

**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

		ACTION
1 Apologies	No apologies.	
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 align="center"><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 align="center"><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 23rd 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 1st 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></li> <li>Updated - Item 11.</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>	

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.*

INCOME	BUDGET 2025/26	ACTUAL 29/11/25	PROJECTED TO 31/03/26	NOTES
Precept	52000	52000	52000	1
WI Printing	20	11	11	2
Server Recharge	120	160	160	
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	6
Staffing Costs - salary, pension, contributions	17000	11677	17500	
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	9
Volunteer Refreshments	300	61	200	10
War Memorial	700	1546	1800	
Miscellaneous	240	0	240	
	52940	32341	58447	4
Wildflower Meadow		250	250	
<b>TOTAL EXPENDITURE NET</b>	<b>52940</b>	<b>32591</b>	<b>58697</b>	
VAT	6000	3163	4800	
<b>TOTAL EXPENDITURE GROSS</b>	<b>58940</b>	<b>35755</b>	<b>63497</b>	

#### 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

	<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 Durnell has kept war memorial garden within £700 budget and uses his personal discount with supplier.</p> <ul style="list-style-type: none"> <li>❖ Current predicted year-end bank account balances of £72,985</li> <li>❖ Starting balance 01/04/25 £68,739</li> <li>❖ Predicted gross income £67,743</li> <li>❖ Predicted gross expenditure £63,497</li> <li>❖ Surplus £4,246</li> </ul> <ul style="list-style-type: none"> <li>● <u>Section 137</u></li> <li>○ 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).</li> <li>○ 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.</li> <li>● <u>Reserves</u></li> <li>○ 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.</li> <li>○ Ringfenced Reserves: <ul style="list-style-type: none"> <li>➤ Wildflower Meadow £6,750</li> <li>➤ Consideration to be given to ringfencing funds for Speedwatch and for some highways work which KCC will not fund.</li> </ul> </li> <li>○ Based on current predicted figures to year-end, General Reserves at year-end £54,235.</li> </ul>																									
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 border="1"> <thead> <tr> <th>INCOME</th><th>BUDGET 2026/27</th></tr> </thead> <tbody> <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> </tbody> </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	GB/SC /CL
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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>

- Proposed Precept 2026/27
  - The taxbase figure is for 2026/27 is 1003.18. A variance of 38.36 from 964.82 in 2025/26.
  - The current precept figure is £52,000, current Band D equivalent £53.90.
  - The Resourcing Committee **unanimously agreed to recommend a precept of £54,050 to the Parish Council.**
  - The Band D equivalent of a precept of £54,050 represents an increase of 0.0%. (From £53.90 to £53.88).

The meeting closed at 2.30pm