

**Minutes of the meeting of the Sandwich Town Council Finance Committee,  
held remotely on 15<sup>th</sup> June 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)**  
**AC Broun**  
**Mrs D Carter**  
**MJ Holloway**  
**DR Friend**  
**WP Staple**

**Officers: Miss L Fidler**  
**Mrs A Hollobon-Baxter**  
**Mrs K Palmer (Minutes)**

**19.06.20 APOLOGIES**

No apologies were received from Cllrs Bragg and Wood.

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

There were no declarations of interest.

**21.06.20 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.

**RECOMMENDATIONS:**

**(i) That the report is noted, but the following are pursued:**

**(ii) The Deputy Mayor will follow up correspondence sent to Dover District Council Business Rates regarding charges for 2017/18 & 2018/19.**

**(iii) The Mayor and Deputy Mayor to have discussions with Dover District Council regarding business rates charges for 2019/20 & 2020/21 and the transfer of the Guildhall lease.**

**(iv) The Mayor, Town Clerk and Responsible Finance Officer to work up models whereby Sandwich Town Council takes on the Guildhall freehold, or Sandwich Toll Bridge Fund continues to lease the Guildhall from Dover District Council. In these two scenarios the Guildhall finances would either sit under Sandwich Town Council or Sandwich Toll Bridge Fund. These models will show the relative merits and cost implications of the two scenarios.**

**(v) Monthly Finance Committee Meetings will be planned for 2020 in order closely monitor the changing financial situation due to Covid-19.**

**22.06.20 DATE OF NEXT MEETING**

To be confirmed.

**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>
21.06.20 (ii) (ii)	Follow up correspondence with Dover District Council (EK Services) regarding 2017/18 2018/19 Business Rates.	The Deputy Mayor	Ongoing
21.06.20 (ii) (iii)	Have discussions with Dover District Council regarding Business Rates for 2019/20 and 2020/21 and the Guildhall lease transfer.	The Mayor & Deputy Mayor	August 2020
21.06.20 (ii) (iv)	Work up models which show benefits / negative consequences (financial and otherwise) of Sandwich Town Council taking on the freehold of the Guildhall.	The Mayor, Town Clerk & Responsible Finance Officer	Report on August Assets and Advisory Committee agenda
21.06.20 (ii) (v)	Monthly meetings of the Finance Committee will be arranged.	Finance Officer	Ongoing