

# SANDGATE PARISH COUNCIL Minutes of a PARISH COUNCIL MEETING Held at 7pm on Tuesday 21 May 2019

# At Sandgate Parish Council/Library Offices James Morris Court, Sandgate High Street, Sandgate.

Present: Chairman Councillor Robert Bliss

Councillors Nina Bliss, Michael Fitch, Gary Fuller, Tim Prater, Vannessa

Reay, Nabin Siwa and Tracy Stephens

Clerks P Savage and G Thomas

There were 19 members of the public present. No questions were asked.

These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting. The meeting commenced at 7.00 pm

#### 1. Election of Chairman and Vice-Chairman

Resolved that Councillor Robert Bliss be elected Chairman of Sandgate Parish Council for 2019-20

**Proposed by:** Councillor Tim Prater **Seconded by:** Councillor Michael Fitch

Resolved that Councillor Tim Prater be elected Vice-Chairman of Sandgate Parish Council for 2019-

20

**Proposed by:** Councillor Robert Bliss **Seconded by:** Councillor Nina Bliss

### 2. Declaration of acceptance of office

The Chairman made the statutory declaration of acceptance of office

- **3. Apologies for absence:** Councillor Guy Valentine-Neale, Adrian Watts and Lewis Whitnall
- **4. Declarations of Interest** there were none
- **Minutes of the last meeting** the minutes of the Parish Council meeting held on 16 April 2019, having been previously circulated, were approved as a correct record and signed.

**Proposed by:** Councillor Tim Prater **Seconded by:** Councillor Nabin Siwa

Agreed by all who had been present at the meeting.

#### 6. Chairman's opening remarks

The Chairman reminded the Council that he had given a substantial annual report to the annual Parish Meeting which had preceded the Council meeting.

#### 7. Planning Committee report

The Council noted that minutes of the last meeting had been circulated.

#### 8. Governance review

The report of the Clerks had been circulated and amended in the light of the comments of the previous Council meeting

Resolved: That the (1) the following changes be approved:

- (a) Merger of Finance Committee, Land Assets Management (LAM) Sub-Committee and Personnel Committee to form a new Resources Committee
- (b) Changes to the constitution to require the Library Committee to meet at least quarterly
- (c) Sizes of committees to
  - Full Parish Council meeting 11 members third Tuesday of every month
  - Environment Committee: six members- first Tuesday of each month
  - Planning Committee: five members as required prior to Environment or full Parish Council meeting
  - Resources Committee: six members second Tuesday of the month
  - Library Committee: five members quarterly
- (d) Introduction of a system of voting substitutes operated by the clerks whereby all councillors are potential substitutes for all committees as a last resort, with a maximum of two substitutes for any meeting.
- (2) That the list of outside appointments and lead member arrangements be reviewed.
- 9. Delegation arrangements to committees, sub-committees, staff and other local authorities

Resolved that (1) the terms of reference of committees be approved as circulated; and (2) the same officer arrangements for 2018-19 be adopted as for 2019-20.

10. Appointment of members to committees

**Resolved** that the appointments as set out in Appendix A to these minutes be approved.

Review and adoption of appropriate standing orders, financial regulations and other governance arrangements
Resolved that standing orders, financial regulations and other governance arrangements be adopted as circulated.

15 Schedule of meetings for 2019-20

Resolved that the schedule of meetings of the Council and its committees for 2019-20 as attached as Appendix B to these minutes.

16. Chairman's correspondence

The Chairman reported an email that had been received on behalf of the Folkestone Rowing Club seeking a letter of support that would help the Club to access other finances. Council agreed that the Chairman should send such a letter.

17. 2018/19 and 2019/20 Finance report

The Responsible Finance Officer gave a brief report advising the Council that the internal auditor would inspect the accounts for 2018-19 on 29 May 2019 and that the budget for 2019-20 was progressing in accordance with the approved levels.

18. KALC report

The Chairman announced that a KALC community achievement award had been made to the Sandgate Society, on the recommendation of the Parish Council, for their work on the digital archive. Council congratulated the Sandgate Society and the certificate was presented to Jill Partridge of the Society

19. Twinning

The Chairman reported that good relations were continuing to develop with Sangatte with the following events having taken place: Folkestone Girls School exchange, boules tournaments, Sea Festival and concert in Sangatte by Canterbury Winds.

20. Information

There was nothing to report.

21. Date of the next meeting –

Tuesday 18 June 2019 at 7pm

The meeting ended at 7.24 pm.

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# **COMMITTEE MEMBERSHIP 2019-20**

# LIBRARY COMMITTEE

- 1. Gary Fuller (Chairman)
- 2. Robert Bliss (ex-officio)
- 3. Nina Bliss
- 4. Tim Prater (ex-officio)
- 5. Nabin Siwa
- 6. Adrian Watts

# **ENVIRONMENT COMMITTEE**

- 1. Tim Prater (ex-officio) (Chairman)
- 2. Michael Fitch
- 3. Gary Fuller
- 4. Vannessa Reay
- 5. Nabin Siwa
- 6. Tracy Stephens
- 7. Lewis Whitnall

# **RESOURCES**

- 1. Robert Bliss (Chairman)
- 2. Nina Bliss
- 3. Tracy Stephens
- 4. Guy Valentine-Neale
- 5. Adrian Watts
- 6. Michael Fitch

# **PLANNING**

- 1. Guy Valentine-Neale (Chairman)
- 2. Michael Fitch
- 3. Gary Fuller
- 4. Vannessa Reay
- 5. Tracy Stephens
- A. The Chairman and Vice-Chairman of the Council are ex-officio members of all committees.
- B. All councillors are substitute members on all committees and up to two may be called upon by the clerks in the event of known absences.

#### APPENDIX B

# SANDGATE PARISH COUNCIL SCHEDULE OF MEETINGS 2019/20

Commencing **7.00 pm** (unless indicated otherwise) at Sandgate Parish Council Library James Morris Court, Sandgate High Street CT20 3RR



### **MAIN Parish Council Meetings**

Usually held on the third Tuesday of each month (except August) at 7pm

2019
21st May (Annual Parish Meeting)
21st January
18th June
16th July
17th March
17th September
21st April

15th October 19th November 10th December

# **Environment Committee Meetings**

Usually held on the first Tuesday of each month (except August) at 7pm

2019
4th June
7th January
2nd July
3rd September
3rd March
1st October
5th November
3rd December

2020
7th January
4th February
3rd March
7th April
5th May

## **Planning Committee**

<u>Usually</u> held immediately before meetings of the full Parish Council and Environment Committee

### **Library Committee**

Quarterly meetings on a schedule to be determined

#### **Resources Committee**

Usually held on the second Tuesday of each month at 6 pm

2019
11th June
14th January
9th July
10th September
10th March
8th October
12th November
3rd December
2020
14th January
11th February
10th March
14th April
5<sup>th</sup> May