



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Tuesday 15th July 2015 at 3.30pm

Present: Chairman **Cllr Nina Bliss**
 Councillors **Robert Bliss, Jan Holben and Adrian Watts**

Parish Clerk **A Oates**

The meeting commenced at 3.30pm

No members of the public attended

1. **Apologies for absence:** there was none; Cllr T Prater was absent
2. **Declarations of Interest** – there was none.
3. **Minutes** - The minutes of the meeting held on 3rd June 2015 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr N Bliss
Seconded by: Cllr J Holben
Agreed by all
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 taken forward; with specific agreement to: (1) the selection of the contractor to take forward the plans for creating the car park; this was subject to contract. The clerk would ask KCC Legal Services to draw up the contract. The clerk would contact Vic Harmer and request a breakdown of the cost to identify the council's commitment to the first stage: drawing up the design, completing the planning application and project managing the process to obtain planning approval; then the cost of carrying out the works should planning consent be given; (2) viring funds from the Contingency budget to the Temporary PC for the Rec budget.
Proposed by: Cllr N Bliss
Seconded by: Cllr J Holben
Agreed by all
5. **Environment Committee** – there were no formal proposals; however some matters required clarification:
 - 5.1 At the last meeting, the assistant clerk was asked to get the sign that is currently on the rusty pole sited within the area of Riviera Car Sales moved to the other side of the road. The parish clerk said that this should be costed first and permissions sought (KCC/SDC). The Finance Committee agreed.
 - 5.2 Replacement of the damaged seat on Wilberforce Road: this had been updated at the Land Assets Management sub-committee meeting prior to the current meeting.
 - 5.3 The Environment Committee had discussed commissioning boards listing all the regiments involved in WW1. The clerk said that this would need to be costed first. The Finance Committee agreed.

- 5.4 The Environment Committee had voted to pay £350 to Roger Joyce for the design of wheelie bin screening. The Finance Committee said that this should come out of the Environment Improvement budget.

6. 2015/16 Budget Review

- 7.1 The petty cash schedule, dated May to July 2015, was presented and signed by the chairman (*appendix 1*).
- 7.2 The first meeting of the VC Commemorative Event Steering Group had taken place. The group should produce a budget plan at its next meeting so that the council could set a budget for the event. The group had requested that some copies of the publication called: Forgotten Hero be purchased; it was agreed that six copies should be bought, costed to Civic Expenses.
- 7.3 The cost of fixing the brackets and hanging baskets should come out of the Hanging Baskets budget in the short term; then the amount should be re-claimed from KCC as part of the renovation of the lampposts costs.
- 7.4 The bollards and planters by the Sir John Moore Memorial need to be renovated; the committee agreed for this to go ahead; to be costed to the Street Furniture budget.
- 7.5 The clerk asked about the cost of the barriers for the Sea Festival: the clerk was asked to order these and then claim back the cost by invoicing the Sea Festival.
- 7.6 The clerk asked if a direct debit could be set up to pay the monthly BT phone bill; this was agreed.
- 7.7 The clerk informed members that the Bequest and High Street Innovation Fund budget headers had both been added back into the budget as there were still unspent funds. With the HSIF, this would be finalised by the end of July so that the cost of the additional finger post could be re-claimed before the deadline.
- 7.8 All costs associated with the creation of the car park at the recreation ground would be costed to the AEP budget.
- 7.10 The clerk informed members that she had just received notification that the recent VAT claim had been paid direct into the bank account. This was for £1,618.75.

The finance report was received and approved by the committee.

Proposed by: Cllr R Bliss

Seconded by: Cllr N Bliss

Agreed by all

7. Family Fun Day

The spreadsheet of costs had been previously circulated. Cllr Holben reported that all was progressing well; there was no further update.

8. Christmas lights

A full update had been given the previous day at the full council meeting. The clerk had delegated responsibility to go ahead and purchase the garlands and accessories when KCC had given permission for the garlands to be put on the lampposts.

The Christmas lights switch-on event was discussed. As there was no lead member for this event, nothing had yet been planned. The clerk was asked to get costs for two big Christmas trees, one to be sited on the village green and one by the shopping centre in Enbrook Valley and to send out a request for a councillor to agree to lead on the event.

Action (1): the clerk to get Christmas tree prices

Action (2): the clerk to send an email to all councillors asking if anyone would be lead member for the Christmas event.

9. Granville Road Parade toilets and 'kiosk' update

The members were updated that the council was awaiting the revised draft lease, which would then go to full council in September.

10. Sandgate Library / KCC & SPC Service Level Agreement

The clerk would look for a local commercial property solicitor to advice the council on the library lease as KCC Legal Services had said they could not assist due to a conflict of interest.

11. Information – there was no further information.

12. Date of next meeting: Thursday 10th September at 11am. It was agreed that the LAM meeting would be on the same day, to commence at 10am.

The meeting ended at 4.47pm.

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