



Parish Clerk A Oates

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 10th September 2015 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr N Bliss
Seconded by: Cllr R 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.
Proposed by: Cllr J Holben
Seconded by: Cllr T Prater
Agreed by all
5. **Car Park / Dog Run** – this was as discussed at the LAM meeting.
6. **Granville road toilets and kiosk** – this was as discussed at the LAM meeting
7. **Library Service Level Agreement** – some of the light fittings had been looked at by an electrician; a full updated report was expected from KCC. As there were further delays in the council taking over responsibility for the library, it was now necessary to ask Folkestone Library to factor in staff cover over the Christmas period. As soon as the negotiations are completed, the council should move to opening the library one afternoon a week at the earliest opportunity. The clerk was asked to contact the two people who had expressed an interest in paid work in the library. The volunteers had all been asked about taking on more responsibility in the library – opening/closing etc but they did not seem keen to do more than they currently do.
8. **Community Events** – all was in hand with the Christmas event; it would be held in Saga Pavilion with the refreshments being laid on by Saga; there would be a Christmas tree, Father Christmas with gifts for the children and carol singing. The total cost was not expected to exceed £600.

- 9. Christmas Lights** - the clerk reported that all was in hand re the purchase of two large Christmas trees - Vic Harmer was arranging this and would decorate the trees with lights. The clerk reported that Eric Stokes of Millennium Quest had quoted £1,275 for next year's installation and takedown costs plus £855 for storage. With the storage, this would be within this financial year so a decision needed to be made. The clerk was first asked to discuss the requirements and costs with Vic Harmer. The clerk was asked to contact Saga to request that more of their trees in the grounds be adorned with lights.
- 10. William cotter VC event** – it was proposed and agreed that a new budget should be created and the amount should be £500.
Proposed by: Cllr N Bliss
Seconded by: Cllr T Prater
Agreed by all
- 11. SDC's Polling Station request to use the library in 2016** – as the library space would be in the parish council's control by that time, it was proposed and agreed that the library could be used for the polling station. The clerk should charge the same fee as last year, which was £200.
Proposed by: Cllr T Prater
Seconded by: Cllr N Bliss
Agreed by all
- 12. 2015/16 Budget Review**
- 12.1 The Payment Schedule for cheques numbered 200092 to 200112 was presented and signed by the chairman (*appendix 1*).
 - 12.2 The Bank Reconciliation, as at 27/10/2015, was presented and signed (*appendix 2*).
 - 12.3 The Petty Cash Schedule for the period July to October was presented and signed (*appendix 3*).
 - 12.3 Civic Expenses budget: there will be expenditure for the drinks and finger food at the December meeting; more wreaths needed to be ordered; the parish clerk was given delegated authority to order these. It was agreed that a special wreath for the William Cotter VC event would need to be commissioned. This should be discussed by the steering group.
 - 12.4 Newsletter budget: it was hoped that this could be produced before the end of November.
 - 12.5 Audit & Legal budget: the clerk advised the committee that the council should not renew its membership of KCC's Legal Scheme as the costs seemed to soar and were not calculable. The clerk was asked to get clarification of local solicitors' costs and also what free advice the council was entitled to from KALC/NALC.
 - 12.6 Insurances budget: it was noted that there was an overspend of £282.
 - 12.7 Training budget: the clerk reported that the new councillors had attended training/conferences.
 - 12.8 Hanging Baskets budget: the clerk had informed Longacre Nursery of the theft of one of the small boat planters.
 - 12.9 Office Equipment budget: Ben at The Computer Shop had quoted £249.97 (gross) for an HP laptop and she wished to go ahead and purchase this. The members agreed.
 - 12.10 Christmas Lights budget: *this was discussed under item 9 above.*
 - 12.11 Vending Machine budget: the clerk produced an analysis of approximate costs per cup of hot drink. For example, it cost the council approximately 45p per cup of coffee with milk and sugar. A sign had been put up requesting customers to a limit of one cup per person per visit. Anyone wishing an additional drink would be asked for a donation.
 - 12.12 Craft Club & Read & Rhyme budget: the clerk reported that the last session leader had pulled out but another one had volunteered to take this on and had commenced on 26th October.
 - 12.13 Sea Festival budget: this was overspent by £713; this was because of the cost of erecting and storing the two new gazebos and the removal of paint from the walkway. It was agreed that this amount should be vired across from the Contingency budget.

- 12.14 General Maintenance & Acquired Assets budget: the Asset Register would be updated to reflect the purchase of the new gazebos.
- 12.15 Twinning with Sangatte budget: the mayor of Sangatte had been sent an invitation to attend the Remembrance Sunday service on 8th November and the clerk had been informed that there would be a delegation from France on the day; the Chairman of the Council would entertain the guests after the memorial service. Cllr Griggs would attend the services on the 11th November in France; he could reclaim his expenses. The clerk was asked to have some flags put up on the lampposts near the War Memorial for the period of the Remembrance Day services.
- 12.16 Environment Improvements budget: the Environment Committee was still waiting to see the drawings of the wheelie bin screening from Roger Joyce; the council's own planning application re the 'Wellington Boot' boards had been validated by SDC and was now out for consultation.
- 12.17 Leases and Licences budget: the clerk was awaiting the updated licence from Paul Marshall for the area at The Esplanade which would include the new finger post, Wellington Boot boards, previous boards (on the side of the last Coastguard cottages).
- 12.18 Temporary PC for the Rec budget: it was noted that there was a slight overspend of £230.

The finance report was received and all actions approved by the committee.

Proposed by: Cllr T Prater

Seconded by: Cllr R Bliss

Agreed by all

13. 2016/17 Budget

- 13.1 The clerk was asked to contact KALC to find out if they knew if there would be any capping in place for next year's tax banding.
- 13.2 The Finance Committee would need to have proposals ready to put to full council for decision at the January full council meeting.

14. Information – there was no further information.

15. Date of next meeting: The date was not chosen but it was agreed that the clerk should send some suggestions of dates to members by email.

The meeting ended at 1:40pm.

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