

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martins View, Herne, Herne Bay, Kent CT6 7AP
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To all members of the Herne & Broomfield parish.

You are hereby invited to attend a meeting of Herne & Broomfield Parish Council Finance & Resources Committee to be held at Herne Centre, on Tuesday 27th January 2026 at 2.00pm, for the purpose of transacting the following business.

M Nicholson

Parish Clerk

MEETING NOTICE

01/26 To receive apologies for absence and accept the reasons given.

02/26 To receive declarations of interest regarding items on the agenda and any requests for dispensation.

03/26 To confirm the minutes of the meeting held on 27th November 2025.

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

04/26 To receive a report from the Clerk.

Items 05, 06, 07, and 08 will be preceded by resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.

05/26 To discuss the vacancy for Amenities Assistant:

- To agree the job description and person specification, including an alteration of the job title.
- To agree the terms of the job contract.
- To agree the details of the advertisement to be published in the Herne & Broomfield Community News newsletter.

06/26 To discuss the role of Amenities Manager:

- To discuss and agree an alteration to the job title.
- To discuss the current job description and agree any amendments.

07/26 To discuss increasing the working hours of the Assistant Clerk.

08/26 To provide an update regarding the temporary Administrative Assistant.