



**SANDGATE PARISH COUNCIL**  
**Minutes of a Finance Committee Meeting held on**  
**Thursday 20<sup>th</sup> December 2012 at 4.35am**

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

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The meeting commenced at 4.40pm

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 2<sup>nd</sup> November 2012 were submitted, approved as a correct record and signed by the Chairman.  
**Proposed by:** Cllr Mrs N Bliss  
**Seconded by:** Cllr Mrs J Holben  
**Agreed** unanimously.
4. **MUGA – to finalise the specification and drawings and to shortlist the contractors**
  - 4.1 Steven Way of Collier-Stevens Chartered Surveyors gave an update. Valid expressions of interested were received from 23 contractors and he recommended a shortlist of three Kent-based general contractors and three specialist play contractors.
  - 4.2 Modifications to the specification were discussed and agreed.
  - 4.3 SW will provide a list of all the contractors that expressed an interest for the contract.
  - 4.4 All was in hand to proceed according to the Gantt Chart previously circulated.It was proposed to agree SW's recommendations.  
**Proposed by:** Cllr Mrs N Bliss  
**Seconded by:** Cllr R Bliss  
**Agreed** unanimously.
5. **2012/13 budgets**
  - 5.1 The bank reconciliation was received and approved.
  - 5.2 The bank statements were signed.
  - 5.3 The petty cash schedule was received and approved.
  - 5.4 The cheque schedule for cheque numbers 100755 to 100763 was received and approved.
  - 5.5 Postage & Stationery budget: currently overspent; it was agreed to vire across £126.41 from Contingency to bring revised budget total to £450.
  - 5.6 A cheque had been received from the Rowing Club in respect of sponsorship for the Jubilee Festival event.
  - 5.7 An invoice had been sent to Folkestone Town Centre Management (FTCM) re the Christmas lights.
  - 5.8 Cllr Prater reported that KCC could find no trace of where the second grant payment of £1,000 came from; therefore the council had gained this additional amount.
  - 5.9 It was noted that there was a slight overspend on the Insurance budget.

- 5.10 Christmas lights: currently showing an overspend but this does not reflect the £3,000 due from FTCM.
- 5.11 Events: the remaining budget is £336.59; this could be utilised by the Community Events working group.
- 5.12 Litter bins: the clerk reported that the two previously agreed bins had not yet been purchased and the specification for inviting quotes for maintenance of all the litter bins had yet to be drawn up.
- 5.13 Twinning budget: it was proposed and agreed to approve a budget up to £700 for the costs associated with the signing event on 18<sup>th</sup> January.
- 5.14 The clerk requested advance approval of four payments; the new cheque book had not yet been received and the cheques would need to be sent out before the Christmas break. The payments would be entered onto the next payment schedule.

The 2012-13 budget report was received and approved.

**Proposed by:** Cllr Mrs N Bliss

**Seconded by:** Cllr R Bliss

**Agreed** unanimously.

#### **6. 2013/14 Precept – to make recommendation to take to full council in January**

The district council (SDC) had announced changes to the tax base, which would result in a reduction to the Band D average. Although an indicative grant would be given by SDC, the tax base change would result in a lower gross precept to that received for 2012/13; and there could be no assumption of any future grants. In view of these changes, it was proposed that the Finance Committee should make a recommendation to full council to increase the precept by 3%.

**Proposed by:** Cllr R Bliss

**Seconded by:** Cllr T Prater

**Agreed** unanimously

#### **7. Staff pay review**

- 7.1 It was proposed that the clerk's hourly pay rate be changed from £9.50 per hour to £10.50 per hour from January 2013 providing it would not exceed the recommended pay scale for Town and Parish clerks.

**Proposed by:** Cllr R Bliss

**Seconded by:** Cllr Mrs N Bliss

**Agreed** unanimously

- 7.2 It was proposed that the amount of £500 previously agreed for the clerk's assistant to be raised to £1,000; to be vired across to Staff Costs from Contingency.

**Proposed by:** Cllr R Bliss

**Seconded by:** Cllr Mrs N Bliss

**Agreed** unanimously

#### **8. Twinning signing event in France**

- 8.1 The event would be promoted to everyone and it was hoped that there would be sufficient numbers to fill a 49-seater coach. The deadline for responses would be 10<sup>th</sup> January 2013.
- 8.2 The costs to everyone going to the event would be £10 per head for the coach travel (including Channel crossing) and £15 per head for the meal at the Blanc Nez Restaurant. The balance would be subsidised by the parish council. The maximum budget set for this would be £700 (as noted under item 5 above).
- 8.3 The signing would take place at Le Veux, the annual occasion where the Mayor addresses the public about the year's achievements and what is planned for the year ahead.

#### **9. Community Events Working Group**

There was nothing to report.

## **10. Land Assets Management (LAM) report**

- 10.1 The clerk updated that three companies had been invited to quote for the grounds maintenance contract. To date, only one company had responded. The other companies had been chased up and the clerk had the name of another company, which would now be invited to submit a quote.
- 10.2 When three quotes have been received, the clerk would inform the LAM sub-committee so that a meeting could be arranged to appraise the quotes and make a recommendation to take to the Finance Committee.
- 10.3 Three companies had been invited to quote for the initial works to the toilet block (clearance of debris, asbestos etc). No quotes had yet been received. The companies would be contacted again.
- 10.4 The clerk was requested to include mention of the toilet block request for quotations in the next Sandgate news mail out.

## **11. Information**

- 11.1 The council offices would be closed from 1pm on 21<sup>st</sup> December and would re-open on 2<sup>nd</sup> January 2013. There would be an out-of-office message advising that the district council should be contacted for any emergencies.

## **10. Date of next meeting – to be decided.**

The meeting ended at 6.35pm.

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