



## SANDGATE PARISH COUNCIL

### Minutes of a meeting of the Finance Committee held on Monday on 16<sup>th</sup> September 2024 at 6.30pm

Present: Chairman: Simon Horton  
Councillors: Hazel Barrett and Guy Valentine-Neale  
Clerk: Gaye Thomas

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:** Councillors Michael Fitch, Gary Fuller, & Tim Prater
- 2. Declarations of Interest:** None
- 3. Minutes:** The minutes of the previous Finance Committee meeting on **15<sup>th</sup> July 2024**, were approved as a correct record and signed by the Chairman.  
**Proposed by: Councillor Guy Valentine-Neale**  
**Seconded by: Councillor Hazel Barrett**  
**Approved by all present**

**4. Monthly finance information:**

The monthly information from Scribe and the PWLB information were circulated in advance of the meeting, but before the Finance Chair had been able to review them. It was noted that several incorrect codes or descriptors had been used in the documentation and needed to be corrected. The obvious result of this incorrect recording resulted in the budgetary information being inaccurate and this would need to be amended prior to the next meeting of the council, when the six monthly / second quarter information would be presented.

It was noted that this was an administrative error only and that it was likely that the budget would balance out and that there would be no unpleasant surprises, mindful that all payments made had to go through the approval processes before they were disbursed.

**5. PWLB**

It was noted that the Metro Bank bond matured on 29<sup>th</sup> August 2024, and it had been previously agreed to keep the account open with a minimum of £5,000 in the account.

The Unity Trust Bond account with nearly a 5% interest rate, had been opened with the balance from the Metro Bank (excepting £5,000), and this greater interest would further improve the serviceability of the PWLB, the income meeting the capital / interest rates of the loan, which is fixed at 3%.

**6. AGAR**

It was noted that an email had been circulated to members confirming that the AGAR had been successful with only a minor technical breach recorded, that the council had exceeded the legally

required 30 working days Public Rights notice period for advertising the AGAR information in the public forum.

It was noticed that a further commentary was added by the auditors that it would be preferable for councils and councillors to have email address with the suffix *.gov.uk*. It was noted that this was presumably for GDPR / Freedom of Information reasons and that it was likely that this might become a legal requirement in the future.

It was noted that for all councillors to have a dedicated *.gov.uk* email, it would have a significant cost. It was agreed therefore, in the short term, that because the majority of correspondence with residents was via the parish office, that only the parish office would move towards using the new suffix, and that this was being investigated with the IT provider.

It was noted that the Finance Committee had *received* the AGAR, but that it was on the agenda for Full Council during which meeting the comments of the auditors would be formally noted and discussed.

**7. Correspondence**

None at this time

**8. Information**

It was noted that at Full Council the virements from CIL and Lottery budgets would be approved to facilitate the payments to the play surface providers on completion of next week's works.

It was noted that the solar panel application form for the Boat House installation had been delayed and addition information sought by FHDC Planning from the parish. It was agreed that the accuracy and in-depth application reflected well on the parish and clerk. It was noted that when the application was approved discussions regarding a possible survey of the roof would need to be undertaken.

It was noted that the Tree Officer, David Sephton, had undertaken the annual inspection of the trees on parish leased lands and that the report would be received in the near future.

**10. Date of next meeting:** 21<sup>st</sup> October 2024

**Meeting finished at 6.50pm.**

Signed by Chairman of Finance Committee ..... Dated .....

Chairman's initials and date