

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 Tuesday 8th October 2019 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Harvey, Cllr Blatherwick, and, Cllr Collins

19/19	Apologies for absence. Received from Cllr Day and Cllr Knight
20/19	Declarations of Interest and dispensations requested. None
21/19	The minutes of the meeting held on 1st August 2019 were agreed as a correct record.
22/19	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 present

23/19	To discuss expenditure against budget to 30th September. The clerk produced the current and expected income and expenditure figures. Most things are on budget but the audit was more expensive as that is done on Income and Expenditure, and we have been on the higher end due to Centre, this should reduce for the next one. Community Centre expenditure is predicted to be over budget, this was the first year so was difficult to gauge and there was the issue of electricity which was an unknown.
16/19	To discuss the auditor's quarterly report and the external auditors annual report. (Circulated). The clerk pointed out the comments from both the internal and external auditor. The form was returned as the amended figure was required due to a typo, this was done and returned. Evidence of consideration of risk management arrangements by the whole authority during 2018/19. This was requested as part of our intermediate review procedures. The Risk Management for parish council has been updated therefore this won't be an issue in future. This is available on the web site. The internal auditor commented on the above in his report, other than that no issues were raised following his inspection. Members noted the comments, no action is necessary.
17/19	To discuss the budget for 2020-21. The clerk had produced draft figures. She informed members that following a conversation with the auditor he had advised a fund for the community centre to deal with major repairs and replacement, and that this should be a minimum of 1-2% of capital value of the building (this is £1.7M). He also recommended a budget for everyday running costs and a buffer if for any reason bookings were low or had to be cancelled etc. In view of this members asked the clerk to amend some figures before sending out to full council The clerk suggested that the Reserve Policy for the Centre would need to be revised before being approved by full

	council and that the budget figures could be approved in principle but would not be adopted until the November meeting, by which time the tax base should be available and a more accurate figure on the increase of precept available.
18/19	To review the Parish Council Reserves Policy (circulated). This was approved without any changes.
18/19	To Discuss staff hours from January 2020. Closed session if members of the public are present. The clerk reported that Michele has registered for the ILCA. She will start working on the course as soon as time allows. The clerk informed members that she planned to reduce her hours to 25 hours a week and Michele will increase to 30 hours. Michele will be in the office every morning and will start to attend a few meetings as her knowledge increases. The clerk suggested that when Michele has completed the ILCA her job title could be changed to Assistant Clerk. Her probationary period ends on 31 st December there will be an appraisal and hopefully following that Michele will be permanent employee.

Meeting closed 8.45pm