

PARISH COUNCIL OF BENENDEN

Minutes of the meeting of the Resourcing Committee of the Council held on Monday 2nd December 2019, 7:00pm

Present: Cllrs Beveridge, Cochrane, Skeet (Chair) and Thomas In Attendance: Caroline Levett – Clerk

1 Apologies	No apologies were received.	
2 Declarations of Interest	None	
3 Minutes of meeting held on 4 December 2019	The minutes of the meeting held on 4 th December 2018 were unanimously approved and signed by the Chair of the Parish Council.	
4 Internal Audit Report	<p>The report, received 20th November, was circulated.</p> <p>The following items were noted and discussed:</p> <ul style="list-style-type: none"> • Financial Regulations and Risk Management Plan – covered elsewhere on the agenda. • GDPR and email addresses. As discussed at full Parish Council meetings, this must be addressed as Parish Councillors are potentially exposing the Council and themselves to breaches of GDPR. The Clerk to speak again to Rohan Barnett, and, if necessary, arrange a session for all Parish Councillors to attend to set up compliant email addresses. The Clerk to follow up with LCPAS. • The Parish Council insurance arrangements wef 1st August 2019 was unanimously agreed on 30th July. Came&Co provided quotes from three insurers and the Parish Council agreed a one year term with Inspire (via AXA) 	CL CL
5 Resourcing Committee Terms of Reference	The annual review of the Committee Terms of Reference was carried out. It was unanimously agreed that membership shall consist of three Council members elected annually together with the Chair of the Parish Council in a voting ex-officio capacity.	
6 Financial Regulations	<p>The new NALC Model Financial Regulations were published this year. It was unanimously agreed to recommend the Parish Council’s reviewed Financial Regulations to the Parish Council.</p> <p>Points to note and action:</p> <p>2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.</p> <p>Cllr Cochrane to undertake in liaison with the Clerk.</p> <p>6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope.</p> <p>The Clerk to action.</p>	SC CL CL
7 Risk Assessment Management Plan	The Risk Management Plan was reviewed and unanimously agreed. Changes were made to update contact details and remove items which were Harmsworth Memorial Trust related.	

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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>8 Neighbourhood Development Plan</p>	<p>Details of expenditure and income to date had been circulated. Total expenditure to date £22,182.28 net. Total grant income to date £17,619.37 Total expenditure to 30/11/19 for year 2019/20 £5,391.32</p> <p>The current cost, being met from reserves, is £4,562.91. A total of £15,000 was forecast over three financial years, to be met from reserves.</p> <p>CLlr Thomas advised that there may be further grant funding available.</p> <p>The Clerk to try to establish what further costs there may be this year and will ask Jim Boot and Paul Tolhurst. It is unclear what further costs may be met by the Parish Council or TWBC.</p> <p>Longer term financial planning to include reviews and changes to the NDP. A light review will take place every 2 years, and a fuller review will take place after 5 years.</p>	<p>CL</p>
<p>9 Budget Monitoring</p>	<p>The budget statement up to 30th November 2019 was considered by the Committee.</p> <ul style="list-style-type: none"> • Bank account balance £79,292 and a year-end healthy balance is expected • Income and expenditure is broadly in line with expectations • Small saving made this year on the Grounds Maintenance contract, for which a lot of positive feedback has been received, and a new contract with slightly reduced costs for printing/copier lease achieved • A licence from BVT for use of the office is still yet to be received but figures based on the Parish Council agreement - <ul style="list-style-type: none"> ○ Office costs 2019/20 : broadband £117, telephone £400, copier £736 = £1253. To be split 50/50 with BVT = £626.50. Village Hall to invoice PC for office use £600 ○ Costs 2020/21 : Broadband £117, telephone £400, copier £600 = £1117. To be split 50/50 with BVT = £558.50. Unclear at present what the Village Hall might charge in the future for office use • The cost of the parish server has been significantly reduced and is now split four ways rather than three • Lengthsman/General Maintenance : Terry Baldwin had carried out some work earlier this year, although he has still not invoiced for it. He is keen to continue in this role. • Youth : No invoices received this year for the Street Cruiser <p>CLlr Beveridge asked about the copier/printer costs. The Clerk advised that the machine is leased and all costs, including any repairs and ink toner, are included.</p> <p>Section 137 :</p> <ul style="list-style-type: none"> • 2019/20 £8.12 per elector based on roughly 1850 people gives roughly £15,000 to spend. Expenditure to date - £10,000 playground and £847.50 PCC • £17 will go to RBL and other regular donations are usually £500 to Air Ambulance, and £100 each to Samaritans and Citizens Advice. Citizens Advice has made a request and the Committee unanimously agreed a donation of £100. The Clerk to contact Air Ambulance. Additionally last year £100 each was given to the Tunbridge Wells Mental Health Resource and Counselling Centre • Section 137 2020/19 figure is £8.32 per elector. Benenden Village Trust may refurbish the Iden Green playground and any request for funding would be considered. 	
<p>10 2020/21 Budget Proposals</p>	<p>It was unanimously agreed that the budget for 2020/21 would remain largely the same as 2019/20.</p>	

	The reserves figure is a little higher than guidelines and will allow for slight variations and any unexpected or reviewed expenditure.	
11 2020/21 Precept	<p>Information from TWBC had been circulated. Points to note :</p> <ul style="list-style-type: none"> • The tax base is to be approved by TWBC on 5th December but unlikely to change • Tax base 2019/20 : 915.60; 2020/21 : 923.90. This will increase in coming years • Precept figure needs to be advised to TWBC by 17th January 2020 • Benenden Precept 2016/17 £38,758; 2017/18 and 2018/19 £39,530; £40,000 <p>The Resourcing Committee unanimously agreed to recommend a precept of £40,350 to the Parish Council. Based on the advised tax base the current Band D equivalent of a precept of £40,350 represents no change.</p>	
12 Staff Appraisal	<p>It was agreed to formalise staff appraisal on a line manager and peer appraisal basis. Cllrs Thomas and Lewis would appraise as line managers and all other Parish Councillors as peers.</p> <p>The Clerk to circulate a suggested appraisal to Committee members.</p>	CL

The meeting closed at 8:45 pm

2020/21 Proposed Budget

EXPENDITURE	PROPOSED
Net	2020-2021
Audit	600
Bank Charges	80
Civic Amenity Vehicle	900
Clerks Salary/NI & Tax/Costs	11000
General Maintenance	2000
GDPR	400
Grounds Maintenance	2500
Hall Hire/Meetings	250
Insurance	650
Office Costs	2000
Payroll	195
S137/grants/donations	9585
Subscriptions	900
Toilets	6000
Training/Councillor Expenses	350
Unauthorised Encampments	500
War Memorial	600
Website/Server	40
Youth	1500
Miscellaneous	300
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