

# PARISH COUNCIL OF BENENDEN

## Minutes of the Resourcing Committee meeting of the Council held on Saturday 29<sup>th</sup> November, 1pm

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

1 Apologies	No apologies.	ACTION
2 Election Of Committee Chair	Cllr Thomas proposed Cllr Cochrane as Chair. This was seconded by Cllr Beveridge.	
3 Declarations Of Interest	No declarations of interest.	
4 Minutes Of Previous Meeting	The minutes of the meeting held on 23 <sup>rd</sup> June 2025 were unanimously approved and signed by the Chair of the Committee.	
5 Committee Terms Of Reference	<ul style="list-style-type: none"> <li>The annual review of the Committee Terms of Reference was carried out and unanimously agreed by the Committee with no changes made.</li> <li>The membership of the Committee is three Parish Councillors and the Chair of the Parish Council.</li> <li>The meeting is quorate with the Committee Chair and two other Committee members.</li> <li>Following the resignation of Cllr Hagan from the Parish Council there is a vacancy on this Committee which will be filled following the appointment of new Parish Councillors.</li> </ul>	
6 BPC Standing Orders	<ul style="list-style-type: none"> <li>BPC Standing Orders were considered alongside the NALC model standing orders.</li> <li>Sections 14, 18 and 19 were changed to reflect the NALC model and changed throughout to use gender-neutral language.</li> </ul> <p><b>The Resourcing Committee unanimously agreed to recommend the Standing Orders to the Parish Council for approval.</b></p>	
7 BPC Financial Regulations	<ul style="list-style-type: none"> <li>BPC Financial Regulations paragraphs 5.4, 5.7 and 5.11 were amended in June 2025 to reflect the Procurement Act 2023 and Procurement Regulation 2024, which came into effect March 2025.</li> <li>No further changes were made.</li> </ul> <p><b>The Resourcing Committee unanimously agreed to recommend the Financial Regulations to the Parish Council for approval.</b></p>	
8 BPC Risk Assessment Management Plan	<ul style="list-style-type: none"> <li>The annual review of the BPC Risk Management Plan was carried out and agreed with no changes made.</li> <li>All risks are covered by existing adequate procedures.</li> <li>BPC Risk Management Policy was unanimously agreed by the Committee.</li> </ul>	
9 Audit	<ul style="list-style-type: none"> <li>The Internal Auditor's report was reported to the Committee meeting on 23<sup>rd</sup> June and to the Parish Council meeting on 21<sup>st</sup> July and items for action noted.</li> <li>The External Audit report was reported to the Parish Council meeting on 15<sup>th</sup> September with no matters arising.</li> </ul>	
10 Clerk's Salary	<ul style="list-style-type: none"> <li>As recommended by the Resourcing Committee, the Parish Council, at its meeting on 15<sup>th</sup> September, unanimously agreed that the Clerk receive a pay award in line with the national pay award and a one point incremental increase on the National Joint Council for Local Government Services pay scale with effect from 1<sup>st</sup> April 2025.</li> </ul>	
11 Finance Report to 31 <sup>st</sup> August	<ul style="list-style-type: none"> <li>The Committee finance report to 31<sup>st</sup> August was presented to the Parish Council at its meeting on 15<sup>th</sup> September.</li> <li><u>Insurance</u> <ul style="list-style-type: none"> <li>❖ The Resourcing Committee had unanimously agreed the insurance renewal wef 01/08/25 at £1,375.94 with Gallagher/Hiscox. A slight increase on 2024/25 from £1,341.</li> <li>❖ Quotes were sought from NFU, which does not provide Parish Council insurance, and Zurich, which was complicated because of the Wells claim.</li> </ul> </li> <li><u>Budget monitoring</u> <ul style="list-style-type: none"> <li>❖ Updated - Item 11.</li> </ul> </li> </ul>	
11 Budget Monitoring 2025/26	<ul style="list-style-type: none"> <li>Monthly Transaction and Accounting System Reports circulated prior to meeting and considered.</li> <li><u>Income and Expenditure to 29<sup>th</sup> November 2025</u></li> </ul>	

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INCOME	BUDGET 2025/26	ACTUAL 29/11/25	PROJECTED TO 31/03/26	NOTES
Precept	52000	52000	52000	
WI Printing	20	11	11	1
Server Recharge	120	160	160	2
Bank Interest	800	921	1400	
	52940	53092	53571	
Printer Lease Settlement	0	1233	1233	3
KCC Wildflower Meadow Grant	7000	7000	7000	4
INCOME	59940	61325	61804	
VAT	9000	5939	5939	
TOTAL INCOME	68940	67264	67743	
EXPENDITURE (net)	BUDGET 2025/26	TO 29/11/25	PROJECTED TO 31/03/26	
Audit	700	400	800	5
Bank Charges	100	48	72	
Staffing Costs - salary, pension, contributions	17000	11677	17500	6
Defibrillator	200	173	400	
General Maintenance	2000	0	1000	
Grounds Maintenance - Cherryfields, The Green	3000	2239	3500	7
Grounds Maintenance – BVT	5000	4849	6000	
Hall Hire/Meetings	300	225	300	
Insurance	1400	1376	1376	
Office Costs/Website/Emails	1200	849	2300	8
Printer Lease Settlement	0	1233	1233	3
Payroll	300	128	260	
S137/grants/donations	10000	505	11000	
Subscriptions	900	866	866	
Toilets	9500	6166	9500	
Training/Councillor Expenses	100	0	100	
Volunteer Refreshments	300	61	200	9
War Memorial	700	1546	1800	10
Miscellaneous	240	0	240	
	52940	32341	58447	
Wildflower Meadow		250	250	4
TOTAL EXPENDITURE NET	52940	32591	58697	
VAT	6000	3163	4800	
TOTAL EXPENDITURE GROSS	58940	35755	63497	
NOTES				
1. WI Printing will not be continuing.				
2. Server Recharge will not be continuing.				
3. Printer Lease Settlement. A one-off, shown in both income and expenditure.				
4. Wildflower Meadow– KCC grant £7,000. A one-off. Funds ringfenced. £250 spent 25/26.				
5. Audit - waiting for invoice from external auditor.				
6. Staffing costs – higher than budgeted figure due to increase in employer NI contributions				

