HERNE & BROOMFIELD PARISH COUNCIL

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

Minutes of the next meeting of Herne & Broomfield Parish Council Finance & Resources Committee held remotely via Zoom on Thursday 29th April 2021 at 7.30pm, for the purpose of transacting the following business**.**

Present: Cllr Harvey, Cllr Hill, Cllr Blatherwick, Cllr Cheeseman

01/21	**Apologies for absence.** None.
02/21	**Declarations of Interest and dispensations requested.** None
03/21	**The minutes of the meeting held on 26th November 2020** were agreed as correct**.**
04/21	**Matters Arising**, The clerk reported that due to a lower tax base the percentage increase for the precept was higher than predicted.

Public adjournment

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

None present

05/21	**To appoint Lionel Robbins as internal auditor for the year.** It was agreed to appoint Lionel for the coming year.
06/21	**To agree (1) Annual Governance Statement** The clerk had circulated the details of the Governance Statement prior to the meeting and she went through each listed item and answered questions relating to those items. Members approved the Statement **(2) the Annual Statement of Accounts,** This had been circulated prior to the meeting and the clerk reported that one of the figures needed to be changed as there had been a glitch in the accounts system and the error had been rectified. Members approved the Statement. **(3) Statement of Internal Control.** This had also been circulated prior to the meeting and members considered each objective and agreed them.
07/21	**To examine expenditure against budget** The clerk went through the figures, expenditure was lower than predicted mainly due to the pandemic and income was higher than predicted mainly due to Covid grants, some of which will be paid to West Faversham as they are for the Centre.
08/21	**To consider the auditor report for the year end.** This has not yet been received but will be circulated when it is.
09/21	**To approve the Annual Return for recommendation to full council.** Members had considered each aspect of the return and agreed that the document be recommended to full council for approval and signing at the next meeting.
10/21	**To review Risk Management policy.** Michele had made a couple of alterations and these were approved.
11/21	**To Review the Effectiveness of the Internal Auditor.** The clerk went through the requirements for the auditor and Lionel Robbins is more than qualified to carry out the job as he has been an auditor and parish clerk/RFO previously. He uses the Governance and Accountability for Smaller Authorities 2016, a Practitioners Guide. Members agreed that he has been very effective.
12/21	**Update on NALC Financial Regulations.** Michele had circulated the amendments and these were approved.

Meeting closed 8.20pm