



SANDGATE PARISH COUNCIL
Minutes of a Finance Committee Meeting held on
Friday 2nd November 2012 at 11am

Present: Chairman **Cllr N Bliss**
 Councillors **R Bliss, R Grundy, J Holben and T Prater**
 Parish Clerk **A Oates**
 Guest **Cllr Mrs M Findlay-Stone**

1. **Apologies for absence:** there were no apologies.

2. **Declarations of Interest** - There were no declarations of interest.

3. **Minutes** - The minutes of the meeting held on 18th October 2012 were submitted, approved as a correct record and signed by the Chairman.
Proposed by: Cllr R Bliss
Seconded by: Cllr J Holben
Agreed unanimously.

4. **2012/13 budgets**
 - 4.1 The bank reconciliation was received and approved.
 - 4.2 The schedule of cheques for signature was received and approved, covering cheque numbers 100747 to 100755; the total expenditure being £6,215.90.
 - 4.3 Under budget header 'Administration', it was proposed that this is changed to 'Bank Charges' and a sum of £50 allocated; the remainder of the budget to be vired to 'Contingency'.
 - 4.3 Beach cleaning: the Clerk reported that the contract with Veolia was all year round and that monthly checks were carried out. Should the state of cleanliness be deemed to be Grade D, the contractors would have to clear up within 14 days. The Council, therefore, did not need to commit any funds to beach cleaning.
 - 4.4 December Council meeting: the refreshments for the event after the meeting need to be ordered; the quantity should be much less than the amount produced for previous similar occasions.
 - 4.5 Village Design Statement: MFS would ask Ian Barker to liaise with the Clerk to produce a brief for the design and printing and the Clerk would send this to three companies. The brief should not include the setting up of a website as a pdf of the final document could be put on the parish council's website.
 - 4.6 The Clerk informed members that it was proving very difficult to get a proper valuation on the Memorial and, should the sum be in the region of £90,000, the annual premium would increase by about £500. After discussions with other parish/town councils, the Clerk recommended that the sum insured should be a nominal £3,000. This was agreed. The Clerk would clarify this with Zurich.

The 2012-13 budget report was received and approved.

Proposed by: Cllr R Grundy

Seconded by: Cllr R Bliss

Agreed unanimously.

5. Christmas lights switch-on event update

- 5.1 The cost of the tree and pot will be £40 and will be delivered to the site; Mrs Hampton of Escondido to be asked to be there on its arrival to show where it should be sited, in the same place as last year.
- 5.2 RG will take care of arrangements for the electricity supply and for the snow machine.
- 5.3 The Clerk was asked to contact Dan File again and to ask him to liaise direct with JH; and to also request if he could ask him to select two children to 'turn on' the lights.
- 5.4 NB and RB will buy the presents for the children.
- 5.5 NB will liaise with Roger Joyce re borrowing his Father Christmas costume and liaise with Michael Lyons.
- 5.6 Should it rain, Escondido to be asked if the event can be held inside the restaurant.
- 5.7 The Clerk will produce a risk assessment and inform the insurance company.
- 5.8 Escondido will provide the refreshments, as per last year. The owner needs to present a VAT invoice so that VAT can be reclaimed.

6. Community Events Working Group

- 6.1 It was estimated that there could be approximately £400-£500 balance in the Events budget after expenses for the Christmas event are met. JH recommended that this could support a Petanque Open Day in the spring – involving just a small outlay on light refreshments (teas/coffees/soup) and portable toilets.

7. Land Assets Management (LAM) report

- 7.1 The specification for the initial works to the toilet block should be drawn up and three quotations sought; the Clerk to action.
- 7.2 A specification should be drawn up for the land maintenance for next year (grass cutting, hedge trimming etc) on the three sites taken on from SDC; the Clerk to action.
- 7.3 The grass on the village green needs cutting now; if this is not done by next week, the Clerk to chase up.
- 7.4 The Clerk was asked to obtain a Gantt Chart from the surveyor.
- 7.5 The Clerk informed members that the notice about registering interest for the MUGA contract was going live on the South East Business Portal.
- 7.6 Cllr RBliss produced a copy of the lease on the library/council office building.

The LAM report was received and approved.

8. 2013/14 budget and precept proposals

The proposals from the last meeting were re-evaluated and the following changes made:

- 8.1 Insurances: it was agreed that the MUGA would not need to be covered but the Clerk should check that the public liability cover would be sufficient.
- 8.2 Elections: £1,000 should be entered against this budget to balance the figures.
- 8.3 PCSO Contribution header: this should have been changed to Safety & Cleanliness.
- 8.4 Broadband: the amount should be increased to £400 to allow for a new business broadband account to be set up.
- 8.5 Events: the budget to reduce to £4,500.
- 8.6 Litter bins: budget header to change to 'Street Furniture' and £2,000 put in the budget, with devolved delegated authority given to the Environment Committee.
- 8.7 Maintenance & Acquired Assets: previously recommended to be deleted with budget being incorporated within LAM. Now recommending the budget header is changed to 'General Maintenance & Acquired Assets' with a budget of £1,000.
- 8.8 'Environmental Improvements': amount to amend to £2,000 (the other £2,000 going to 'Street Furniture' as in 8.6 above).
- 8.9 Creation of a new budget: 'LAM Maintenance' with a budget of £17,500.

Special Items

- 8.10 Land Assets Management: it was suggested that this name should change to clarify that the budget will cover capital as well as revenue outlay and should not be confused with the recommended new revenue budget header 'LAM Maintenance'. Budget allocation would include any roll over from 2012-13.
- 8.11 Village Design Statement: any funds remaining in 2012-13 to be carried forward.

Reserves

- 8.12 It was recommended that the budget should show a separate 'Reserves' header.
- 8.13 'Election Reserves' should be placed under 'Reserves' and allocated £3,000 (£4,000 was a clerical error as £1,000 should go under 'Elections' as mentioned under 8.12 above).

Receipts

- 8.15 Income figures were estimated to be in the region of £88,000.

Precept

- 8.16 The Clerk/RFO reported that the district council may not be in a position to announce the Band D tax figures until late in December.
- 8.17 The Clerk/RFO was requested to amend the budgets according to the above recommendations and circulate it to members of the committee.
- 8.18 Members suggested that it may be necessary to recommend to full council a precept increase of 2%.
- 8.19 The final recommendations by the Finance Committee should be presented to full council at the January meeting.

9. Information

There were no other matters to mention.

10. Date of next meeting – Thursday 20th December at 11am.

The meeting ended at 12.40pm.

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