



SANDGATE PARISH COUNCIL
Minutes of a meeting of the Resources Committee held on
Tuesday 9th June at 5.00 pm

Present: Chairman
Councillors

Clerk/RFO

Councillor Robert Bliss
Nina Bliss, Michael Fitch, Tim Prater, Guy Valentine-
Neale and Adrian Watts
Simon Horton

The meeting commenced at 5.02pm on Zoom following system access issues.

1. **Election of Chairman:** The RFO opened the meeting seeking nominations for the Chairmanship. **Councillor Tim Prater nominated Councillor Robert Bliss. Seconded by: Councillor Adrian Watts. Approved by all present**
2. **Apologies for absence** – Councillor Tracy Stephens
3. **Declarations of Interest**– None.
4. **Minutes** – The Minutes of the previous meeting of the Committee were approved as a correct record and signed by the Chairman.
Proposed by: Councillor Adrian Watts. Seconded by: Councillor Michael Fitch. Approved by all present
5. **Sandgate Park:**
The RFO provided an update on the following
 - 5.1 **Multi Use Games Area** – RFO reported that the COVID no use signs continue to be removed/ignored and that he is visiting the park frequently to replace signs and speak with any equipment users.
 - 5.2 **Play equipment** – The Caretaker is replacing the no use hazard tape as required. Councillor Guy Valentine-Neale asked about the possibility of installing fencing around the Children's play equipment as has been installed in other local parks. There was general discussion about the cost of doing this. With no budget available for the current year the matter will be included for discussion when budgets for next year are being considered later this year.
 - 5.3 **Fitness equipment** – The Caretaker is replacing the no use hazard tape as required.
 - 5.4 **Caretaker's report + Contract Renewal** – The most recent Caretakers report was circulated prior to the meeting. The Caretakers role had been advertised on the Parish Website seeking applications to be considered for the role. One application had been received from the current Caretaker. RFO recommended renewal of role for a further 4 year period
Proposed by: Councillor Guy Valentine-Neale Seconded by: Councillor Nina Bliss Approved by all present.
 - 5.5 **Furniture and signage** – Nothing new to report.
 - 5.6 **Dog run** – RFO reported that small repair had been made to the area below the fencing following feedback from a local resident.
 - 5.7 **Boules pitch**– RFO advised that the pitch had been weeded, raked, wackered and that Boules Club had been informed.
Action: RFO to request a quote for replacing the part of the wooden pitch frame which was rotten
 - 5.8 **Car park** – RFO reported that the car park is getting increasingly busy in the afternoons and is maybe connected to the large group reported to be playing football on the tennis court.

5.9 Toilets – Harmers continue to chase the replacement handles which are on back order.

6. Freemantle Park – RFO advised:

1/The Locks have been changed for access to the park and we now have a single key system for both parks under Parish control.

2/we have now had the park mowed twice, have weeded, weed treated, strimmed and remove cuttings from the Children's play area. Previously approved works are with Harmers for action

3/we have received the quotes for further works as outlined previously - £200 for refurbishment of the two metal goalposts - £480 clearance of an overgrown area of the park adjacent to the entrance from Enbrook Road - £150 clearance of an overgrown area adjacent to the 5 a side pitch

4/the dowry from the district council of £6125 has been received.

Councillor Adrian Watts provided an update of recent discussions with local residents.

The quotes were discussed. **Proposed by: Councillor Tim Prater. Seconded by: Councillor Robert Bliss. Approved by all present.**

Councillor Robert Bliss requested that approval be sought from main council to vire from the £6125 dowry funds to the Environmental Budget funds to provide for the costs being incurred in the park.

RFO advised that he will bring to the next meeting of the committee a summary of the expenditure on the park to date.

Action: RFO to arrange a temporary sign advising that the park is now controlled by Sandgate Parish Council with contact details.

7. **2019-20 Internal Auditors Report** – RFO circulated for consideration the internal auditors report dated 25th May together with Financial Regulations which had been updated following input from the Internal Auditor. The Financial Regulations were considered and approved for recommendation to Main Council. **Proposed by: Councillor Adrian Watts. Seconded by: Councillor Nina Bliss. Approved by all present.**
8. **2019-20 Expenditure.** The RFO had circulated for consideration the AGAR documentation showing last year's balances and prior year, The AGAR return was considered and approved for recommendation to Main Council. **Proposed by: Councillor Tim Prater. Seconded by: Councillor Guy Valentine-Neale. Approved by all present.**
9. **2020-21 Budget** – RFO presented the usual reports on payments made, bank reconciliation statement and budget monitor. The RFO reported that overall we were operating within the budget but highlighted areas where there were early indications of year end overspend. Councillor Tim Prater advised that he had recently increased the formal working hours from 9 to 12 for the RFO.
10. **Banking/Investment** – The RFO had circulated the quarterly PWLB summary prior to the meeting. **Action: RFO to provide a summary of interest rates currently being received and maturity dates of current investments.**
11. **Management Information System Purchase.** RFO reported that he had been investigating 3 systems that could possibly replace our current spreadsheet reporting systems. 2 systems had been discounted. The remaining system called Scribe which was designed exclusively for use by Parish Councils had been demonstrated to Councillor Tim Prater and the RFO. Both were impressed and consider that the annual cost of £347 +VAT would be covered by time savings. RFO had undertaken due diligence on the system via the internal Auditor and other Councils and recommended approval. **Proposed by: Councillor Guy Valentine-Neale. Seconded by: Councillor Tim Prater. Approved by all present.**
12. **Grounds Maintenance & Handyman Services Quotes:** The RFO had circulated a summary of the quotes received. Option 3 was recommended by the RFO as it was offering best value. **Proposed by: Councillor Tim Prater. Seconded by: Councillor Robert Bliss. Approved by all present.**
13. **Information.** RFO had circulated emails regarding Freemantle Park which were discussed within Item 6 and Councillor Adrian Watts update regarding the park. RFO reported that a quote had been received to

deal with the refurbishment/painting of the 2 village signs and the 2 benches on Sandgate Hill. The cost was £640 which should be met from the Environment Improvements budget. **Proposed by: Councillor Guy Valentine-Neale. Seconded by: Councillor Adrian Watts. Approved by all present.**

RFO advised that a meeting had been held with the CCTV provider on 3rd June and a response to questions raised was awaited. The meeting was to discuss camera locations in Golden Valley and also covered questions around warranty periods for the equipment, suitability to meet our requirements and ability to provide maintenance/emergency call out cover in the absence of G39 Certification.

Action: RFO to include CCTV on the agenda for the meeting on 14th July

Date of next meeting – Tuesday 14th July 2020 at 5pm

The meeting ended at 6.35 pm.

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Signed by the Chairman, Resources Committee

Date.....