to the Clerk and himself over the next few weeks. It is then planned to hold a meeting with GWT Media if necessary. It was also noted that it not clear from the contract if the council own the website and it was agreed that this needs to be clarified with GWT Media.

Action: All members/Clerk

Item 7: **Financial Matters**

7.1 To approve setting up payment for the LGPS Pension via BACS (recommended payment method from Kent Pension Scheme)

A.38 Cllr M Bramer proposed the above motion and this was seconded by Cllr Ogden. All voted in favour.

Action: Clerk

7.2 To note that the invoices for BT have been set up to be paid via quarterly Direct Debit for line rental, unlimited calls and 10GB broadband, saving £18 per quarter

A.39 This was noted by members. The Clerk confirmed the process for direct debits would be the same as the cheques, with a signed payment process slip attached to the invoice, signed by 2 councillors and recorded in the expenditure spreadsheet which members receive at each committee meeting.

7.3 To approve a virement from contingencies for £1000 into the salary budget for overtime payments

A.40 Cllr M Bramer advised that the previous authorised overtime budget of £500, which came out of the salary budget had now been used up. Following discussion, Cllr M Bramer proposed the above motion and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

7.4 To recommend to Full Council that £3000 is transferred from the reserves to the salary budget for the pension scheme for October 2016 to March 2017

A.41 It had been agreed at Full Council to start paying the pension for staff from 1 October 2016. The salary budget would need to be increased to accommodate this. Cllr Buchanan therefore proposed the above motion and this was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.5 To review the current mileage allowance and make a recommendation to Full Council and to agree to draft a policy regarding councillors travel expenses

A.42 Information on mileage rates from the government website had been circulated. Mileage rate for cars had increased from 40p (current parish council rate) to 45p per mile for the first 10,000 business miles in 2011. Cllr Ogden therefore proposed a recommendation to Full Council that the mileage rate for staff should be increased to 45p per mile for the first 10,000 business miles with immediate effect. This was seconded by Cllr Buchanan and all voted in favour.

A.43 Cllr Buchanan proposed a recommendation to Full Council that a policy for councillors is put in place for mileage to clarify this: 45p will be paid for councillors for council business outside the parish only but could also

be paid for mileage within the parish for exceptional circumstances with prior approval from the Chairman. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.6 To approve, where appropriate, the outstanding Administration and Resources Committee Expenditure from 5th July 2016 (*)

A.44 Cllr Buchanan proposed approval of the expenditure and this was seconded by Cllr Ogden. All voted in favour.

A.45 It was agreed that the Clerk would contact the internal auditor to check on the information that should be published on the website regarding the council accounts, in particular in respect of staff salaries.

Action: Clerk

7.7 To note the Administration and Resources Committee Income and Expenditure to date for the 2016/2017 financial year (*)

A.46 This was noted by all members.

A.47 Cllr M Bramer raised a question regarding the overspend on the professional fees budget and the clerk confirmed that money would be due back to the council for legal fees in respect of the easement.

Item 8: **Correspondence:**

8.1 **To note the correspondence received.**

A.48 This was noted by all members.

A.49 It was noted that the Civic Service at St John's Church has now been cancelled.

The meeting ended at 8.22pm

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

MEOPHAM PARISH COUNCIL

ADMINISTRATION AND RESOURCES ACTION PLAN 2017-18

	ACTION	AIM/OBJECTIVE	RESPONSIBILITY	DUE DATE
1.	Parish Council contracts/leases/agreements	To review all contracts/ leases/agreements that are due for renewal in 2017-18	Administration & Resources Committee	March 2018
2.	Parish Office site	Continue to review maintenance of the Parish Office in conjunction with the Windmill Trust	Administration & Resources Committee	ongoing
3.	Policy Review	To review the council's policies that are currently in place and to look at implementing further recommended council policies. To view the ICO Model Publication Scheme and to work towards complying with this to ensure transparency.	Administration & Resources Committee	ongoing
4.	Staff and Councillor Training	Implement any staff/councillor training that is applicable and/or agreed at staff appraisals.	Administration & Resources Committee	March 2018

