

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 Thursday 21st January 2016 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Harvey, Cllr Blatherwick and Cllr Taylor.

01/16	Apologies for absence were received from Cllr Mitchell. It was agreed to co-opt Cllr O'Donnell onto the committee.
02/16	Declarations of Interest and dispensations requested. None
03/16	The minutes of the meeting held on 13th October 2015 were agreed as a correct record.
04/16	Matters Arising. None

Public adjournment

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

Name and address to be given

05/16	To discuss the auditor's quarterly report. The only issue arising from the auditor's report was to increase the Employee Dishonesty insurance cover. The clerk reported that she had contacted Came & Co and the quote was £148.40 for a year, this is for increasing the cover from £250,000 to £350,000. If taken out now there would be a pro rata charge which would be in the region of £100. Members agreed this was necessary and it would need to be increased as funds for the Community Centre increased. This is to be recommended to full council.
06/16	To discuss expenditure against budget to Dec 15 and look at reserves. The figures were on budget, the main increase in grants received was the £70,000 from the solar farms which has gone into earmarked reserves for the Community Centre.
07/16	To discuss and approve draft Model Finance regulations updated to include NALC Legal Topic Note 87. The clerk explained that NALC had produced LTN 87 which needed to be integrated into Financial Standing Orders; as these also needed to be updated the clerk had amended them where necessary and attached LTN 87 as Appendix 1 as suggested by the auditor. Members had all had a copy prior to the meeting. This document was approved and will go to the next full council meeting for ratification.
08/16	To discuss the clerks retirement process. The issue of space was discussed it would be very difficult for two members of staff to work in the current office. The clerk suggested that this was left for the time being and looked at later in the year, when, hopefully the Local Plan will have been completed and the building of the new Community Centre underway. Ways addressing this issue will be looked at in the meantime. The clerk did state that members need to be aware that it is not possible to add any additional work to what the clerk is already doing, as there is no spare capacity.

Meeting closed at 8.30pm