

PARISH COUNCIL OF BENENDEN

**Minutes of the remote meeting of the Resourcing Committee of the Council held on Tuesday 1st December 2020,
7:00pm**

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

1 Apologies	No apologies were received.	
2 Election of Chair and Vice Chair	Cllr Beveridge proposed Cllr Skeet as Chair of the Committee. This was seconded by Cllr Thomas and unanimously agreed. Cllr Skeet proposed Cllr Cochrane as Vice Chair of the Committee. This was seconded by Cllr Thomas and unanimously agreed.	
3 Declarations of Interest	None	
4 Minutes of meeting held on 2 December 2019	The minutes of the meeting held on 2 nd December 2019 were unanimously approved. Matters arising : Item 6. <ul style="list-style-type: none"> • Bank Reconciliation Verification : Cllr Cochrane had carried this out for 2019-20, but this has not happened yet 2020/21 due to Covid. Cllr Cochrane and the Clerk to arrange a safe meeting for this to happen. • Passwords : The Chair has been given details of all Parish Council passwords. 	SC CL
5 Internal Audit Report	Full report circulated prior to meeting. Items to note : <ul style="list-style-type: none"> • DPIs –reviewed and updated November 2020. • Standing Orders and Financial Regulations – separate item. • Website Policies and Procedures – Clerk to action as recommended in the report. • Clerk pension – this has now been set up. • Accessibility Regulations – Rohan Barnett is currently working on this to ensure the Parish Council website is compliant. This may take some time. It was agreed that payment would be made for this if necessary. • Parish Councillor Email Addresses – the majority are now set up and in use. • One Parish Councillor vacancy remains and it was agreed not to fill this at the moment. 	CL
6 Resourcing Committee Terms of Reference	Circulated prior to meeting. The annual review of the Terms of Reference was carried out and no changes made.	
7 Financial Regulations	Circulated prior to meeting. The annual review of the Financial Regulations was carried out and no changes made.	
8 Standing Orders	Circulated prior to meeting. As unanimously agreed at the full Parish Council Meeting on 20 th April 2020 the following were added to the Parish Council’s Standing Orders. <ul style="list-style-type: none"> • Addendum 1 – Scheme of Delegation To The Parish Clerk/RFO For The Duration Of The COVID-19 Outbreak • Addendum 2 - Flexibility of Local Authority Meetings for the Duration of the COVID-19 Outbreak 	
9 Risk Assessment Management	Circulated prior to meeting. Update for COVID-19 (pandemic) was agreed.	

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Plan	<p>CLlr Skeet highlighted that it is important that the Parish Council and Parish Councillors remain accessible. Parishioners are still able to reach the Parish Council/Councillors by email and telephone and there have be no known issues.</p>	
10 Neighbourhood Development Plan	<p>A full breakdown of expenditure and income had been circulated.</p> <p>Total expenditure since 2017 £25,656 gross/£23,134 net; total grant income since 2017 £14,418; total cost to parish £8,716. A total of £15,000 from reserves was allocated to NDP costs, and it is expected that the total cost will be within this budget.</p> <p>Accessibility Costs : It is required that the documents on the TWBC website comply with Accessibility regulations. The Parish Council was quoted £2,625 to carry out the relevant work and a grant application was made. This was rejected by Locality stating that this cost should be borne by the local planning authority. No invoice has yet been received and this has not yet been resolved with TWBC and therefore included in cashflow figures to year-end.</p>	
11 Budget Monitoring and 2020/21 Budget Proposals	<p>Full details of income and expenditure, and the Parish Council’s budget position to 30th November were circulated prior to meeting.</p> <ul style="list-style-type: none"> • The Parish Council remains in a healthy position financially and the projected bank account balance at 31st March 2021 is £72,500. • Expenditure this year has been lower than forecast. The Civic Amenity Vehicle has not operated; no training has taken place; no physical meetings have taken place; no general maintenance has occurred; office costs have been lower; the Street Cruiser is no longer operating. • There will likely be a request from the PCC to help again with Church Clock work either this year or next. • The Section 137 Expenditure Limit for 2020-2021 is £8.32 (£8.32 x 1850 =£15,392). • There is a possibility that the Public Toilets/Community Office project may be delayed. Any consideration for any financing of this project will be given at the appropriate time. The Clerk to chase the office license agreement from BVT. • BVT has requested a donation towards to the refurbishment of Iden Green Playground. The Resourcing Committee unanimously agreed to recommend to the Parish Council a donation of £12,000 gross/£10,000 net. 	CL
12 2020/21 Precept	<p>TWBC has advised that the taxbase has been reduced due to an increase in households claiming council tax support/single person discount.</p> <p>Cabinet meets on 3rd December to approve the taxbase and the deadline for submitting the precept figure is 15th January.</p> <p>Benenden’s taxbase is 16.30 lower than last year. If the precept is kept the same at £40,350 this is an increase of 1.8% on a Band D equivalent.</p> <p>The Resourcing Committee unanimously agreed to recommend a precept of £39,650 to the Parish Council. Based on the advised taxbase the current Band D equivalent of a precept of £39,650 represents no change.</p>	
13 Developer Contributions Project List	<p>A request has been received from TWBC for Developer Contributions Project List. This list should be costed and the Parish Council needs to agree on priorities, taking into account cost and deliverability. To be discussed by whole Parish Council.</p>	

The meeting closed at 8:15 pm

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2021/22 Proposed Budget

Bank Account Balance at 01/04/20	68250.61
Account Balance at 30/11/20	92244.60
Projected to 31/03/20	72513.41

INCOME	TO 31/03/21	2021 – 2022
Precept	40350	39650
Parish Reserve Fund	1227	0
Office Costs Recharge	627	600
Server Recharge	144	120
INCOME	42348	40370
NDP Grant	0	0
VAT	4123	1000
TOTAL INCOME	46470	41370

EXPENDITURE	PROJECTED	PROPOSED
Net	TO 31/03/20	2021-2022
Audit	600	600
Bank Charges	90	90
Civic Amenity Vehicle	0	900
Clerks Salary/NI & Tax/Costs	12000	12500
General Maintenance		1200
GDPR		400
Grounds Maintenance	2000	2000
Hall Hire/Meetings	110	200
Insurance	679	700
Office Costs	1900	1400
Payroll	192	200
S137/grants/donations	10737	11500
Subscriptions	783	850
Toilets	6100	6400
Training/Councillor Expenses	0	200
Unauthorised Encampments	500	500
War Memorial	400	500
Website/Server	6	30
Youth	0	0
Miscellaneous	0	200
	36097	40370
NDP	6110	0
TOTAL EXPENDITURE	42207	40370

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