



**SANDGATE PARISH COUNCIL**  
**Minutes of a Finance Committee Meeting held on**  
**Friday 22nd June 2012 at 11am**

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

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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 30<sup>th</sup> April 2012 were submitted, approved as a correct record and signed by the Chairman.  
**Proposed by:** Cllr T Prater  
**Seconded by:** Cllr R Bliss  
**Agreed** unanimously.
4. **Land Asset Management**
  - 4.1 It was agreed that the new sub-committee should provide a 3-year management plan to include a maintenance schedule for all the leased lands and any equipment that may need to be purchased (e.g. lawn mowers) – the scoping would start in July to shape the plans for discussion in September.
  - 4.2 The parish clerk was asked to check when the precept capping is due to be implemented and by what percentage and whether there could be any dispensation for taking on more responsibility.
  - 4.3 The sub-committee agreed to meet on Monday 23<sup>rd</sup> July at 10am.
5. **Standing Orders and Financial Regulations review**

Both the Standing Orders and Financial Regulations need to be updated; the parish clerk was asked to draft the first amendments using tracked changes and then send them to the committee members by email for reviewing.
6. **Petanque event**
  - 6.1 Sandgate Society would be arranging the catering; everyone except the guests would pay. Spectators could still be encouraged to bring their picnics.
  - 6.2 Insurance cover would need to be arranged; the parish clerk would contact Zurich.
  - 6.3 A risk assessment would need to be produced.
  - 6.4 The portable toilets would need to be booked.
  - 6.5 Two sets of balls had been purchased; with postage, this exceeded the agreed sum of £100 but it was felt that the excess postage was worth it to receive the balls in good time.
  - 6.6 No ceiling budget for the petanque event was set at the main council meeting.
7. **Olympic Torch event**
  - 7.1 The insurance company would need to be informed.
  - 7.2 A risk assessment would need to be produced.

- 7.3 Radnor Estate's permission to use the beach would need to be sought. The parish clerk was asked to contact Charles Evans.
- 7.4 Cllr Prater would send the draft schools letter to the clerk to send to Tamasin Jarrett for her advice and approval.
- 7.5 The parish clerk informed the committee that the council had received two payments of £1,000 from KCC; one payment is likely to be an overpayment; Cllr Prater would check with KCC. The grant amount of £1,000 would be added to the events budget.
- 7.6 It was proposed that the total spend for the project/event should not exceed £1,500 from the events budget.

**Proposed by:** Cllr Prater

**Seconded by:** Cllr N Bliss

**Agreed** unanimously.

## **8. Vending Machine review**

This was referred until the parish clerk was able to assess the cost based on the number of cups used.

## **9. 2012/13 budgets**

- 9.1 The clerk/RFO advised that several changes needed to be made to the budgets: Military Road Rec budget heading to change to Land Asset Management, the Grants & Section 137 Payments and Donations budgets to merge into one budget; £184 to be vired across from Contingency to Jubilee Beacon to allow for the extra cost and the £1,000 receipt from KCC to be added to the Events budget.

**Proposed by:** Cllr R Bliss

**Seconded by:** Cllr N Bliss

**Agreed** unanimously.

- 9.2 It was possible that the parish could trial a new litter bin, one with technological features. It was proposed that this should be put to full council. The cost to the council would be £1,500.
- 9.3 Bus shelter – there was a provision in the budget for a new bus shelter; this was referred to the Environment Committee to look into and to be clear about what it wants to do.
- 9.4 Cllr Holben informed the committee that shop keepers in Enbrook Valley shopping area would like to have signage put up saying 'no ball games'. She would send the information to the parish clerk to follow up.

## **10. Library voluntary support**

- 10.1 Following the meeting held with staff members from KCC Libraries, the parish clerk was still waiting to hear if volunteers would be allowed to work in the library to assist with the library services. The work of the parish clerk was being adversely affected due to the dual role of dealing with parish business and running the library.
- 10.2 The clerk was working several hours a week after the library was closed to catch up she requested that any additional working time could be added to the monthly timesheet; the committee agreed.

## **11. Information**

Cllr Prater reported that the lamp columns in Sandgate were scheduled to be tested sometime between 27<sup>th</sup> June to 4<sup>th</sup> July; the analysis would take a week with the results due 11<sup>th</sup> July. Cllr Prater would push for an earlier report.

## **11. Date of next meeting – Thursday 2<sup>nd</sup> August at 2pm.**

The meeting closed at 12 noon.

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