Broomfield Parish Council

Minutes of the Finance and Personnel meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 25th November 2026 at 2.00pm

Members in attendance	M Bleet (Chair), G Garfield, G Wadeson, S Perera-Morris
Members not in attendance	A Faulds
Others in attendance	none

FIN26/033 **To receive apologies for absence**
Apologies were received and accepted from Cllr Faulds
Proposed: Cllr Bleet
Seconded: Cllr Wadeson
All Agreed.

FIN26/034 **To receive Councillors declarations of interests and dispensations requests**
None were presented.

FIN26/035 **To approve the minutes of the Committee Meeting held on 19th August 2026**
The minutes were approved and signed by Cllr Bleet as a correct record.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All Agreed.

FIN26/036 **Public Participation session**
No members of the public present.

FIN26/037 **Financial matters**

a) Financial reports
The following financial reports were received and examined with no concerns raised.
1. Budget report 2026-2027
2. Balance sheet 2026-2027

b) To consider the draft budget, reserves allocations and precept demand for 2027-2028 for presentation to Full Council for approval
1. After a review of finances, it was resolved to recommend an increase of 3% on the precept (£244179 / £111.89 Band D).
   Proposed: Cllr Wadeson
   Seconded: Cllr Garfield
   All agreed
2. After a review of finances and a few amendments to the proposed budget and reserves allocations, a final draft was resolved to be presented to the Full Council for adoption.
   Proposed: Cllr Perera-Morris
   Seconded: Cllr Garfield
   All agreed

c) **To receive any other financial updates**
The Clerk advised that she is investigating the need for the council to become VAT registered on the basis that more Council organised events will be taking place next year. She will present a report at a later date for consideration by the council.

FIN26/038 **Personnel matters**

a) **To receive the recommendations from the independent job evaluations undertaken for presentation to Full Council for approval**
It was **RESOLVED** that the report be presented to the council and that the recommended actions be implemented in the new financial year, including the increasing of spinal points.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All agreed

b) **To consider the request to increase the contractual hours for the Events Assistant for presentation to Full Council for approval**
It was **RESOLVED** that the proposal be presented to the council and that the increase in hours commences on the 1st January 2027 rather than in the new financial year.
Proposed: Cllr Bleet
Seconded: Cllr Garfield
All agreed

c) **To approve the overtime for Stay and Play and Christmas activity cover by the Events Assistant in November and December**
It was **RESOLVED** that the requested overtime be approved.
Proposed: Cllr Perera-Morris
Seconded: Cllr Wadeson
All agreed

d) **To receive any other staffing updates**
There was nothing to report.

FIN26/039 **Items for inclusion in the next agenda**
Nothing was requested.

FIN26/040 **Chair to close the meeting**
Cllr Bleet closed the meeting at 2.48pm
The next Finance and Personnel meeting to be confirmed.

Appendix FIN/037a

19/11/2026	**Broomfield Parish Council**	Page 1
09:41	**Detailed Balance Sheet - Excluding Stock Movement**	
	Month 8 Date 19/11/2026	

A/c	Description	Actual		
	Current Assets			
100	Debtors	450		
105	VAT Control Account	1,450		
215	Unity Trust Current Account	15,378		
216	Unity Trust Savings Account	106,543		
217	Redwood Bank savings a/c	120,000		
218	Unity Trust 95 day notice a/c	1,013		
220	CCLA Deposit Fund	100,000		
	Total Current Assets		**344,834**	
	Represented by :-			
300	Current Year Fund	82,713		
310	General Reserves	187,908		
315	EMR - CIL Funds	32,211		
326	EMR - Uniform / Clothing	401		
327	EMR - Van replacement	10,000		
330	EMR - Professional Fees	4,300		
335	EMR - Election Costs	6,000		
365	EMR - Tree maintenance	20,000		
395	EMR - Tree for life	300		
398	EMR - CLT grant	1,000		
	Total Equity			**344,834**

