

PARISH COUNCIL OF BENENDEN

Minutes of the Resourcing Committee meeting of the Council held on Monday 28th November 2022, 7:00pm

Present: Cllrs Beveridge, Cochrane, Hagan and Thomas; Caroline Levett – Clerk/Responsible Financial Officer

| | | |
|---|--|----|
| 1 Apologies | No apologies were received. | |
| 2 Election of Chair and Vice Chair | <ul style="list-style-type: none"> Following the resignation of Cllr Skeet, who was Chair of the Resourcing Committee, it had been unanimously agreed that Cllr Cochrane, as Vice Chair, would take on the role of Chair. It was also agreed that Cllr Cochrane would be added as a signatory on the bank account and the Clerk is in the process of actioning this. Cllr Hagan joined the Resourcing Committee on 17th October. <p>Cllr Thomas proposed Cllr Cochrane as Chair of the Committee. This was seconded by Cllr Beveridge and unanimously agreed.</p> <p>Cllr Thomas proposed Cllr Beveridge as Vice Chair of the Committee. This was seconded by Cllr Cochrane and unanimously agreed.</p> | CL |
| 3 Declarations of Interest | Cllr Cochrane declared an interest in item 12, as Treasurer of Benenden Horticultural Society. | |
| 4 Minutes of the previous meeting | The minutes of the meeting held on 29 th November 2021 were unanimously approved. | |
| 5 Audit Report | <ul style="list-style-type: none"> The full internal audit report, carried out on 9th June by David Buckett, was circulated prior to the meeting and had been presented to the full Parish Council meeting on 18th July. The risk assessment for BPC scored 16 areas as low risk, 0 medium, 0 high risk, and a number of positive comments were made. The Clerk is pleased to note that all Parish Councillors continue to use their dedicated email address, and new Parish Councillors are set up with email addresses as a matter of course. The Clerk to establish if it is possible to increase the capacity of individual inboxes. As noted at the full Parish Council meeting on 17th October the external auditor report had been received and confirmed that the Annual Governance and Accountability Return was in accordance with Proper Practices and with no matters giving cause for concern that relevant legislation and regulatory requirements had not been met. However, one box on the form had, in error, not been ticked. As required, the Notice of Public Rights and Publication of Unaudited AGAR had been published on the website and noticeboard on 30th June, with inspection dates from 1st July to 11th August. Also published on the website : full AGAR, statement of accounts and notice of conclusion of audit. | CL |
| 6 Committee Terms of Reference | <p>Circulated prior to meeting.</p> <p>The annual review of the Terms of Reference was carried out and no changes made.</p> | |
| 7 Financial Regulations | <p>Circulated prior to meeting.</p> <p>The annual review of the Parish Council's Financial Regulations was carried out and no changes made.</p> <p>The Resourcing Committee unanimously agreed to recommend the Financial Regulations to the Parish Council for approval.</p> | |
| 8 Standing Orders | <p>Circulated prior to meeting.</p> <p>The annual review of the Parish Council's Standing Orders was carried out and no changes made.</p> <p>The Resourcing Committee unanimously agreed to recommend the Standing Orders to the Parish Council for approval.</p> | |
| 9 Risk Assessment Management Plan | <p>Circulated prior to meeting.</p> <p>The annual review of the Risk Management Plan was carried out and no changes made.</p> <p>A full review of assets and values to be carried out.</p> | |
| 10 Budget Monitoring and 2023/24 Budget Proposals | <p>Full details of income and expenditure, and the Parish Council's budget position to 24th November were circulated prior to meeting, and these were considered and discussed.</p> <ul style="list-style-type: none"> The projected bank balance to 31st March 2022 was £75,458. The actual balance was £67,466. The difference was primarily due to a VAT reclaim payment not being received and the outstanding cost of electricity supply to the defibrillator. | |

Chairman..... Date..... Page 1

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

- The Parish Council remains in a relatively good position financially.
- Bank account balance on 24th November 2022 of £81,506; projected bank account balance on 31st March 2023 of £66,583.
- The current Section 137 spending limit is £8.82 per elector x 1850 = £16,137
- **The Resourcing Committee unanimously agreed the 2023/24 budget for approval by the Parish Council.**

