

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Finance & Resources Committee held at Wootton Room, Herne Mill, on 7th November 2013 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Robert Jones, Cllr Blatherwick, Cllr Brealy, Cllr Moore and Cllr Harvey.

Not present: Cllr Day and Cllr Hobbs.

31/13	Apologies for absence received from Cllr Hobbs who is ill and Cllr Day who is away.
32/13	Declarations of Interest and dispensations. The clerk reported that dispensations had been requested by all members and approved.
33/13	The minutes of the meeting held on 3rd September 2013 were agreed as a correct record.
34/13	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

36/13	To discuss the auditor's report at half year. The District Audit has approved the accounts without any comment and the half yearly audit found everything to be in order.
37/13	To discuss increasing the cost of advertising in the Community News. Cllr Davis has suggested an increase from £60 inc VAT to £60 plus VAT for 1/8 page, these figures will double up for ¼ page and then a half page. No new adverts will be taken for a whole page but existing will be honoured. The figures are for 4 editions. One off adverts will be more expensive £18 plus VAT. This was agreed.
38/13	To discuss expenditure against budget to half year and look at reserves. Income was higher than predicted mainly due to a higher level of grants received. Expenditure is on track.
39/13	To discuss the clerks annual incremental increase. The clerk explained the usual process for those who are on a pay scale is for an annual increase in scale per year, up to the top of that particular section, in addition to which there are added increments for qualifications gained one for Silca, two for Certificate of Higher Education etc. In 2008 the clerk's salary was set at scale point 37 and rose in 2009 to scale point 38. Due to the change in the economic climate she did not consider it appropriate to ask for the annual incremental increase, however it has now been 4 years since the last incremental increase and she is now requesting an increase for 2014-15. She pointed out that the Council may withhold an increment if it is considers that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so. The increase equates to an additional £1,056pa and an additional £210 pension contribution. The clerk left the room at this point to allow members to discuss her request. It was agreed to ask full council to approve the incremental increase from April 2014.

40/13	To look at the budget for 2014 -15 ready to give a recommendation to full council. After much discussion and pruning of figures a budget was agreed, to go forward to full council for approval. If acceptable the precept for 21014-15 will be £97,778.00 which will be an increase of 3%. The clerk pointed out that an additional £18,000 had been included in the proposed budget towards the new Community Centre and parish office. The precept will only increase by just under £3,000 which showed all other expenditure had been pruned back as much as possible in order to achieve this.
41/13	Update on situation with bank and where the funds are held. The Unity Bank has confirmed that the account will be opened by the end of the week; all the forms and checks have been in order.

Meeting closed 9.20pm