

SANDGATE PARISH COUNCIL Minutes of a Finance Committee Meeting held on Monday 30th April 2012 at 10am

Present: Chairman Cllr N Bliss Parish Clerk A Oates

Councillors R Bliss, J Holben and T Prater

1. Apologies for absence: there were no absentees.

2. Declarations of Interest - There were no declarations of interest.

3. Minutes - The minutes of the meeting held on 10th February 2012 were submitted, approved as a correct record and signed by the Chairman.

Proposed by: Cllr R Bliss **Seconded by:** Cllr T Prater

4. Annual Audit Commission

- 4.1 The parish clerk reported that the council's auditor had submitted his internal audit report 2011-2012 and had completed Section 4 of the Annual Return. He found all the records to be accurate and up to date.
- 4.2 The auditor included a recommendation that the level of fidelity insurance cover should be increased.
- 4.3 The parish clerk was requested to send a copy of the Audit Commission's annual audit form to all councillors, prior to completion and signing of the form at the Annual Parish Council meeting on 8th May.
- 4.4 The parish clerk reported that she would need to complete a form of variances which will be sent to the Audit Commission together with the annual return form.
- 4.2 The auditor had verbally suggested that the parish council should get the Chain of Office revalued and check with Zurich Insurance as to the validity of its storage.

5. Christmas lights

An invoice has been received from Millennium Quest regarding the light breakdowns that were caused by salt penetrating the lights in the adverse weather conditions. On querying the amount, Cllr N Bliss has negotiated a reduction to the bill; the amount payable now is £1,100. It was proposed that this is paid and that, in future, the maintenance of the lights is covered by a formal contract.

Proposed by: Cllr N Bliss Seconded by: Cllr T Prater Agreed unanimously

6. Petanque event – Cllr Holben reported that:

- Two quotes for the work to construct the pitch have been received; a decision on the expenditure will need to be taken to the next full council meeting.
- 6.2 The district council has given permission for the pitch to be created.
- 6.3 The plans for both the petanque match and the event afterwards are well underway.

6.4 The date of the event has been changed; it will now be Saturday 7th July.

7. Jubilee & Olympic Torch events

- 7.1 A cheque for £1,500 has been received from the Roger De Haan Trust towards the cost of the firework display.
- 7.2 The Rowing Club will be donating £250. The cheque will be presented shortly.
- 7.3 The Sandgate Society will be donating £200. The cheque will be presented shortly.
- 7.4 Expenditure for the events: Cllr Prater reported that the cost for the project with Folkestone Film Factory will be £1,200 and a further £500 may be needed from the events budget. A cheque needs to be raised to Universal Fireworks for £850 next week with the balance of a further £850 being paid on completion of the display on 4th June. These proposed expenditures will be presented to full council next week.
- 7.6 Cheque payments are required: £240 is required for payment to KL Music and £200 for a rock band.
- 7.5 It was agreed that the prizes for the fancy dress competition would be Kidz Planet vouchers. There will be two age groups: 0- 4years and 5-11 years.

8. Green Space Group

This was not discussed as there was no financial implication.

11. Date of next meeting – to be called when required.

9. 2012/13 budgets

9.1 The parish clerk reported that the spreadsheet for the new financial year was set up and that all petty cash expenditure would in future be recorded electronically.

10. Information

10.1 As the leases for the transfer of lands had been signed, it was felt that there should now be a formal plan for managing the lands run by a new committee. This will be added to the agenda of the next full parish council meeting. When the committee members have been elected, the committee's first action will be to draw up Terms of Reference.

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