

**PARISH COUNCIL OF BENENDEN**

**Minutes of the Resourcing Committee meeting of the Council held on Tuesday 11<sup>th</sup> July 2023, 7:00pm**

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

1 Apologies	Apologies were received from Cllr Hagan.	
2 Declarations of Interest	No declarations of interest.	
3 Minutes of the previous meeting	The minutes of the meeting held on 28 <sup>th</sup> November 2022 were unanimously approved and signed by the Chair of the Committee.	
4 Budget Monitoring	<ul style="list-style-type: none"> <li>• Full budget figures were circulated.</li> <li>• The current account bank balance at 11<sup>th</sup> July is £75,842. The balance at 1<sup>st</sup> April 2023 was £51,232.</li> <li>• The projected year-end balance is approximately £78,000, not including any possible grants received or expenditure on allotments and public toilets.</li> <li>• There are increased costs across most areas than predicted in November 2022.</li> <li>• Whilst the toilets remain closed there are still electricity costs. It was agreed that the current contract would remain in place with edf.</li> <li>• The ongoing issue with edf and UK Power Networks and the disconnection of the telephone kiosk in Iden Green remain unresolved. An invoice from edf has been received for the last quarter and it had been agreed that this would not be paid. CL to attempt again to resolve the issue.</li> <li>• VAT paid during 2020-21 amounted to £3,115. HMRC paid this claim in April 2022, twice. A new VAT claim covering the two years from 1 April 2021 to 31 March 2023 totalling £12,088 was submitted to HMRC with a covering letter explaining that nothing had been done to recover the duplicate payment. The amount for 2021-22 was for £4,514 and for 2022-23 £7,574. An amount of £8,973 has now been received from HMRC - £12,088 less £3,115.</li> <li>• The Resourcing Committee agreed the purchase of a new laptop for the Clerk. Costs to be shared with BVT.</li> </ul>	CL
5 Internal Audit Report	<p>The report was circulated. All items listed as low risk. To note/action -</p> <ul style="list-style-type: none"> <li>• Box 1 : As reported previously, a box was not ticked. As an admin error it was felt that the external auditor should have raised this with the opportunity to correct. A new 5-year contract for external audit from 2022-23 to 2026-27 has been awarded to Mazars LLP</li> <li>• Box 3 : TWBC to action. CL has chased this.</li> <li>• Box 5 : Consider using another broker for insurance.</li> <li>• Box 6 : Include more budget information on website in future.</li> <li>• Box 13 : Open a savings account with Unity Trust Bank. The Resourcing Committee recommend that this is done, with authority given to the Clerk/RFO to be able transfer funds between the two accounts.</li> <li>• Box 15 : Noted at BPC June meeting and “evidence” (screenshot) taken of posting on website.</li> </ul>	
6 Insurance	<p><u>a. Renewal</u> Key points :</p> <ul style="list-style-type: none"> <li>• Broker – Gallagher. Insurers – Hiscox. Renewal premium wef 1<sup>st</sup> August 2023 - £1,021.98.</li> <li>• Insured values : Toilets £131,621 (£117,519 2022-23); War memorial £19,464 (£18,022 2022-23); Street furniture £52,266 (£48,394 2022-23). Street furniture includes both wells, bus shelters.</li> <li>• It was agreed to increase the figure for Street Furniture to £96,000. New insured figures : Benenden Well £50,000; Iden Green Well £35,000; bus shelters £8,000; Benenden sign on the Green £2,000; flagpole on the Green £1,000.</li> <li>• CL to update the Asset Register. Currently there are two, not three, bus shelters listed and two, not three, telephone kiosks listed. NT to establish BPC ownership of the three bus shelters. The beacon will also be added to the Asset Register. Nil insured value will be given to the telephone kiosks and the beacon.</li> <li>• 3 x defibrillators to be added to Asset Register. These are automatically included in insurance cover to £5,000.</li> <li>• CL will investigate the value of the War Memorial to ensure that it is adequately insured.</li> </ul>	CL NT  CL