MEOPHAM PARISH COUNCIL ADMINISTRATION AND RESOURCES COMMITTEE PROPOSED BUDGET FOR 2017-2018									
	Budget 2016-2017	Expenditure Predicted 2016-17	Budget Proposed 2017-2018						
Clerks Salaries, Tax & NIC		£30,000.00	£30,770.00						£32,500.00
Staff salaries	£30,000.00							£32,500.00	
Staff Pension			£3,000.00					£5,500.00	£5,500.00
Cllr and Clerk Expenses	£400.00	£400.00	£400.00					£500.00	£500.00
Professional Fees		£700.00	£730.00						£810.00
Payroll	£350.00		£330.00					£360.00	
External Auditor	£350.00		£400.00					£450.00	
Subscriptions		£2,050.00							£2,056.00
CPRE	£50.00		£36.00					£50.00	
KALC/NALC	£1,400.00		£1,235.00					£1,400.00	
Kent County Council	£600.00		£504.00					£600.00	
Meopham Review	£0.00		£6.00					£6.00	
Chairmans Allowance	£200.00	£200.00	£200.00					£200.00	£200.00
Training	£700.00	£700.00	£320.00					£500.00	£500.00
General Administration		£5,250.00							£5,650.00
Cleaning - parish office	£800.00		£576.00					£800.00	
Electricity - parish office	£350.00		£901.00					£900.00	
Insurance	£1,500.00		£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 supply	£200.00		£184.00					£200.00	
room hire (meetings)	£250.00		£270.00					£300.00	
MPC Accounts Management & Audit		£1,700.00							£1,800.00
Internal Auditor	£350.00		£350.00					£350.00	
End of year accounts	£250.00		£200.00					£250.00	
Annual bookkeeping service	£1,100.00		£1,100.00					£1,200.00	
Printing and Copying		£1,044.00							£1,104.00
Copier Charges	£440.00		£500.00					£500.00	
Copier Lease	£604.00		£604.00					£604.00	
Communications and IT		£1,696.00							£1,800.00
Domain/Web Hosting	£100.00		£100.00					£100.00	
IT Support & email hosting	£840.00		£936.00					£1,000.00	
Office Internet	£250.00							£250.00	
Office Telephone	£350.00		£412.00					£450.00	
email hosting	£156.00							£0.00	
Contingencies	£1,000.00	£1,000.00	£1,000.00					£1,000.00	£1,000.00
	£44,740.00	£44,740.00	£47,665.00					£53,420.00	£53,420.00

