



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Tuesday 3rd June 2015 at 12 noon

Present: Chairman **Cllr Nina Bliss**
 Councillors **Robert Bliss, Jan Holben and Tim Prater**

Parish Clerk **A Oates**

The meeting commenced at 12 noon

No members of the public attended

1. **Apologies for absence:** there was none, all members were present.
2. **Declarations of Interest** – there was none.
3. **Minutes** - The minutes of the meeting held on 4th March 2015 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr J Holben
Seconded by: Cllr R Bliss
Agreed unanimously
4. **Land Assets Management Sub-committee (LAM)**
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 taken forward.
Proposed by: Cllr T Prater
Seconded by: Cllr J Holben
Agreed unanimously
5. **Environment Committee**
At the meeting held the evening before, the committee asked that a proposal be put to the Finance Committee: it was proposed that the parish council supports the funding of a planning application for wheelie bin screening up to £180, to come from the Environment Improvements budget. The council would also try to find an architect to produce the drawings on a pro bono basis.
Proposed by: Cllr T Prater
Seconded by: Cllr R Bliss
Agreed unanimously. **The clerk to take this forward.**
6. **2014/15 Budget & Payments – presented by the parish clerk/RFO**
 - 6.1 The last cheque schedule of the last financial year, cheques 101151-101154 & 200001-200014, was approved and signed by the chairman (*appendix 1*).
 - 6.2 The bank reconciliation, which had been checked and initialled by the internal auditor, was presented and signed by the chairman (*appendix 2*).
 - 6.3 The internal auditor's report, which had been previously circulated, was presented and noted (*appendix 3*).
 - 6.4 The clerk presented a draft of the Annual Return that, when completed, would be presented to full council at its meeting on 9th June. It would be emailed to all members in advance. Both the chairman and clerk would formally sign the relevant statements at that meeting, once approved

by full council. The clerk would then complete the form of variances and send all paperwork to PFK Littlejohn.

- 6.5 The balance of the receipts and payments account and list of underspends and overspends was presented (*appendix 4*). It was agreed that the budget header: 'Broadband' should change to 'Broadband & Phone' as KCC had transferred the telephone bill to the parish council.
- 6.6 The breakdown of maintenance expenditure, final accounts re the MUGA and final end of year staff costings were presented (*appendix 5*).

The finance report was approved by the committee.

Proposed by: Cllr N Bliss

Seconded by: Cllr T Prater

Agreed unanimously. The clerk to take deal with action points accordingly.

7. 2015/16 Budget Review

- 7.1 The clerk presented the cheque schedule, numbered 200015 to 200041 (*appendix 6*). This was approved and signed by the chairman.
- 7.2 The petty cash schedule, dated February to April, was presented and signed by the chairman.
- 7.3 It was agreed that the budget set at the beginning of the year was robust; except that, at that time, the reserve figures were only approximate as the underspends for the last financial year were unknown at that time. It was felt that the Election Reserve should reduce to £3,000. It was agreed that the budget should be confirmed by full council and the reserves amended accordingly. Since the January meeting, a separate budget header for the 'Toilet on the Rec' had been included and the Cabinet Members' Fund had been included in Payments and Receipts (*revised Budget - appendix 6*).
- 7.4 The bequest fund received last year had not been fully spent so the balance of £500 would be updated in future summary accounts.
- 7.5 The previous decision to purchase an additional finger post was upheld, especially in view of the new information that SDC Planning has responded that a planning application was not required. The clerk was asked to ensure that Property Services was aware of the plan to site the new post on The Esplanade, near to the Sir John Moore Memorial; it may be necessary to have a lease for this site, as was acquired for the site where the beacon was placed. The clerk would obtain costs from Vic Harmer re siting the finger post and replacing the lost sign on the finger post on Granville Parade. These costs should be re-claimed from SDC's High Street Innovation before the 31st July deadline.
- 7.6 Re the assistant clerk's taxi costs, for journeys home after late evening meetings, it was agreed that these should now be costed to the Staff Costs budget.
- 7.7 It had been agreed at the Environment Committee meeting that a steering group would be set up to organise the commemorative event of the laying/unveiling of the William Cotter Victoria Cross paving slab. It was agreed that the Finance Committee would wait until the first meeting had taken place before looking at what budget to set for this event.
- 7.8 The clerk had made some changes to the LAM/AEP sub-headers: this would be shown at the next finance meeting, when the expenditure breakdown would be reviewed.
- 7.9 The clerk informed the committee that she had sought new quotes for providing the window cleaning service at the library and, subsequently, a new window cleaner had been appointed.
- 7.10 The clerk informed members that the council's bank required that all the approved signatories needed to complete a new mandate and then validate their authority to sign cheques by going into the bank and showing proof of identity.

The finance report was approved by the committee.

Proposed by: Cllr N Bliss

Seconded by: Cllr T Prater

Agreed unanimously. The clerk to deal with action points accordingly.

8. Events

Cllr Holben outlined the event and the clerk presented a summary of the suppliers and their costs. There was a discussion about the necessity for all suppliers to have their own PLI. In the case of one band that doesn't, it was hoped that they could be included on the council's insurance. The cost of the generators was queried, as this was not included in the costings: the clerk said that this would be added shortly. Cllr Holben mentioned that there would be some income to the council from the sale of ice creams.

- 9. Christmas lights** – the two garlands already purchased would be taken to the full council meeting so that members could see them lit up and then decide whether to purchase the rest for the high street lampposts. Cllr Prater looked at the fittings that had been returned after the re-painting of the lampposts. He was shocked to see that the cables had been cut. This could be a very expensive matter to rectify. The clerk would contact the Kent Highways lighting manager, Sue Kinsella, to discuss this matter. **Action: (1) clerk to take the 2 garlands to the next full council meeting; (2) clerk to contact Sue Kinsella re the light cables and re-connection.**

- 10. Granville Road Parade toilets and 'kiosk' update** – the council was waiting to receive further information on the matters raised with Paul Marshall, the officer in Property Services at SDC. The clerk would request that he attends a meeting with councillors.
Action: clerk to set up a meeting with Paul Marshall.

- 11. Sandgate Library / KCC & SPC Service Level Agreement** – a copy of KCC's lease had finally been received but it did not show that the landlord was responsible for the internal lighting and the clerk was still awaiting evidence that KCC had requested the landlord to transfer the lease to SPC. The clerk would contact Jackie Taylor-Smith and ask her to point out where in the lease it mentioned the lighting responsibility and, if it appeared that it was still KCC's responsibility, ask her to supply SPC with the electrical safety certificate. The clerk was also asked to contact the council's legal adviser, showing the relevant part in the lease where it states that in 2017 the rent is re-determined and request clarification of this clause. **Action: (1) clerk to contact J Taylor-Smith; (2) clerk to contact legal adviser.**

- 12. Information** – (1) The clerk informed the members that the parish council will have to comply with the new law on workplace pensions. From 1st February 2017, the council will have to enrol its staff into a workplace pension and contribute towards it. At this stage, all the council needs to do is to nominate a point of contact and the clerk wished this to be the council's accountants, PG& Co in Hythe. This was agreed. (2) The clerk informed the members that there was an on-going problem with the collection of both landfill and recycled waste. KCC Libraries had been informed many times and the clerk would now proceed to make other arrangements for collection.

13. Date of next meeting: to be advised

The meeting ended at 1.07pm.

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