



SANDGATE PARISH COUNCIL
Minutes of Annual Parish Council Meeting
Held on 18th May 2026 at 7.10pm
At Sandgate Parish Council/Library Offices
James Morris Court, Sandgate High Street, Sandgate

Present

Chair: Cllr Tim Prater

Councillors: Susan Claris, Michael Fitch, Hazel Barrett, Gary Fuller, Simon Horton, Rosa Morris, Nicola South, and Guy Valentine-Neale

Clerk: Gaye Thomas

1. Election of Chairman and Vice-Chairman

Election of Chairman

It was proposed that **Tim Prater** be elected Chairman of Sandgate Parish Council.

- **Proposed by:** Gary Fuller
- **Seconded by:** Michael Fitch

Agreed by all.

Resolved:

That Tim Prater be elected Chairman of Sandgate Parish Council.

Election of Vice-Chairman

It was proposed that **Guy Valentine-Neale** be elected Vice-Chairman of Sandgate Parish Council.

- **Proposed by:** Tim Prater
- **Seconded by:** Gary Fuller

Agreed by all.

Resolved:

That Guy Valentine-Neale be elected Vice-Chairman of Sandgate Parish Council.

2. Declaration of Acceptance of Office

The Chairman and Vice-Chairman made the statutory declaration of acceptance of office.

3. Apologies for Absence

Apologies were received from Peter Hickman and Kirsty Hogben.

4. Declarations of Interest

Members were invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and the Localism Act 2011.

No declarations were made.

5. Minutes of the Previous Meeting

The minutes of the Parish Council meeting held on 27th April 2026 were confirmed as a correct record and signed by the Chair.

- **Proposed by:** Gary Fuller
- **Seconded by:** Rosa Morris

Agreed by all.

6. Chair's Opening Remarks & Correspondence

As presented at the Annual Parish Meeting.

7. Appointment of Members to Committees (Appendix A)

Members considered and confirmed the appointments to committees.

It was noted that Chairs of Committees will be determined at the next meeting of each respective committee.

- **Proposed by:** Simon Horton
- **Seconded by:** Michael Fitch

Agreed by all.

8. Schedule of Meetings 2026–27 (Appendix B)

Members considered and confirmed the schedule of meetings for the Council and its committees for 2026–27.

- **Proposed by:** Tim Prater
- **Seconded by:** Simon Horton

Agreed by all.

9. Review and Adoption of Standing Orders, Financial Regulations, Governance Arrangements and Policies

Members considered the following documents and policies for approval:

Governance Documents

- Standing Orders
- Financial Regulations
- Governance Review
- Terms of Reference
- Risk Management

Policy Documents

- Code of Conduct
- Scheme of Delegation
- Attendance Policy
- Security Policy
- Unreasonable Complaints Policy
- Privacy Policy
- Publication Policy
- Risk Management Policies

Other Policies

- Lone Working Policy
- Value for Money Policy
- Environmental Policy
- GDPR Policy
- Community Engagement Policy
- Conservation Area Policy
- Tree Policy & Biodiversity Statement
- Arrangements for Dealing with Code of Conduct Complaints Against Councillors
- Procurement Policy

Further details are available at:

[Sandgate Parish Council Policies and Procedures](#)

- **Proposed by:** Gary Fuller
- **Seconded by:** Simon Horton

Agreed by all.

10. Information Items

Thanks were given to Mr Hill for his Speedwatch presentation.

11. Date of Next Meeting 22nd June 2026

Appendix A




COMMITTEE MEMBERSHIP 2026-27

*** 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.**

<u>LIBRARY COMMITTEE</u> 1. Gary Fuller 2. Rosa Morris 3. Hazel Barrett	<u>ENVIRONMENT COMMITTEE</u> 1. Kirsty Hogden 2. Susan Claris 3. Peter Hickman 4. Rosa Morris 5. Nicola South
<u>FINANCE COMMITTEE</u> 1. Michael Fitch 2. Gary Fuller 3. Simon Horton 4. Hazel Barrett	<u>PLANNING</u> 1. Hazel Barrett 2. Susan Claris 3. Michael Fitch 4. Peter Hickman 5. Simon Horton
<u>SEA FESTIVAL & EVENTS COMMITTEE</u> (Twinning) 1. Hazel Barrett 2. Rosa Morris 3. Simon Horton	<u>PERSONNEL</u> 1. Gary Fuller 2. Simon Horton 3. Michael Fitch

Shepway Area Committee- Simon Horton

SANDGATE PARISH COUNCIL SCHEDULE OF MEETINGS 2026/7 Commencing 6.30pm at Sandgate Parish Council Library James Morris Court, Sandgate High Street CT20 3RR		
<u>Main Parish Council Meetings</u> Usually held on the <u>Fourth Monday</u> of each month (except August) at 6.30pm		
2026 18th May (Annual Parish Meeting & Annual Parish Council Meeting) 22nd June 27th July 21st September 26th October 23rd November 14th December	2027 25th January 22nd February 22nd March 26th April	
<u>Finance Committee</u> Usually held on the <u>Third Monday</u> of every month (except August) at 6.30pm		
2026 15th June 20th July 14th September 19th October 16th November 14th December	2027 18th January 15th February 15th March 19th April	
<u>Environment Committee Meetings</u> Usually held on the <u>Second Monday</u> of every other month at 6.30pm		
2026 11th May 13th July 7th September 9th November	2027 11th January 8th March	
<u>Planning Committee</u> Meetings to take place as required		
<u>Library Committee</u> Quarterly meetings on a schedule to be determined		
<u>Sea Festival Committee</u> Meetings to take place as required		
<u>Personnel Committee</u> Meetings to take place as required		