



Broomfield Parish Council

Minutes of the Finance and Personnel meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 19th August 2026 at 2.00pm

Members in attendance M Bleet, G Garfield, S Perera-Morris, A Faulds, G Wadeson (2.30pm)

Members not in attendance none

Others in attendance none

FIN26/025 **To receive apologies for absence**
All were present.

FIN26/026 **To receive Councillors declarations of interests and dispensations requests**
None were presented.

FIN26/027 **To approve the minutes of the Committee Meeting held on 22nd July 2026**
The minutes were approved and signed by Cllr Bleet as a correct record.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All Agreed.

FIN26/028 **Public Participation session**
No members of the public present.

FIN26/029 **Financial matters**

- a) **IT Provision**
The Clerk reported presented two quotes for an upgraded IT provision. Further questions were raised and the Clerk will obtain the answers and present this to the full council in September.
- b) **Domain name renewal**
It was **RESOLVED** that the gov.uk domain name be renewed for one year at a cost of £75 plus VAT.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All agreed
- c) **Website upgrade**
The Clerk presented a mock-up for the new website for review. It was positively received by the councillors. It was agreed that councillors will suggest content for the website.
- d) **Financial reports**
The following financial reports were received and examined with no concerns raised.
 - Budget report 2026-2027
 - Balance sheet 2026-2027

FIN26/030 **Personnel matters**

- a) **Organisation chart**
The Clerk presented a draft organisation chart which was approved. She will create a formal copy to disseminate to the councillors.
- b) **Job evaluations**
The Clerk presented three quotes to undertake job evaluations for the staff. After consideration, it was **RESOLVED** that a recommendation to appoint CHRGS to undertake this work at a cost of £1300+VAT be presented to full council for approval.
Proposed: Cllr Bleet

Seconded: Cllr Garfield

All agreed

c) Staff handbook

The Clerk presented an updated staff handbook that has been amended considering legislative updates under the Employment Act 2026. The Clerk will now share this with the staff.

d) To receive any other staffing updates

There was nothing to report.

FIN26/031 **Items for inclusion in the next agenda**
Nothing was requested.

FIN26/032 **Chair to close the meeting**
Cllr Bleet closed the meeting at 3.09pm
The next Finance and Personnel meeting will be on the 4th November 2026 at 2pm.

Appendix FIN/029d

12/08/2026		<u>Broomfield Parish Council</u>		Page 1
10:31		Detailed Balance Sheet - Excluding Stock Movement		
		Month 5 Date 12/08/2026		
<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
<u>Current Assets</u>				
100	Debtors	450		
105	VAT Control Account	2,320		
215	Unity Trust Current Account	11,493		
216	Unity Trust Savings Account	36,387		
217	Redwood Bank savings a/c	120,000		
218	Unity Trust 95 day notice a/c	1,006		
220	CCLA Deposit Fund	120,000		
225	Corporate Multipay Card	(467)		
Total Current Assets			291,189	
<u>Represented by :-</u>				
300	Current Year Fund	30,068		
310	General Reserves	173,997		
315	EMR - CIL Funds	45,423		
326	EMR - Uniform / Clothing	401		
327	EMR - Van replacement	10,000		
330	EMR - Professional Fees	5,000		
335	EMR - Election Costs	6,000		
365	EMR - Tree maintenance	20,000		
395	EMR - Tree for life	300		
Total Equity			291,189	

