



**SANDGATE PARISH COUNCIL**  
**Minutes of a Finance Committee Meeting held on**  
**Thursday 7<sup>th</sup> November 2013 at 3pm**

---

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

---

The meeting commenced at 3.28pm

No members of the public attended

1. **Apologies for absence:** Cllr R Grundy
2. **Declarations of Interest** – there were none.
3. **Minutes** - The minutes of the meeting held on 3<sup>rd</sup> October 2013 were submitted, approved as a correct record and signed by the Chairman.  
**Proposed by:** Cllr Tim Prater  
**Seconded by:** Cllr Nina Bliss  
**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 Jan Holben  
**Seconded by:** Cllr Tim Prater  
**Agreed** unanimously
5. **Grounds maintenance for 2014-15**  
5.1 Further to the discussion at the earlier LAM meeting, the number of hours was discussed for the proposed grounds caretaker. It was suggested that this could be, say: Mondays, Wednesdays & Fridays. When the draft specification is done, this would be emailed to the members for checking. The spec should include mention of maintenance checks around the parish, not just for the leased areas. The spec could be sent out to the companies invited to submit quotations for the ground maintenance contract as well as to individuals. If the latter, any employment should be based on a self-employed basis. It was suggested that £2,500 should be set against the Safety & Cleanliness budget for the new post.
6. **Bequest received from the Estate of Ann Nevill**  
A cheque for £1,000 had been received. The accompanying letter from the Executor was read out. There were no conditions made as to how the money is to be spent. It was agreed that this amount should be added to the Environment Improvement budget. The committee could look at project ideas at its next meeting.

**7. Promotion of Sandgate businesses (The Looker)**

It was agreed that the draft page, put together by Cllr Prater, looked very good. Cllr Prater pointed out that it was possible that one or more businesses may have been left out – this would only be businesses that had not registered on the website. It was proposed that £300 be set aside to pay for the promotion of local businesses in two issues of The Looker (two times £150).

**Proposed by:** Cllr Tim Prater

**Seconded by:** Cllr Nina Bliss

**Agreed** unanimously

**8. Christmas lights budget**

Cllr Nina Bliss said that there were two lampposts that did not have electrical fittings; however, Millennium Quest had offered to fit these for free so that the Christmas lights would work on these lampposts. The fittings would be taken down when the lights are removed in the New Year. Cllr Bliss had been assured that all the lights were in working order, following the complete overhaul that was carried out after the last Christmas season.

**9. Commemorative shields**

The clerk had previously been asked by the Chairman of the Council to look at costs for producing commemorative shields and one quote had been received. Members looked at the examples provided by Thomas Fattorini Ltd. It was felt that the simpler design with just the Sandgate logo was best; except it was requested to have one rose added to either side of the design. It was proposed that ten shields should be ordered provided that the amended design is sent to the committee members for final approval. The price would be in the region of £37 to £40 each; this would come out of the Civic Expenses budget.

**Proposed by:** Cllr Nina Bliss

**Seconded by:** Cllr Robert Bliss

**Agreed** unanimously

**10. To consider proposals from the Environment Committee**

There were no proposals under the current financial year; however, a list of proposed expenditure for next year's budget was submitted. This was discussed under item 12 of the agenda.

**11. 2013/14 budget**

11.1 The bank reconciliation (*appendix 1*) was presented and agreed – subject to two amendments: the Election Fund should state £4,000 so the General Fund should be amended to read £119,310.06. The reconciliation was signed and the amendment initialled.

11.2 The cheque schedule for cheques numbered 100909 to 100917 (*appendix 2*) was presented, agreed and signed.

11.3 The corresponding cheques were signed.

11.4 The Payments and Receipts account (*appendix 3*) was presented and approved.

11.5 The expenditure breakdown of the LAM and AEP budgets (*appendix 4*) was presented.

11.6 The expenditure and receipts details of the MUGA project and High Street Innovations Fund projects (*appendices 5 & 6*) were presented.

11.7 The breakdown of works carried out under 'handyman services' (*appendix 7*) was presented. The report was received and voted to be approved.

**Proposed:** Cllr T Prater

**Seconded:** Cllr R Bliss

**Agreed** unanimously

## 12. 2014/15 Budgets –

- 12.1 Cllr Prater produced a suggested draft budget; this was discussed and changes made. The amended document would be circulated with the minutes (*appendix 8*).
- 12.2 There was an initial discussion on what the precept should be and it was suggested that the council should consider a two per cent increase.
- 13.3 The Environment Committee had submitted a proposal; which the clerk updated on as it had been determined that the council would need to submit an application for the Seaside Award every year. This would cost £550 annually. The request for £1,000 for a new double litter bin could come out of the Street Furniture budget instead of the Environmental Improvements budget; litter bin maintenance should come from the Assets & General Maintenance budget. Re the requested £500 for improvements to the area around Riviera Court, it was felt that this could be achieved with the recently bequeathed funding. If this was not carried out this financial year, the amount could be carried forward to the next year. Re the £100 to promote the Business Forum, it was suggested that a new Business Support budget be created. The budget for Environmental Improvements was, therefore, set at £1,000.
- 13.4 The proposed Twinning budget, submitted by Cllr Griggs, was discussed. It was felt that some of the forecasted expenditures could come from Civic Expenses, thereby apportioning a budget of £1,100.

The recommendations made for next year's budget are subject to approval by full council; which will also be subject to what the Band D equivalent tax will be set at and what precept the parish council agrees to set.

**Proposed by:** Cllr Nina Bliss

**Seconded by:** Cllr J Holben

**Agreed** unanimously

## 13. Information

- 13.1 The final cost of the amendments to the Village Design Statement were not yet known but would be in the region of £240. The clerk would circulate the exact figure when known, for the finance committee members to approve via email, as previously agreed.
- 13.2 Letter received from David Cowell: the Trust would not be taking up the £500 grant.
- 13.3 Sandgate Society's request from support from the council regarding promotional literature: this was discussed at the Environment meeting.
- 13.4 SDC had responded to the council's request re the possible kiosk on Granville Parade saying that the council's interest had been noted.
- 13.5 The clerk submitted a report on the works required for the memorial; this would be discussed at the next full council meeting.

- 14. Date of next meeting** – The next meeting would be at 3pm on 9<sup>th</sup> January. It was agreed, therefore, that the next LAM meeting would be at 2.15pm on the same day.

The meeting ended at 5.25pm.

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