

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martin's View Herne, Herne Bay, Kent CT6 7AP

Tel: 01227 742700

Minutes of the meeting of Herne & Broomfield Parish Council Finance & Resources Committee, held at Herne Centre, on Thursday 23rd January 2020 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Blatherwick, Cllr Harvey and Cllr Collins.

01/20	Apologies for absence. Cllr Day and Cllr Knight who has temporarily stood down from committees, Cllr Davis, whose husband has been admitted to hospital.
02/20	Declarations of Interest and dispensations requested. None
03/20	The minutes of the meeting held on 8th October 2019, were agreed as a correct record.
04/20	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

05/20	To discuss expenditure against budget to 31st December 2019. Copy attached
06/20	To discuss the auditor's quarterly report. (Circulated). The clerk reported that this had not been received and she would circulate it as soon as it arrived. He has suggested to the clerk that visits could be every 4 months instead of three. Members agreed to this.
07/20	To look at the Effectiveness of the Internal Auditor and agree to appoint him for 2020-2021. To discuss banking arrangements. The clerk went through the criteria of reviewing this, that he was independent and competent, as stated previously the amount of audits per year have been discussed. All audit reports go to all members and appropriate action is taken when required, by full council. Members were satisfied that the internal audit provides reliable assurance about the council's internal controls and management of risk. He also produces a report for full council after every visit. Members agreed that he was Effective and would continue as our auditor for another year. The clerk had discussed banking arrangements with him and the fact that the Co-Op only require one person (the clerk) to put payments onto the system for the on-line banking and one member to approve. Lionel did say that payments were approved at full council meetings and that legally this was acceptable. Cllr Harvey said he was not very comfortable with this and the clerk will continue to push the Co-Op to allow two members to sign off payments.
08/20	Items for next agenda. Re-visit Co-Op banking arrangements.
09/20	Update on staff hours from 1st February 2020. The clerk informed members that from 1 st February, Michele Nicholson would work 30 hours a week and the clerk 25, although the clerk will be flexible if required to work more hours.

Meeting closed 8.30pm