

# PARISH COUNCIL OF BENENDEN

## Minutes of the meeting of the Resourcing Committee of the Council held on Wednesday 27<sup>th</sup> June 2018, 7:00pm

Present: Cllrs Beveridge, Kemp, Skeet and Thomas      In Attendance: Caroline Levett – Clerk

1 Apologies	No apologies.	
2 Declarations of Interest	None	
3 Election of Chair and Vice Chair	<p>Cllr Thomas proposed Cllr Skeet as Chair. This was seconded by Cllr Beveridge and unanimously agreed.</p> <p>As Chair of the Parish Council Cllr Thomas took the role of Vice Chair.</p>	
4 Minutes of meeting held on 27 <sup>th</sup> November 2017	The minutes of the meeting held on 27 <sup>th</sup> November 2017 were unanimously approved and signed by the Committee Chair.	
5 Matters Arising	<p><b>a. Bank Account</b></p> <p>The Clerk advised that she is in the process of opening the new bank account with Unity Bank. Signatories will be Cllrs Beveridge, Lewis, Skeet and Thomas.</p> <p><b>b. Street Cruiser</b></p> <p>The Clerk confirmed that current DBS confirmation for the Street Cruiser had been received.</p>	
6 Budget Monitoring	<p>The budget statement up to 31<sup>st</sup> May 2017 was considered by the Committee.</p> <p><b>a. Neighbourhood Development Plan</b></p> <p>A grant of £9,000 has been applied for. The Parish Council may receive £8,475 for professional fees. Expenditure to date, excluding consultants' fees, is £2,480. If it is necessary to carry out an Environmental Impact Assessment additional grant funding is available.</p> <p><b>b. War Memorial</b></p> <p>The Parish Council has agreed to pay for cleaning £790 as requested by the Royal British Legion. The Parish Council had agreed additional expenditure for the current year was to be met from reserves. Future budgeting will allow for annual cleaning of the War Memorial.</p> <p><b>c. Server</b></p> <p>The annual cost has been reduced from £840 to £180, and is split 3 ways with Benenden's and the Village Hall.</p> <p><b>d. Civic Amenity Vehicle</b></p> <p>The invoice paid early this financial year was for 2017/18. Depending when TWBC issue the invoice for this year the figure may be double against what was budgeted. The current</p>	

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*These minutes are not a verbatim report of the meeting, but a summary of discussion and decisions taken at the meeting.*

	<p>system of reporting finance does not allow for accruals. Cllr Skeet and the Clerk to meet with a view to changing the system, and including assets.</p> <p><b>e. Unauthorised Encampments</b></p> <p>Benenden is the only Parish Council not to pay into the TWBC reserve fund. The Resourcing Committee recommends to the full Parish Council that it pays £500 into this fund annually.</p> <p><b>f. Playground Refurbishment</b></p> <p>The Parish Council has agreed a payment of £5,000 this year as a donation towards the new playground. Benenden Village Trust/Play Benenden is looking to the Parish Council for a sum of perhaps £25,000. The Resourcing Committee recommends to the full Parish Council a further £5,000 from Section 137 funding this year, and £10,000 next financial year.</p> <p><b>g. Data Protection Officer</b></p> <p>The Parish Council to decide whether to appoint a DPO, and at what level. The Clerk had circulated information from Local Council Public Advisory Service and its Data Protection Officer Services. The Resourcing Committee recommends to the full Parish Council that LCPAS are invited to make an initial visit, and its findings then discussed further.</p> <p><b>h. Magazine</b></p> <p>The Parish Council had agreed to pay £1,000 to the Benenden Magazine. A formal request has yet to be received.</p>	MS/CL
7 Any Other Business	<p><b>a. HMT Bank Account</b></p> <p>The HMT Bank Account remains open.</p> <ul style="list-style-type: none"> <li>❖ The transfer to COIF had taken longer than expected, but is now complete.</li> <li>❖ Final DD payment for insurance is due 1<sup>st</sup> July 2018.</li> <li>❖ Yet to be confirmed if all tenants are paying rent to the new BVT bank account.</li> </ul> <p><b>b. Staff Appraisal</b></p> <p>Cllr Kemp, with support from Cllr Thomas, to set up a system of staff appraisal and development.</p>	LK
7 Date of Next Meeting	31 <sup>st</sup> October 2018	

The meeting closed at 8:20 pm