



SANDGATE ANNUAL PARISH COUNCIL MEETING

**Date: Time: Monday 20th May 2024 at 7.00pm
or at the Fall of the Annual Parish Meeting whichever is earlier
Sandgate Parish Council Library
Sandgate High Street**

To ALL MEMBERS OF SANDGATE PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a Sandgate Council meeting on the date and at the time and place shown above.

Sandgate Parish Clerk

The meeting will be open to the press and public. The meeting will also be broadcast live at <https://www.facebook.com/sandgatepc>

Twenty minutes have been set-aside at the beginning of the meeting for the public to ask questions of the Council. Speakers will be allowed a maximum of two minutes to ask their question. Questions can either be asked in person or emailed to clerk@sandgatepc.org.uk to arrive one working day before the meeting and they will be presented to the meeting for reply.

AGENDA

- 1. Election of Chairman and Vice-Chairman for 2024/5**
- 2. Declaration of Acceptance of Office**
- 3. Apologies for Absence**
- 4. Declarations of Interest** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.
- 5. Minutes of the Parish Council meeting held on 22nd April to be confirmed as a correct record and signed**
- 6. Chairman's opening remarks**
- 7. Appointment of members to committees**

To agree the appointments to the committees in Appendix A of this agenda. Chairs of committees will be decided by the next meeting of that committee.

8. Schedule of meetings for 2024-25

To agree the schedule of meetings of the Council and its committees for 2024-5 in Appendix B of this agenda.

9. Review and adoption of appropriate standing orders, financial regulations, and other governance arrangements- *these are unchanged since last year with the exception of the Financial Regulations when the term 'Resources Committee' has been amended to 'Finance Committee'*

To consider the following for approval

- Standing orders
- Financial regulations
- Governance review
- Terms of reference
- Risk management
- Statement of internal control

11. Tenders for Handyman, Land Maintenance & Caretaker Contracts- Clerk's report to be discussed & considered.

12. Information – to bring any other matters to the Council's attention

13. Date of the next meeting – Monday 24th June 2024

Appendix A



COMMITTEE MEMBERSHIP 2024-25

*** The Chairman and Vice-Chairman of the Council are ex-officio members of all committees.**

**** All councillors are substitute members on all committees and up to two may be called upon by the clerks in the event of known absences.**

LIBRARY COMMITTEE

1. Gary Fuller
2. Rosa Morris

Non-Councillor
Adrian Watts

ENVIRONMENT COMMITTEE

1. Kirsty Hogden
2. Susan Claris
3. Peter Hickman
4. Rosa Morris
5. Nicola South

FINANCE COMMITTEE

1. Michael Fitch
2. Gary Fuller
3. Simon Horton
4. Hazel Barrett

PLANNING

1. Hazel Barrett
2. Susan Claris
3. Michael Fitch
4. Peter Hickman
5. Simon Horton
6. Nicola South

SEA FESTIVAL & EVENTS COMMITTEE

(Twinning)

1. Hazel Barrett
2. Rosa Morris

Non-Councillors
Adrian Watts

PERSONNEL

1. Gary Fuller
2. Simon Horton

Appendix B
SANDGATE PARISH COUNCIL
SCHEDULE OF MEETINGS 2024/25

Commencing **6.30pm** at Sandgate Parish Council Library James Morris Court,
Sandgate High Street CT20 3RR

Main Parish Council Meetings

Usually held on the **Fourth Monday** of each month (except May & August) at 6.30pm

2024	2025
20th May (Annual Parish Meeting)	27th January
24th June	24th February
22nd July	24th March
23rd September	28th April
28th October	
25th November	
16th December	

Finance Committee

Usually held on the **Third Monday** of every month at 6.30pm

2024	2025
13 th May at 6.30	20 th January
17th June	17 th February
15 th July	17 th March
16 th September	21 st April
21 st October	
18 th November	
9 th December	

Environment Committee Meetings

Usually held on the **Second Monday** of every other month at 6.30pm

2024	2025
13 th May at the fall of the Finance	13th January
8 th July	10th March
9th September	
11th November	

Planning Committee

Meetings to take place as required

Library Committee

Quarterly meetings on a schedule to be determined

Sea Festival Committee

Meetings to take place as required

Personnel Committee

Meetings to take place as required