

**PARISH COUNCIL OF BENENDEN**

**Minutes of the Resourcing Committee meeting of the Council held on Monday 27<sup>th</sup> November July 2023, 7:00pm**

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

1 Apologies	No apologies.																																																													
2 Election Of Committee Chair And Vice Chair	Cllr Thomas proposed Cllr Cochrane as Chair and this was unanimously agreed. Cllr Cochrane proposed Cllr Beveridge as Vice Chair and this was unanimously agreed.																																																													
3 Declarations of Interest	No declarations of interest.																																																													
4 Minutes of previous meeting	The minutes of the meeting held on 11th July 2023 were unanimously approved and signed by the Chair of the Committee.																																																													
5 Committee Terms of Reference	Circulated prior to meeting. The annual review of the Terms of Reference was carried out and unanimously agreed.																																																													
6 BPC Financial Regulations	Circulated prior to meeting. The annual review of the Parish Council’s Financial Regulations was carried out and no changes made. <b>The Resourcing Committee unanimously agreed to recommend the Financial Regulations to the Parish Council for approval.</b>																																																													
7 BPC Standing Orders	Circulated prior to meeting. The annual review of the Parish Council’s Standing Orders was carried out. Change made to 18. Financial Controls and Procurement – f. and g. updated with new threshold figures wef 01/01/24. <b>The Resourcing Committee unanimously agreed to recommend the Standing Orders to the Parish Council for approval.</b>																																																													
8 BPC Risk Assessment Management Plan	Circulated prior to meeting. The annual review of the Risk Management Plan was carried out and agreed with no changes made.																																																													
9 Budget Monitoring and 2024/2025 Budget Proposals	<ul style="list-style-type: none"> <li>Full details of income and expenditure and the Parish Council’s budget position to 24<sup>th</sup> November were circulated prior to meeting, and these were considered and discussed.</li> <li>The projected bank balance to 31<sup>st</sup> March 2023 was £66,583. The actual balance was £51,232. The difference was primarily due to the outstanding insurance claim for Benenden Well not being received until July 2023 and no funding received from KCC for the Wildflower Meadow.</li> <li>The Parish Council remains in a relatively good position financially.</li> <li>Bank account balance on 24<sup>th</sup> November 2023 of £98,278; projected bank account balance on 31<sup>st</sup> March 2024 of £43,310.</li> <li>The current Section 137 spending limit is £9.39 per elector.</li> </ul> <p><b>The Resourcing Committee unanimously agreed the 2024/25 budget for approval by the Parish Council.</b></p> <p><b>2024/25 Proposed Budget</b></p> <table border="1"> <thead> <tr> <th>INCOME</th> <th>PROJECTED TO 31/03/24</th> <th>PROPOSED 2024 - 2025</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td>46000</td> <td>49750</td> <td></td> </tr> <tr> <td>Wells Donations/Fundraising</td> <td>8500</td> <td>2000</td> <td>1</td> </tr> <tr> <td>WI Printing</td> <td>35</td> <td>30</td> <td></td> </tr> <tr> <td>KCC Wildflower Meadow Grant</td> <td>1400</td> <td>1400</td> <td>2</td> </tr> <tr> <td>Server Recharge</td> <td>160</td> <td>160</td> <td></td> </tr> <tr> <td>Bank Interest</td> <td>100</td> <td>1000</td> <td>3</td> </tr> <tr> <td>Insurance</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Laptop Recharge</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Allotment