

- ANNUAL PARISH COUNCIL MEETING**
Minutes of the meeting held on 14th May 2013 at 7.00pm
Sandgate Council Library & Offices, Sandgate High Street, Sandgate

7. **Minutes of the Main Council Meeting held on 9th April 2013** – the Minutes were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr G Fuller
Seconded by: Cllr M Fitch
Agreed unanimously.

Minutes of the Extraordinary Meeting held on 2nd April 2013 – the Minutes were submitted, approved as a correct record and signed by the Chairman.

Proposed by: Cllr Mrs Findlay-Stone

Seconded by: Cllr T Prater

8. **Election of Committees' Chairman and sub-committees** and appointment of members to committees: **Planning, Environment, Finance, Personnel and Library.**

8.1 Election of Committees:

Planning Committee - Cllr G Fuller was proposed Chairman by Cllr T Prater, seconded by Cllr Mrs N Bliss and this was **agreed** unanimously. Cllrs Mrs N Bliss, M Fitch, L Griggs, Mrs Findley-Stone and T Prater were voted on to the Planning Committee.

Environment Committee - Cllr Mrs Findlay-Stone was proposed Chairman by Cllr M Fitch, seconded by Cllr L Griggs and this was **agreed** unanimously. All councillors with the exception of Cllr R Bliss were voted on to the Environment Committee. The Chairman can attend any meeting as ex officio member.

Finance Committee - Cllr Mrs N Bliss was proposed Chairman by Cllr M Findlay-Stone, seconded by Cllr T Prater and this was **agreed** unanimously. Cllrs R Bliss, R Grundy, Mrs J Holben and T Prater were voted onto the Finance Committee.

Personnel Committee - Cllr R Bliss was proposed Chairman by Cllr M Fitch, seconded by Cllr L Griggs and this was **agreed** unanimously. Cllrs Mrs J Holben and G Fuller were voted on to the Personnel Committee.

Library Committee – Cllr Mrs J Holben was proposed Chairman by Cllr R Bliss, seconded by Cllr L Griggs and this was **agreed** unanimously. Cllrs R Bliss and T Prater were voted on to the committee.

8.2 Appointment of members to sub-committees and working groups.

It was agreed that these should be voted at the next meetings of the relevant committee.

8.3 Cllr Prater proposed that the Finance Committee meetings should be held in the evenings rather than the daytime to make it easier for councillors with a day job. He then withdrew his proposal as it was agreed that this would go on the agenda for discussion at the next Parish Council meeting.

9. **Four cheque signatories** – these will remain the same: Cllrs Mrs N Bliss, Mrs J Holben, Mrs M Findley-Stone and L Griggs.

Proposed by: Cllr T Prater

Seconded by: Cllr R Bliss

Agreed unanimously

10. **Schedule of meeting dates.**

The schedule of meeting dates for 2013/2014 (*appendix IV*) was presented and agreed.

Proposed by: Cllr R Bliss

Seconded by: Cllr L Griggs

Agreed unanimously

The Chairman specified the importance of councillors notifying the Parish Clerk of absences and giving reasons.

- 11. Representatives to outside meetings.**
KALC – Cllr T Prater
Chichester Hall – Cllr Mrs J Holben
Sandgate Society – Cllr M Findley-Stone

The above councillors agreed to represent the council at relevant external meetings of the above bodies.

Proposed by: Cllr Mrs M Findlay-Stone

Seconded by: Cllr R Bliss

Agreed unanimously

- 12. Library** – update on proposals for taking over the running of the library
The Chairman advised that it would take 4-6 months to sort out the requirements for the parish council to take over the running of the library. Discussions are currently on-going with Kent County Council. Cllr Prater advised that KCC is revising the proposals and that minutes of the recent meeting were sent to all councillors.

- 13. Village Design Statement**
Cllr Mrs Findlay-Stone gave an update on the consultation of the draft document. There have been about 35 responses and she thanked everyone involved; when completed, the Design Statement will be adopted by the District Council. The VDS had already been used at the last Planning Committee meeting.

- 13. High Street Flags**
The proposal to fund twenty-five flags should the Innovation Fund bid fail was deferred to the next meeting of the Finance Committee.

- 14. Date of the Annual Parish Council Meeting for 2014** – this will be held on 13th May 2014.

The meeting closed at 7.40 pm

Chairman of Council

Date