

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 26th October 2017 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Harvey, Cllr Mitchell, Cllr Taylor and Cllr Wells.

Not present: Cllr Blatherwick

21/17	Apologies for absence , from Cllr Blatherwick who is visiting family.
22/17	Declarations of Interest and dispensations requested. None
23/17	The minutes of the meeting held on 6th June 2017 were agreed as a correct record.
24/17	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 in attendance

25/17	To discuss the auditor's annual report and internal auditors report. The internal auditor attended Monday to carry out the quarterly audit, the clerk read out his report, everything was in order and he commented on the external auditor's issue that was raised re the Annual Return not being on the web site. With regard to this issue, members agreed to ensure that the next Annual Return will be on the web site as well as in the noticeboards.
26/17	To discuss expenditure against budget to 30th September and look at reserves. Everything is currently on budget and no concerns were raised, earmarked reserves were healthy although the clerk did tell members she felt general reserves needed to be increased.
27/17	To discuss and set the budget for 2018-19, for approval by full council at November meeting. The clerk went through the proposed income and expenditure, she explained that the 2018-19 budget had been the most challenging that she had done. There are many unknowns with regard to the new Community Centre and also the success of grant applications. There was also the reluctance to increase the precept by too much. There is a question mark over the business rate relief as it is now discretionary and has to be applied for, the clerk has done the application and is now waiting to hear. Additionally there hasn't been any indication as to how much the government grant towards the precept will be for the coming year. The clerk has tried to keep general increases to a minimum, the main increase will be the salary for a full time Community Centre Manager. The clerk proposed £24,000pa which members though reasonable but they also felt that there should be a bonus scheme in place for increasing the booking, this would then be self-funding. Both salary and bonus could be reviewed annually. The issue of the wedding planner hiring the whole building for weddings at a set fee was also discussed, again it was felt that any price agreed would be reviewed annually. Members approved the proposed budget and will recommend to full council at the next meeting. There was some discussion regarding the new Community Centre, such as advertising space and charges. Although it is a Community facility it is also a business and needs to cover costs and hopefully make a profit. Members stressed that they thought it would be a popular venue and the cost of hiring needed to reflect this and hiring fees needed to be realistic and

	comparable with other similar venues.
28/17	Update on loan. Two of the three loan payments have been received and the first repayment will be December. The last payment will be drawn down at the beginning of December.
29/17	To discuss and approve Reserves Policy. A copy supplied to the committee. Members approved the document and this will go to full council for ratification.
30/17	Any correspondence. None.

Meeting closed 9pm