HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of Herne & Broomfield Parish Council Finance & Resources Committee held at the Herne Centre, on Thursday 19th March 2026 at 7.30pm, for the purpose of transacting the following business.

Present:
Cllr Collins (Chairman)
Cllr Blatherwick
Cllr Maslin
Cllr Lambkin
Michele Nicholson (Clerk/RFO)

09/26 Apologies for absence.
Cllr Davis, Cllr Checksfield and Cllr Hill. Apologies and reasons for absence were accepted.

10/26 To receive declarations of interest on items on the agenda.
None.

11/26 To agree the minutes of the meeting held on 27th November 2025.
The minutes were agreed as a correct record.

ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK ON ITEMS ON THE AGENDA
None present.

12/26 To receive a report from the Clerk.
The clerk reported that now approaching the end of the current financial year. Despite using some of the reserves for the Herne Centre heating repairs and the works on the Multi Use Games Area, the parish council still has healthy reserves. With the Local Government Reorganisation approaching there could be a lot to plan for in the new financial year.

13/26 To examine income and expenditure against budget to 28th February 2026.
The Clerk presented a copy of the income and expenditure against budget to 28th February 2026.
The Clerk reported that there was an error in the figures. The "Events" expenditure should read £1376.06 not £1000.00.
The Clerk responded to some minor queries regarding the figures presented.
Members accepted the income and expenditure against budget.

14/26 To review the earmarked reserves.
The Clerk presented a copy of the earmarked reserves.
The Clerk reported that the parish council will need to consider adding to the Community Centre Major Repairs earmarked reserve in the near future.
Members accepted the copy of the earmarked reserves.

15/26 To report on the Herne Centre financial position to date.
The Clerk reported that the Herne Centre income has continued to grow. It still does not cover all the Herne Centre staffing costs, but there is capacity for additional afternoon bookings.
Cllr Maslin asked what the current situation was regarding the money owed to the parish council from the old Herne Centre management agreement. The Clerk replied that this had not progressed any further but was being reviewed again.
There was a short discussion regarding pursuing this.

Items 16, and 17 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.

16/26 To report on the applications received regarding the vacancy for a Herne Centre Deputy Manager and the shortlisting for interview.

The Clerk reported that 7 applications had been received, with 6 put forward for shortlisting. A meeting has been arranged for 20th March 2026 at 2.00pm for the shortlisting for interview. This will be attended by Cllrs Blatherwick, Collins and Lambkin, Herne Centre Manager, and the clerk. **Action: Cllrs Blatherwick, Collins and Lambkin, Herne Centre Manager, and Clerk.**

The Clerk advised that three members of the committee would need to be available to form an interview panel. **Action: Clerk.**

17/26 To provide an update regarding the temporary Administrative Assistant.

The Clerk reported that the Administrative Assistant was doing well and had fitted into the team. She was dealing with a lot of the routine administrative tasks, which has helped with reducing the workload of the other Parish Office staff, and helped at the Community Groups Day. She was also supporting the Herne Centre Manager with ordering supplies.

The meeting closed at 8.35pm.