		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
	Income						
1076	Precept	237,067	237,067	0			100.0%
1090	Interest Received	6,319	11,000	4,681			57.4%
1115	BVHC salary repayment	600	600	0			100.0%
1150	Staff Recharges BVH Charity	0	170	170			0.0%
1200	Hire of Angel Meadow	900	1,550	650			58.1%
1205	Cott. Gardeners utility share	87	100	13			86.7%
1206	Men's Shed Utilities share	56	100	44			56.3%
1210	Broomfield Cottage Rent	400	850	450			47.1%
1220	Wayleaves	0	5	5			0.0%
1350	Allotment Water Rates	294	400	106			73.5%
1351	Allotment Society	75	0	(75)			0.0%
1600	BT Income for delivery	0	960	960			0.0%
1900	Miscellaneous Income	372	0	(372)			0.0%
	Total Income	**246,170**	**252,802**	**6,632**			97.4%
	Direct Expenditure						
	Total Direct	**0**	**0**	**0**	**0**		0.0%
	Overhead Expenditure						
4000	Salaries	64,253	122,750	58,497		58,497	52.3%
4020	Employer's NI	7,586	14,600	7,014		7,014	52.0%
4030	Employer's Pension	15,292	29,750	14,458		14,458	51.4%
4050	Staff Training	1,638	1,700	62		62	96.3%
4060	Councillor Training	909	2,500	1,591		1,591	36.4%
4065	Councillor Expenses	1,475	3,000	1,525		1,525	49.2%
4066	Chairman's Allowance	0	150	150		150	0.0%
4075	Bank charges	122	250	128		128	48.7%
4080	PC Office Rent	6,160	11,000	4,840		4,840	56.0%
4081	PC Meeting hall hire	205	360	155		155	56.9%
4082	PC hall hire - Health and Well	5,356	9,500	4,144		4,144	56.4%
4085	Telecommunications	607	900	293		293	67.4%
4090	Postage	0	30	30		30	0.0%
4095	Photocopier	450	750	300		300	60.0%
4098	CCTV maintenance	1,799	1,650	(149)		(149)	109.0%
4100	Stationery/Office Equipment	220	700	480		480	31.4%
4110	Subscriptions	4,544	3,900	(644)		(644)	116.5%
4115	Audit	440	550	110		110	80.0%
4120	Professional Fees	1,432	2,500	1,068		1,068	57.3%
4121	HR support	3,718	2,500	(1,218)		(1,218)	148.7%
4125	Payroll Charge	455	960	505		505	47.4%

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		Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4130	Insurance	3,459	5,350	1,891		1,891	64.6%
4140	Computer Equipment & Maint.	3,987	4,000	13		13	99.7%
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	1,573	5,000	3,427		3,427	31.5%
4240	Van running cost	546	1,120	574		574	48.8%
4245	Van insurance	280	495	215		215	56.5%
4250	Grass Cutting Contract	3,017	4,850	1,834		1,834	62.2%
4255	Tree Maintenance	3,108	3,300	192		192	94.2%
4260	New & Replacement Machinery	388	3,600	3,212		3,212	10.8%
4265	Machinery Maintenance	10	600	590		590	1.7%
4275	Equipment Hire	0	300	300		300	0.0%
4280	Village Maintenance	13,317	1,000	(12,317)		(12,317)	1331.7%
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	377	500	123		123	75.4%
4402	New Trees	0	250	250		250	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	Barn electricity	26	100	74		74	25.6%
4480	Environmental Enhancement	0	2,950	2,950		2,950	0.0%
4500	Barn Maintenance	0	200	200		200	0.0%
4505	Barn utilities	291	550	259		259	52.9%
4510	Website	1,665	950	(715)		(715)	175.3%
4571	Village Events	600	1,000	400		400	60.0%
4575	History & Heritage	0	200	200		200	0.0%
4900	Miscellaneous Expenditure	165	2,000	1,835		1,835	8.3%
	Total Overhead	**162,457**	**257,545**	**95,088**	**0**	**95,088**	63.1%
	Total Income	**246,170**	**252,802**	**6,632**			**97.4%**
	Total Expenditure	**162,457**	**257,545**	**95,088**	**0**	**95,088**	**63.1%**
	Net Income over Expenditure	**83,713**	**(4,743)**	**(88,456)**			
	plus Transfer from EMR	24,832	0	(24,832)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	**108,545**	**(4,743)**	**(113,288)**			