

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Finance & Resources Committee, held at Herne Centre, on Thursday 28th February 2019 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Harvey, Cllr Knight, Cllr Blatherwick, Cllr Taylor.

Not Present: Cllr Mitchell, Cllr Davis and Cllr McCann.

01/19	Apologies for absence. Cllr Mitchell who is working and Cllr Davis.
02/19	Declarations of Interest and dispensations requested. Cllr Taylor re 08/19
03/19	The minutes of the meeting held on 5th November 2018, were agreed as a correct record.
04/19	Matters Arising. None.

Public adjournment

To allow members of the public to speak about items on the agenda.

Name and address to be given

None

05/19	To discuss expenditure against budget up to 28th Feb 2019 and look at reserves. The clerk provided members with the details of expenditure to date and proposed up to 31 st March 2019. (Attached)
06/19	To look at the Effectiveness of the Internal Auditor and agree to appoint him for 2019-20. The clerk went through the requirements to see how effective the internal auditor is and whether he meets requirements, members agreed he did. (Attached). It was also agreed to employ Lionel Robbins for another year. Banking details were discussed and it was agreed that due to the reserves held it was necessary to keep the accounts that are currently in use, to spread the risk as each has the £80,000 cover.
07/19	To look at Asset Register. The clerk went through the Asset register with members, it is a detailed register, Cllr Blatherwick asked for the figure for the centre to be increased as it only covered the build and not the cost of the land. The clerk suggested it would be useful to have an official valuation for the building, Cllr Knight thought she might be able to arrange this.
08/19	To discuss hiring an additional member of staff to help the clerk. Cllr Blatherwick informed the committee that she and the clerk had thoroughly looked at the hours and lieu time and the holiday that had been taken by Mrs Ash and they had concluded that she was owed 2.5 days of which she had already received payment for 1.5 days. She is therefore owed 1 day's holiday and 2.5 hours. Cllr Blatherwick will contact ACAS and give them the details. The clerk has suggested that someone is employed to help with general office duties, they also need to be computer literate. If someone could be found who would, long term, be interested in training as parish clerk and gradually increasing their hours to enable the clerk to reduce hers. The Living Wage from 1 st April is £8.21ph. The clerk suggested that initially the admin assistant could do Monday, Wednesday and Friday from 8.30am or 9 until 2pm or 2.30pm 16.5 hours per week, if required extra hours as necessary, holiday or sickness cover. This would be £8,580, if paying £10ph. NI and pension costs would also be added. They would need to be in the KCC pension scheme. The clerk suggested any contract should be carefully considered and holiday and sick pay should also be looked at until such a time as the person is promoted to Assistant clerk. This would give time to see if the person is suitable. It was agreed that a job description would be produced but the position will not be advertised until the issue with Mrs Ash was fully resolved. It was agreed someone who lives in the parish would be preferred as they would be familiar with the area.

Meeting closed 8.30pm