



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Thursday 3rd October 2013 at 3.00pm

Present: Chairman **Cllr Nina Bliss**
 Councillors **Robert Bliss, Richard Grundy, Jan Holben and Tim Prater**
 Parish Clerk **A Oates**

The meeting commenced at 3.00pm

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 5th September 2013 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr Tim Prater
Seconded by: Cllr Jan Holben
Agreed unanimously
4. **Land Assets Management (LAM)**
The last meeting had been held earlier today, prior to this Finance meeting, therefore it was agreed that all proposals made at the meeting be recommended for approval.
Proposed by: Cllr Tim Prater
Seconded by: Cllr Nina Bliss
Agreed unanimously
5. **To consider proposals from the Environment Committee**
If the cost for making the final amendments to the VDS was around £50 - £100 then it was agreed that this could be paid; however, if it was more, this would need to go back to the Finance Committee. Due to time constraints, it was agreed that this could be by email consent.
Proposed by: Cllr T Prater
Seconded by: Cllr Mrs N Bliss
Agreed unanimously.
6. **2013/14 budget** –
 - 6.1 Payment schedule for cheques numbered 100894 to 100908 (*appendix 1*) was agreed and signed.
 - 6.2 Cheques approved and signed but agreed to hold back the Alliance Douglas cheque until the works on the old toilet block had been completed and signed off.
 - 6.3 Bank reconciliation (*appendix 2*) was agreed and signed.
 - 6.4 Receipts and Payments account was presented. Cllr TP noticed that the amount of grant received from the Roger De Haan Trust did not match the amount paid out re the MUGA. It was noted that the clerk had mistakenly overclaimed; the error occurred when the first invoice from the contractor was amended to a lower amount but the amount of grant claimed matched the first

invoice. Trevor Minter must be informed. When the next claim is submitted, the amount would be adjusted accordingly.

- 6.5 It was agreed to purchase 25 photographs from the MUGA launch day – clerk to choose. A display to be set up in the library – fund of £100 allocated.
- 6.6 Christmas lights switch-on event: Cllr Nina Bliss to liaise with Laurielle from Escondito; clerk to order Christmas tree; Cllr Holben to produce actions list; Miss Sandgate to be asked to attend the event.
- 6.7 The clerk has arranged a meeting with the internal auditor to have new spreadsheets set up for the monitoring of all grants received with deadlines etc. Cllrs R Bliss and Prater to attend.
- 6.8 The auditor to also set up Reserve budgets for Elections and underspends on LAM and AEP budgets.

The report was received and approved.

Proposed: Cllr N Bliss

Seconded: Cllr Mrs J Holben

Agreed unanimously

7. 2014/15 Budgets –

- 7.1 After the meeting with the auditor, clerk to produce first suggested adjustments to next year's budgets as discussed and to send to committee members by email.
- 7.2 Cllr Holben requested an Events budget of £4,000, to include three events on the Recreation Ground.
- 7.3 Cllr Holben has some funding for outdoor adult gym equipment; she would like the council to match fund. She would put a proposal together, with costings and photographs to present to full council at its November meeting.
- 7.4 The clerk handed out copies of this year's council tax calculations for all town and parish councils in Shepway, for the committee members' information.

8. Income Streams

There could be opportunities for income streams from events at some stage but there was nothing to suggest at the moment.

9. Information

- 9.1 Cllr RB mentioned that The Looker was a publication that local businesses could possibly benefit from advertising in. The council may wish to support them with taking two pages of editorial. This could not be discussed as it was not on the agenda.
- 9.2 The clerk informed that a new edition of The Good Councillor's Guide had been produced and she would purchase one copy for each councillor (except only one was needed between Cllrs Bliss and Bliss and one between Cllrs Holben and Grundy).
- 9.3 The clerk informed the committee that all proposals for expenditure under Section 137 of the Local Government Act must be recorded in agendas and minutes. She would ensure that this is done in future. The clerk handed out copies of a printed summary showing what local councils can do and the Powers attributed to these functions.
- 9.4 The clerk informed that a meeting with KCC finance, Libraries and Hod Birkby, the KCC County Member for Sandgate, had been arranged to discuss possible funding for new books for the library.

10. Date of next meeting – The next meeting would be at 3pm on 7th November. It was agreed, therefore, that the next LAM meeting would be at 2.15pm on the same day.

The meeting ended at 4.20pm.

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