

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of Herne & Broomfield Parish Council Finance & Resources Committee held at the Herne Centre, on Thursday 15th February 2024 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Collins (Chairman)
Cllr Davis
Cllr Checksfield
Cllr Wilson

01/24 Apologies for absence.

No apologies were received.

02/24 To receive declarations of interest on items on the agenda.

None.

03/24 To agree the minutes of the meeting held on 23rd November 2023.

The minutes were agreed as a correct record.

04/24 To report on matters arising from the minutes, not on the agenda, for information only.

The clerk reported that Canterbury City Council have confirmed the precept request for 2024/25 of £199,920.00.

ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK ON ITEMS ON THE AGENDA

None present.

05/24 To examine expenditure against budget to 31st January 2024.

Copies of the expenditure against budget to 31st January 2024 were presented.

The clerk reported that the income from bank interest would be over budget by the year end. She said that the staffing costs should be on budget, even taking into consideration the employment of additional staff. The increased staffing budget for 2024/25 should allow for an increase in staff hours. Some of these will be offset by the Herne Centre income.

The clerk reported that the Herne Centre expenditure would be over budget by year end. This is due to the extra costs generated from the transfer of the centre management from West Faversham Community Association to the parish council; deep cleaning, repairs and equipment replacement.

06/24 To go through the earmarked reserves.

Copies of the earmarked reserves to 31st January 2024 were presented.

The clerk reported that the earmarked reserves are good.

Cllr Davis said that there is a sum earmarked in the Allotment & Recreation reserve for the Wildlife Area.

07/24 To discuss the invoicing of advertisers in the Herne & Broomfield Community News.

The clerk explained that she is looking at ways to streamline the invoicing process for the advertisers in the Herne & Broomfield Community News.

Currently the advertisers are invoiced at the time of year that they first placed their advert, meaning that there are four separate lists, one for each edition.

The proposal is that the advertisers are contacted following the Winter edition and asked if they would like to renew. They would then be invoiced for the forthcoming year, allowing plenty of

time for all the payments to be received. Any new advertisers would be charged for the remaining editions for that year and invoiced again after the Winter edition.

This would also make the compiling and editing of the newsletter easier.

Three of the members agreed to the proposal and one voted against.

The clerk will contact the advertisers to explain the changes and invoice them accordingly.

Action: clerk.

Cllr Davis said that Vincent Nurseries, who sponsor the Garden Safari programs, had not been invoiced for the printing costs. Due to the length of time that has elapsed she suggested that it is left for last year. Members agreed. Cllr Davis will ask Vincent Nurseries if they would like to sponsor the Garden Safari again this year. **Action: Cllr Davis.**

08/24 To discuss whether it is necessary to increase the parish council petty cash float.

The clerk explained that with the parish council now managing the Herne Centre and running the HuB there is greater need for petty cash. Currently the Amenities Manager is paying for some of the perishable goods and being refunded after the council meeting. It would be better if she could be reimbursed from the petty cash. After some discussion members agreed to have a separate petty cash float of £100.00 for the Amenities Manager. **Action: clerk.**

The meeting closed at 8.00pm.