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	<ul style="list-style-type: none"> <li>CL is unclear as to whether the current claim has been taken into account in calculating this year's premium.</li> </ul> <p><b>b. Benenden Well Claim</b></p> <ul style="list-style-type: none"> <li>CL had received a phone call directly from the loss adjuster on 16th June, apologising for the delay in settling the claim, explaining that it was not the fault of the broker, and asking if the complaint could be closed. They advised that the settlement would be received within 7-10 working days.</li> <li>CL received an email from the broker on 29th June advising that loss adjuster had confirmed that the settlement had been agreed for the sum of £30,886 and payment should reach the bank account within 7-10 working days.</li> <li>No payment has yet been received and CL contacted broker to try to establish when this might happen. The broker she has chased the insurers again. It was agreed that if not received by 14<sup>th</sup> July CL would chase again.</li> </ul>	<b>CL</b>
7 Church Clock	<ul style="list-style-type: none"> <li>The report circulated to BPC meeting on 19th June covering the period from 2018 to date was circulated again.</li> <li>BPC meeting on 19th June agreed to pay £895 and the PCC has confirmed that it has now paid the total of £2,148 due to the Cumbria Clock Company for work already carried out.</li> <li>The PCC is still waiting for the quote to repair the clock, which stopped working following the work carried out, and this is likely to be several thousand pounds and BPC will be asked for another contribution.</li> <li>The Resourcing Committee considered that, with other budget constraints, the amount paid towards the running and maintenance of the clock should be structured and limited, and recommends that a contribution of £400 is made each year, to be reviewed after 3 years.</li> <li>The PCC has invited BPC to have a representative on the Clock Committee and the Resourcing Committee proposes GH for this role.</li> </ul>	
8 Allotment Access	<ul style="list-style-type: none"> <li>3 quotes had been received and circulated. All quotes were to the same specification for the work on access to the allotment site.</li> <li>The quotes were £2,550, £3,601 and £6,122 (with £2,500 deposit required) + VAT</li> <li>The Resourcing Committee unanimously agreed the quote for £2,550 from Everything Outside. This contractor is also able to carry out the work most quickly.</li> <li>CL to confirm the contract with Everything Outside.</li> <li>A grant for £3,500 (maximum amount) applied for through TW Community Grants Programme UK Shared Prosperity Fund for access work and other start up costs (expected to be around £9,000). If BPC is successful any of the grant left over can be held by BPC to pay other costs. BAA now has a bank account and is starting to make its own grant applications.</li> <li>NT also mentioned the KALC Cost of Living grant scheme and it may be possible to apply for this grant. CL to investigate further.</li> </ul>	<b>CL</b>       <b>CL</b>
9 Parish Wells	<ul style="list-style-type: none"> <li>The approximate remaining costs for both wells is approximately £23,000 + VAT. Plus any additional costs for additional tiles if required.</li> <li>Fundraising activities are being organised (Race Night, Jazz and Blues Event, possibly a Quiz Night). These must all be properly accounted, all costs and all receipts, and CL will need full information for finance records. CL will set up a spreadsheet.</li> <li>An application will be made again to the Sussex Lund Grant Programme. PG has submitted the initial enquiry form requesting an application form. Closing date 3rd October 2023. One-off grants available between £500 and £15,000.</li> </ul>	<b>CL</b>
10 Public Toilets	<ul style="list-style-type: none"> <li>As the costs for the public toilets will now exceed £25,000 BPC must use the Contract Finders website. It was initially anticipated that the costs would not be so high.</li> <li>CL has started the process of putting the contract on the Contract Finders website, but this will delay any decision on which contractor to use by about another month.</li> <li>The quotes currently received to the current specification range from £32,750 to £54,810 + VAT</li> <li>An application has been made to the TW Community Grants Programme UK Shared Prosperity Fund for £3,500, which is the maximum which can be applied for.</li> <li>Lottery funding is available and an application for £10,000 will be submitted as soon as BPC is in a position to do so.</li> <li>It was agreed to start work on the planning application and to discuss the changes with BVT.</li> </ul>	<b>NT</b>

The meeting closed at 8.30pm

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