

(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.

14 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.

Signed by the Chairman.....Date.....

COMMITTEE MEMBERSHIP 2019-20

<p style="text-align: center;"><u>LIBRARY COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Gary Fuller (Chairman) 2. Robert Bliss (ex-officio) 3. Nina Bliss 4. Tim Prater (ex-officio) 5. Nabin Siwa 6. Adrian Watts 	<p style="text-align: center;"><u>ENVIRONMENT COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Tim Prater (ex-officio) (Chairman) 2. Michael Fitch 3. Gary Fuller 4. Vannessa Reay 5. Nabin Siwa 6. Tracy Stephens 7. Lewis Whitnall
<p style="text-align: center;"><u>RESOURCES</u></p> <ol style="list-style-type: none"> 1. Robert Bliss (Chairman) 2. Nina Bliss 3. Tracy Stephens 4. Guy Valentine-Neale 5. Adrian Watts 6. Michael Fitch 	<p style="text-align: center;"><u>PLANNING</u></p> <ol style="list-style-type: none"> 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.

**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)
18th June
16th July
17th September
15th October
19th November
10th December

2020

21st January
18th February
17th March
21st April

Environment Committee Meetings

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

2019

4th June
2nd July
3rd September
1st October
5th November
3rd December

2020

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

Planning Committee

Usually 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
9th July
10th September
8th October
12th November
3rd December

2020

14th January
11th February
10th March
14th April
5th May