

# SANDGATE PARISH COUNCIL Minutes of a meeting of the Finance Committee held on Monday on 19<sup>th</sup> February 2024 at 6.30 pm

Present: Chairman: Simon Horton

Councillors: Tim Prater and Gary Fuller

Deputy Clerk/Finance Officer: Chani Sanger

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 Michael Fitch

2. Declarations of Interest: None

3. Minutes: The minutes of the previous Finance Committee meeting on 4th December 2023, were

approved as a correct record

Proposed by: Councillor Gary Fuller Seconded by: Councillor Tim Prater

Approved by all present

## 4. Monthly and quarterly finance information:

The monthly information from Scribe and the PWLB information were circulated as usual. It was noted that 'banking charges' were incorrectly categorised under 'misc payments' and this would be rectified.

It was noted that a receipt of £33.51 had been received from FHDC however no information regarding the payment had been received. Councillor Tim Prater offered to investigate.

It was noted that the document containing the summary of receipts and payments would serve the committee better if it were for the whole year, not just the month. A discussion took place about incorrect cost codes which gave an erroneous impression regarding the council's budgetary status on certain costs. This would be rectified as soon as possible.

It was noted that the current method of reflecting event income and expenditure did not allow for the level of transparency aimed for by the Council. It was suggested that Scribe could be contacted to ascertain whether there was a way of presenting income and expenditure from events and grants that would not impact the overall budget.

It was noted that Councillor Simon Horton has not had time to produce the quarterly report and hopes to have it available shortly.

## 5. Precept & Budget 2024/25

Chairman's initials and date

It was noted that the precept requirement has been sent to FHDC and that we should receive the first amount in April.

It was noted that the district's average precept increase is 5% and that Sandgate Parish Council are mid table in overall District list.

#### 6. PWLB

It was noted that the Buckinghamshire Building Society account is due to expire on March 11<sup>th</sup>. It was suggested that as the account is already with them, it would make sense administratively to reinvest the monies with them. This is to include any monies paid in as interest.

It was noted that the Hampshire Trust Bank account is due to mature on March 25<sup>th</sup>. It was noted that we have previously completed the compliance procedure with Redwood Bank, which was quick and easy. It was noted that the Redwood Bank account would require a notice period of a year whereas a Hampshire Trust Bank account only has a 95-day notice period.

It was suggested that it would be beneficial to set up another account with Hampshire Trust Bank and fund it with anything up to £85,000.

It was moved that SPC should put the entire sum currently held in the Buckinghamshire Building Society account into a new account with Buckinghamshire Building Society. The account would be due to mature on 31.01.25. At the same time, it was moved that the monies in the Hampshire Trust Bank should be split, with £65,000 being placed in an account with Redwood Bank (1 year notice) and the remaining sum reinvested with Hampshire Trust Bank (95-day notice).

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

## 7. Sum Up

It was noted that the parish was investigating ways in which it could minimise cash handling and the SumUp system was being investigated as a possible solution. Councillor Simon Horton commented that in order to fulfil Financial Regulations there were certain criteria which needed to be considered including financial safeguards, signatories and any associated costs. Further information would need to be gathered about SumUp and other schemes before any decisions could be made.

## 8. Staff hours increase.

It was noted that an additional half an hour per week was being proposed to the Deputy Clerk's hours to allow for the library opening on Wednesdays. It was noted that there is availability in the budget for this expenditure.

Proposed by: Councillor Tim Prater Seconded by: Councillor Gary Fuller Approved by all present

# 9. Dog bags

It was noted that for the sum of £1000 + VAT it would be possible to purchase 46 cases of the refill dog poo bags which could then be stored in the library. It is important to note that we are unable to pay until April and will need to ascertain when the supplier can deliver.

10. Correspondence
None at this time
11. Information  None at this time
12. Date of next meeting: 18th March 2024
Meeting finished at 7.29pm.
Signed by Chairman of Finance Committee

It was noted that the cost seems high, however it is worth the cost to ensure that the parish is as

free of dog mess as possible.