

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 Tuesday 7th August 2018 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Blatherwick, Cllr Harvey and Cllr Taylor.

Not present: Cllr Mitchell and Cllr Knight.

13/08	Election of Chairman and Vice Chairman. Cllr Andy Harvey was re-elected as chairman and Cllr Mitchell as Vice Chairman
14/18	Apologies for absence. Cllrs Knight and Mitchell are on holiday.
15/18	Declarations of Interest and dispensations requested. None
16/18	The minutes of the meeting held on 15th February 2018, were agreed as a correct record.
17/18	Matters Arising. The indemnity cover was increased due to the large sums in the accounts and the clerk suggested it could be reviewed again when the renewal comes in later in the year.

Public adjournment

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

Name and address to be given

None present

18/18	To discuss the auditor's quarterly report. (Circulated)Nothing raised by the internal auditor. The clerk reported that she had received an email from the External auditors'. A query regarding the external audit and the figure for the amount remaining on the loans as the figure on the form did not match the one supplied by PWLB. The clerk reported that she had deducted both the interest and the capital instead of just the capital. They had also queried a cancelled cheque which was raised by the internal auditor. The clerk is awaiting a response.
19/18	To discuss expenditure against budget to end June 2018 and look at reserves. The expenditure against budget figures are attached. The clerk didn't think on the Income side that Grants and donations for Centre would reach the predicted figure and £10,000 would be more achievable. With regards to the expenditure the clerk reported that she had left the predicted figure for the business rates blank, as currently she did not have any idea what the figure would be for the new building. Members expected CCC will contact the parish council or the Valuation Office Agency who will then put a rateable value on the building, the clerk was advised to wait and see. The alarm would need to be handed over to KCC, the alarm has been serviced for the year at a cost of £75, in July. There was some discussion with regard to the Mill flood lights and it was agreed that the parish council would continue to cover the cost of the electric approx. £125pa. The clerk thought the training budget would get spent as Kirsty would be doing as much training as possible and hopefully councillors would also attend some sessions. The staffing budget would have an overspend due to employing a new member of staff, members agreed that the figure of £36,000 should be vired from the Community Centre budget to the Staff costs. This figure is the amount set aside for a hall manager, which is not needed, but it was agreed that an assistant clerk needed to be employed to enable the clerk to reduce her hours and the assistant to study to become a qualified clerk. Most things were

	considered to be on budget. The reserves were looking quite healthy all of the funds that were borrowed from PWLB have been spent, any further expenditure for the Centre would need to come out of that earmarked reserve. The office reserve was very healthy and it is unlikely we will need to spend what is in that reserve, which will give some additional funding for the centre should it be required. The balance brought forward for the running costs for the Centre should help to cover the costs along with the income, the outgoings are somewhat unknown for the new building and budgeting will be easier once it has been open for 6-9 months.
20/18	To look at the expenditure to date for new building and the office move. The clerk reported that she had met with Peter from Betteridge & Milsom and that he had said the project was on budget, there may well be a few savings that will offset some amendments made during the build. The changes had been kept to the minimum but there would be some extra's. The signage had been done, this was an extra cost. Grants for providing equipment etc for the new building had been received from Viridor and Awards for All, tables, chairs, all of the kitchen equipment had been purchased with the grants, also a bouncy castle for the children's parties. It is hoped the move into the new office will be on 23 rd August, the furniture has been booked in to be moved on that day and the clerk and Kirsty were in the process of sorting and moving files into the new office.
21/18	To discuss the Assistant clerk's hours and training. Kirsty will commence the ILCA training as soon as possible and will start the CiLCA when KALC start their course in the new year. In the meantime the clerk suggested that she attends as many KALC courses and clerk's days as is appropriate. She will be in the office usually from 8.30-4.30, less some days if attending an evening meeting, but the clerk will continue to cover these for the time being. Kirsty has been very helpful with sorting the paper work in the office, she is extremely organised. The new furniture has been played with and desk positions discussed. She has also investigated the redirection of the mail and looked at suitable phones for the office. The photocopier will move with us and we will then look at the options for replacing it. Things will be easier once the move has taken place.
22/18	To discuss the income and bookings for Herne Centre Business rates. Hire fees for June & July came to £1,694.96, so predicted income for the centre has exceeded what was expected. BEC has some major issues remaining to be dealt with and also a fair bit of snagging, this is being kept under constant review. Not all the issues rest with BEC some are with other contractors. As stated earlier there is no indication at the moment as to what the business rates will be on the new building.

Meeting Closed 8.50pm