



## **SANDGATE PARISH COUNCIL**

**Minutes of a meeting of the Resources Committee held on  
Tuesday 13th April at 6.00 pm**

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**Present: Chairman**  
**Councillors**  
  
**Clerk/RFO**

**Councillor Adrian Watts**  
**Michael Fitch, Tim Prater, Vanessa Reay, Tracy**  
**Stephens and Lewis Whitnall**  
**Simon Horton**  
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**The Chairman of the Parish Council, Councillor Tim Prater requested an interruption to the meeting and made a statement regarding the recent death of Prince Philip, Duke of Edinburgh. A minutes silence was then observed.**

- 1. Apologies for absence: Councillor Guy Valentine-Neale**
- 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 Tracy Stephens Seconded by: Councillor Vanessa Reay**  
**Approved by all present.**
- 4. Sandgate Park:**
  - 4.1 Multi Use Games Area:** There was nothing new to report.
  - 4.2 Play equipment:** The March inspection report had been circulated prior to the meeting and there was nothing to add.
  - 4.3 Fitness equipment:** There was nothing new to report.
  - 4.4 Caretaker's report:** The most recent Caretakers report was circulated prior to the meeting and there was nothing to add.
  - 4.5 Furniture and signage:** The RFO advised that the additional CCTV Signs had been ordered and would be with us shortly.
  - 4.6 Dog run:** There was nothing new to report.
  - 4.7 Boules pitch:** The RFO advised that the additional works approved recently had been completed prior to Easter. Feedback had been received post completion of the works that there were a couple of areas that required additional works. The RFO suggested that someone or something had been digging around in the piste. Our Contractors had been back and attended/resolved. **Councillor Adrian Watts** advised that he had received some feedback that the piste was uneven and the RFO was requested to request our Contractors to inspect.
  - 4.8 Car park:** The RFO advised that the Barrier to the park remains in place. This is costing £30 per week but the Contractors had indicated a willingness to review the overall cost once a decision to remove it was made. **Councillor Adrian Watts** requested that the RFO arrange to consider alternative solutions/improved locks. As part of this the top gate stop which is bent should be looked at.
  - 4.9 Toilets:** The RFO advised that unless COVID regulations change the toilets will be back in the park by the end of May. The cleaning arrangements have been confirmed.
- 5. Fremantle Park:** The RFO advised that he had nothing new to report. **Councillor Tim Prater** advised that a request has been made to transfer a waste bin from another location into the park and be installed at the top of the slope leading to Enbrook Road.

- 6. 2020-21 Budget:** The RFO had previously circulated the usual very detailed monthly information pack. The RFO reported that excluding non-budget items the outturn for the year to 31st March was that the Parish had underspent by approximately £2,000. There was a discussion regarding a paper that the RFO had circulated regarding year end Reserve Transfers. It was recommended that the £10,000 COVID grant received be transferred into General Reserves.

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

**Approved by all present.**

There was a discussion regarding a paper that the RFO had circulated regarding overall year end Reserves and the levels that should be maintained for good practice. As published the budget for the new financial year is forecast to reduce Reserves by £2,000 and any expenditure not assumed within will reduce reserves still further. The RFO advised that there is already £1,300 of approved expenditure out with the budget.

The RFO advised that there is further un-forecast expenditure that will need to be considered shortly involving The Boat House Kiosk & Toilet block. The Parish has a responsibility to decorate the outside of the premises every 5 years. This was due last year and had been over looked when the lease was signed. The RFO advised that he had obtained an indicative quote for discussion purposes.

Mindful of the amount involved and budget constraints **Councillor Adrian Watts** requested that the RFO obtain 2 further quotes which would be subject to further discussion/consideration.

The RFO advised that there was a similar liability for the Library in 2 years' time.

- 7. Correspondence:** The RFO advised that there had been a communication from FHDC advising that 50% of the Precept was being paid. The funds were received on 12<sup>th</sup> April.

- 8. Information:** The RFO advised:

1/ The Internal Auditor will be visiting the Library on 19<sup>th</sup> May.

2/ The annual AGAR information has not yet been received from the External Auditors and would be chased.

3/ With the return to meeting in the Library it isn't intended to provide printed financial information packs for each Councillor at the meeting. Printed information will be by exception because of the costs involved.

- 9. Exclusion of the Public:**

To consider the exclusion of the public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Proposed by: Councillor Michael Fitch Seconded by: Councillor Adrian Watts**

**Approved by all present.**

- 10. Library Staff Salary Review:** There was a discussion of a paper previously circulated by the RFO and the recommendations made.

**Proposed by: Councillor Lewis Whitnall Seconded by: Councillor Vanessa Reay**

**Approved by all present.**

- 14. Date of the next meeting: Tuesday 25<sup>th</sup> May at 6:30pm (Please note this will be in the Library)**

The meeting ended at 6.54 pm.

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Signed by the Chairman, Resources Committee

Date.....

