

Meopham Parish Council

All correspondence to:
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Telephone: 01474 813779

Clerk: Ms S Egglesden E-mail: clerk@meopham.org
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8th February 2017

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 14th February 2017 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 (29/11/16) (*)**
4. **Matters Arising**
5. **Policies**
 - 5.1 **Media Policy**
 - 5.1.1 To receive a report from the clerk on attendance at the recent KALC Communications and Social Media Conference
 - 5.1.2 To recommend to Full Council to approve the adoption of the NALC media policy (*)
 - 5.2 To recommend to Full Council to approve the adoption of a policy for Travel and Subsistence Expenses and Mileage for Parish Councillors (*)
 - 5.3 To recommend to Full Council to approve the adoption of a Public Participation Protocol (*) (to follow)
 - 5.4 Notice Board Policy:– to view the suggested amendments to the policy and if appropriate recommend approval to Full Council (*) (to follow)

- 5.5 To recommend to Full Council to approve the adoption of a Protocol for the recording or reporting of Council and Committee meetings (*) (to follow)
 - 5.6 To recommend to Full Council to approve the adoption of a policy for the Retention of Documents and Records (*) (to follow)
- 6. **Defibrillator and Cabinet - update**
 - 6.1 To approve the draft agreement for Meopham Village Hall (*) (to follow)
- 7. **Pitfield Green Toilets - update**
- 8. **Financial Matters**
 - 8.1 To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 22/11/16 to 7/2/17 (*)
 - 8.2 To note all the Administration & Resources Committee Income and Expenditure for the 2016-2017 financial year (*)
- 9. **Correspondence**
 - 9.1 To note the correspondence received (*)

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 29th November 2016 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.50 There were no apologies.

Item 2: Declarations of Interest:

A.51 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (04.10.2016):

A.52 The minutes of the meeting held on 04.10.16 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.53 Cllr M Bramer explained that following the query at Full Council in respect of mileage payments for councillors, he had referred back to The Good Councillors Guide and Arnold Baker and he wanted to check the draft policy with legal adviser at KALC, who was currently on holiday. This would now be held over for review by A&R until the February meeting.

A.54 In respect of item A.45, the clerk confirmed that she had consulted the Internal Auditor who had confirmed that staff salaries should be published but can be grouped together along with any HMRC payments or pension payments. Individual contractor's payments should be recorded and published under the new transparency guidelines. Although MPC currently is not under any legal obligation to adhere to the guidelines it is considered good practice by the Internal Auditor to follow this.

Item 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.

A.51 The Clerk reported that the grant application to the Rural Forum for new windows and a door for the parish office had been successful and the

work would commence shortly. The Parish Council had agreed a grant to the Windmill Trust for the heating for the parish office and windmill chamber. The clerk was currently seeking 2 further quotations as stipulated by the Full Council. The office would have to close for the day when the above work is carried out. The car parking area improvements would be looked next along with potential grants for this work.

5.2 To note the arrangements for the proposed closure of the parish office during the Christmas and New Year

A.52 Cllr M Bramer reported that the office will be closed from Friday 23rd December and will reopen on Tuesday 3rd January 2017. This is in line with previous years. Members noted this.

A.53 It was agreed that the Clerk would check with councillors who are parish office key holders on their availability during the office closure in case of an emergency.

Action: Clerk

5.3 To note the PAT testing carried out in the office by KCC

A.54 The Clerk reported that this had been carried out free of charge this year by KCC.

Item 6: Contractual Matters

6.1 Update on GWT Media Ltd

A.55 Following questions raised at the last month regarding ownership of the website, GWT Media Ltd had confirmed that :

- MPC pay for the domain name through Namesco
- MPC own the site copyright, however the framework (Drupal) is used under a GNU license
- The site hosted on a hosting platform which MPC rent the space every year in the form of hosting charges, through Namesco

6.2 To note the renewal of the Cricket Club lease

A.56 Members noted this. It was agreed that in view of the additional charges incurred since April 2016 due to reviewing the lease again, initiated by the Cricket Club, and the agreement by the Cricket Club Chairman to pay for additional charges incurred, that the Clerk should issue an invoice to the Cricket Club for the extra fees.

