

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martins View, Herne, Herne Bay, Kent CT6 7AP

Tel: 01227 742700

Minutes of Herne & Broomfield Parish Council Finance & Resources Committee held at the Herne Centre, on Thursday 27th January 2026 at 2.00pm, for the purpose of transacting the following business.

Present:

Cllr Collins (Chairman)

Cllr Blatherwick

Cllr Checksfield

Cllr Davis

Cllr Maslin

Cllr Lambkin

Michele Nicholson (Clerk/RFO)

Liz Sinacola (Herne Centre Manager)

01/26 Apologies for absence.

No apologies had been received.

02/26 To receive declarations of interest on items on the agenda.

None.

03/26 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.

04/26 To receive a report from the Clerk.

There was nothing to report.

Item 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.

The above documents were circulated prior to the meeting.

Members agreed to change the job title from Amenities Assistant to Herne Centre Deputy Manager.

Members agreed the job description and person specification, with minor amendments.

Members agreed the terms of the job contract.

Members agreed the details of the advertisement, with minor amendments.

The advert to be published in the next Herne & Broomfield Community News newsletter and posted on the parish council and Herne Centre websites and social media pages.

It was agreed to set the closing date for applications as 28th February 2026, with the potential to extend if necessary.

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.**

The above documents were circulated prior to the meeting.

Members agreed to change the job title from Amenities Manager to Herne Centre Manager.

Members agreed the job description, with minor amendments.

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

The clerk reported that the Assistant Clerk has requested to increase their hours from 25 to 30 hours per week. Their workload has increased and they still need to complete the Certificate in Local Council Administration qualification.

Members agreed to increase the hours to 30 hours per week, to take effect from 1st March 2026.

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

The clerk reported that the temporary Administrative Assistant had significantly reduced some of the pressure in the Parish Office, as well as providing some support to the Herne Centre Manager.

The clerk said that with the proposed Neighbourhood Plan and the Local Government Reorganisation it is likely that the additional help would be required in the short term.

Members agreed to renew the temporary contract for a further three months.

The meeting closed at 3.45pm.