



SANDGATE PARISH COUNCIL
Minutes of a meeting of the Resources Committee held on
Tuesday 22nd September July at 6.00 pm

Present: Chairman	Councillor Adrian Watts
Councillors	Michael Fitch, Tim Prater, Tracy Stephens, Guy
	Valentine-Neale and Lewis Whitnall
Clerk/RFO	Simon Horton

1. **Election of Committee Chairman:** Councillor Adrian Watts was proposed as Committee Chairman. **Proposed by Councillor Tim Prater. Seconded by Councillor Tracy Stephens. Agreed by all except Councillor Adrian Watts**

2. **Apologies for absence:** Councillor Vannessa Reay

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 Tim Prater. Seconded by: Councillor Tracy Stephens. Approved by all present.

The RFO advised that the minutes of the meeting held on 14th July 2020 had not been approved at the short meeting held on 18th August 2020. The Minutes of that meeting of the Committee were approved as a correct record and signed by the Chairman.

Proposed by: Councillor Tim Prater. Seconded by: Councillor Tracy Stephens. Approved by all present.

5. **Sandgate Park:**

5.1 Multi Use Games Area – RFO reported that we continue to see damage to the fencing and that once the CCTV system has been installed in the park consideration will be given to a programme of repair works.

5.2 Play equipment: The most recent equipment inspection report was circulated prior to the meeting. RFO reported that the replacement play tower had been installed.. There was discussion about the frequency of the ROSPA inspections. The RFO was requested to seek input from FHDC and explore other options and bring the matter back for further discussion.

5.3 Fitness equipment: No Issues to report.

5.4 Caretaker's report: The most recent Caretakers report was circulated prior to the meeting.

5.5 Furniture and signage: RFO reported that we continue to see issues with graffiti and once the CCTV system has been installed in the park consideration will be given to a programme of repair works.

5.6 Dog run: RFO was requested to source a sign requesting that Dog Bags not be removed by the handfull.

5.7 Boules pitch: RFO advised that the pitch would benefit from some care and attention and would ask Harmers to action.

5.8 Car park: No Issues to report.

5.9 Toilets: Harmers continue to report serviceability issues and are currently unable to obtain a replacement pump for one unit. A repair has been tried without success. Harmers are trying to obtain help from suppliers.

The RFO updated the committee regarding tree inspections required by our Insurers for both Sandgate Park and Fremantle Park. A quote had been received from Invicta Arboriculture to undertake the annual report at cost of £475. The RFO was asked to ensure that the report be undertaken at the best time of the year. The cost of the report should be taken from the contingency budget.

Proposed by Councillor Tim Prater. Seconded by Councillor Adrian Watts. Agreed by all

- 6. Fremantle Park:** RFO reported that the most recent equipment inspection report that had been circulated had highlighted a medium issue risk with the children's play area surface. A quote to repair of £680 + VAT had been received. This had been considered by Environment Committee and recommended that we proceed. RFO was requested to ensure that the works didn't take place in half term week.

Proposed by Councillor Adrian Watts. Seconded by Councillor Michael Fitch. Agreed by all

The RFO reminded the committee of previous discussions regarding the entrance from Enbrook Valley and the slope into the park. Options were considered and the post and rail option was approved at cost of £680 + VAT. The other option to incorporate steps may be considered at some later stage.

Proposed by Councillor Tim Prater. Seconded by Councillor Guy Valentine-Neale. Agreed by all

The RFO was instructed to take the cost of both approved works from LAM General Maintenance for now and review/balance up later on in the year as part of the budget process.

The RFO was requested to produce a summary of health and safety costs incurred that are to be discussed with FHDC and seek an increase in the dowry paid when maintaining the park was assumed.

Councillor Prater reported that he had been in discussion with FHDC about installing a further waste Bin in the park which will be adjacent to the proposed new hand rail.

- 7. CCTV:** The RFO reported that we continue to chase for KCC confirmation that we can proceed
- 8. 2020-21 Budget:** The RFO presented the financial information that had been previously circulated. There was a general discussion about the high quality of the information that is now being circulated. The RFO reported that overall the budget forecast was being met.
- The RFO commented on the current budget for costs relating to The Kiosk/Public toilets and the likely year end position which is estimated to be much higher than anticipated. This would need to be looked at closely when the budget for 2021-22 is being produced.
- The RFO advised that he would arrange with Councillor Adrian Watts to have the financial information reviewed on a regular basis.
- 9. Banking/Investment:** The RFO had circulated the quarterly PWLB statement and current interest rates. Councillor Adrian Watts suggested that with current interest rate trends being downwards further discussions regarding utilisation of the PWLB loan monies should be held.
- 10. Correspondence:** Nothing to report

11. Information: The RFO advised that on the agenda for the next meeting would be a discussion item about the St John Moore Memorial/Solarium and requested that thought be given to suggested possible uses for next year.

The RFO commented on the process for circulating payments for approval and requested that Councillors respond as early in the day as possible when requests are made so that payments to suppliers can be made very quickly – normally within 24 hours of receipt of an invoice. There was a discussion about how many Councillors needed to respond and Councillor Adrian Watts opined that he wanted as many Councillors as possible to respond.

Councillor Adrian Watts requested that any committees that had meeting in October consider any budget growth items that should be considered as part of the budget process for 2021-22. Initial budget work will be commenced by the RFO this month.

Councillor Guy Valentine-Neale asked if it would be possible to reduce the length of the committee meetings which was discussed. The RFO will circulate the monthly financial information pack as early as possible each month and will answer questions on the information rather than present the information in full.

12. Date of the next meeting: Tuesday 13th October at 6pm

The meeting ended at 7.33 pm.

.....
Signed by the Chairman, Resources Committee

Date.....