

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 15th February 2018 at 7.30pm, for the purpose of transacting the following business.

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

Not Present: Cllr Wells

01/18	Apologies for absence from Cllr Wells who is working away.
02/18	Declarations of Interest and dispensations requested. None
03/18	The minutes of the meeting held on 26th October 2017 were agreed as a correct record.
04/18	Matters Arising. The clerk reported that last quarter of the loan had been drawn down.

Public adjournment

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

Name and address to be given

05/18	To discuss the auditor's quarterly report. The auditor had raised the point that it had not been minuted that the precept had been approved. This had now been approved and minuted at the full council meeting on 9 th February
06/18	To discuss expenditure against budget to end January18 and look at reserves. The clerk went through the items listed all members had received a copy and it is attached to the minutes. Grants and donations were higher than predicted, on the income side. Most of the budgeted expenditure was on target, training was down on predicted as was councillors' remuneration. The clerk predicted staff costs would be lower than predicted. Loan repayments will be slightly down on predicted in this current year as repayments started later in the year. Reserves were healthy.
07/18	To look at Risk Assessment for Assets. The clerk recommended setting the indemnity to £175,000 the dates on some of the regulations needed changing and the document will need to be updated later in the year to take into account the new Community Centre. Amended copy attached.
08/18	To look at the expenditure to date for new building. The clerk reported on what the expenditure had been to date, approximately half of the loan had been paid to BEC and the expenditure to architect, quantity surveyor etc had been paid out of the other funds raised, grants etc.
09/18	To carry out Annual Review Standing Orders/Finance Regulations These had been circulated prior to the meeting. The clerk stated that these were supplied by NALC and did not need any alterations. Members agreed.
10/18	To look at the Effectiveness of the Internal Auditor A document was supplied to members prior to the meeting and they agreed that the list of items in the document ensured that the auditor was effective and independent.
11/18	To discuss employing a new clerk and the existing clerk working part time. The advertising of the clerks post was discussed and it was agreed that the position would be advertised by KALC, NALC and Society of Local Council Clerks. The clerk explained that it

	would be an easier handover if a qualified clerk could be employed, that would enable her to go part time quite quickly, however if this was not possible the parish council would need to advertise again for someone who would be willing to do the training, this would mean the clerk would need to stay in position for a longer period.
12/18	To discuss the hall manager taking on the role of Community Caretaker. Alan King who had been told he would be made redundant as Community Centre Manager had indicated that he would like to fill the post of the Community Caretaker. Members agreed that they would make this recommendation to full council, that he start the new position from 1 st April.

Meeting closed 9pm