SANDGATE PARISH COUNCIL
Minutes of a meeting of the Finance Committee held on
Monday on 19th October 2026 at 6.30pm

Present:
Chair: **Tim Prater**
Councillors: **Gary Fuller, Michael Fitch and Guy Valentine-Neale**
Clerk: **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. **Election of Chair:** The Committee resolved to appoint Councillor Tim Prater as Chair for the duration of the meeting.
   Proposed by: Councillor Fuller
   Seconded by: Councillor Fitch
   Approved by all present
2. **Apologies for absence:** Councillor Horton
3. **Declarations of Interest:** None
4. **Minutes:** The minutes of the previous Finance Committee meeting on **20th July 2026 were** approved as a correct record.
   Proposed by: Councillor Valentine-Neale
   Seconded by: Councillor Fitch
   Approved by all present

5. **Monthly Finance Information:**
   It was noted that the monthly finance reports had been circulated and that the bank reconciliation for the month of September had been completed and circulated as part of the reports. The Committee resolved to formally note receipt of the bank reconciliation and monthly finance information.
   Proposed by: Councillor Valentine-Neale
   Seconded by: Councillor Fuller
   Approved by all present

6. **Quarter Two Budget Monitoring Report:**
   It was noted that the Quarter Two Budget Monitoring Report (appended below) had been circulated ahead of the meeting and highlighted the council's financial position at the end of the second quarter. The report noted that the council is broadly in line with expected income and expenditure and that there was no cause for concern. The report provided contextual information to figures in several areas to improve transparency and understanding. The report gave several recommendations:
   a) **NOTE** the Council's financial position as 30 September 2026, including income, expenditure and significant budget variances.
   b) **NOTE** the explanations provided for material variances and identify any areas requiring further investigation or financial monitoring
   c) **RECOMMEND TO FULL COUNCIL** the formal approval of budget virements totalling £3,056.15, previously supported by members of the Finance Committee through email correspondence.

d) **NOTE** the expenditure incurred on library refurbishment and the anticipated reimbursement from Kent County Council.
e) **REVIEW** the Council's cash balances and reserves, including the distinction between restricted or committed funds and resources available for general expenditure.
f) **VERIFY** the bank reconciliation as 30 September 2026, subject to the required supporting checks, in accordance with Financial Regulation 2.2.
g) **NOTE** the financial risks and emerging budget pressures identified within this report and consider any further recommendations to Full Council.
h) **AGREE** that the findings of this report inform the preparation of the 2027/28 budget.
i) **RECOMMEND TO FULL COUNCIL** the creation of a Sea Festival Earmarked Reserve and the allocation of £3,500 from the General Fund, representing the DeHaan Charitable Trust donation received on 16 March 2026, subject to confirmation that this funding has not already been earmarked or otherwise allocated

Questions were raised regarding the potential expenditure due to be incurred for the postponed fireworks event due to take place in December. The RFO provided an update and highlighted the need for adequate first aid provisions and that full costs would be reported back to the committee.

The Committee resolved to accept the recommendations as set out in the report and appointed Councillor Valentine-Neale as the councillor responsible for verifying the figures given in the bank reconciliation in accordance with Financial Regulation 2.2.
Proposed by: Councillor Fuller
Seconded by: Councillor Valentine-Neale
Approved by all present

7. **Energy renewals:**
A discussion took place in relation to the Council's energy provider needs. It was noted that aside from cost, the Council's ambitions are that any energy company will provide clean and renewable energy. The Committee noted that they are happy with Octopus Energy's green energy and given the rate at which energy prices change the Committee were content to delegate authority to the Clerks to select the best option available. In addition, it was noted that the Council would sign a new contract with SSE for unmetered supply.
Proposed by: Councillor Prater
Seconded by: Councillor Fuller
Approved by all present

8. **Correspondence:** None

9. **Information:** The RFO noted that any councillors who had not yet activated their .gov emails should do so and that each member of the Finance Committee had been given read-only access to Scribe. It was further noted that Scribe offers helpful training should anyone wish to partake.

10. **Date of next meeting: 16 November 2026**

Meeting closed at 19:03

Signed by Chair of Finance Committee ……. Dated ……...

Chair's initials and date