



SANDGATE PARISH COUNCIL
Minutes of a meeting of the Finance Committee held on
Monday 24th July 2023 at 6.30 pm

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**Present:** Chairman Simon Horton

**Councillors:** Michael Fitch, Gary Fuller, Tim Prater, and Tracy Stephens  
**Clerk:** Julie Tugwood

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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:** None
2. **Declarations of Interest:** None
3. **Minutes:** The Minutes of the previous meeting 19th June of the Committee were approved as a correct record and signed by the Chairman.
Proposed by: Councillor Gary Fuller
Seconded by: Councillor Tracy Stephens
Approved by all present

4. Quarterly Finance Report:

The new quarterly report was discussed in depth. It was noted that production of quarterly reports was a direct consequence of the clerk's CiLCA training, and the Chairman was very impressed by the value of the results which had been produced.

CiLCA recommended that it was an efficient way to forecast, budget and also keep track of the current financial position of the parish each quarter.

It was noted that the expenditure for this quarter was at present exceeding budgetary expectations. This was due to unexpected and unbudgeted repairs to the kiosk shutter, and play surface at Fremantle Park, and also to necessary tree works in the parks.

It was noted that in the future, there would be additional costs with more tree works and the possible laying of a more durable surface in both Sandgate and Fremantle Parks.

It was noted that the Chairman expressed concern regarding the possible future budgetary overspend if the current trend continues.

It was noted that the committee were happy with the format of the new report.

It was noted that the General Reserve sum had been understated in the AGAR documentation by £7,000.

Action: RFO to contact Scribe regarding a query about reserves that came up during the setting up of the report.

Action: RFO to look at lease for Sandgate Park to check that the re-building of wall above the old toilets is SPC's responsibility.

5. Sandgate and Fremantle Park:

It was noted that at Fremantle Park the play area has now had the temporary repairs to the surface carried out.

It was noted that the play area around the swings in Sandgate Park are now closed off awaiting a temporary repair to that surface.

It was noted that Harmers perform monthly inspection of all play equipment and play surfaces and would inform the council when the play surfaces were perceived to begin to fail.

Chairman's initials and date

It was noted the cost of a more durable play surface in both Fremantle and Sandgate Park was being investigated.

There was a discussion around possible organisations that could be approached for funding and there was a suggestion that if a plan were established with possible projects this might assist us in raising additional funding towards major repairs or new projects.

6. Change of bank signatories:

A proposal was made by the Councillors to remove Mr Adrian Watts as a signatory on our account with Metro Bank

Proposed by: Councillor Tracy Stephens

Seconded by: Councillor Gary Fuller

Agreed by all present

7. PWLB:

It was noted that PWLB loan repayment next falls due for payment in August. Sufficient funds are held at HSBC to meet the payment when it falls due.

It was noted that the Chairman requested that the RFO produce a simple cashflow through until 31st March showing known anticipated income and expenditure. This would be used to consider if funds need to be drawn from one of the investment accounts.

There was a discussion about PWLB spreadsheet and how it might report the HSBC deposit account following the August loan repayment. It is possible that this might show as a negative figure. Once this is seen we should make sure that the PWLB spreadsheet is annotated with an explanation.

It was noted that the RFO was asked to review the five PWLB accounts and confirm interest rates and renewal dates.

Tim Prater discussed reviewing the investment strategy for the PWLB monies at the next meeting, discussion to include further consideration of investing monies into a Solar Panel system on top of The Boat House and Public Conveniences.

Action: RFO to produce a cashflow document

Action: RFO to circulate prior to the next Finance meeting a list of the current PWLB investments including current interest rates, maturity dates and details of the received three Solar panel quotes.

8. Election Reserve:

It was noted that there was a remainder in the election budget after payment, there was a discussion on whether to reduce this budget reserve to nil to help towards this year's budget.

It was proposed that the election payment of £2993.00 is to come out of the reserve. This leaves £1961.07 in the election fund and this remainder would stay in the reserve.

Proposed by: Councillor Simon Horton

Seconded by: Councillor Tim Prater

Agreed by all present.

Action: The election reserve situation would be reviewed in the next quarterly Finance Report.

9. Sea Festival:

The committee were given the present budget for the Sea Festival and there was still a large shortfall. This was caused by an increase this year in the financing of all aspects of the registration of event, including car park and road closure agreements, and a new permanent Premises Licence. Tim Prater expressed concerns about the possibility of overspending and the necessity of keeping within the budget.

After discussion it was proposed that the event would have to operate within the budget, the consequence of this would be the cancellation of the KL Music group.

Proposed by: Councillor Tracy Stephens
Seconded by: Councillor Simon Horton
Agreed by all present

10. Correspondence:

None.

11. Information:

It was noted that we are in the process of updating the CCTV log to show more clearly what camera is non-functional and when. At present, the RFO confirmed that all the cameras were working apart from the Castle Road Car park, and she had informed the CCTV Maintenance Contractors. It was noted that for some reason we had not received an electricity bill from Drax for the Kiosk for May and June, the company have been contacted.

It was noted that it would assist with the parish budgetary processes if any CIL income could be anticipated or forecast.

Action: RFO to contact Drax and request receipt of invoices to date.

Action: Clerk to write to FHDC and ask for a forecast or information regarding the possible parish allocation of CIL monies for the next financial year.

12. Date of next meeting: 21st August 2023

Meeting finished at 7.40.

Signed by Chairman of Finance Committee Dated