Grant</td> <td>3500</td> <td>0</td> <td>4</td> </tr> <tr> <td><b>INCOME</b></td> <td><b>59695</b></td> <td><b>54340</b></td> <td></td> </tr> <tr> <td>VAT</td> <td>8973</td> <td>9000</td> <td></td> </tr> <tr> <td><b>TOTAL INCOME</b></td> <td><b>68668</b></td> <td><b>63340</b></td> <td></td> </tr> <tr> <td><b>EXPENDITURE (net)</b></td> <td><b>PROJECTED TO 31/03/24</b></td> <td><b>PROPOSED 2024-2025</b></td> <td></td> </tr> <tr> <td>Allotments</td> <td>3500</td> <td>0</td> <td>4</td> </tr> </tbody> </table>	INCOME	PROJECTED TO 31/03/24	PROPOSED 2024 - 2025	Notes	Precept	46000	49750		Wells Donations/Fundraising	8500	2000	1	WI Printing	35	30		KCC Wildflower Meadow Grant	1400	1400	2	Server Recharge	160	160		Bank Interest	100	1000	3	Insurance	0	0		Laptop Recharge	0	0		Allotment Grant	3500	0	4	<b>INCOME</b>	<b>59695</b>	<b>54340</b>		VAT	8973	9000		<b>TOTAL INCOME</b>	<b>68668</b>	<b>63340</b>		<b>EXPENDITURE (net)</b>	<b>PROJECTED TO 31/03/24</b>	<b>PROPOSED 2024-2025</b>		Allotments	3500	0	4	
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	Audit	690	700	
	Bank Charges	72	150	
	Staffing Costs - salary, pension, contributions	14500	15000	
	Defibrillator	458	200	
	General Maintenance	1500	2500	
	Grounds Maintenance	2000	3000	
	Hall Hire/Meetings	230	250	
	Insurance	1192	1500	
	Office Costs/Website	1700	1200	
	Payroll	211	250	
	S137/grants/donations	1500	7000	
	Subscriptions	766	800	
	Toilets	21000	9000	5
	Training/Councillor Expenses	0	100	
	Village Tidy	187	200	
	War Memorial	354	390	
	Wells	17430	16000	
	Wildflower Meadow	300	400	
	Miscellaneous	0	200	
	<b>TOTAL EXPENDITURE</b>	<b>67590</b>	<b>58840</b>	
	<b>VAT</b>	<b>9000</b>	<b>4500</b>	
		<b>76590</b>	<b>63340</b>	
	<p>Notes :</p> <p>1 Agreed donation of £1,500 from WKPS to be requested before year-end. Assumes some fundraising/donations once work starts on IG Well next year.</p> <p>2 Awaiting agreement from KCC of grant of £1,400 pa.</p> <p>3 New savings account to be opened.</p> <p>4 Grant from UKSPF of 3,500 agreed for allotments. To be claimed once spent. No future PC budget for allotments.</p> <p>5 New toilet to be completed this financial year. Quotes for cleaning currently being sought.</p> <p>As noted 2023/24 regarding SPEED LIMIT EXTENSION :  The Highways Works Information Pack for parishes gives the cost of a new 30 mph limit as follows:  Typical starting costs for the provision of a new speed limit are : Traffic Regulation Order from £2,500;  Speed limit entry signing from £540 each which will be needed for each entry point into the zone;  Painted carriageway roundels can be added from £85 each; Speed limit repeater signs from £235 each  The project is dependent on Highways assessment to decide if speed limit reduction is an option. If the project goes ahead, an appeal will be made to Benenden School to assist with funding.</p> <p>These figures will likely have increased and it was agreed that this project should remain on BPC's 3-year plan but not included in budget figures for the coming year.</p>			
10 Parish Wells	<ul style="list-style-type: none"> <li>• Roof tile work on Benenden Well yet to be completed.</li> <li>• Work on IG Well due to commence March 2024.</li> <li>• A full breakdown, June 2022 to November 2023, of expenditure and income was circulated.</li> <li>• Total costs, including restoration work and fundraising expenses - £43,174.80 net/£52,812.31 gross. <ul style="list-style-type: none"> <li>○ Anthony Hicks invoices paid - £43,084.80 net/£51,701.76 gross</li> </ul> </li> <li>• Total income, including insurance claim, donations and fundraising - £36,299.22. <ul style="list-style-type: none"> <li>○ Insurance claim - £30,080.86.</li> </ul> </li> </ul>			
