

**Minutes of the meeting of the Sandwich Town Council Finance Committee,  
held remotely on 14<sup>th</sup> October 2020, at 6.00pm**

The statutory requirements for meetings under the Local Government Act 1972 cannot be met during the current Coronavirus pandemic. As a result, s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') have come into force which enables the Town Council to hold meetings remotely.

**Present: Councillors: The Mayor, Cllr PG Graeme (in the Chair)**

**HJ Bragg  
AC Broun  
Mrs D Carter  
DR Friend  
WP Staple  
DMA Wood**

**Officers: Mrs K Palmer (Minutes)  
Ms A Hollobon-Baxter**

**15.10.20 APOLOGIES**

Apologies were received from Cllr Holloway, who had a personal commitment.

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

There were no declarations of interest.

**17.10.20 FINANCIAL FORECAST 2020/21**

(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) Members received an updated financial forecast / cash flow spreadsheet for 2020/21 and accompanying report from Mrs K Palmer, Responsible Finance Officer. Councillors were asked to consider if any further reports, specific work or scenarios should be worked up, or if there are any recommendations for Council. It was recommended that this item be considered confidential due to the inclusion of staffing and tenancy agreement information contained within the report.

**RECOMMENDATION: That this information is noted.**

Cllr Bragg and Cllr Wood joined the meeting at this point.

**18.10.20 BUDGET SETTING FOR 2021/22**

An initial draft budget for 2021/22 will be presented to the Committee at November's meeting. The Responsible Finance Officer will draft this based upon the usual undertakings of Sandwich Town Council. Each Committee will be asked to consider its budget requirements for the next financial year. Members were asked to consider if/how other changes to the budget should be identified (last year there was a working group that came up with ideas).

**RECOMMENDATION: That a working group consisting of the Mayor and Cllrs Bragg, Staple, Broun, Friend and Wood will be arranged. If possible, meetings will be arranged in person with 2m social distancing or 1m+ distancing with mitigation. If this is not possible, meetings will take place electronically via Zoom.**

**19.10.20 DATE OF NEXT MEETING**

Wednesday 18<sup>th</sup> November 2020 at 6pm.

**Summary of Actions to be undertaken upon Resolution by full Council.**

<b>Minutes</b>	<b>Action</b>	<b>Member/Officer to complete</b>	<b>Update/record of completion</b>
18.10.20	Finance working group meeting and other budget setting meetings to be arranged either in person with appropriate social distancing, or via Zoom.	HR/ Project Manager	