Item 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.**

A.57 It was agreed that the Clerk should look into preparing a draft policy for review. It was noted that KALC are holding a Communications and Media Conference on 19/1/16. Cllr McTavish proposed that £120 is allocated from the training budget for the Chairman and Clerk to attend this. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Cllr M Bramer proposed a motion to move forward 'item 9, Correspondence', on the agenda, prior to 'item 8, Financial Matters'. This was seconded by Cllr Buchanan and all voted in favour.

Item 9 **Correspondence:**

9.1 **To note the correspondence received.**

A.58 This was noted by all members.

A.59 Cllr M Bramer asked members to note the correspondence from KCC/KALC on the Volunteer Support Warden Scheme. Cllr Buchanan reported on her initial discussion with Cobham and Vigo Parish Council Chairmen to see if they would be interested in sharing a warden in Meopham, if MPC agreed to go forward this. Both councils would have to take this at their next meetings for further discussion.

It was agreed that the Clerk would ask the KCC Warden Area Manager the following questions in preparation for the Full Council meeting:-

- Who pays the travel expenses and is a vehicle provided?
- What happens if the Warden leaves within a few months?
- Who is responsible for insurance; local councils or KCC?
- What happens if they are sick or on holiday?
- Who appoints the warden?
- Which six parishes are involved with the scheme? Are there any that are a similar size to Meopham?

It was agreed the clerk should contact the clerk of Great Chart and Singleton to ask how they have got on with the scheme plus any other identified parishes in the scheme.

Action: Clerk

Cllr M Bramer suggested that the full amount for year one is included in the A&R budget for 2017-18 to allow the council to make a decision on whether to go ahead with this scheme or not. It was agreed to consider this under Financial Matters, item 8.2

9.2 **To note the letter received from KALC regarding Kent Fire and Rescue Service donation of defibrillators and cabinets and to approve further action.**

A.60 The letter was noted. As Meopham Village Hall would like a defibrillator, Cllr M Bramer proposed that MPC agree to the offer, pay for the installation, installing the defibrillator on the outside of Meopham Village Hall. MPC would add this to its insurance and asset register and an agreement would be worked out with Meopham Village Hall for them to regularly check the equipment and replace the battery and pads as required (approximately every 5 years as a cost of around £200). The £500 grant to Meopham Village Hall would be cancelled and it was proposed this the installation cost of £100 is paid out of the E&A Budget. It was noted that the Village Hall had currently put on hold purchasing a defibrillator in view of this current offer. Cllr Buchanan seconded the proposal and all voted in favour. It was agreed that this would be noted at the next Full Council meeting.

Action: Clerk

Item 8 **Financial Matters**

8.1 **To consider and approve the Action Plan for the Administration & Resources Committee for 2017-2018**

A.61 Cllr McTavish suggested adding in a skills audit of councillors. Cllr Buchanan proposed approving the Action Plan with the addition of 'Item 5, to conduct a voluntary skills audit for councillors, for completion by September 2017.' This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

8.2 **To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2017-2018**

A.62 Cllr M Bramer proposed adding in £1075 to the Administration & Resources Committee budget for the Volunteer Support Warden Scheme on the proviso that if Full Council decided not to pursue this scheme any further, this amount is removed from the budget for the final budget approval meeting on 10/1/17. Cllr Buchanan seconded this and all voted in favour.

Action: Clerk

- A.63** It was agreed to merge the 'professional fees' budget items with 'MPC Management Accounts and Audit' heading.

Action: Clerk

- 8.3** **To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2017-2018**

- A.64** It was noted that a quotation for the bus shelter cleaning had now been obtained from the current contractor for April 2017 for £1029 for the year. Cllr Ogden proposed the budget amount for the bus shelter cleaning is amended from £1200 to £1029 and then the Planning and Projects is endorsed. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

- 8.4** **To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2017-2018**

- A.65** Cllr Ogden asked why the tree budget had been reduced and the Clerk explained that expenditure on trees over the last few years had been looked at. The budget had been consistently underspent and it was felt if there was an emergency, then extra funding could come out of reserves. Cllr Wade asked about the Community Woodland area in front of Meopham Secondary School. Members and the Clerk were not aware that MPC were responsible for any ongoing costs here. It was agreed the Clerk would liaise with KCC to establish ownership here.

Action: Clerk

- A.66** Cllr McTavish proposed that the Environment and Amenities budget is endorsed and this was seconded by Cllr Ogden. All voted in favour.

