

SANDGATE PARISH COUNCIL Minutes of a Finance Committee Meeting held on Tuesday 11 December 2018 at 12.30 pm

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Present: Chairman Councillor Nina Bliss

Councillors Robert Bliss, Jan Holben and Adrian Watts.

Clerk P Savage

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The meeting commenced at 12.30 pm

No members of the public attended

- 1. Apologies for absence: Councillor Tim Prater.
- **2. Declarations of Interest** there were none.
- **3. Minutes** The minutes of the meeting held on 13 November 2018 were submitted, approved as a correct record and signed by the Chairman.

Agreed by all who had attended that meeting

4. Land Assets Management Sub-Committee

The Committee noted the decisions and comments and endorsed recommendations of the Sub-Committee which had met immediately before the Committee.

5. 2018-19 budget monitoring

The Committee received reports from the Responsible Finance Officer on expenditure so far incurred. This included the following

- Budget monitor
- Bank reconciliation (signed by the Chairman of the Committee and the RFO)

The following issues were raised (RFO to action):

- The contract/service level agreement with KCC, and whether any increases were possible
- The receipt of an unexpected invoice for unbudgeted expenditure in respect of the Sandgate Design Statement
- What the payment of £8 from the contingency fund had been for
- A further newsletter should be produced before the year end (GT/TP)

RESOLVED: that the Council meet 50% of the SDS redesign costs and invite the Sandgate Society to meet the balance.

Proposed by: Councillor Adrian Watts Seconded by: Councillor Robert Bliss

6. Draft budget for 2019-20

The RFO presented an options paper as a first draft for the 2019-20 budget. The Committee suggested the following variations (which are incorporated into the attached draft):

• Including a sinking fund of £1500 per annum for furniture and carpet replacements for the library

- Making the vending supplies budget £1000 (down from £1500 in 2018-19)
- Increasing the LAM budget to £15000
- RFO to provide detailed report on what the £4200 for the Granville Parade toilets would cover

The Committee decided to reconsider the budget in the light of final developments at its January 2019 meeting, but at this stage was considering an inflationary increase in the precept of between 2.5% and 3% with the attached schedule showing an illustrative 2.75% being the middle of that range.

7. Grant application from the Sandgate Society

The Committee considered a request from the Sandgate Society for a contribution of £500 towards the cost of providing the next set of 16 commemorative soldiers' footprints (total cost £1700).

RESOLVED That a grant of £500 be awarded to the Sandgate Society

Proposed by Councillor Nina Bliss

Seconded by Councillor Robert Bliss

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There was no additional information

7. Date of next meeting: 8 January 2019 at 12.15 pm or on the rising of the Land Assets Management Sub-Committee whichever is the earlier.

The meeting ended at 1.11 pm.	
Signed by the Chairman, Finance Committee.	.Date

PAYMENTS	2015- 2016 BUDGET	2016- 2017 REVISED BUDGET	2017- 2018 BUDGET	2018- 2019 BUDGET	2018-19 estimated outturn	2019-20 draft budget	
Civic Expenses	1,000	1,000	1,000	1,000	1,000	1,000	
Chairman's Allowance	600	600	600	600	600	600	
Staff costs	21,000	22,000	22,200	20,150	20,100	20750	
Newsletter	1,000	2,000	1,000	1,000	1,100	1,000	
Library - 50% Contribution	7,000	0	0	0			
Library (Business rates, utilities, staff cover)	0	7,000	12,500	13,000	13,500	14,000	Gross budget (excluding main staff) now shown based on first two years. Inflation allowed for utilities. See KCC contributions below
Subscriptions	1,500	1,500	1,500	1,500	1,533	1,600	
Bank Charges	50	50	50	50	0	0	
Postage & Stationery	600	600	600	600	200	300	
Audit & Legal	1,100	1,100	1,100	1,100	825	850	
Insurances	2,500	3,000	3,000	1,000	1,025	1,050	
Training	500	300	500	500	0	500	A
Hanging Baskets & Memorial Troughs	5,000	5,000	5,500	5,500	5,000	5,500	As recommended by Environment Committee
Elections	1,000	0	1,000	1,000	1,000	1,000	To maintain £5,000 election fund
Grants & Donations (S 137)	4,000	3,000	3,000	3,000	1,700	3,000	
Office Equipment & Furniture	500	650	500	500	300	1,500	Creation of sinking fund of £1500 pa to deal with ongoing replacement of furniture and carpet over coming years
Safety & Cleanliness	2,500	2,500	1,500	0	0	0	Merged with LAM as related to park caretaker's contract
Broadband& Phone	400	400	400	550	540	550	
Christmas Lights	9,650	6,000	5,000	5,000	5,500	6,000	As recommended by Environment Committee
Community Events	3,750	3,750	3,000	3,000	3,000	3,000	As recommended by Environment Committee
Street Furniture	1,000	1,629	800	800	800	800	As recommended by Environment Committee
Cleaning	1,000	1,000	1,000	1,000	1,000	1,000	
Vending Machine supplies	1,500	1,500	1,500	1,500	750	1,000	
Craft Club & Read & Rhyme	250	250	250	250	200	250	
Sea Festival	2,000	2,000	2,000	2,000	2,482	2,200	Net budget: actual costs significantly more but balanced by income from grants, stallholders etc.
Gen Maintenance & Acquired Assets	2,000	1,700	2,000	0	0	0	Transferred £1000 to kiosk and £1000 to LAM for Sandgate Park

