



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Thursday 18th October 2012 at 11am

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

1. **Apologies for absence:** there were no apologies.
2. **Declarations of Interest** - There were no declarations of interest.
3. **Minutes** - The minutes of the meeting held on 7th September 2012 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr N Bliss
Seconded by: Cllr T Prater
Agreed unanimously.
4. **2012/13 budgets**
 - 4.1 One cheque was presented for approval: cheque number 100748 for £335.00 to Sandgate Community Trust, grant payment regarding promotion of the new free Broadband service.
 - 4.2 The VAT claim had been approved by HM Revenue & Customs and the sum of £5,226.75 had been banked.
 - 4.3 The Clerk/RFO reported that there had not been any other changes to the bank reconciliation that was presented to full council on 9th October.
 - 4.4 The travel costs for attending the Remembrance Day Service in France to come out of Civic Expenses.
 - 4.5 Newsletter: the winter issue will mainly be distributed by email so only a small print of about 600 will be required.
 - 4.6 Administration budget: move the expenditure to more appropriate budgets and move the balance remaining to the Contingency budget.
 - 4.7 Training and elections budgets: it is likely that there would be underspends on both budgets. With the £3,000 in 'Elections'; put £2k into a special 'Elections' reserve fund and £1k into the Contingency budget.
 - 4.8 Grants and donations: the two grants applied for this year have been awarded; six wreaths have been ordered from the British Legion. The ones around the Memorial from last year need to be removed; there should be a policy statement that wreaths are to be removed in January of the following year when the wreaths are laid.
 - 4.9 Office equipment & furniture: the Parish Clerk would like to purchase a trolley for stacking and moving the chairs in the office/library, where needed for meetings etc. The clerk will research suppliers and costs.
 - 4.10 PCSO contribution: only one invoice has been received to date and the clerk has not yet received a reply to the letter sent to Kent Police. She will chase these up.
 - 4.11 Christmas lights: the budget balance should be sufficient to pay for this year's additional illuminations (the sleigh); a nominal sum of £1,000 should be allocated in Maintenance and Acquired Assets for maintenance of all the lights.

- 4.12 Events: allow for £700 for the Christmas lights switch on event on 24th November (which will include the Christmas tree and pot, refreshments provided by Escondidos, and presents for the children) and the Christmas Poetry Competition. Any balance to be allocated to the new Community Events Working Group.
- 4.13 Litter bins: there is £2,150 in the fund; £1,500 of this is earmarked for the electronic bin; the balance to be allocated for maintenance of all the bins. The Clerk was requested to get a price for having a full overhaul of them – grease hinges and locks, rub down and repaint etc. This should also include all the planters. Also, Clerk to purchase two plastic bins with cigarette stub plates.
- 4.14 Vending machine: a breakdown of costs and stock balance was distributed. Members agreed to keep the offer of free hot drinks to visitors.
- 4.15 Craft Club: it was reported that the person currently running the club would like to step down at some stage.
- 4.16 Environment Committee: there is an underspend of £500. The Clerk was requested to contact SDC to see how much it would cost to clear the sea walkway once a fortnight and how much to start beach cleaning in March once a week.
- 4.17 Jubilee Beacon: the Clerk was requested to proceed with getting the logo put on the plaque hanging from the beacon.
- 4.18 Land Assets Management (LAM): the previous council administration had voted to spend £10,491 on works to the recreation ground and the purchase of furniture; this needs to go on the next council meeting agenda to be approved by the current administration. The Clerk would be working on the costings for the maintenance of all the newly leased lands. Re the toilet block, up to £6,000 has previously been allocated.
- 4.19 Village Design Statement: Cllr Findlay-Stone had previously presented an update on the current spend and expenditure still required, which would incur a deficit of £2,124.06. Members felt that savings could still be made on printing costs and so this should be deferred until this was discussed with her. The document should mainly be available for developers.
- 4.20 Bus shelters: it was agreed that as a bus shelter (by the Royal Norfolk Hotel) was not feasible due to the narrowness of the pavement, this should be shelved and the amount marked as underspend.

The 2012-13 budget report was received and approved.

Proposed by: Cllr T Prater

Seconded by: Cllr N Bliss

Agreed unanimously.

5. Christmas lights switch-on event

- 5.1 Arrangements for the event were discussed: Cllr N Bliss is leading on it.
- 5.2 Cllr Grundy will look after the public address system and snow machine and will check the electricity supply – the parish council will pay for an external socket to connect to Escondido's supply; subject to agreement by the management.
- 5.3 Escondidos will be asked to provide the lights for the Christmas tree and refreshments as per last year.
- 5.4 The Clerk will get costs for the Christmas tree and pot.
- 5.5 The Clerk will liaise with the primary school re the children's choir attending.

6. Community Events Working Group

The new group will make proposals for other events, when it is known what the amount left in the Events budget will be after expenditure for the Christmas lights and poetry events.

7. Expenditure proposals – grit bins and Christmas Poetry Competition

- 7.1 It was proposed to purchase three grit bins at the cost of £179.11 each, with a discount of 10%. One will go behind the office/library; Cllr Grundy will provide location reference points for the

other two. The Clerk will then inform KCC Highways of the locations so that an engineer can visit and approve the locations.

Proposed by: Cllr N Bliss

Seconded by: Cllr J Holben

Agreed unanimously.

- 7.2 It was agreed that the Clerk should proceed with the arrangements for the poetry competition and should purchase the prizes.

8. Land Assets Management report

This had been covered under item 4 of the agenda.

9. 2013/14 budget and precept proposals

- 9.1 It was suggested that the budget headings remain the same, with the exception that 'Administration' is deleted; 'Elections' moves under 'Special Items' and becomes a reserve account; 'Police Support Officer Contribution' becomes 'Safety & Cleanliness' (for example); 'Events' becomes 'Community Events'; 'Litter bins' becomes a sub-heading under LAM; 'Maintenance & acquired assets' also becomes a sub-heading under LAM; 'Environment Committee' becomes 'Environmental Improvements'; 'Jubilee beacon', 'Village Design Statement' and 'Bus Shelters' are deleted.
- 9.2 The suggested budgets for next year are in Appendix I of these Minutes.
- 9.3 The Clerk was requested to provide figures on 1, 3 and 5% increases in the precept and what any increase might represent to the local tax payer.
- 9.4 The Clerk to also find out when the amount for the grounds maintenance will be paid to the parish council.
- 9.5 The end of year balance on the LAM budget to be carried forward to 2012-14. The new budget will be dependent on the maintenance costs and take into account the contribution from SDC.
- 9.6 The costs for planting, maintaining and watering of the hanging baskets and troughs was approved provided by Longacre Nurseries was approved.
- 9.7 Village Design Statement: the community should take ownership and any funding required for projects should be via the grant application process.
- 9.8 Environmental Improvements budget: it was advised that the allocation should stipulate that this should include the planters in the Golden Valley shopping area.

10. Financial Regulations & Standing Orders

This was deferred.

11. Christmas holiday closure

It was proposed that the council office should close from 24th December through to 1st January inclusively.

Proposed by: Cllr T Prater

Seconded by: Cllr N Bliss

Agreed unanimously.

12. Information

There were no other matters to report.

13. Date of next meeting – Friday 2nd November at 10am.

The meeting ended at 13:50.

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