

## PARISH COUNCIL OF BENENDEN

**Minutes of the Resourcing Committee meeting of the Council held on Monday 29<sup>th</sup> November 2021, 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 Cochrane and unanimously agreed. Cllr Skeet proposed Cllr Cochrane as Vice Chair of the Committee. This was seconded by Cllr Beveridge and unanimously agreed.	
3 Declarations of Interest	None	
4 Minutes of the previous meeting	The minutes of the meeting held on 1st December 2020 were unanimously approved.	
5 Internal Audit Report	Full report circulated prior to meeting.  The internal audit report had been presented to and discussed at the Parish Council meeting on 17 <sup>th</sup> May and action points noted. There were no areas of concern and the overall assessment was a good one.  <ul style="list-style-type: none"> <li>• The website accessibility compliance statement has been moved to make it more prominent.</li> <li>• All Parish Councillors are now using their Parish Council email address.</li> </ul>	
6 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 Parish Council's Financial Regulations was carried out and minor changes made.  <b>The Resourcing Committee unanimously agreed to recommend the Financial Regulations to the Parish Council for approval.</b>	
8 Standing Orders	Circulated prior to meeting.  The annual review of the Parish Council's Standing Orders was carried out and minor changes made, including the removal of the addendums added in April 2020 regarding delegation and meetings during the early part of the pandemic, as these were only applicable until May 2021.  <b>The Resourcing Committee unanimously agreed to recommend the Standing Orders to the Parish Council for approval.</b>	
9 Risk Assessment Management Plan	Circulated prior to meeting.  The annual review of the Risk Management Plan was carried out and no changes made.	
10 Neighbourhood Development Plan	A full breakdown of expenditure and income had been circulated. <ul style="list-style-type: none"> <li>• Total expenditure since 2017 : £23,776 net</li> <li>• Total grant income since 2017 : £14,418</li> <li>• <b>Total cost to parish : £9,359</b></li> <li>• A total of £15,000 from reserves was allocated to NDP costs.</li> </ul> TWBC had quoted £2,625 payable by the Parish Council to carry out work to ensure that the documents on the TWBC website comply with Accessibility regulations. The Parish Council made a grant application to Locality which was rejected, stating that this cost should be borne by the local planning authority. This was fed back to TWBC, and the Parish Council did not have to pay any costs.	
11 Budget Monitoring	Full details of income and expenditure, and the Parish Council's budget position to 29 <sup>th</sup> November were circulated prior to meeting, and these were considered and discussed.	

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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.*

- The projected bank balance to 31<sup>st</sup> March 2021 was £72,500. The actual balance was £73,208.
- The Parish Council remains in a healthy position financially.
- Bank account balance at 26<sup>th</sup> November 2021 of £90,450; projected bank account balance at 31<sup>st</sup> March 2022 of £75,548.
- **The Resourcing Committee unanimously agreed to recommend to the Parish Council a £10,000 contribution before the year-end towards the restoration of the Parish Wells for approval**, and discussed options for raising a further £20,000.
- Quotes are still awaited for works required at the Public Toilets, and this is a bit of an unknown at the moment.
- The Section 137 Expenditure Limit for 2022-2023 is £8.41 per elector (£8.41 x 1850 =£15,558.50).
- **The Resourcing Committee unanimously agreed the 2022/23 budget for approval by the Parish Council.**

#### 2022/23 Proposed Budget

INCOME	PROJECTED TO 31/03/22	PROPOSED 2022- 2023
Precept	40350	40930
TWBC Toilet Rate Rebate	365	0
Office Costs Recharge	0	600
Server Recharge	120	120
<b>INCOME</b>	<b>40835</b>	<b>41650</b>
VAT	3115	2500
<b>TOTAL INCOME</b>	<b>43950</b>	<b>44150</b>
EXPENDITURE (net)	PROJECTED TO 31/03/22	PROPOSED 2022 -2023
Audit	500	550
Bank Charges	72	80
Civic Amenity Vehicle	0	900
Staffing Costs	13195	13600
Defibrillator	1700	500
General Maintenance	1600	1100
GDPR	0	0
Grounds Maintenance	2400	2200
Hall Hire/Meetings	150	180
Insurance	698	700
Office Costs	1400	1400
Payroll	192	200
S137/grants/donations	11500	11800
Subscriptions	783	850
Toilets	7000	5500
Training/Councillor Expenses	0	200
Unauthorised Encampments	0	500
Village Tidy	130	140
War Memorial	350	400
Website/Server	30	30
Miscellaneous	0	100
<b>TOTAL EXPENDITURE</b>	<b>41700</b>	<b>40930</b>

12 2022/23 Precept	<ul style="list-style-type: none"> <li>• Cabinet meets on 2<sup>nd</sup> December to approve the taxbase and the deadline for submitting the precept figure is 14<sup>th</sup> January.</li> <li>• Benenden's taxbase shows a variance of 26.37.</li> <li>• The precept last year was reduced from £40,350 to £39,650, representing no change to the Band D equivalent.</li> </ul> <p><b>The Resourcing Committee unanimously agreed to recommend a precept of £40,930 to the Parish Council.</b></p> <p>Based on the advised taxbase the current Band D equivalent of a precept of £40,930 represents an increase of 0.3% (£0.13).</p>	
13 DONATION REQUEST	Information circulated regarding a donation request received from Citizens Advice Tunbridge Wells and District. The Resourcing Committee unanimously agreed a donation of £100.	
14 TELEPHONE	<ul style="list-style-type: none"> <li>• The current office telephone costs are about £430pa, and not good value for money.</li> <li>• The Clerk uses a personal mobile phone for Parish Council work, but is not keen to publish a personal telephone number.</li> <li>• A Parish Council mobile phone would likely be cheaper than an office landline and make the Clerk more accessible.</li> <li>• The Resourcing Committee unanimously agreed to replace the office landline with a mobile phone. The Clerk to obtain costs.</li> </ul>	CL
15 CLERK'S SALARY	<b>CONFIDENTIAL ITEM</b>	

The meeting closed at 7:50 pm