



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Monday 25th February 2013 at 2.30pm

Present: Chairman Cllr Mrs N Bliss
 Councillors R Bliss, Mrs J Holben, R Grundy and T Prater
 Parish Clerk A Oates

The meeting commenced at 2.15pm

No members of the public attended

1. **Apologies for absence:** there were none.
2. **Declarations of Interest** – there were none.
3. **Minutes** - The minutes of the meeting held on 25th January 2013 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr R Bliss
Seconded by: Cllr Mrs J Holben
Agreed unanimously.
4. **Land Assets Management Report**
 - 4.1 Following a recommendation by the LAM sub-committee, it was proposed that WW Martins be appointed to construct the MUGA and associated works in the Military Road recreation ground.
Proposed by: Cllr T Prater
Seconded by: Cllr Mrs J Holben
Agreed unanimously.
5. **Grounds Maintenance**
 - 5.1 Following a recommendation by the LAM sub-committee, it was proposed that Forty Shades of Green be appointed for the grounds maintenance contract; subject to the points raised at the LAM sub-committee meeting held earlier.
Proposed by: Cllr T Prater
Seconded by: Cllr Mrs J Holben
Agreed unanimously.
6. **Election Expense**
 - 6.1 It was noted that the cost of holding the bye-election could be in the region of £5,000.
 - 6.2 It had already been agreed that poll cards be produced.
 - 6.3 A general discussion took place that it was a shame so much money would be spent and that no costs would have been incurred if the position had been filled by co-option. It was responded that this is democracy and that elections are part of that process. Also, if the election is not contested, only a small cost would be incurred.

7. 2013/14 budgets

- 7.1 The schedule of cheque payments (cheques 100800 – 100804) was received and approved (*appendix I*).
- 7.2 Of the two chair trolleys purchased, it had been agreed that only one was needed, but the Chichester Hall Committee had indicated they would be happy to buy the other one from us.
- 7.3 A request for a dog bin by Shorncliffe Cemetery had been received. This should be passed to the Environment Committee to discuss and decide upon.
- 7.4 The schedule of petty cash was received and approved (*appendix II*).
- 7.5 The clerk was requested to measure the interior of the security safe so that a new box to hold the Chain of Office could be made to fit inside the safe; the measurements to be given to RB who would then take this forward.
- 7.6 A direct debit form for payments for CRB checks through the online company was approved and signed.
- 7.7 A form approving the resetting of the HSBC password was signed.
- 7.8 It was agreed that the council should co-host the art exhibition preview evening to be held on 5th March and provide vending machine refreshments.

The report was approved.

Proposed by: Cllr Mrs N Bliss

Seconded by: Cllr Mrs J Holben

Agreed unanimously

8. Finance Conference Report

The clerk outlined some topics that were covered at the Finance Conference in February.

- 8.1 Roles of Members – it was good practice for all members to take a turn at looking at the accounts with the clerk.
- 8.2 A business plan should be drawn up to include the strategic aims and objectives of the council.
- 8.3 Use of casual workers – anyone commissioned by the council to carry out any work for the council, if not explicitly employed as staff by the council, should have their own public liability insurance. This would not affect non-paid workers such as volunteers who could be covered by the council's insurance.
- 8.4 Annual review of insurance – it was best practice to ask a councillor to undertake to review the terms before the renewal date. A check on whether the insurance company has included a clause on age limits should be looked at.
- 8.5 Other topics included contract law, health & safety/risk assessments and budget setting.

9. Community Events Working Group

- 9.1 Cllrs Mrs Holben and L Griggs had discussed having a petanque match.
- 9.2 A vibrator was needed for the petanque pitch, Cllr Grundy would give details of what to order to the clerk. When purchased, Cllr Grundy would carry out the work to the pitch.

10. Information

- 10.1 The clerk informed members that the PCSO had left the parish having been relocated to the Ashford district. Kent Police should have formally informed the council. Members were very unhappy with this discourtesy. The clerk would write accordingly to Kent Police.
- 10.2 The clerk was asked to email a copy of the contract to the members of the Finance Committee.
- 10.3 The LAM sub-committee was requested to produce a budget plan for the AEP and LAM Maintenance budgets.

10. Date of next meeting – to be decided as and when required.

The meeting ended at 3.00pm.

Signed by the Chairman, Finance Committee.....Date.....