11 Public Toilets	<ul style="list-style-type: none"> <li>• The contract was placed on the Contract Finders website and in total 7 quotes were received, varying considerably from £13,559 to £54,810 + VAT.</li> <li>• It was agreed that the contract was awarded to London County Contracts. £19,622.00 + VAT £3,924.40, total £23,546.40.</li> <li>• Work is due to commence on 4<sup>th</sup> December and completed by 16<sup>th</sup> December.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Payment schedule : 4 payments of £5,932.50 on 4<sup>th</sup>, 14<sup>th</sup>, 28<sup>th</sup> December and 14<sup>th</sup> January.</li> <li>• The Clerk confirmed that a CCTV camera is in position at the back of the Village Hall.</li> <li>• Tenterden Twilight is no longer carrying out cleaning.</li> <li>• F&amp;C Cleaning Services, recommended by Goudhurst PC, has provided a quote to clean 7 days a week at £140+VAT per week (£20 per day). Any cleaning chemicals to be added to the invoice. Total cost £7,280 pa.</li> <li>• The Clerk to seek two other quotes as required.</li> <li>• If no other quotes are received the Resourcing Committee unanimously agreed to accept the quote from F&amp;C.</li> </ul>	CL
12 2024/2025 Precept	<ul style="list-style-type: none"> <li>• The taxbase figure and the timescale and deadline for precept notification from TWBC is not yet available.</li> <li>• TWBC Director of Finance has advised that a prudent approach would be to assume that the taxbase remains unchanged.</li> <li>• The taxbase figure at 08/12/23 was 943.43.</li> <li>• The current precept figure is £46,000, current Band D £48.76.</li> <li>• The Clerk to advise the Resourcing Committee as soon as the new taxbase is advised.</li> </ul> <p>Based on these figures the Resourcing Committee considered a precept of £49,000. Based on the available figures and calculations, the current Band D equivalent of a precept of £49,000 represents an increase of 6.5% from £48.76 to £51.94. An increase of £3.18 for the year.</p> <p><b>POST MEETING NOTE</b></p> <ul style="list-style-type: none"> <li>• The taxbase was advised on 1<sup>st</sup> December (to be approved by TWBC Cabinet on 7<sup>th</sup> December) as 957.65, a variance of 14.22.</li> <li>• The Resourcing Committee discussed and considered the precept on 5<sup>th</sup> December and <b>unanimously agreed to recommend a precept of £49,750 to the Parish Council.</b></li> <li>• The Band D equivalent of a precept of £49,750 represents an increase of 6.5% from £48.76 to £51.95. An increase of £3.19 for the year.</li> </ul>	CL
13 Bank Account	<ul style="list-style-type: none"> <li>• The application to open a savings account with Unity Trust Bank was completed and signed by the bank signatories. The Clerk to submit the form.</li> <li>• The Clerk has set out a transfer of £20,000 from the current account to open the account.</li> <li>• Once the account is open, more reserves will be transferred to the savings account, with an agreed monthly operating amount in the current account.</li> <li>• The Clerk will be given the authority to be able to transfer funds between the two accounts.</li> <li>• The Resourcing Committee unanimously agreed to the following resolution from UTB: <ul style="list-style-type: none"> <li>○ We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening <a href="#">Terms and Conditions</a>.</li> <li>○ We accept Unity's <a href="#">Terms and Conditions</a> and appoint them as our Bankers.</li> <li>○ We acknowledge that Unity's <a href="#">Terms and Conditions</a> may vary from time to time and we agree to be bound by them.</li> <li>○ We will provide Unity with instructions and changes in line with the mandate.</li> <li>○ Unity should rely on this Mandate until we send future amends.</li> <li>○ We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.</li> <li>○ We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.</li> <li>○ Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.</li> </ul> </li> </ul>	CL
14 Clerk's Salary	<b>CONFIDENTIAL ITEM</b>	