



**SANDGATE PARISH COUNCIL**  
**Minutes of a Finance Committee Meeting held on**  
**Wednesday 23<sup>rd</sup> April 2014 at 11.30am**

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<b>Present: Chairman</b>	<b>Cllr Nina Bliss (NB)</b>
<b>Councillors</b>	<b>Robert Bliss (RB), Richard Grundy (RG), Jan Holben (JH)</b>
	<b>and Tim Prater (TP)</b>
<b>Parish Clerk</b>	<b>A Oates</b>

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The meeting commenced at 11.33am

No members of the public attended

1. **Apologies for absence:** there was none.
2. **Declarations of Interest** – there was none.
3. **Minutes** - The minutes of the meeting held on 5<sup>th</sup> March 2014 were submitted, approved as a correct record and signed by the Chairman.  
**Proposed by:** Cllr Robert Bliss  
**Seconded by:** Cllr Tim Prater  
**Agreed** unanimously
4. **Land Assets Management Sub-committee (LAM)**  
The last meeting had been held earlier the same day, prior to the Finance meeting, therefore it was agreed that all noted actions and proposals made at the meeting be recommended for approval; these would specifically include: hiring temporary chemical toilets, investigating the provision of permanent toilets, appointing the caretaker, looking at car parking provision and going ahead with the demolition of the existing toilet block (subject to SDC's approval).  
**Proposed by:** Cllr Nina Bliss  
**Seconded by:** Cllr Tim Prater  
**Agreed** unanimously.
5. **Christmas Lights working group update**  
Cllrs Nina and Robert Bliss had met with Eric Stokes of Millennium Quest and presented a quote for purchasing the parish council's existing lights, transferring ownership of the Santa and Sleigh display and selling 25 new lights to the council. The cost was broken down into a three-year payment plan covering installation, take-down and storage costs; each year costing: £8,255 (net). It was felt that this was much too high and the proposed purchase of the council's lights at £500 was too low. NB would get back to ES to try to negotiate a better deal. It was felt that it would be better use of funds to go with three large Christmas trees with lights, one on the green on the corner of the high street and Military Road, one at the green at Wilberforce Road and one in the valley. The clerk was asked to investigate if lights could be run from the lamppost at Wilberforce Road, to get prices for three 20ft – 30ft impact-making trees in large heavy tubs and to speak to Saga to ask if they could go back to lighting more trees in their park and to make an occasion of switching them on. NB would also discuss the sleigh storage costs with ES and report back to the working group. The working group would look also at other options for selling the lights.

**6. Big Gig event funding**

JH informed the committee that she had put in a bid for £400 but this had been turned down. It was agreed that future bids should be done by the clerk. There was a second option to go for £250 funding but it was agreed that it required more effort in putting in a bid than was worth the amount of funding.

**7. Read & Rhyme sessions in the library**

The clerk reported that the sessions set up in partnership with Kent Libraries and Hythe Bay School had ceased due to funding not now being available to staff the sessions. KCC had suggested that the parish council may wish to run the sessions and appoint its own leaders. The clerk had looked into this and had found two local mothers who were keen to run the sessions. The clerk asked for the committee's approval. If this was given, she would instigate a safety process, which would include ensuring that both leaders had Disclosure & Barring Certification. Should a budget be required, this would be discussed as and when needed. The committee agreed for this to proceed.

**Proposed by:** Cllr Nina Bliss

**Seconded by:** Cllr Robert Bliss

**Agreed by all**

**8. 2013/14 Budget – to receive end of year accounts**

8.1 The clerk reported that the internal auditor had assessed the accounts and approved them.

8.2 The bank reconciliation was presented. It had already been checked and signed by the internal auditor (*appendix 1*).

8.3 The Annual Audit form would be completed and a copy circulated to all councillors prior to the council meeting on the 13<sup>th</sup> May. It would need to be formally approved and signed off at that meeting so that the clerk could then submit them to P?J Littlejohn.

8.4 The cheque schedule for recently signed cheques was presented and approved for cheque numbers 100xxx to 100xxx (*appendix 2*)

**It was proposed that the report be approved.**

**Proposed by:** Cllr Nina Bliss

**Seconded by:** Cllr Robert Bliss

**Agreed by all**

**9. 2014/15 budget**

9.1 The clerk informed members that the first half of the precept had been credited to the bank.

9.2 Members discussed the underspend from the previous financial year and the clerk was asked to make appropriate re-calculations to the general reserve fund accordingly.

9.3 The first significant expenditure for the new financial year would be for the works to the War Memorial and the purchase of fitness equipment at the recreation ground.

9.4 The clerk mentioned that a microwave would need to be purchased as this was a requirement of the library being used as a polling station. She would purchase a small inexpensive one, which could also be useful for staff when working through lunchtime.

**10. Information** – there was further information.

**11. Date of next meeting** – this would be decided at a later date.

The meeting ended at 12.40pm.

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