

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of Herne & Broomfield Parish Council Finance & Resources Committee held at the Herne Centre, on Wednesday 22nd July 2026 at 2.30pm, for the purpose of transacting the following business.

Present:

Cllr Collins (Chairman)

Cllr Maslin

Cllr Lambkin

Michele Nicholson (Clerk/RFO)

Liz Sinacola (Herne Centre Manager)

18/26 To elect a Finance & Resources Committee Chairman and Vice-Chairman.

Cllr Collins was elected as Chairman.

Cllr Checksfield was elected as Vice Chairman, subject to her agreement.

19/26 Apologies for absence.

Cllr Blatherwick, Cllr Davis, and Cllr Checksfield.

Apologies and reasons for absence were accepted.

20/26 To receive declarations of interest on items on the agenda.

None.

21/26 To agree the minutes of the meeting held on 19th March 2026.

The minutes were agreed as a correct record.

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

None present.

22/26 To receive a report from the Clerk.

The Clerk had nothing to report.

23/26 To examine income and expenditure against budget to 30th June 2026.

The Clerk presented a copy of the income and expenditure against budget to 30th June 2026.

The Clerk responded to some minor queries regarding the figures presented.

Members accepted the income and expenditure against budget.

24/26 To report on the Herne Centre financial position to 30th June 2026.

The Clerk reported that the Herne Centre financial position was continuing to steadily improve.

Generally, the number of bookings is increasing, including several wedding receptions booked.

There was still some way to go before the Herne Centre breaks even.

Items 25, and 26 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.

25/26 To discuss the progress of the Herne Centre Deputy Manager and completion of their probationary period.

The Herne Centre Manager reported that the Deputy Manager had settled in well and has proved very adaptable and proactive. Feedback has been very positive, which was echoed by Cllr Lambkin. The Centre Manager reported that one issue has arisen. The Deputy Manager has requested that he does not work every Sunday and would like to reduce his hours if possible. There are no issues with working Fridays and Saturdays, including evenings and late nights, and is flexible during the week. Members were disappointed as the working patterns had been made clear throughout the

recruitment process. However, given that the Deputy Manager had performed so well in the other aspects of the role they felt some compromise could be reached.

After some discussion members agreed to extend the probationary period for a further three months, without the Sundays but at the full-time hours. At the end of this extended probationary period there would be a review of the hours, which could potentially be reduced to 30 hours per week to offset the extra Sunday staffing costs. The Deputy Manager would be required to be on call for the entire weekend and cover any major Sunday events if required.

This would be discussed with the Deputy Manager. **Action: Clerk and Centre Manager.**

26/26 To discuss the position of temporary Administrative Assistant.

The Clerk reported that from the information that she had found it is possible to change the fixed-term contract to a permanent contract. There is no legal requirement to advertise the permanent role and there is nothing in the Recruitment Policy to contradict this. Given the existing workload of the Parish Office and the changes that are coming with the Local Government Reorganisation, the likelihood is that the workload will only increase.

Members agreed to make the temporary Administrative Assistant role a permanent one. This would take effect on completion of the current 3-month fixed term. **Action: Clerk.**

The meeting closed at 3.10pm.