

**Minutes of the meeting of the Sandwich Town Council Finance Committee,
held on 18th November 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, Ms A Fox and MJ Lintott were also
in attendance**

Officers: Mrs Karen Palmer, Ms A Hollobon-Baxter

07.11.19 APOLOGIES

No apologies were received from Cllr Wood.

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

There were no declarations of interest.

09.11.19 FORECAST OUTTURN 2019/20

Members received and considered the forecast outturn and report from Mrs K Palmer, Responsible Finance Officer.

RECOMMENDATION: That this information was noted.

10.11.19 FINANCIAL YEAR 2020/21

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

RECOMMENDATION: That a working group is formed (first meeting planned for Thursday 26th November 2019 at 9am) in order to examine the budget and reduce the current indicated precept level. This working group will discuss how to make savings and how to maximise income. The Market Square project plan should be incorporated into this budget. The working group to consist of Cllrs Broun, Graeme & Staple, the Responsible Finance Officer and the HR & Project Manager.

(ii) 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.

(iii) Members received and considered the salary budgets. Ms A Hollobon-Baxter explained that salary budgets are indicative as this

stage due to the forthcoming general election; as the 2019/20 living wage is unknown.

11.11.19 FINANCIAL REGULATIONS

(i) Members received updated Sandwich Town Council Financial Regulations from Mrs K Palmer, Responsible Finance Officer, amended in response to the latest Model Financial Regulations from the National Society for Local Councils.

RECOMMENDATION: That these regulations be approved.

(ii) Members received and considered a report from Mrs K Palmer, Responsible Finance Officer suggesting an application for a Sandwich Town Council Debit Card.

RECOMMENDATION: That an application is made to obtain a Sandwich Town Council Debit Card for use by the Responsible Finance Officer and Town Clerk.

12.11.19 RISK REGISTER

Members received an updated Risk Register and considered whether any changes or additions needed to be made.

RECOMMENDATION: That the document be approved pending Cllr Holloway's requested alteration that the Risk Level for Adequacy of Precept is changed to 'Medium' and Management/Control of Risk section is expanded to include greater number of controls. Sustainability of current budget and an area needs to be introduced and expanded upon ref. adequacy of precept.

13.11.19 DATE OF NEXT MEETING

The next meeting is 9th December 2019 at 6pm in the Council Chamber, Guildhall.

Summary of Actions:

Minutes	Action	Member/Officer to complete	Update/record of completion
04.11.19 (i)	Working Group to meet and progress with Draft Budget 2020/21	Cllrs, KP & AHB	Working group met on 26-11-19
04.11.19 (iii)	Salaries to be finalised and resubmitted	KP / AHB / Cllr A Fox	
05.11.19 (i)	Financial Regulations to be uploaded onto the STC Website	KP	
05.11.19 (ii)	A Debit Card application to be completed	KP	
07.11.19	The Risk Level for Adequacy of Precept to be changed to Medium and greater controls added to that section of the Risk Register	KP - consult Cllr Holloway	