



**SANDGATE PARISH COUNCIL**

**Minutes of a meeting of the Finance Committee held on  
Monday on 18<sup>th</sup> March 2024 at 6.30 pm**

Present: Chairman: Simon Horton  
Councillors: Tim Prater, Guy Valentine-Neale, Gary Fuller and Michael Fitch

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:** None
2. **Declarations of Interest:** None
3. **Minutes:** The minutes of the previous Finance Committee meeting on **19th February 2024**, were approved as a correct record and signed by the Chairman.  
**Proposed by: Councillor Tim Prater**  
**Seconded by: Councillor Guy Valentine-Neale**  
**Approved by all present**

**4. Monthly and quarterly finance information:**

The monthly information from Scribe was circulated prior to the meeting and one small error had been observed. The error will be updated.

It was noted that work on the quarterly report was ongoing but that we are attempting to find a more efficient way to produce the information required. It was noted that the quarter three report may become an end of year report.

It was noted that monthly reports on Scribe show you the data in an unrepresentative way when considering costs that are incurred only once or twice throughout the year. For example, Christmas expenditure or the hanging baskets. Most costs, however, are paid regularly throughout the year and while there may be a more effective way of displaying this information on Scribe, councillors should be mindful of the administrative time it takes to input the data.

**5. PWLB**

It was noted that we are proceeding in line with where we should be. Many banks still require wet signatures which can slow things down. We are still in the process of opening the Redwood Bank account and the current interest rate is around 4.65%. Rates may change in the next 18 months.

**6. SumUp Account**

It was noted that a SumUp account presents a slight risk to the parish as would any third party that takes payments on our behalf, however we have previously used a third party to take payments on our behalf (Sea Festival for example).

Chairman's initials and date

It was noted that it is not the intention to go completely cashless in the library but that we would like to reduce the amount of cash on the premises.

It was noted that a local society uses SumUp and have noticed an uptake in card payments, improving their overall intake.

It was noted that there are costs involved but those are outweighed by the benefits. It will also be beneficial as many people do not carry cash.

A SumUp account would also reduce time taken to cash cheques. It was noted that the company is well known and well respected and that the Finance Committee would be happy to recommend it to Full Council.

**Proposed by: Councillor Simon Horton**

**Seconded by: Councillor Tim Prater**

**Approved by all present**

## **7. Quotes for summer and winter planting**

It was noted that the required information had not been received in time to circulate to the Committee, however it was received shortly before the meeting and looked to be within budget. The information and short summary will be circulated and can be looked at by Full Council.

## **8. Correspondence**

None at this time

## **9. Information**

Sandgate Boules Club - It was noted that the Sandgate Boules Club were in contact with the parish council regarding their twinning event due to take place in 2024. It was noted that the Environment Committee had been asked about the potential of a toilet block in Sandgate Park and were advised that the parish did not have the funds, at present, to build this. It was noted by the Environment Committee that a quotation for temporary toilet provisions would be forwarded to the parish council for further discussion.

The quotations were received, and we contacted the Boules Club to suggest that the council could give a grant up to the sum of £300 to go towards toilet provisions. It was noted that being mindful of previous issues, we would need to ensure that the Boules Club had the appropriate insurances.

It was noted that the brick wall previously used for temporary toilets is no longer there. It was noted that alongside any potential grant given, the council were also providing funds to maintain the piste, deal with the water issues and send somebody down to clean and tidy before the event.

It was noted that the Boules Club were disappointed with the initial decision but were glad to have reached an accord.

It was noted that it is important to ensure all insurances are being adhered to and that we would need to ask our insurers if there is anything we should be considering when allowing third parties to use our land for events. If the council sponsors the cost of the temporary toilets with a grant, the Boules Club will be responsible for any vandalism etc.

Internal Audit – It was noted that the pre audit inspection had taken place on 20<sup>th</sup> March 2024 and that everything appeared to be in good order.

Budget 2024/2025 – It was noted that the council tax bills had been received by residents and that councillors should expect enquiries.

Dog waste bags – It was noted that due to activities in the Red Sea, the dog waste bags are currently delayed by around 5-6 weeks. The order has been placed and will hopefully be delivered by the end of April.

**10. Date of next meeting:** 15<sup>th</sup> April 2024

**Meeting finished at 7.02pm.**

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

Chairman’s initials and date