

**Minutes of the meeting of the Sandwich Town Council Finance Committee,
held on 17th December 2019 at the Guildhall, at 6.00pm**

Present: Councillors: The Mayor, Cllr JE Franklin (in the Chair)
HJ Bragg
AC Broun
D Carter
PG Graeme
MJ Holloway
WP Staple

Cllrs DR Friend and Mrs A Fox were also in attendance

Officer: Mrs Karen Palmer

31.12.19 APOLOGIES

No apologies were received from Cllr Wood.

**32.12.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS
AND OTHER SIGNIFICANT INTERESTS**

There were no declarations of interest.

33.12.19 CONFIDENTIAL

(i) It was recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

RESOLUTION: That members of the public and press be excluded for the following items of business.

(ii) 4 YEAR DRAFT BUDGET 2020/21 – 2023/24

Councillors received and discussed a four-year draft budget spreadsheet incorporating suggestions by the Budget Working Group.

RECOMMENDATION: That the Responsible Finance Officer should contact Quilter Cheviot to discuss what increase could be made to investment income without significantly changing the current risk level. Changing to an Ethical Investment policy to be put on hold as a secondary idea.

FINANCIAL YEAR 2020/21

(iii) Members received and considered the draft budget spreadsheet and report from Mrs K Palmer, Responsible Finance Officer.

RECOMMENDATION: That an application is made to increase the Precept by 25%, which would mean a 2020/21 Precept of £236,894.37, resulting in a Council Tax of £123.55 per Band D Property. The resulting increase in income would serve to decrease the draw-down on Investments currently needed to

balance the Guildhall budgets. **Please note that we received the 2020/21 tax base from Dover District Council on 19th December, and this indicates a rise of 23 households. This change decreases the above stated rise per Band D Property to 23.52%, a charge in the year of £122.09 (from £98.84 in 2019/20).**

(iv) Members received and considered the salary budgets. Cllr A Fox presented revised salary options for discussion.

RECOMMENDATIONS:

(i) That the revised salaries, lower than indicated in the Draft Budget, are accepted and incorporated.

(ii) That during the next year, as a priority there is a staffing review run by Advisory Committee.

34.12.19 DATE OF NEXT MEETING

The next meeting is 23rd March 2020 at 6pm in the Council Chamber, Guildhall.

Summary of Actions:

Minutes	Action	Member/Officer to complete	Update/record of completion
33.12.19 (ii)	Responsible Finance Officer to contact Quilter Cheviot to discuss possibility of increasing investment income.	KP	One contact already made. KP will chase for answer. Emailed on 14/01/2020
33.12.19 (iii)	If the draft budget is agreed at Full Council in January, the Responsible Finance Officer should complete paperwork to apply for a Precept of £236,894.38.	KP	
33.12.19 (iv) (i)	Draft budget to be altered to incorporate revised salaries before submitting to an Extraordinary Council meeting in January.	KP	
33.12.19 (iv) (ii)	Staffing Review to be undertaken by Advisory Committee.	Advisory Committee.	