

Minutes of the meeting of the Sandwich Town Council Finance Committee, held on 19th November 2018 at the Guildhall, at 6.00pm

Present: Councillors: **The Mayor, Cllr Mrs Liote (in the Chair)**
HJ Bragg
PI Carter
JEM Gisbey
PG Graeme
MJ Holloway
MW Moorhouse
JO Sneller

Officers: **Mrs Karen Palmer**
Ms A Hollobon-Baxter

- 06.11.18 APOLOGIES FOR ABSENCE**
 No apologies were received.
- 07.11.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
 There were no declarations of interest.
- 08.11.18 MUSEUM & ARCHIVE VOLUNTEER'S RECEPTION**
 Members received a report from Miss L Fidler regarding funding for the Museum & Archive Volunteer's Reception.
RECOMMENDATION: The Museum & Archive Volunteer's Reception should be financed from the town council's Reserves Budget in 2018 and the Mayor's Hospitality Budget in 2019 onwards.
- 09.11.18 GUILDHALL MANAGEMENT**
 Members received a report from Mrs K Palmer regarding income & expenditure relating to the Guildhall.
RECOMMENDATION: That management of the Guildhall be undertaken by Sandwich Town Council from 1st April 2018.
- 10.11.18 FINANCIAL YEAR 2018/19**
 Members received a report from Mrs K Palmer regarding the financial position as at 31st October 2018 and the projected balance at the end of the financial year.
RECOMMENDATION: That £10k be vire budgeted from "refurbishment of the Bulwarks Play Area" to cover part of the predicted shortfall in 2018/19. Officers will be asked to identify where the additional £5k should come from. That funding for the work at the Bulwarks Play Area be returned to the budget for the 2019/20 year, if possible.
- 11.11.18 GRANT APPLICATION 2019/20**
 (i) Sandwich In Bloom: a grant of £6,000 towards the continuation and expansion of the Sandwich In Bloom project. This would be on a match funding basis. NB. An additional grant of £1,000 has been sought from Sandwich Toll Bridge Fund.
RECOMMENDATION: That Sandwich in Bloom be awarded £5,000 in 2019/20 on a match funding basis.
- 12.11.18 SANDWICH TOWN COUNCIL BUSINESS SAVER ACCOUNT**
 Members received a report from Mrs K Palmer suggesting the amalgamation of the Business Saver Account with Sandwich Town Council General Account.
RECOMMENDATION: That the Business Saver Account be closed and the funds transferred to the General Account.

13.11.18

OUTSTANDING MATTERS

To receive a report from Miss L Fidler providing information on three forthcoming issues that will affect the budgets.

RECOMMENDATIONS: That this information be noted.

14.11.18

FINANCIAL YEAR 2019/20

Members received a draft budget for the 2019/20 financial year based upon continued activities and new projects that Mrs K Palmer has been informed about. Ms A Hollobon-Baxter had been invited to answer questions regarding various new projects and the associated income & expenditure. It was noted that the figure given for the 'precept' was a balancing figure at present and not a recommendation from the RFO. The following matters have been raised in advance:

(i) Cllr Graeme asked that the increase in precept is given in relation to any necessary capital expenditure in the event of the HLF bid being successful, and also if there are any other capital projects to add in.

(ii) Cllr Holloway asked that precept rises are discussed in relation to salary increases, and also if it can be considered whether to merge the Guildhall budgets into the Sandwich Town Council Account.

RECOMMENDATION: That a working party consisting of the Mayor and Cllrs Bragg and Graeme meet at 12:00 on Wednesday 21st November to work on the fine detail for the draft 2019/20 budget. Other members of the Finance Committee will be invited to attend any future meetings.

15.11.18

DATE OF NEXT MEETING

The next meeting of the Finance Committee will be held on 10th December 2018 at 6pm.