

SANDGATE PARISH COUNCIL Minutes of a Finance Committee Meeting held on Thursday 10th September 2015 at 11am

Present: Chairman Cllr Nina Bliss

Councillors Robert Bliss, Jan Holben, Tim Prater and Adrian Watts

Parish Clerk A Oates

The meeting commenced at 11am

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 15th July 2015 were submitted, approved as a correct record and signed by the Chairman.

Proposed by: Cllr R 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. The Finance Committee added that a 'No Camping' sign should be placed at the recreation ground.

Proposed by: Cllr N Bliss **Seconded by:** Cllr R Bliss

Agreed by all

5. 2015/16 Budget Review

- 7.1 The cheque schedule for cheques numbers 200042 to 200092 was presented and signed by the chairman (appendix 1). In future, similar schedules would be called Payment Schedules as they would include all electronic banking payments.
- 7.2 The bank reconciliation, as at 10/09/2015, was presented and signed (appendix 2). The clerk informed the committee that she had transferred £5,000 from the reserve account to the current account.
- 7.3 The clerk produced the Balance of Payments spreadsheet with notes; this was reviewed (any updates have been added to the document in blue appendix 3)

The finance report was received and approved by the committee.

Proposed by: Cllr N Bliss **Seconded by:** Cllr A Watts

Agreed by all

6. Community Events

6.1 Cllr JH asked if three large event banners could be produced, without a date so that they could be used repeatedly. The size needs to be approximately 6' x 2' and made of hard-wearing

plastic. Action: the clerk to contact Sign Graphics in the valley to get initial design and costs.

- 6.2 Christmas event: an update was requested; the clerk would have an update for the next meeting, after discussing the plans with Cllr Findlay-Stone.
- 7. **Information** Cllr Holben said that the council should actively encourage residents to give their email addresses to the clerk so that they can be added to the mailing list. The events staged by the parish council should be used to promote the mailing list for example by adding this to the posters. Also, a Christmas Draw could be held, which would require entrants to give their email addresses.
- **8. Date of next meeting:** The date was not chosen but it was agreed that it should be sometime in October, but not before the 23rd.

The meeting ended at 12:20pm.	
Signed by the Chairman, Finance Committee	Date