- 8.5** **To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2017-2018**

- A.67** Cllr Ogden proposed that the Judson's Pavilion Committee budget is endorsed and this was seconded by Cllr Buchanan and all voted in favour.

- 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**

A.68 Cllr M Bramer proposed that the budget is approved with the revisions approved under items 8.2 and 8.3. Cllr Buchanan seconded this all voted in favour.

Action: Clerk

8.7 **To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 4/10/16 to 23/11/16**

A.69 Cllr M Bramer proposed that the expenditure is approved and this was seconded by Cllr Buchanan. All voted in favour.

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

A.70 This was noted by all members. It was agreed that the Clerk would query with the bookkeeper as to why the VAT has not been recorded on the income sheet.

Action: Clerk

8.9 **To agree to pay M Goffon Associates Ltd and MI Bookkeeping by Standing Order**

A.71 Cllr Ogden proposed that the above motion is approved and this was seconded by Cllr Buchanan. All voted in favour.

8.10 **To agree expenditure up to a specified amount for an inaugural meeting of a Gravesham Parish Clerks group**

A.72 It had been suggested by several members that a Clerks' group should be formed, similar to the Chairman's group, as the Clerks had many interests in common that could benefit each council and that Meopham, as the largest council in the Gravesham area, should take the lead on this. Cllr Ogden proposed a budget of up to £75.00 for a launch meeting for this and this was seconded by Cllr McTavish. All voted in favour.

The meeting ended at 9.17pm

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

XXXX PARISH COUNCIL - MEDIA POLICY

Introduction

1. XXXX Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's clerk or, in his absence, the deputy Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council's Clerk, or in his absence, the deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Meopham Parish Council

Policy for Travel and Subsistence Expenses and Mileage

Allowance for Parish Councillors

1. Parish Councillors are unpaid and do not receive an annual allowance for carrying out council duties.

2. Councillors may be reimbursed for travel and subsistence expenses incurred when travelling on Council business outside the Parish of Meopham:

- Councillors are permitted to claim for authorised journeys only.
- Reclaimable expenses include car mileage at the current HMRC rate, standard class train fares and parking charges, where applicable.
- Reasonable subsistence payments for refreshments will only be paid when the councillor is away from home for more than 4 hours at an authorised event where no refreshments are included.
- All claims are to be made promptly to the Clerk (within 2 months of expenditure) and MUST be accompanied by receipts for all items except car mileage.

3. Expenses for travel within the parish *may* also be paid in exceptional circumstances with prior approval from the Full Council.