Twinning with Sangatte	1,100	1,100	1,100	1,400	1,000	1,400	
Environment Improvements	2,000	1,450	2,000	2,000	3,400	2,200	As recommended by Environment Committee
Leases & Licences	200	200	25	25	50	50	
Business Support	100	100	500	500	0	200	As recommended by Environment Committee
LAM	9,000	9,000	9,000	14,100	13,000	15,000	Incorporates caretaker contract (as above) at correct level (£2600) and provision for car park security
Toilets on the Rec	750	850	850	850	1,211	1,000	Temporary toilets: contract for May to August to be repeated
Granville Parade Toilets Cleaning	0	0	0	0	0	0	Estimated cost of £6,000 included by leaseholders of kiosk as part of lease
Granville Parade Kiosk Legal/letting/rates	0	3,000	1,810	4,000	7,200	4,200	Inflation applied for utilities: understated last year; includes maintenance costs. Current year had major refurbishment works.
Library refurbishments	0	2,000	500	500	2,216	500	Delayed refurbishment to back office in 2018-19
Sandgate design statement	0	0	700	200	790	200	As recommended by Environment Committee
Seaside Award	0	750	750	750	515	600	As recommended by Environment Committee
Storage Costs (bins / offsite resources)	0	600	600	700	700	700	
	1,100	7,250	600 1,250	700 1,250	700	2,000	
resources)							
resources) Contingencies	1,100	7,250	1,250	1,250	8	2,000	Sandgate Park improvements
resources) Contingencies TOTAL PAYMENTS:	1,100 85,650	7,250 94,829	1,250 90,585	1,250 90,875	9 2,245	2,000 95,500	
resources) Contingencies TOTAL PAYMENTS: Major projects fund	1,100 85,650 49,000	7,250 94,829 31,000	1,250 90,585 27,000	1,250 90,875 20,000	92,245	2,000 95,500 21,000	
resources) Contingencies TOTAL PAYMENTS:	1,100 85,650 49,000	7,250 94,829 31,000	1,250 90,585 27,000 117,585	1,250 90,875 20,000 110,875	8 92,245 21,000 113,245	2,000 95,500 21,000 116,500	improvements increased tax base plus 2.75% recommended to Finance Committee (middle
resources) Contingencies TOTAL PAYMENTS: Major projects fund Funded by: Precept	1,100 85,650 49,000	7,250 94,829 31,000 125,829	1,250 90,585 27,000	1,250 90,875 20,000 110,875 74,986	8 92,245 21,000 113,245	2,000 95,500 21,000 116,500	improvements increased tax base plus 2.75% recommended to
Contingencies TOTAL PAYMENTS: Major projects fund Funded by: Precept SDC Grant	1,100 85,650 49,000	7,250 94,829 31,000 125,829	1,250 90,585 27,000 117,585	1,250 90,875 20,000 110,875	8 92,245 21,000 113,245	2,000 95,500 21,000 116,500	improvements increased tax base plus 2.75% recommended to Finance Committee (middle
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resources) Contingencies TOTAL PAYMENTS: Major projects fund Funded by: Precept SDC Grant KCC contribution for staff (fixed	1,100 85,650 49,000	7,250 94,829 31,000 125,829 71,813 1,715	1,250 90,585 27,000 117,585	1,250 90,875 20,000 110,875 74,986 0	8 92,245 21,000 113,245 75968 0	2,000 95,500 21,000 116,500 79,946 0	improvements increased tax base plus 2.75% recommended to Finance Committee (middle
resources) Contingencies TOTAL PAYMENTS: Major projects fund Funded by: Precept SDC Grant KCC contribution for staff (fixed for 2017)	1,100 85,650 49,000	7,250 94,829 31,000 125,829 71,813 1,715	1,250 90,585 27,000 117,585 73,523 7,000	1,250 90,875 20,000 110,875 74,986 0 7,000	75968 0	2,000 95,500 21,000 116,500 79,946 0 7,000	increased tax base plus 2.75% recommended to Finance Committee (middle of 2.5 to 3% range)
resources) Contingencies TOTAL PAYMENTS: Major projects fund Funded by: Precept SDC Grant KCC contribution for staff (fixed for 2017) KCC contribution to running costs	1,100 85,650 49,000	7,250 94,829 31,000 125,829 71,813 1,715 7,000	73,523 7,000 6150	1,250 90,875 20,000 110,875 74,986 0 7,000 6250	75968 0 7000	2,000 95,500 21,000 116,500 79,946 0 7,000 6250	improvements increased tax base plus 2.75% recommended to Finance Committee (middle
resources) Contingencies TOTAL PAYMENTS: Major projects fund Funded by: Precept SDC Grant KCC contribution for staff (fixed for 2017) KCC contribution to running costs Library income	1,100 85,650 49,000	7,250 94,829 31,000 125,829 71,813 1,715 7,000	73,523 7,000 6150 500	74,986 0 7,000 6250	75968 0 7000 1,300	2,000 95,500 21,000 116,500 79,946 0 7,000 6250 500	increased tax base plus 2.75% recommended to Finance Committee (middle of 2.5 to 3% range)

	121,833	111,585	_	125,482	116,500	
Funded from General Fund balance b/f	8,905	-788	_	-161	-3,046	Contribution to balances
Major projects carry forward	27,000	20,000	20,000	20,000	20,000	