



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Wednesday 5th March 2014 at 12 noon

Present: Chairman **Cllr Nina Bliss**
 Councillors **Robert Bliss, Jan Holben and Tim Prater**
 Parish Clerk **A Oates**

The meeting commenced at 1pm

No members of the public attended

1. **Apologies for absence:** Cllr R Grundy
2. **Declarations of Interest** – Cllrs Jan Holben and Tim Prater declared an interest in item 9 as they are Trustees of the Chichester Memorial Hall Trust.
3. **Minutes** - The minutes of the meeting held on 10th January 2014 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr Tim Prater
Seconded by: Cllr Nina Bliss
Agreed unanimously
4. **Land Assets Management Sub-committee (LAM)**
 - 4.1 The last meeting had been held earlier the same day, prior to the Finance meeting, therefore it was agreed that all noted actions and proposals made at the meeting be recommended for approval.
Proposed by: Cllr Nina Bliss
Seconded by: Cllr Robert Bliss
Agreed unanimously. The grounds maintenance quotations and the revised outdoor fitness equipment proposal would be presented to council at the next full council meeting.
5. **Personnel Committee**

It was proposed that all recommendations made by the Personnel Committee at its meeting on 5th February 2014 be approved.
Proposed by: Cllr Nina Bliss
Seconded by: Cllr Robert Bliss
Agreed by all.
6. **War Memorial renovations update**
 - 6.1 The scaffolding would be put up around the memorial on 31st March; the works to the memorial would start the first week in April and the concrete works would be done 21st to 30th April.
 - 6.2 The clerk would inform SDC of these dates.
 - 6.3 Zurich Insurance would be informed of the dates too.
 - 6.4 A quote had been received from Harmer & Sons to remove and renovate the five benches in the vicinity of the memorial. The benches are owned by SDC but it was agreed that it was unlikely that SDC would carry out these renovations according to our timescales. Therefore, it was

agreed that SDC should be informed of these works and be asked if a contribution would be given towards the cost of the renovation.

- 6.5 It was noted that SDC will be carrying out an audit on all memorial benches in the district.
- 6.6 It is understood that, under the terms of the newly adopted Memorial Benches Report, benches in the Shepway district would remain in situ for ten years and then be removed. The clerk was asked to ask SDC that the 10-year period for these benches could commence when the renovation works had been carried out, thus ensuring that they would remain in situ for a full ten years.
- 6.7 A price had also received from Harmer & Sons to rub down and re-paint the bollards in the vicinity of the memorial. These were probably owned by Kent Highways and it was thought that it would be extremely unlikely that they would be renovated in the near future.
- 6.8 The quoted cost of removing the five benches, refurbishing them then fixing them back in place and refurbishing the six bollards (all near the memorial) would be £620 (£100 per bench and £40 per bollard).
- 6.9 It was pointed out that there is one litter bin in the vicinity that should also be refurbished.
- 6.10 It was agreed that the parish clerk could have delegated authority to proceed with these refurbishments (which would include the litter bin).
- 6.11 The clerk informed the committee that she had written to Sandgate Society regarding the removal of their information board; the reply received had suggested that she liaise with Robinson Studios, the company that made and supplied the board. It was agreed that this was not SPC's responsibility and should be passed back to Sandgate Society.
- 6.12 It was queried as to where the VC memorial slab would be sited. One of the current paving slabs would have to be taken up and the new slab laid. This would not take place, however, until 2016.

7. Christmas Lights Working Group update

Cllr Nina Bliss had arranged to meet with Eric of Millennium Quest on Friday 7th March at 11am at the library. She would report back in due course.

8. KCC's Parish Council Legal Scheme

There was a discussion about the scheme. It was proposed that the council should sign up for this. The price would be £300 or £400 as it depended on the number of residents in the parish. The clerk would find out.

Proposed by: Cllr Robert Bliss

Seconded by: Cllr Tim Prater

Agreed by all subject to this being within the 2014-15 budget set under the header: Insurance & Legal.

9. Chichester Memorial Hall Trust's grant application

Cllrs Holben and Prater had declared an interest so were unable to comment. It was proposed that the council should stay with the current offer of a £3,000 grant, as agreed at the main council meeting in January. In October, when the committee would start to look at the 2015-16 budget, consideration would be given to the possibility of offering an interest-free loan, subject to the availability of funds.

Proposed by: Cllr Nina Bliss

Seconded by: Cllr Robert Bliss

10. 2013/14 budget

- 10.1 The bank reconciliation (*appendix 1*) was presented, agreed and signed by the Chairman.
- 10.2 The cheque schedule for cheques numbered 100951 to 100974 (*appendix 2*) was presented and the relevant cheques signed.
- 10.3 The petty cash schedule (*appendix 3*) was presented and signed.
- 10.4 The Payments & Receipts summary (*appendix 4*) was presented.

- 10.5 The MUGA budget was presented and discussed (*appendix 5*). The clerk informed that the latest invoice to the Roger De Haan Charitable Trust for £21,303.13 had been presented to Trevor Minter and had been approved; the payment was expected soon. The clerk would liaise with Steve Way to obtain the final balance that would be due to the contractor, including the 2.5% retainer (as agreed in the contract) but it was anticipated that the final amount would be within budget.
- 10.6 The clerk was asked to obtain the final invoice (less the retainer) for the payment to the contractor and Steve Way's final invoice so that payments can be made within the current financial year.
- 10.7 Cllr Holben requested that a closure report be written.

It was proposed that the finances presented by the Clerk/RFO be approved.

Proposed: Cllr Nina Bliss

Seconded: Cllr Tim Prater

Agreed unanimously

11. Information – there was none.

12. Date of next meeting – this would be in April; the date to be decided.

The meeting ended at 1.15pm.

Signed by the Chairman, Finance Committee.....Date.....