**MEOPHAM PARISH COUNCIL
PROPOSED BUDGET FOR 2017-2018**

					Proposed E/M Reserves 2017/18	E/M Reserves 2016/17
PLANNING & PROJECTS COMMITTEE	2015/2016 budget	2016/2017 budget	2016/2017 predicted	Proposed 2017-18		
Highways & Street Lighting	500.00					
Bus Shelter Repairs & Renewals	1,500.00	1,200.00	-	1,000.00		1,520.00
Bus Shelter Cleaning	500.00	800.00	1,008.00	1,200.00		
Parish Plan	1,000.00	1,000.00	1,000.00	1,000.00	4,500.00	4,500.00
Planning Fees/Investigations	200.00	200.00	-	-		
Festivities		500.00	905.46	1,300.00		
TOTAL P&P COMMITTEE	3,700.00	3,700.00	2,913.46	4,500.00	4,500.00	6,020.00
ENVIRONMENT & AMENITIES COMMITTEE	2015/2016 budget	2016/2017 budget	2016/2017 predicted	Proposed 2017-18		
Cleansing & Litter Collection (Service Contract)	5,000.00	6,000.00	6,000.00	6,500.00		
Southdown Shaw, Maintenance	1,000.00	200.00	180.00	220.00		
Notice boards	500.00	800.00	300.00	500.00		300.00
Village Greens	3,000.00	3,000.00	3,983.00	1,000.00		983.00
Harvel Pond				2,000.00		
Benches - Maintenance	500.00	500.00			2,500.00	2,500.00
Trees (including Community Woodland)	5,000.00	4,500.00	2,135.00	3,000.00		
Village Sign & Flagpole						
Environmental Improvement Schemes	500.00	500.00	250.00	-		
Judson's Play Area - Maintenance	1,000.00	2,500.00	5,000.00	2,500.00		2,520.00
Judson's Play Area - sinking fund	2,000.00	2,000.00	-	2,000.00	14,000.00	12,000.00
Grants	2,300.00	2,300.00	2,300.00	2,500.00		
Youth Provision		3,000.00		3,000.00		
TOTAL E&A COMMITTEE	20,800.00	25,300.00	20,148.00	23,220.00	16,500.00	18,303.00
ADMINISTRATION & RESOURCES COMMITTEE	2015/2016 budget	2016-17 budget	2016/2017 predicted	Proposed 2017-18		
Clerks' Salaries, Tax & NIC	11,000.00	30,000.00	30,770.00	32,500.00		
Staff Pension			3,000.00	5,500.00		
Cllr and Clerk Expenses	400.00	400.00	400.00	500.00		
Professional Fees (Other)	1,000.00	700.00	730.00	810.00		
Subscriptions	2,000.00	2,050.00	1,781.00	2,056.00		
Chairman's Allowance	200.00	200.00	200.00	200.00		
Training	1,500.00	700.00	320.00	500.00		
General Administration	6,120.00	5,250.00	5,262.00	5,650.00		
MPC Accounts Management and Audit	1,650.00	1,700.00	1,650.00	1,800.00		
Printing & Copying	1,500.00	1,044.00	1,104.00	1,104.00		
Communications & IT	1,500.00	1,696.00	1,448.00	1,800.00		
Contingencies	1,000.00	1,000.00	1,000.00	1,000.00		
TOTAL A&R COMMITTEE	27,870.00	44,740.00	47,665.00	53,420.00	-	
JUDSONS PAVILION COMMITTEE						
Judson's Pavilion and Ground	£1,000.00	£500.00	£200.00	500		£ 480.00
Judson's Pavilion - Improvements	£2,500.00	£1,500.00	£925.00	500	£70,000.00	£ 78,000.00
TOTAL JPC COMMITTEE	£3,500.00	£2,000.00	£1,125.00	£1,000.00	£70,000.00	£ 78,480.00
TOTAL ALL COMMITTEES	£52,370.00	£75,740.00	£71,851.46	£82,140.00	£82,140.00	£102,803.00
Income (see below)	£550.00	£550.00		£656.00		
PRECEPT (less receipts)	£69,060.00	£75,190.00		£81,484.00		
Insert Total Required Income Figure Here --->				81,484.00		

TAX BASE - (BASED ON 2016/17 FIGS)	
Allocation of Provisional Grant	
Amount Levied upon taxbase (Parish Precept Amount)	
Amount Payable per Band D Household 2016-17 (per annum)	
Amount Payable per Band D Household 2017-18 (per annum)	
Increase/(Decrease) per Household (£.p per annum)	
Increase/(Decrease) per Household (% per annum)	

Meopham
3,036.58
560.00
80,924.00
24.38
26.65
2.27
9.31%

*ANTICIPATED FIGURE FOR 2017-18

Estimated Income	
Income source	Amount
Allotments	£340.00
Football Club	£150.00
Wayleave - EDF	£145.00
Cricket Club rent	£1.00
Bank Interest	£20.00
Total	£656.00

