



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Tuesday 8 January 2019 at 12.40 pm

Present: Chairman Councillor Tim Prater in the chair
 Councillors Robert Bliss, Jan Holben and Adrian Watts.
 Clerk P Savage

The meeting commenced at 12.40 pm

No members of the public attended

1. Election of Chairman for the meeting

Councillor Tim Prater was elected to chair the meeting.

2. Apologies for absence: Councillor Nina Bliss.

3. Declarations of Interest – there were none.

4. Minutes - The minutes of the meeting held on 11 December 2018 were submitted, approved as a correct record and signed by the Chairman.

Agreed by all who had attended that meeting

5. Sandgate Design Statement

RESOLVED: That the Council pay for the substantive element of the bill with the Sandgate Society funding that which related to the appendix (supplier to provide invoice with separate elements).

Proposed by Councillor Tim Prater

Seconded by Councillor Adrian Watts

(Councillors Marjorie Findlay-Stone and Guy Valentine-Neale were present for this item).

6. 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.

7. 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)
- List of payments made

The Committee noted that a decision from the Permanent Secretary at HM Treasury was imminent, but the RFO was instructed to prepare an options paper within two weeks in case the proposal was unacceptable.

8. Draft budget for 2019-20

The RFO presented a revised budget based on the Committee's previous advice. The Committee reviewed the budget line by line and

RESOLVED that all budgets could be afforded, including some provision for unexpected costs arising from Brexit, with a precept increase of 1.2% as attached to these minutes and that Council should be recommended accordingly.

Proposed by Councillor Robert Bliss

Seconded by Councillor Adrian Watts

9. Information

Annual Fun Day: noted that it was proposed that this could be combined with the French boules tournament. To be discussed further by the Environment Committee in February 2019.

Lola Lachlan Fund: noted that the craft scheme had been very successful but that as part of the feedback on the 2018 scheme, the trustees should be invited to consider other options.

Book cases for the library: Chairman to speak with the Cabinet member at KCC.

10. Date of next meeting: 12 February 2019 at 12.15 pm or on the rising of the Land Assets Management Sub-Committee whichever is the earlier.

The meeting ended at 1.32 pm.

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

2019 - 2020 BUDGET

ANNEX TO MINUTES

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	15,500
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
Hanging Baskets & Memorial Troughs	5,000	5,000	5,500	5,500	5,000	5,500
Elections	1,000	0	1,000	1,000	1,000	1,000
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
Safety & Cleanliness	2,500	2,500	1,500	0	0	0
Broadband& Phone	400	400	400	550	540	550
Christmas Lights	9,650	6,000	5,000	5,000	5,500	6,000
Community Events	3,750	3,750	3,000	3,000	3,000	3,000
Street Furniture	1,000	1,629	800	800	800	800
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

Gross budget (excluding main staff) now shown based on first two years. Inflation allowed for utilities and pay increases. See KCC contributions below

As recommended by Environment Committee
To maintain £5,000 election fund

Creation of sinking fund of £1500 pa to deal with ongoing replacement of furniture and carpet over coming years
Merged with LAM as related to park caretaker's contract

As recommended by Environment Committee
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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	
Toilets on the Rec	750	850	850	850	1,211	1,000	Incorporates caretaker contract (as above) at correct level (£2600) and provision for car park security
Granville Parade Toilets Cleaning	0	0	0	0	0	0	
Granville Parade Kiosk Legal/letting/rates	0	3,000	1,810	4,000	7,200	4,200	Temporary toilets: contract for May to August to be repeated
Library refurbishments	0	2,000	500	500	2,216	500	
Sandgate design statement	0	0	700	200	790	200	Estimated cost of £6,000 included by leaseholders of kiosk as part of lease
Seaside Award	0	750	750	750	515	600	
Storage Costs (bins / offsite resources)	0	600	600	700	700	700	Inflation applied for utilities: understated last year; includes maintenance costs. Current year had major refurbishment works.
Contingencies	1,100	7,250	1,250	1,250	8	2,340	
TOTAL PAYMENTS:	85,650	94,829	90,585	90,875	92,245	97,340	Delayed refurbishment to back office in 2018-19
Major projects fund	49,000	31,000	27,000	20,000	21,000	21,000	
	134,650	125,829	117,585	110,875	113,245	118,340	As recommended by Environment Committee
Funded by:							As recommended by Environment Committee
Precept							
SDC Grant		71,813	73,523	74,986	75,968	78,740	increased tax base plus 1.2% recommended by Finance Committee
KCC contribution for staff (fixed for 2017)		1,715		0	0	0	
KCC contribution to running costs		7,000	7,000	7,000	7,000	7,000	
Library income			6150	6250	6000	6250	
Grants and Donations		0	500	500	1,300	500	for park and war memorial improvements
Kiosk Lease Income		0	0	0	10,000	0	
		5,000	5,000	5,250	5,375	5,500	

Use of library as Polling Station	400	200	0	0	350	
Major projects carry forward	27,000	20,000	20,000	20,000	20,000	
Funded from General Fund balance b/f	8,905	-788		-161	0	Contribution to balances
	121,833	111,585		125,482	118,340	

FOOTNOTE: In addition to this revenue budget the Council is in possession of a loan of £500,000. A decision on its repayment is awaited from the Permanent Secretary at HM Treasury. The RFO is preparing an options paper subject to the outcome of the Permanent Secretary’s decision.