Recommended by Administration & Resources Committee

Approved by Full Council -

A&R COMMITTEE - ITEM 8.7 - 22/11/16 to 7/3/17

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET	CTTEE	BUDGET	APPROVED	PRIOR APPROVAL/CONT RACT IN PLACE
1758	22/11/2016	KCC	Pensions	£537.56		£537.56	A&R	pensions	approved	contractual
1759	22/11/2016	S Buchanan	Kalc AGM Mileage	£10.80		£10.80	A&R	Cllr Expenses	approved	FC 13.12.16
1762	05/12/2016	GWT Media Ltd	IT support - Dec 16	£93.60	£15.60	£65.00	A&R	IT & Comms	approved	contractual
1763	06/12/2016	P Hasler	Expenses	£25.98		£25.98	A&R	cldr & clerk expenses	approved	FC - 13.12.16
1772	20/12/2016	Nicola Jerram	Salary Dec 2016	£645.85		£645.85	A&R	Salaries	Approved	Contractual
1773	20/12/2016	Sarah Eggesden	Salary Dec 2016	£1,211.21		£1,211.21	A&R	Salaries	Approved	Contractual
1777	20/12/2016	KCC	Staff Pensions	£537.56		£537.56	A&R	Pensions	Approved	Contractual
1778	20/12/2016	HMRC	PAYE & NI	£1,516.07		£1,516.07	A&R	Salaries	Approved	Contractual
DD	20/12/2016	Malcolm Goffon Associates	Payroll processing Dec 16	£36.00	£6.00	£30.00	A&R	Prof Fees	Approved	contractual
DD	29/12/2016	BT	Parish Office Telephone	£91.70	£15.28	£76.42	A&R	General Admin	Approved	contractual
1780	03/01/2017	GBC	Culverstone & Harvel Parish Election	£4,892.68	£815.45	£4,077.23	A&R	General Admin	Approved	FC - 13.12.16
1781	03/01/2017	Sebias Cleaning Services	Office Cleaning	£28.80	£4.80	£24.00	A&R	Service contract	Approved	contractual
1782	03/01/2017	Nicola Jerram	Expenses	£91.19		£91.19	A&R	cldr & clerk expenses	Approved	contractual
DD	06/01/2017	Grenke Leasing Ltd	Photocopier Lease	£181.62	£30.27	£151.35	A&R	Printing & Copying	Approved	Contract
1784	19/01/2017	Sarah Eggesden	Salary Jan 2017	£1,211.21		£1,211.21	A&R	Salaries	Approved	contract
1785	19/01/2017	Nicola Jerram	Salary Jan 2017	£621.67		£621.67	A&R	Salaries	Approved	contract
1786	19/01/2017	EDF Energy	Windmill Electricity	£102.49	£4.88	£97.61	A&R	General Admin	Approved	Contract
1789	19/01/2017	GWT Media Ltd	Monthly retainer Jan 17	£96.72	£16.12	£80.60	A&R	IT & Comms	Approved	Contract
1790	19/01/2017	Sebias Cleaning Services	Office cleaning - Jan 17	£57.60	£9.60	£48.00	A&R	General Admin	Approved	Contract
1791	19/01/2017	MI Bookkeeping	Bookkeeping Dec 16 & Jan 17	£200.00		£200.00	A&R	MPC Accounts Admin	Approved	Contract
DD	20/01/2017	Malcolm Goffon Associates	Payroll processing Jan 17	£36.00	£6.00	£30.00	A&R	Prof Fees	Approved	contractual
1793	06/02/2017	Action with Communities in Kent	Annual subscription	£50.00		£50.00	A&R	General Admin	Approved	ACM 10/05/16
1794	06/02/2017	Arc Office Service Ltd	Photocopying - up to 24/01/17	£126.26	£21.04	£105.22	A&R	Printing & Copying	Approved	CONTRACTUAL
1795	06/02/2017	KCC	Staff Pensions	£537.56		£537.56	A&R	Pensions	Approved	Contractual
1796	06/02/2017	GWT Media Ltd	IT support - Dec 16	£93.60	£15.60	£65.00	A&R	IT & COMMS	approved	contractual
1797	06/02/2017	Meopham Village Hall	07/02/16 FC Meeting	£28.75		£28.75	A&R	General Admin	approved	ACM 10/05/16
1798	06/02/2017	KALC	Media & communications conference x 2	£144.00	£24.00	£120.00	A&R	Training	Approved	A&R 29/11/17
1799	06/02/2017	MI Bookkeeping	Bookkeeping Feb 2017	£100.00		£100.00	A&R	MPC Accounts Admin	Approved	Contract

3. Administration & Resources Committee

	O/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Balance (£)	Virement	Earmarked	Balance (£)
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	2,435.49	2,394.82			25,630.97	4,369.03	1,000.00		5,369.03
5402 Staff Pension								728.31	408.31	408.31	408.31			1,953.24	(1,953.24)	3,000.00		1,046.76
5403 Cllr & Clerks Expenses	400.00			34.77	119.06		114.12		11.65	36.78	81.19			397.57	2.43			2.43
5404 Professional Fees	700.00	93.00	144.00	314.00	331.00	186.50	442.50	85.00		30.00				1,626.00	(926.00)	850.00		(76.00)
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			120.00		440.00	260.00			260.00
5408 General Admin	5,250.00	135.94	2,588.70	480.97	73.28	178.87	168.44	173.94	218.94	4,101.23	174.36	50.00		8,344.67	(3,094.67)	4,892.00		1,797.33
5409 MPC Accounts Admin	1,700.00	75.00	135.00	75.00	504.25	200.00	100.00	100.00	100.00		200.00	100.00		1,589.25	110.75			110.75
5411 Printing & Copying	1,044.00	235.63			151.35		177.50	151.35			256.57			972.40	71.60			71.60
5412 Comms & IT	1,696.00	157.00	143.20	235.40	121.99	112.86	181.32	177.90	78.00	154.42	80.60	80.60		1,523.29	172.71			172.71
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	7,166.23	3,595.85	350.60	0.00	44,935.49	(195.49)	9,742.00	-	9,546.51