A&R COMMITTEE - ITEM 8.7 - 4/10/16 TO 23/11/16

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET	CTTEE	BUDGET	APPROVED	PRIOR APPROVAL/CONTRACT IN PLACE
DD	05/10/2016	Grenke Leasing Ltd	Photocopier lease - 1/10/16 to 31/12/16	£181.62	£30.27	£151.35	A&R	Printing & Copying	APPROVED	CONTRACTUAL
1720	10/10/2016	Malcolm Goffon	Payroll fees - Sept 2016	£30.00	£5.00	£25.00	A&R	Prof services	APPROVED	CONTRACTUAL
1721	10/10/2016	Namesco	Starter host for meopham.org - 1 yr	£119.88	£19.98	£99.90	A&R	COMMS & IT	APPROVED	CONTRACTUAL
1722	10/10/2016	GWT Media Ltd	IT support - Sept 2016	£93.60	£15.60	£78.00	A&R	COMMS & IT	APPROVED	CONTRACTUAL
1723	10/10/2016	MI Bookkeeping	Bookkeeping - Oct 2016	£100.00	£35.50	£177.50	A&R	MPC Accounts Admin	APPROVED	CONTRACTUAL
1724	10/10/2016	Arc Office Service Ltd	Photocopying - 30/4 to 27/9	£213.00	£35.50	£177.50	A&R	Printing & Copying	APPROVED	CONTRACTUAL
1727	21/10/2016	Sebias Cleaning Services	Parish Office cleaning - Oct 16	£86.40	£14.40	£72.00	A&R	GEN ADMIN	APPROVED	CONTRACTUAL
1728	26/10/2016	KPS	Stationary	£68.26	£11.38	£68.26	A&R	gen admin	TBA	DELEGATED AUTHORITY - CLERK
1730	26/10/2016	Malcolm Goffon Associates	Payroll fees Oct 2016	£36.00	£6.00	£30.00	A&R	Prof services	APPROVED	CONTRACTUAL
1731-2	26/10/2016	Staff	Payroll October 2016	£2,030.03		£2,030.03	A&R	Salaries	APPROVED	CONTRACTUAL
1734	26/10/2016	EDF	Parish Office - electricity bill	£47.31	£2.25	£45.06	A&R	gen admin	APPROVED	CONTRACTUAL
1735	07/11/2016	KALC	Cllr Attendance Finance Conference	£72.00	£12.00	£60.00	A&R	Training	TBA	DELEGATED AUTHORITY - CLERK
1736	07/11/2016	GWT Media Ltd	IT Support Nov 16	£93.60	£15.60	£78.00	A&R	IT & COMMS	APPROVED	CONTRACTUAL
1737	07/11/2016	MI Bookkeeping	Book keeping - Nov 16	£100.00		£100.00	A&R	MPC Accounts Admin	APPROVED	CONTRACTUAL
1739	07/11/2016	KCC Pension Fund	Staff Pension	£537.56		£537.56	A&R	Salaries	APPROVED	CONTRACTUAL
1740	07/11/2016	Salvation Army Band	Remembrance Service	£40.00		£40.00	A&R	Chairman's Allowance	TBA	DELEGATED AUTHORITY - CLERK
1741	07/11/2016	Royal British Legion	Poppy Wreath - remembrance	£18.50		£18.50	A&R	Chairman's Allowance	TBA	DELEGATED AUTHORITY - CLERK
1742	08/11/2016	Gravesham District Scout Council	Sound system/Remembrance	£25.00		£25.00	A&R	Chairman's Allowance	TBA	DELEGATED AUTHORITY - CLERK
1743	18/11/2016	Malcolm Goffon Associates	Staff Pension set up cost	£384.00		£384.00	A&R	pensions	APPROVED	CONTRACTUAL
1744	18/11/2016	Meopham PCC	Order of service - remembrance	£40.00		£40.00	A&R	Chairman's Allowance	TBA	DELEGATED AUTHORITY - CLERK
1746	18/11/2016	Malcolm Goffon Associates	Payroll fees - Nov 16	£36.00	£6.00	£30.00	A&R	prof fees	APPROVED	CONTRACTUAL
1747	18/11/2016	EDF	Parish office Electricity bill	£62.63	£2.98	£59.65	A&R	gen admin	APPROVED	CONTRACTUAL
1748	18/11/2016	KALC	Councillor Workshop training course	£72.00	£12.00	£60.00	A&R	Training	TBA	DELEGATED AUTHORITY - CLERK
1750-1	20/11/2016	Staff	Payroll - November 2016	£1,936.35		£1,936.35	A&R	Salaries	APPROVED	CONTRACTUAL
1752	18/11/2016	BT	Parish office telephone	£61.20	£10.20	£51.00	A&R	Gen admin	APPROVED	CONTRACTUAL
1754	22/11/2016	Sarah Eggesden	Expenses - Sept to Nov 2016	£96.17		£96.17	A&R	CLLR/CLERK EXPENSES	TBA	TBA
1755	22/11/2016	Nicola Jerram	Expenses - Sept to Nov 2016	£11.65		£11.65	A&R	CLLR/CLERK EXPENSES	TBA	TBA
1756	22/11/2016	Sebias Cleaning Services	Parish Office cleaning - Nov 16	£57.60	£9.60	£48.00	A&R	gen admin	APPROVED	CONTRACTUAL

