



**SANDGATE PARISH COUNCIL**  
**Minutes of a meeting of the Resources Committee held on**  
**Tuesday 8<sup>th</sup> December at 6.00 pm**

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

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1. **Apologies for absence:** None
2. **Declarations of Interest:** None.
3. **Minutes:** The Minutes of the previous meeting of the Committee were approved as a correct record and signed by the Chairman.  
**Proposed by: Councillor Lewis Whitnall. Seconded by: Councillor Michael Fitch. Approved by all present.**
4. **Sandgate Park:**
  - 4.1 **Multi Use Games Area:** RFO advised that the damaged railings would be discussed with Harmers at a joint visit to the park which was being arranged.
  - 4.2 **Play equipment:** Nothing new to report
  - 4.3 **Fitness equipment:** No Issues to report.
  - 4.4 **Caretaker's report:** The most recent Caretakers report was circulated prior to the meeting.
  - 4.5 **Furniture and signage:** RFO advised that new Children only signs had been posted around the Children's play equipment
  - 4.6 **Dog run:** Nothing new to report.
  - 4.7 **Boules pitch:** RFO advised that maintenance would be undertaken to the pitch early next spring. RFO was requested to contact the Boules Club to ensure the works were completed prior to the scheduled start of the season.
  - 4.8 **Car park:** No Issues to report.
  - 4.9 **Toilets:** RFO reported that our contractors continue to try and repair the broken portable toilet.

The RFO requested approval for the following expenditure having previously circulated a discussion document:

Training course for Sandgate Park Caretaker £275 + one days labour cost + reasonable travel costs.

**Proposed by: Councillor Tim Prater**

**Seconded by: Guy Valentine-Neale**

**Approved by all present.**

5. **Fremantle Park:** RFO advised that Harmers had completed the clearance of the area around the 5 a – side pitch and the entrance from Enbrook Valley  
Harmers were recommended that we defer dealing with the repairs to the Children's play area surface until next spring. Sadly the weather had not permitted the works to be completed and they were

concerned that if undertaken now the repair would fail and the work would need to be undertaken again.

The works to the slope entrance (including the railing) from Enbrook Valley remain to be completed and an update from Harmers has been requested.

The additional waste bin agreed by FHDC remains to be installed and the RFO advised the he was waiting for an update from FHDC.

The RFO asked if he should discuss with the Sandgate Park Caretaker extending his weekly playground inspections into Fremantle Park and also some litter picking. It was considered that the playground inspections should be added but for now the litter picking should not be requested. The RFO was requested to engage with the Caretaker and include as an agenda item for the next meeting.

The RFO raised for approval two items of tree work at total cost of £160+VAT. As the expenditure was below £200 the RFO was instructed to proceed.

6. **CCTV:** The RFO advised that all cameras were now installed in the 3 locations with final signage and formal handover being completed within the coming week. Once the system handover is completed and the final invoice is paid the RFO will submit a claim to FHDC for the £3,500 High Street Fund previously approved. The Cameras in Castle Road Car Park may require to be cleaned more frequently than was planned as salt in the air is causing issues.

The RFO advised that a local resident had posted a comment on Facebook about us possibly requiring a license from the Security Industry Authority License (SIA). This has been checked and verbal & written confirmation is held that we do not require such a license for our non-monitored systems.

There was a discussion regarding access controls to the system. The RFO was requested to ensure that at least 2 passwords were required to access the system for monitoring purposes. Operational questions were asked that could not yet be answered as the system has not been handed over or training given.

The RFO reported issues with the Graphics card in his PC which the CCTV had highlighted. Following discussion with our IT Contractors an upgrade will be required. This may also require an increased GPU. Overall cost would be a maximum of £350. Without these upgrades it will not be possible to access the CCTV to check that it is working or provide information to approved applicants.

**Proposed by: Councillor Tim Prater**

**Seconded by: Councillor Adrian Watts**

**Approved by all present.**

7. **2020-21 Budget:** The RFO had previously circulated the usual monthly information pack. The RFO reported that the parish is operating in line with the budget excluding the PWLB loan repayments and CCTV capital costs.
8. **2021-22 Budget Forecast:** Councillor Adrian Watts presented the budget and a general discussion was held. At the time of the meeting the tax base for the coming year was yet to be received from FHDC but subject to that the budget was recommended for approval to the Parish Council.

**Proposed by: Councillor Tracy Stephens**

**Seconded by: Councillor Michael Fitch**

**Approved by all present.**

9. **AGAR:** The RFO referred to the External Auditors report which had been circulated on 25<sup>th</sup> November which contained no findings but did include a matter to draw to the attention of the authority:

*"The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority"*

There was a discussion regarding how the residual PWLB loan funds should be shown in the reserves and this approach would be submitted to the Parish Council for approval together with the Auditors report which has to be considered/approved.

**Proposed by: Councillor Tim Prater**

**Seconded by: Councillor Adrian Watts**

**Approved by all present.**

- 10. Banking/Investment:** The RFO referred to the quarterly update that had been previously circulated.
- 11. Correspondence:** The RFO advised that he had received an email from FHDC regarding the Hanging Baskets/planters for next year. The RFO was requested to include this on the agenda for the next Environment Committee meeting so that a review of requirements could be considered.
- 12. Information:** The RFO reported that having had to work from home for a period of one week that it had highlighted some practical issues with working remotely with Parish systems. This required downloading information to a non-Parish secured PC. Input had been sought from our IT contractors who advised additional encryption was required. Councillor Prater considered that the matter could be dealt with a cost of under £150 and if the RFO considered that he needed the home working flexibility then could proceed with the expenditure being below £200.

The RFO advised that the internal auditor was visiting the parish council offices in early February.

**13. Date of the next meeting: Tuesday 12<sup>th</sup> January at 6pm**

The meeting ended at 7.13 pm.

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Signed by the Chairman, Resources Committee

Date.....