Meopham Parish Council

2016/17 Yearly Income

1. Income

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)
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	1.42	1.47			14.49	14.49
4800 Other Income			25.00				850.00						875.00	875.00
4804 Wayleaves							6,000.00		154.03				6,154.03	6,154.03
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	155.45	1.47	-	-	82,723.52	82,723.52

2. For Information Only

2202 VAT Refund	686.65	1,239.02	925.58	2,851.25	2,851.25
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CORRESPONDENCE FOR ADMINISTRATION & RESOURCES MEETING –**14.2.17**

24.01.17	Email from GBC re: Supplement: Late items raised by Cobham & Luddesdown to the agenda for chairmens meeting 25.1.17 (AC)
	Email from GBC re: Supplementary – Mtg of the PC Chairmen (AC)
	Email from KALC re: KFRS/KALC Fire Hydrant Initiative (AC)
25.01.17	Email from Cllr Gofton re: Norwood Lane vegetation covering road signs (JO,RK,JMcT)
	Email from GBC re: Agenda for Performance/Admin Committee 2.2.17 (AC)
26.01.17	Email from GBC re: Minutes for Cabinet 9.1.17 (AC)
	Email from GBC re: Community Litter Picks (SG/RK)
	Email from CPRE re: Planning Application 20160750 Objection (AC)
27.01.17	Email from Kent 4 Community Funding Alerts (AC)
	Email from GBC re: Agenda for Community Services Cabinet Committee 6.2.17 (AC)
	Email from Cllr Buchanan re: Chairman's Meeting (AC)
	Email from GBC re: Minutes for Overview Scrutiny Committee 19.1.17 (AC)
	Email from Kent CAN re: Improving Grant Applications (AC)
	Poster from KCC re: Great British Spring Clean (AC)
30.01.17	Email from GBC re: Agenda for Finance and Audit Committee 7.2.17 (AC)
	Letter received from Girlguiding re: Harvel Sponsored Walk
	Email from KALC re: NALC Chief Executive Bulletin (AC)
	Email from GBC re: Playsite Check (SG/RK)
	Email from KALC re: Joint KALC/KFAS Information Event (AC)
	Email from GBC re: Agenda for Cabinet (AC)
31.01.17	Email from resident re: Norwood Lane Copse and Pond (AC)
	Email from KALC re: Rural Policing Update (AC)
	Email from KCM re: Opening doors to strangers (AC)
	Electrical Installation Certificate received for completion of electrical work at the windmill
01/02/17	Email from GBC re: Decision Sheet for Cabinet 30.01.17 (AC)
02/02/17	Email from M&DFG Newsletter – Spring Newsletter & Update (AC)
	Email from KCC re: Proposed diversion of public footpaths NS258 & NS260
	Email from KCM re: New Pound Coin (AC)
	Email from KCC re: Monthly Bus Updates (AC)
	Email from GBC re: Agenda for Overview Scrutiny Cttee 9.2.17
03/02/17	Email from KentCAN re: Community Initiative 28.2.17 (AC)
	Email from Kent 4 Community Newsletter 3.2.17 (AC)
	Email from KALC re: The Plunkett Rural Community Co-operatives Programme(AC)

	Email from M&DFG re: Toilets at Meopham Green (AC)
06/02/17	Email from GBC re: Meopham Lodge Planning Enforcement Officer investigation (AC)
	Email from KALC re: Online Scams (AC)
	Email from residents re: Planning application at Pitfield Drive (AC)
	Email from GBC re: Playsite check (SG/RK)
	Email from GBC re: Supplementary Agenda for Reg Board 8.2.17 (AC)
	Email from KALC re: Event Announcement Energy & Renewable power for local council (AC)
	Email from GBC re: Minutes for Cabinet 30.1.17 (AC)
	Email from KALC re: Dynamic Councillor workshop (AC)
07/02/17	Email from KCM re: Burglary in Heron Hill (AC)
	Email from GBC re: Minutes for Performance/Admin Cabinet (AC)
	Email from KCM re: Burglary of a restaurant on Station Approach Meopham (AC)
08/02/17	Email from Pension Regulator confirming Declaration of Compliance