

#### SANDGATE PARISH COUNCIL

# Minutes of a meeting of the Finance Committee held on Monday 21st August 2023 at 6.30 pm

Present: Chairman: Simon Horton

Councillors: Michael Fitch, Gary Fuller, Tim Prater, and

**Guy Valentine-Neale** 

Clerk: Julie Tugwood

These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting

1. Apologies for absence: Councillor Tracy Stephens

2. **Declarations of Interest:** None

**3. Minutes:** The minutes of the previous Finance Committee meeting on 24<sup>th</sup> July 2023 were approved as a correct record and signed by the Chairman.

Proposed by: Councillor Tim Prater Seconded by: Councillor Michael Fitch

Approved by all present

## 4. Monthly Finance Report:

RFO advised that the monthly financial information from Scribe was circulated on 12<sup>th</sup> August and that there had been no significant unexpected expenditures.

It was noted that because of issues with the timing of receipt of Harmers' monthly invoices, payments for two months may occur in August, rather than being divided between July and August.

It was noted that £1000 sponsorship from Saga and £200 from Prater/Raines in respect of the Sea Festival were received this month.

It was noted that no income was received from the Boathouse Kiosk for electricity as the invoice had been delayed.

#### 5. AGAR update:

RFO advised that regrettably, on further investigation, it had become apparent that the AGAR submitted earlier this year was incorrect and the balance of the general reserve had been understated by £7000. This had occurred because an earlier reserve balance document, which had not been updated, was erroneously sent to AGAR. It was confirmed by the Chairman that the correction would need to be made by reinstating the Reserves Balance in the next financial year's AGAR.

Action: RFO to restate Reserves Balance in next year's AGAR.

## 6. Sandgate Park update:

RFO advised that the temporary repair to the play surface was carried out on 16<sup>th</sup> August and the area would be usable from 18<sup>th</sup> August.

It was noted that past anti-social behaviour had resulted in the necessity for the wall above the old toilets to be demolished. The RFO had reviewed the lease agreement made with FHDC, which confirms it is the responsibility of the parish council to replace the wall.

The Chairman suggested that this should be included in a list of required works to be undertaken at some point.

It was further suggested by Tim Prater that large wooden planters could be placed around the top of the toilet block, and it was noted that this and other options would discussed at a later date.

## 7. Cashflow forecast for remainder of this financial year:

RFO advised that a simple cashflow forecast has been drafted and discussed with the Chairman. At present there was no necessity to withdraw any monies from the PWLB accounts. This assumes no significant unexpected expenditure. This would be reviewed when the next quarterly update is produced at the end of September.

Action: RFO to review cashflow as part of quarterly update and include on October meeting agenda.

#### 8. PWLB:

RFO advised that the summary of the PWLB investment accounts had been circulated.

RFO advised that the PWLB accounts document has been circulated, the format had been improved to make the information more accessible.

It was noted that the Chairman had been investigating improved interest rates for the PWLB account investments.

It was noted that Metro Bank had a 1-year fixed term deposit account available with an interest of 4.01% It was proposed that the amount of £85,936.53 held with Metro Bank be transferred to the 1-year fixed term deposit account.

Proposed by: Councillor Simon Horton Seconded by: Councillor Tim Prater

Agreed by all present.

It was proposed that the council draw down the money from the Buckinghamshire Building Society and invest the sum of £85,000 into a Redwood Bank 1-year fixed term bond with an interest of 4.8%

Proposed by: Councillor Simon Horton Seconded by: Councillor Tim Prater

Agreed by all present

It was proposed to transfer The Charity Bank Savings account money of £87,372.16 to a new ethical 1-year Charity Trust and Unincorporated Association fixed rate account with an interest rate of 4.01%

Proposed by: Councillor Simon Horton Seconded by: Councillor Tim Prater Agreed by all present

## 9. Solar panels:

The Chairman stated that three companies' quotations had been circulated, for the project of attaching Solar panels to the roof of the Boathouse Kiosk. He had spoken to a solar panel expert to obtain more information and had noted many questions that need to be addressed, these included the cost of the installation, planning permission and the location of the battery. It was noted these questions would be sent to the tendering contractors and responses circulated.

Action: RFO to circulate responses and a Solar Panels item to be added to a future agenda.

#### **10.** Correspondence:

RFO advised confirmation from Buckinghamshire Building Society of an increase in the interest rate as of 1<sup>st</sup> September from 2.6% to 2.8%.

### 11. Information:

RFO advised that following the implementation of decisions of the July Finance Committee meeting, the Sea Festival is now operating within the budget.

RFO advised receipt of the electricity invoices for the Boathouse Kiosk from Drax, and the payment will be made in August.

RFO advised that a response was being awaited from FHDC concerning any possible CIL monies payable for the next financial year.

RFO advised that preliminary budget forecasting would start in early October and suggested a further Finance Committee meeting on 13<sup>th</sup> November.

RFO confirmed payment of the Parish's insurance invoice of £2433.45.

The Chairman suggested that a tree inspection be carried out in October, to include the Wilberforce Green area, and this would be formally discussed at the next full council meeting.

Action: RFO to contact Tree Inspector for a quotation for tree inspection

Action: RFO to add Tree Inspections to Full Council Committee meeting agenda for further discussion and circulate briefing paper prior to meeting.

Action: RFO to add Finance Committee meeting for 13<sup>th</sup> November to meeting programme

12. Date of next meeting: 16 <sup>th</sup> October 2023		
Meeting finished at 7pm.		
Signed by Chairman of Finance Committee	ee	Dated