ATTACH 2

Minutes of a meeting of the Sandwich Toll Bridge Fund Finance Committee, 16th November 2015, in the Meeting Room, Guildhall, Sandwich, following the meeting of the Sandwich Town Council Finance Committee.

Present: **Councillors:** **The Mayor, Cllr Graeme (in the Chair)**
HJ Bragg
Mrs JL Dunay
C Miller
MW Moorhouse
CL Trim
MB Trussler

Officer: **Miss L Fidler**
Mrs K Palmer

01.11.15 **APOLOGIES FOR ABSENCE**
Apologies were received after the meeting took place from Cllr Carter, due to a personal commitment that took longer than expected.

02.11.15 **DECLARATION OF INTERESTS**
There were no declarations of interest.

03.11.15 **MINUTES**
Members received and noted the Minutes of the meeting of the Finance Committee held on 21st September 2015. There were no matters arising therefrom not covered elsewhere on the agenda.

04.11.15 **GRANT APPLICATIONS: FINANCIAL YEAR 2015/16**
(i) Members received an update report from the Phoenix Youth Project, Sandwich, regarding use of the support grant of £5,150 made in 2015/16 by the Trustee of Sandwich Toll Bridge Fund. The Committee agreed that the funds are being used appropriately and the Youth Project leaders were congratulated on their ongoing efforts.
(ii) Pilgrims Hospices Thanet – for refurbishment of the Quiet Room and Viewing Room: £250.
RECOMMENDATION: That £250 be awarded to the Pilgrims Hospices Thanet.

05.11.15 **GRANT APPLICATIONS: FINANCIAL YEAR 2016/17**
Members considered the following grant applications:
(i) Phoenix Youth Project – for the 2016/17 programme of training and activities: £5,150
RECOMMENDATION: That £5,150.00 be awarded to the Phoenix Youth Project.
(ii) Streetside (accountable body Phoenix Youth) – for refurbishment of Sandwich Skate Park: £5,000.
RECOMMENDATION: That £1,500 be awarded to Streetside (via Phoenix Youth).

06.11.15 **BUDGET 2016/17**

Members considered and made recommendations regarding the draft budget for Sandwich Toll Bridge Fund in the financial year 2016/17, using the following information:

(i) A spreadsheet showing projected expenditure in the current financial year and possible/probable income & expenditure for 2016/17

(ii) A report with relevant information relating to the budget figures.

(iii) Gazen Salts Nature Reserve Countryside Recovery Programme Estimated Budget for 2016/17 (received during the meeting).

RECOMMENDATIONS:

(i) The attached budget should be approved; the staffing budgets include a 1% pay increase for all staff.

07.11.15 **DATE OF NEXT MEETING**

Monday 15th February 2016, at 6 pm, in the Mayor's Parlour.

SANDWICH TOLL BRIDGE FUND: DRAFT BUDGET 2016-2017

	Budget 2015/16	Forecast @ 31-03-16	Draft Budget 2016/17
Expenditure			
Guildhall Salaries (incl. Civic Wedding & Pension)	£55,750.00	£62,741.62	£61,040.00
Repair & Maintenance	£20,000.00	£20,169.57	£16,030.00
Heat, Light, Water and Rates	£19,000.00	£16,977.57	£18,000.00
Insurance & Other	£20,404.00	£13,615.05	£14,420.00
Bridge Fund Pensions	£2,147.00	£2,169.85	£2,170.00
General Admin & Office Exp. incl. telephone & Peninsula	£2,920.00	£2,387.00	£2,500.00
Admin Salaries	£38,290.00	£40,067.00	£40,750.00
Grants Donations Gifts	£5,000.00	£5,450.00	£5,000.00
Gazen Salts Nature Reserve	£1,000.00	£1,000.00	£0.00
Phoenix Youth Centre (Support Grant)	£5,150.00	£5,150.00	£5,150.00
Streetside (Refurbishment of Skate Park)	£0.00	£0.00	£1,500.00
Loan to Sandwich Tennis Club	£0.00	£10,000.00	£0.00
Staffing Contingencies Fund	£3,000.00	£0.00	£3,000.00
Bank Charges	£300.00	£361.88	£360.00
Staff Training	£500.00	£478.00	£500.00
Cancelled Wedding & Returned Deposits	£400.00	£750.00	£800.00
Rented Property Insurance	£4,640.00	£4,786.72	£4,790.00
Other Insurances (i.e. liability and slander)	£400.00	£397.88	£400.00
Guildhall Promotion	£1,200.00	£1,845.00	£1,000.00
Fishergate	£2,000.00	£2,734.88	£0.00
Maintenance of Properties	£500.00	£0.00	£500.00
Forecourt Christmas Tree	£70.00	£70.00	£75.00
Parking Permits	£620.00	£609.59	£620.00
Safety Boots for the Caretakers	£0.00	£43.98	£0.00
Magna Carta Exhibition and conservation of Charters	£0.00	£37,800.00	£0.00
Thursday Market	£0.00	£45.00	£0.00
Contribution for the Disabled Access Ramp	£0.00	£4,920.00	£0.00
EK Human Resources - Health & Safety Provisions	£700.00	£547.00	£700.00
TOTAL	**£183,991.00**	**£235,117.59**	**£179,305.00**

	Budget 2015/16	Forecast @ 31-03-16	Draft Budget 2016/17
Income			
Predicted Balance carried forward from 2015/16	£52,825.61	£0.00	-£10,038.45
Potential Realised Gains from Trading & Investments	£1,500.00	£50,000.00	£45,813.45
Guildhall Hire Charges	£40,000.00	£43,452.88	£45,000.00
Tours	£600.00	£280.00	£300.00
Maintenance contribution DDC	£4,000.00	£7,978.74	£7,980.00
Sale of Town Guides	£300.00	£105.00	£110.00
Property Rent (incl. Insurance Contribution)	£11,324.07	£11,428.16	£11,430.00
Investment Income	£50,000.00	£50,000.00	£50,000.00
Guildhall Carpark	£21,000.00	£25,344.55	£25,350.00
Market Rent & Rates (Thursday)	£720.00	£723.72	£750.00
Market Electricty Contribution (Thursday)	£240.00	£240.00	£240.00
Independent Stalls on Saturday	£1,350.00	£545.00	£600.00
Rights of Way	£270.00	£270.00	£270.00
Annual repayment from Sandwich Tennis Club	£0.00	£0.00	£1,000.00
Repayment from STC - re BT invoice paid from STBF in error	£0.00	£225.00	£0.00
Refund from Zurich (removal of Fine Art from Insurance Policy)	£0.00	£1,000.00	£0.00
Magna Carta Exhibition - Grant from KCC	£0.00	£2,000.00	£0.00
2013-14 cheque written off	£0.00	£4.50	£0.00
Sale of Magna Carta Souvenirs (via TIC & Museum)	£0.00	£2,886.90	£500.00
TOTAL	**£184,129.68**	**£196,484.45**	**£179,305.00**

Notes

Sum of accounts as at 01/04/2015	£28,594.69
Minus predicted expenditure for 15/16	-£235,117.59
Plus predicted income for 15/16	£196,484.45
Predicted balance as at 31/03/16*	**-£10,038.45**