Income & Expenditure by Budget 19/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1076 Precept	118,534	237,067	118,534			50.0%
1090 Interest Received	4,069	11,000	6,931			37.0%
1115 BVHC salary repayment	0	600	600			0.0%
1150 Staff Recharges BVH Charity	0	170	170			0.0%
1200 Hire of Angel Meadow	150	1,550	1,400			9.7%
1205 Cott. Gardeners utility share	59	100	41			59.0%
1206 Men's Shed Utilities share	29	100	71			28.7%
1210 Broomfield Cottage Rent	0	850	850			0.0%
1220 Wayleaves	0	5	5			0.0%
1350 Allotment Water Rates	294	400	106			73.5%
1600 BT Income for delivery	0	960	960			0.0%
1900 Miscellaneous Income	297	0	(297)			0.0%
Total Income	123,430	252,802	129,372			48.8%
<u>Direct Expenditure</u>						
Total Direct	0	0	0	0		0.0%
<u>Overhead Expenditure</u>						
4000 Salaries	35,637	122,750	87,113		87,113	29.0%
4020 Employer's NI	4,173	14,600	10,427		10,427	28.6%
4030 Employer's Pension	8,482	29,750	21,268		21,268	28.5%
4050 Staff Training	522	1,700	1,179		1,179	30.7%
4060 Councillor Training	466	2,500	2,034		2,034	18.6%
4065 Councillor Expenses	1,142	3,000	1,858		1,858	38.1%
4066 Chairman's Allowance	0	150	150		150	0.0%
4075 Bank charges	77	250	173		173	30.7%
4080 PC Office Rent	4,400	11,000	6,600		6,600	40.0%
4081 PC Meeting hall hire	178	360	182		182	49.4%
4082 PC hall hire - Health and Well	3,226	9,500	6,274		6,274	34.0%
4085 Telecommunications	82	900	818		818	9.1%
4090 Postage	0	30	30		30	0.0%
4095 Photocopier	298	750	452		452	39.7%
4098 CCTV maintenance	1,402	1,650	248		248	85.0%
4100 Stationery/Office Equipment	170	700	530		530	24.3%
4110 Subscriptions	4,504	3,900	(604)		(604)	115.5%
4115 Audit	440	550	110		110	80.0%
4120 Professional Fees	681	2,500	1,819		1,819	27.2%
4121 HR support	1,347	2,500	1,153		1,153	53.9%
4125 Payroll Charge	260	960	700		700	27.1%
4130 Insurance	3,459	5,350	1,891		1,891	64.6%

Income & Expenditure by Budget 19/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4140 Computer Equipment & Maint.	1,368	4,000	2,632		2,632	34.2%
4195 Land Registry searches	0	70	70		70	0.0%
4200 Grants	11,755	5,000	(6,755)		(6,755)	235.1%
4211 Young peoples activities	1,198	5,000	3,802		3,802	24.0%
4240 Van running cost	472	1,120	648		648	42.2%
4245 Van insurance	280	495	215		215	56.5%
4250 Grass Cutting Contract	2,011	4,850	2,839		2,839	41.5%
4255 Tree Maintenance	3,108	3,300	192		192	94.2%
4260 New & Replacement Machinery	30	3,600	3,570		3,570	0.8%
4265 Machinery Maintenance	0	600	600		600	0.0%
4275 Equipment Hire	0	300	300		300	0.0%
4280 Village Maintenance	105	1,000	895		895	10.5%
4295 Standpipe Maintenance	0	150	150		150	0.0%
4320 Telephone booth	0	60	60		60	0.0%
4355 Allotment Maintenance	0	500	500		500	0.0%
4358 Allotments water bill	0	400	400		400	0.0%
4400 Angel Meadow	203	500	297		297	40.6%
4402 New Trees	0	250	250		250	0.0%
4405 Play Area Maintenance	49	0	(49)		(49)	0.0%
4408 Play Area Maintenance	1,234	3,000	1,766		1,766	41.1%
4415 Parsonage Green	0	50	50		50	0.0%
4440 Electricity	26	100	74		74	25.6%
4480 Environmental Enhancement	0	2,000	2,000		2,000	0.0%
4490 Broomfield Times	0	950	950		950	0.0%
4500 Barn Maintenance	0	200	200		200	0.0%
4505 Utilities	119	550	431		431	21.6%
4510 Website	890	950	60		60	93.7%
4571 Village Events	554	1,000	446		446	55.4%
4575 History & Heritage	0	200	200		200	0.0%
4900 Miscellaneous Expenditure	165	2,000	1,835		1,835	8.3%
Total Overhead	94,510	257,545	163,035	0	163,035	36.7%
Total Income	123,430	252,802	129,372			48.8%
Total Expenditure	94,510	257,545	163,035	0	163,035	36.7%
Net Income over Expenditure	28,920	(4,743)	(33,663)			
plus Transfer from EMR	10,921	0	(10,921)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	39,841	(4,743)	(44,584)			