



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Friday 7th September 2012 at 11am

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

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 2nd August 2012 were submitted, approved as a correct record and signed by the Chairman.

Proposed by: Cllr N Bliss

Seconded by: Cllr J Holben

Agreed unanimously.

4. 2012/13 budgets – presented by the RFO/Clerk:

- 4.1 List of cheque payments for approval, from cheque number 100723 to 100731 totalling £9,421.64.
- 4.2 Schedule of outstanding council invoices, totalling £3,492.56; £200 of this had just been received from Sandgate Society.
- 4.3 Schedule of orders raised, numbered 001 - 005.
- 4.4 Bank reconciliation – this was not approved due to incompleteness; it will be presented at the September main council meeting.
- 4.5 The HSBC bank mandate form had not been accepted by the bank but the RFO/Clerk would be permitted access to the bank account via Internet banking. The appropriate form would be completed and presented for signature at the main council meeting.
- 4.6 PCSO payment: Clerk to send a letter with the cheque regarding the current situation of the PCSO being pulled away from Sandgate duties and requesting information on the impending review (due October).
- 4.7 Twinning: it was agreed that £50 be allocated from the Twinning budget towards the cost of holding the next Petanque match in France.
- 4.8 Jubilee flags: payment of the flags is now needed (the council sponsored some); Cllr TP will look into storage of the flags for future re-use.
- 4.9 Christmas lights: not ordering any more.
- 4.10 Trees on the village green: the Clerk has chased up Dave Sephton at SDC by email re removing the trees; one is hazardous and could be a danger if it fell down. The Clerk was asked to send an email to Andy Blaszkowicz, head of the department.
- 4.11 This year's Christmas tree: it will have to be a cut one in a tub. It was proposed that £150 is allocated from the Events budget to pay for the tree and tub; the Clerk to get prices.
- 4.12 It was agreed that the budget for the newsletter would be increased by £800, to be vired from Contingencies. Sandgate Printers has offered to do the design of the next one.
- 4.13 Sea Festival: £250 should be moved from the Sea Festival budget to Events as this was payment for entertainment at the Jubilee event.

- 4.14 The total expenditure for Events shows an overspend but this is not allowing for the £2,500 income received, which should be credited to Events.
- 4.15 Bus stop: Clerk to chase up Alan Lague to assess the pavement for accessibility.
- 4.16 Library/clerk support: the members were updated on the recent Library meeting, which is looking to update the Service Level Agreement. Members agreed to allow a sum of up to £500 for the clerk to have paid support prior to the updated SLA being agreed. This should be arranged on a short term freelance basis. Amount to be vired from Contingencies to Staff Costs.
- 4.17 Library CRB checks: the Clerk was requested to register with the umbrella company that Cllr Prater has looked into. The cost would only be £10 per person for volunteers; the cost to be vired from Contingencies to Staff Costs. KCC has agreed to instigate an enhanced check for the Clerk.
- 4.18 There was approximately £800 left in the Events budget; this could be allocated to the new community events group (the set up to be agreed at the next full council meeting).

The 2012-13 budget report was received and approved.

Proposed by: Cllr N Bliss

Seconded by: Cllr J Holben

Agreed unanimously.

5. Village Design Statement

At the Environment meeting it was discussed that costs for printing could be reduced as it would not be necessary to print sufficient copies for every household. A summary document giving the guiding principles could be printed instead, with a small amount of the full document printed for distribution to key stakeholders and for reference in the library.

6. Land Assets Management (LAM) report

- 6.1 Minutes of the meeting held just before the Finance meeting would be typed up and circulated in due course.
- 6.2 The sub-committee presented its proposal for its Terms of Reference; this was approved by the Finance Committee; the document would be finalised accordingly.
- 6.3 The current tender process had been suspended; to be re-started in compliance with regulations.
- 6.4 Cllr R Bliss had set up a meeting with key officers at the district council to request if Tamasin Jarrett could assist with the MUGA tendering process and all the contractual dealings. Members agreed to empower Cllr Bliss to make a decision on the negotiations at the meeting.
- 6.5 The toilet block: the Clerk was requested to get a surveyor's report on its condition, in line with Financial Regulations procedures.

The LAM report was received and approved.

Proposed by: Cllr N Bliss

Seconded by: Cllr J Holben

Agreed unanimously.

7. Information

- 7.1 All committees should start to look at the budgets for the 2013-14 budget setting.
- 7.2 SLCC has warned of a possible change to the Band D calculations; the Clerk should learn more about this at the Finance Conference in October.
- 7.3 The Audit Commission has announced that new external auditors have been appointed.
- 7.4 The Government is proposing to abolish the requirement for the two signature rule for parish and community councils. There should be an update on this at the Finance Conference.
- 7.5 The Clerk will produce the first draft of the updated Financial Regulations soon.

Date of next meeting – Thursday 18th October at 11am.

The meeting ended at 12.53pm.

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