2023/24 Proposed Budget

| INCOME | PROJECTED TO 31/03/23 | PROPOSED 2023- 2024 | Notes |
|------------------------------|-----------------------|---------------------|-------|
| Precept | 40930 | 46000 | |
| Wells Donations | 300 | 1500 | 1 |
| WI Printing | 27 | 40 | |
| KCC Wildflower Meadow Grant | 1000 | 1000 | 2 |
| Server Recharge | 120 | 120 | |
| INCOME | 42377 | 48660 | |
| VAT | 3115 | 4000 | |
| TOTAL INCOME | 45492 | 52660 | |
| | | | |
| EXPENDITURE (net) | PROJECTED TO 31/03/23 | PROPOSED 2023 -2024 | |
| Allotments | 100 | 400 | 3 |
| Audit | 590 | 590 | |
| Bank Charges | 72 | 72 | |
| Staffing Costs | 13500 | 14403 | |
| Defibrillator | 1400 | 0 | 4 |
| General Maintenance | 1000 | 1500 | 5 |
| Grounds Maintenance | 1895 | 2000 | |
| Hall Hire/Meetings | 210 | 190 | 6 |
| Highways | 0 | 4520 | 7 |
| Insurance | 740 | 1000 | 8 |
| Office Costs | 1200 | 850 | |
| Payroll | 197 | 203 | |
| S137/grants/donations | 500 | 500 | 9 |
| Subscriptions | 711 | 740 | |
| Toilets | 5500 | 0 | 10 |
| Training/Councillor Expenses | 80 | 72 | |
| Village Tidy | 148 | 150 | |
| War Memorial | 350 | 320 | |
| Website/Server | 150 | 150 | |
| Wells | 13000 | 20000 | 11 |
| Wildflower Meadow | 1032 | 1000 | |
| TOTAL EXPENDITURE | 42375 | 48660 | |
| VAT | 4000 | 5000 | |
| | 46375 | 53660 | |

Chairman..... Date..... Page 2

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

| | | |
|----------------------------|--|---------------------|
| | <p>Notes :</p> <ol style="list-style-type: none"> 1. Assumes some fundraising/donations. 2. Assumes funding of £5,000 over 5 year period. 3. Assumes an allotment society is set up and will be able to apply for grant funding. If not, costs might be in region of £5,000 4. The defibrillator has now been moved and the Clerk to arrange for the telephone kiosk to be decommissioned. 5. Quotes yet to be received. Work already prioritised. PC to decide what work takes place according to budget position at the time. 6. The Clerk to follow up holding meetings at the Hospital. Requests this year have not been responded to. 7. The Highways Works Information Pack for parishes gives the cost of a new 30 mph limit as follows: <i>Typical starting costs for the provision of a new speed limit are :</i> <ul style="list-style-type: none"> • <i>Traffic Regulation Order from £2,500</i> • <i>Speed limit entry signing from £540 each which will be needed for each entry point into the zone.</i> • <i>Painted carriageway roundels can be added from £85 each</i> • <i>Speed limit repeater signs from £235 each</i> Project is dependent on Highways assessment to decide if speed limit reduction is an option. If the project goes ahead, an appeal to Benenden School will be made to assist with funding. 8. Insurance costs are likely to increase following the claim. A full review of assets and values to be carried out. Consideration will be given to changing insurance brokers. 9. Whilst BPC has the ability to spend £16,137 under Section 137, the Resourcing Group unanimously agreed these funds should be set against a Wells budget heading. 10. If the public toilets were to be re-opened this would require not only the installation of CCTV but some refurbishment work. 4 parishioners had contacted the PC to say that the toilets should stay open, with CCTV and doors with paid, timed access. A rough estimate for the installation of one accessible cubicle and the refurbishment and reconfiguration of the existing toilet block, which could possibly be used to create storage space, had been sought and the cost would be in the region of £43,000. This is not included in the budget figures for next year. It is likely that grant funding could successfully be achieved for a project of this nature. The Resourcing Committee unanimously agreed to recommend to the Parish Council that : <ul style="list-style-type: none"> • The toilets remain closed • Residents are widely consulted • The contract with Tenterden Twilight is terminated • It no longer supports the idea to move the toilets into the existing office space in the village hall 11. Assumes that the work on Iden Green Well is put on hold. <p>It was unanimously agreed to remove the Civic Amenity Vehicle and the Unauthorised Encampments headings from the budget and figures. These are payable to TWBC and have not been in place for some time.</p> | <p>CL</p> <p>CL</p> |
| <p>11 2023/24 Precept</p> | <ul style="list-style-type: none"> • Cabinet meets on 8th December to approve the taxbase and the deadline for BPC to submit its precept figure to TWBC is 20th January. • Benenden's taxbase shows a variance of 9.46. <p>The Resourcing Committee unanimously agreed to recommend a precept of £46,000 to the Parish Council. Based on the advised taxbase the current Band D equivalent of a precept of £46,000 represents an increase of 11.3% from £43.82 to £48.76. An increase of £4.94 for the year.</p> | |
| <p>12 DONATION REQUEST</p> | <p>Grant applications had been received from TW and District Samaritans, The TW Counselling Centre, Homestart South West Kent and Benenden Horticultural Society, and were considered by the Committee. The Resourcing Committee unanimously agreed a donations of £100 to the Counselling Centre and Homestart, and £200 to the Samaritans. The Committee supports the Horticultural Society but at this time cannot make a financial donation, as the Society has no bank account set up, and cannot justify the amount the Society is seeking, and believes that the Society could and should seek support from elsewhere in the village.</p> | |
| <p>13 CLERK'S SALARY</p> | <p>CONFIDENTIAL ITEM</p> | |

The meeting closed at 9.05pm