3. Administration & Resources Committee

	O/Budget (£)	2016/17 Yearly Summary												Totals	Balance (£)	Virement	Earmarked	Balance (£)
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
5401 Clerks Salaries, Tax & NI	30,000.00	2,626.26	2,490.36	2,597.38	2,759.07	2,539.07	2,496.75	2,724.27	2,567.50					20,800.66	9,199.34	1,000.00		10,199.34
5402 Staff Pension								728.31	408.31					1,136.62	(1,136.62)	3,000.00		1,863.38
5403 Cllr & Clerks Expenses	400.00			34.77	119.06		114.12		11.65					279.60	120.40			120.40
5404 Professional Fees	700.00	93.00	144.00	314.00	331.00	186.50	442.50	85.00						1,596.00	(896.00)			(896.00)
5405 Subscriptions	2,050.00	1,235.00			36.00									1,271.00	779.00			779.00
5406 Chairman's Allowance	200.00			63.60					123.50					187.10	12.90			12.90
5407 Training	700.00	40.00		160.00				60.00	60.00					320.00	380.00			380.00
5408 General Admin	5,250.00	135.94	2,588.70	480.97	73.28	178.87	168.44	173.94	218.94					4,019.08	1,230.92			1,230.92
5409 MPC Accounts Admin	1,700.00	75.00	135.00	75.00	504.25	200.00	100.00	100.00	100.00					1,289.25	410.75			410.75
5411 Printing & Copying	1,044.00	235.63			151.35		177.50	151.35						715.83	328.17			328.17
5412 Comms & IT	1,696.00	157.00	143.20	235.40	121.99	112.86	181.32	177.90	78.00					1,207.67	488.33			488.33
5413 Contingencies	1,000.00							1,000.00						1,000.00	-			-
Totals	44,740.00	4,597.83	5,501.26	3,961.12	4,060.00	3,253.30	3,680.63	4,200.77	4,567.90	0.00	0.00	0.00	0.00	33,822.81	10,917.19	4,000.00	-	14,917.19

Meopham Parish Council

2016/17 Yearly Income

1. Income

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)
2202 VAT Refund													-	-
4000 Donations Received													-	-
4002 Bench Donations													-	-
4003 Donations - Subs - Legal													-	-
4004 Judsons Pavilion Refurb													-	-
4100 Grants													-	-
4200 Precept													-	-
4201 Localised Support													-	-
4701 Bank Interest Received	1.56	1.33	1.47	1.51	1.37	1.47	1.47	1.42					11.60	11.60
4800 Other Income			25.00				850.00						875.00	875.00
4804 Wayleaves							6,000.00						6,000.00	6,000.00
4901 Rental Income		340.00				150.00							490.00	490.00
Totals	75,191.56	341.33	26.47	1.51	1.37	151.47	6,851.47	1.42	-	-	-	-	82,566.60	82,566.60

KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
John Rivers

Chairman
Raymond Evison

Chief Executive
Terry Martin



Serving Parish & Town
Councils in Kent

Dover District Council Offices
White Cliffs Business Park
Whitfield, Dover, Kent, CT16 3PJ
Tel: 01304 820173
Fax: 01304 820174

Email: kalc@kentalc.gov.uk
Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

Sarah Eggesden
Clerk – Meopham Parish Council
The Windmill
Meopham Green
Wrotham Road
Meopham
Gravesend
Kent, DA13 0QA

JR/LD

21st November 2016

Dear Clerk

KENT FIRE AND RESCUE SERVICE (KFRS) DONATION OF DEFIBRILLATORS AND CABINETS

KALC has been working closely over the last year with KFRS and South East Coast Ambulance Trust with a view to providing further Public Access Defibrillators (PADs) around the County.

South East Coast Ambulance Trust has supplied us with information on where it would be useful to have additional PADs and your area has been highlighted.

Through KFRS generosity we are in a position to offer your Council the opportunity to have a PAD donated plus an external heated cabinet. The equipment will be:

ZOLL AED Plus Fully Automatic Defibrillator

AIVIA 200 Outdoor/Indoor AED cabinet c/w Alarm and Heating

The equipment would normally cost you £1,680 inclusive of VAT. The Council will receive a "receipted" invoice which is for your records only and will not require action. All that is required from your Council is to pay for the installation (usually around £100) and to manage its upkeep, which is a simple and low cost option (advice will be given later).

KALC are in a position now to purchase this equipment for you, if you agree to the terms above, but in return, we would like you to let us know where this will be sited. The equipment will be delivered to an address you designate in early January 2017.

To make use of this offer please would you email Laura – manager@kentalc.gov.uk by **9th December 2016**. If we do not hear from you then this will be offered to another Council.

Thank you for your support in this project.

Yours faithfully

John Rivers
President

Kent Association of Local Councils