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	<p>and increased pension contribution.</p> <p>7. Grounds maintenance – higher than budgeted figure due to milder weather/longer growing season.</p> <p>8. Office costs – higher than budgeted figure due to website and email costs. The Resourcing Committee unanimously agreed the purchase of a new telephone.</p> <p>9. Volunteer refreshments – waiting for invoice for November Village Tidy.</p> <p>10. War memorial – higher than budgeted figure due to cleaning work of £1,040. Alex Durnnell has kept war memorial garden within £700 budget and uses his personal discount with supplier.</p> <p>❖ Current predicted year-end bank account balances of £72,985</p> <p>❖ Starting balance 01/04/25 £68,739</p> <p>❖ Predicted gross income £67,743</p> <p>❖ Predicted gross expenditure £63,497</p> <p>❖ Surplus £4,246</p> <p>• <u>Section 137</u></p> <p>○ Current S137 limit is £11.10 per elector, which gives the Parish Council the ability to grant up to £16,294.80 (1468 registered electors).</p> <p>○ There are a number of possible grant applications yet to be received, possibly totalling £11,000. Cllrs Beveridge, Cochrane and the Clerk to follow up with the village organisations which have indicated they might apply for funding.</p> <p>• <u>Reserves</u></p> <p>○ External auditor requires explanation of any reserves over 1.15 of precept. Current precept is £52,000, therefore explanation of reserves in excess of £59,800.</p> <p>○ Ringfenced Reserves:</p> <p>➤ Wildflower Meadow £6,750</p> <p>➤ Consideration to be given to ringfencing funds for Speedwatch and for some highways work which KCC will not fund.</p> <p>○ Based on current predicted figures to year-end, General Reserves at year-end £54,235.</p>	GB/SC /CL																								
13 Budget Proposals and Precept 2026/2027	<p><u>Budget Proposals 2026/27</u></p> <p>The Resourcing Committee unanimously agreed to recommend the following budget to the Parish Council.</p> <table><tr><th>INCOME</th><th>BUDGET 2026/27</th></tr><tr><td>Precept</td><td>54050</td></tr><tr><td>Bank Interest</td><td>1200</td></tr><tr><td>INCOME</td><td>55250</td></tr><tr><td>VAT</td><td>6000</td></tr><tr><td>TOTAL INCOME</td><td>61250</td></tr><tr><th>EXPENDITURE (net)</th><th>BUDGET 2026/27</th></tr><tr><td>Audit</td><td>750</td></tr><tr><td>Bank Charges</td><td>90</td></tr><tr><td>Staffing Costs - salary, pension, contributions</td><td>18000</td></tr><tr><td>Defibrillator</td><td>300</td></tr><tr><td>Grounds Maintenance - Cherryfields, The Green</td><td>3500</td></tr></table>	INCOME	BUDGET 2026/27	Precept	54050	Bank Interest	1200	INCOME	55250	VAT	6000	TOTAL INCOME	61250	EXPENDITURE (net)	BUDGET 2026/27	Audit	750	Bank Charges	90	Staffing Costs - salary, pension, contributions	18000	Defibrillator	300	Grounds Maintenance - Cherryfields, The Green	3500	
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	Grounds Maintenance – BVT	6200	
	Hall Hire/Meetings	300	
	Insurance	1500	
	Running/Office Costs	1300	
	Payroll	250	
	S137/grants/donations	11000	
	Subscriptions	900	
	Toilets	9500	
	Training/Councillor Expenses	160	
	Volunteer Refreshments	200	
	War Memorial	800	
		54750	
	Wildflower Meadow	500	
	<b>TOTAL EXPENDITURE NET</b>	<b>55250</b>	
	VAT	5000	
	<b>TOTAL EXPENDITURE GROSS</b>	<b>60250</b>	
	<ul style="list-style-type: none"> <li>• <u>Proposed Precept 2026/27</u> <ul style="list-style-type: none"> <li>○ The taxbase figure is for 2026/27 is 1003.18. A variance of 38.36 from 964.82 in 2025/26.</li> <li>○ The current precept figure is £52,000, current Band D equivalent £53.90.</li> <li>○ The Resourcing Committee <b>unanimously agreed to recommend a precept of £54,050 to the Parish Council.</b></li> <li>○ The Band D equivalent of a precept of £54,050 represents an increase of 0.0%. (From £53.90 to £53.88).</li> </ul> </li> </ul>		

The meeting closed at 2.30pm