



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Thursday 25th January 2013 at 11am

Present: Chairman Cllr N Bliss
 Councillors R Bliss, J Holben and T Prater
 Parish Clerk A Oates

The meeting commenced at 11am

No members of the public attended

1. **Apologies for absence:** Cllr R Grundy
2. **Declarations of Interest** – Cllr T Prater declared a personal interest in item 7 – one of the companies quoting for the toilet block work is known to him.
3. **Minutes** - The minutes of the meeting held on 20th December 2012 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr R Bliss
Seconded by: Cllr Mrs J Holben
Agreed unanimously.
4. **2012/13 budgets** – presented by the RFO (Clerk)
 - 4.1 The schedule of cheque payments (cheques 100785 – 100788) was received and approved (*appendix I*).
 - 4.2 The RFO was requested to check whether the latest payment to Kent Police re the PCSO is in arrears or in advance.
 - 4.3 The bank reconciliation was received and approved (*appendix II*).
 - 4.4 It was noted that there were three orders outstanding: Collier-Stevens, Sign Graphics and Nebulo Strata.
 - 4.5 VDS: it was noted that there will be one last invoice from Catherine Hughes, amount unknown, to be received by March. The current balance in the budget is £8,057; it was felt that with a reduced print run of the final document, the final overall cost of the project should be within budget.
 - 4.6 Litter bins: the RFO/Clerk would shortly be purchasing two new litter bins, as previously agreed. The current price is £269.19 per bin plus the cost of the metal cigarette stub plates.
 - 4.7 It was agreed that a trolley could be purchased for stacking and moving the meeting room chairs; expenditure to be up to £100.
 - 4.8 There was one outstanding payment due to the council: £3,000 from Folkestone Town Centre Management for the Christmas lights.
 - 4.9 In view of Millennium Quest's recent statement that all the lights would be completely overhauled, it was agreed that the cheque for their outstanding invoice could be sent off.
 - 4.10 The RFO queried where the expenditure for the notice board licence should be shown in the cash book; it was agreed that it should be under 'Maintenance & Acquired Assets.

- 4.11 Twinning expenditure: £1,295 income received; total expenditure: £2,015; giving a total cost to the council of £720, which was just £20 over budget. It was found that, due to the exchange rate, there was a surplus of Euros; it was agreed that this should be set aside for a future visit to France.

The 2012-13 budget report was received and approved.

Proposed by: Cllr Mrs N Bliss

Seconded by: Cllr J Holben

Agreed unanimously.

5. 2013/14 budgets: to make recommendations to take to full council

The proposed budget as compiled at the November Finance Committee meeting was discussed; all remained the same except for some clarification and changes:

- 5.1 Staff costs: this would need to be adjusted when the revised Library Service Level Agreement had been completed and agreed.
- 5.2 Community Events: this would encompass all events, except the Sea Festival.
- 5.3 General Maintenance & Acquired Assets: this would cover all areas of the parish, except the five areas of leased land.
- 5.4 Environmental Improvements: this would cover all areas of the parish, except the five areas of leased land.
- 5.5 Contingencies: reduce from £3,000 to £2,800.
- 5.6 Create a new budget header: Leases & Licences with a budget of £200.
- 5.7 LAM Maintenance: this would only cover the five areas of leased land.
- 5.8 Under Special Items, 'LAM specials' would be re-named 'Area Enhancement Projects' (AEP). This would also only cover the five areas of leased land.
- 5.9 Village Design Statement: it is not anticipated that there would be any carry forward.
- 5.10 The precept was now known to be £65,457 (inclusive of SDC's grant).

It was proposed that the recommendations for the 2013/14 budgets are taken to full council in February (*appendix III*).

Proposed by: Cllr Mrs N Bliss

Seconded by: Cllr T Prater

Agreed unanimously

6. Sandgate Community Trust

The Trust has been set up to offer financial assistance to Sandgate residents who have a need for a WiFi enabled computer or device but lack the funding. The fund is likely to assist the elderly and families with school age children. £500 has been ring-fenced by the Trust and this has been matched by the Roger De Haan Charitable Trust. Mr David Cowell has asked the council for a matching pledge which would only be take up if needed.

It was proposed that £500 be reserved against the Grants and Donations budget in the new financial year. If it is not called upon by this time next year, it was asked that Mr Cowell informs the council.

Proposed by: Cllr T Prater

Seconded by: Cllr Mrs N Bliss

Agreed unanimously

7. Land Assets Management report; to include MUGA update

- 7.1 Three quotes had been received for the initial works to be carried out on the toilet block. The clerk was asked to send a schedule of the quotes to the Finance Committee members, excluding Cllr Prater who had expressed a personal interest in one of the companies. It was agreed that the decision as to which company would be selected would be then be made by email.
- 7.2 It was agreed that Cllr Grundy should oversee the works, on the council's behalf.

- 7.3 There was no further update on the MUGA, except that the previously agreed selected companies had been invited to tender.

8. Community Events Working Group

- 8.1 Cllr Mrs Holben informed that she would put a plan together to hold a small event in March and would come back to the Committee with the details. There was approximately £300 left in the Events budget.

12.20 pm Cllr Prater left the meeting.

9. Information

- 9.1 The clerk informed that she was unable to locate a schedule of litter bins (numbered bins and corresponding locations); it was suggested that she ask the previous Chairman as he may have this in his office.
- 9.2 The clerk informed that she had been asked if the council would support the Folkestone Airshow. One way this could be done would be to have merchandise for sale in the office/library. If councillors did not have a concern about this, she would seek permission from KCC Libraries. The council may also be wish to consider opportunities to promote Sandgate

10. Date of next meeting – to be decided as and when required.

The meeting ended at 12.35pm.

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