

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Mill, Mill Lane, Herne, Herne Bay, Kent CT6 7DR

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Minutes of the next meeting of Herne & Broomfield Parish Council Finance & Resources Committee to be held at Wootton Room, Herne Mill, on Tuesday 13th October 2015 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Harvey, Cllr Blatherwick, Cllr Jones, Cllr Taylor, Cllr Mitchell

Not Present: Cllr Davis

25/15	Apologies for absence were received from Cllr Davis
26/15	Declarations of Interest and dispensations requested. Dispensations on 31/15 were received from all present and approved.
27/15	The minutes of the meeting held on 30th July 2015 were agreed as a correct record.
28/15	Matters Arising. None

Public adjournment

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

Name and address to be given

29/15	To discuss internal audit quarterly report. The only issue raised was the level of Employee Dishonesty which is currently £250,000 as the parish increases the funds for the Community Centre then the limit will need to be raised. The clerk will inquire regarding the cost of this.
30/15	To discuss expenditure against budget from 1st April to 30th September and look at reserves. The expenditure against budget was on budget. Grants and donations were up on the predicted figures. Telephone costs may be slightly lower than predicted. Insurance was £30 higher than predicted. Miscellaneous expenditure did not have a budget figure for the coming year and expenditure has been £1144.61. There may be an overspend on Poo bags, but this will come from the Community & Amenity reserve. The community centre is covering its costs including salaries and is actually starting to show a profit. There may be an overspend on Maintenance & Running costs by the year end as repairs have had to be carried out at Community Park and MUGA. There has also been expenditure for the Wildlife Area which has come out of the earmarked reserve. The expenditure budget for 15-16 was £130,503 and at half year it is £52,160.14 so close to target. Members were happy that expenditure was on target and income had exceeded that predicted.
31/15	To discuss and set budget for full council approval. The clerk went through the basic figures with members for the proposed budget for 16-17. She explained that it had been suggested that employees should be on the living wage rather than minimum, members agreed with this. An increase in staff costs to cover this was included in the budget figures. The clerk was also concerned that the general reserves were getting very low and suggested that £5,000 be included for this, she had also increased the training budget as there were now several new councillors. Cllr Blatherwick asked if training places were booked and members did not attend were the parish council still charged. The clerk confirmed they were. An amount of £2,000 had been included for miscellaneous items, and £1,000 towards work in the Wildlife area.

	Members were happy with those figures. The clerk then came onto the new Community Centre, following her meeting with the internal auditor she had clarified that there was no reason why the parish council should not borrow £1m towards the cost of the build. The clerk had looked at repayments costs and the amount required from the precept and Cllr Davis had worked out approximate figures. The cost of repayments would be £56,000pa which would reduce half yearly by £179.32. The clerk explained that the precept should not need to increase after this. The auditor had also suggested that residents should be informed of all the reasons as to why it was felt that this action was necessary and be aware of what the increase in the precept was going to be. The clerk also raised the issue of the parish office, members are more than aware that the current one was not big enough and the clerk needs an assistant. Unfortunately the building that the parish council had hoped to get had fallen through, the clerk suggest that perhaps the new building could be adapted to incorporate an office and that the earmarked funds of £26,000 could go towards the cost of this. Members were in agreement to borrowing some of the funds required to build the new Community Centre, they also agreed that the residents need to be informed of all the facts and issues as to why it would be necessary to do so. Residents would be asked if they supported this action or not. The clerk explained that this would need to be done quickly as the precept request would have to be sent to Canterbury in December. Cllr Davis would be asked to put this on the front page of the next newsletter and if at all possible this would be distributed by mid-November and responses in by early December in time for the December meeting. Members also agreed that a new parish office should be part of the community centre. If residents are in agreement with the proposal to borrow funds then a meeting will be arranged with Betteridge & Milsom to get the tender quotes updated, in order for the parish council to have accurate figures to work to before funding is applied for and also grant applications. Depending on the responses received the full council will approve the budge/precept at the December meeting. The precept increase for a Band D property for the full increase will be in the region of £16.42pa without the additional £40,000 it would be £1.78 increase. Cllrs Jones and Mitchell will supply some information/suggestions for inclusion in the article in the newsletter.
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Meeting closed 9pm