



SANDGATE PARISH COUNCIL
Minutes of a meeting of the Finance Committee held on
Monday 19th June 2023 at 6.30 pm

Present: Chairman Simon Horton

Councillors: Michael Fitch, Gary Fuller, Simon Horton, Tim Prater, Tracy Stephens
and Guy Valentine-Neale
Clerk Julie Tugwood

1. **Election of Chair:** The meeting was opened by the Parish Chairman and nominations sought for the vacant position of Chairman of the Finance Committee.
Councillor Simon Horton was proposed:
Proposed by Councillor Guy Valentine-Neale
Seconded by Councillor Gary Fuller
Agreed by all present.
2. **Apologies for absence:** None
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 Michael Fitch
Approved by all present
5. **Procedures of Finance Committee**
It was confirmed that a week before each meeting all the relevant paperwork would be circulated to all members of the committee. It was also explained that the RFO requires at least two councillors to confirm payment of an invoice before this can be paid, therefore, it was requested that they should regularly check their emails. The committee was informed that a list of Direct Debits was in the process of being updated and the list and details of any standing orders will be circulated prior to the next Finance Committee for approval.
6. **Sandgate and Fremantle Park:**
It was noted that at Fremantle Park the play area has been shut off for health and safety reasons. The play surface needs some work which is going to cost approximately £600 and will then need to be looked at again in September for a longer-term repair. We are looking into applying for a lottery grant to cover the full cost of the surfacing that needs doing and also for the replacement of the swings at Sandgate Park.
Councillor Simon Horton asked about the status of the area where the wall has been taken down in Sandgate Park, where a portaloos used to be sited. The Clerk will investigate and revert.
Action: Deputy Clerk to contact Harmers and check what is happening.

7. Annual Plan 23/24:

It was noted that this would be a rolling plan of what the Parish Councillors would like to see happen over the next few years. Councillors were asked to consider the document which was being circulated to all Parish Councillors and requested to email the Clerk with any suggestions or requests.

8. CCTV log:

It was noted that every morning that the Deputy Clerk is in the office, that a check of all CCTV cameras is made to ensure they are functioning and this is logged. If any cameras aren't functioning then a report is submitted to the CCTV Maintenance Contractors requesting an inspection/repair be made.

9. AGAR:

It was noted that once the full paperwork for this year's AGAR was completed that this should be circulated to the committee. It was proposed that this would be recommended for approval at Full Council meeting,

Proposed by Cllr Simon Horton

Seconded by Cllr Tim Prater

Agreed by all present.

10. Correspondence:

None

11. Information:

None.

12. Date of Next Meeting: 21st August 2023

Meeting finished at 7.03

Signed by Chairman of Finance Committee Dated