

**Minutes of the meeting of the Sandwich Town Council Finance Committee,
held remotely on 17th August 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**

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

07.08.20 APOLOGIES

Apologies were received and accepted from Cllr Holloway (holiday) and Wood (technical joining difficulties).

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

There were no declarations of interest.

09.08.20 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.

10.08.20 THURSDAY MARKET RENT

Members receive a report from Mrs K Palmer, Responsible Finance Officer, regarding the Thursday Market rent including details of a

request made by Mr S Laslett to have a reduction in rent for the months of March and May 2020.

RECOMMENDATION: That this rent reduction (amounting to £125) is approved.

11.08.20 RESERVES POLICY

Members received and considered a Sandwich Town Council reserves policy, written by Mrs K Palmer, Responsible Finance Officer.

RECOMMENDATION: That the policy is approved pending an amendment which states that no monies from the “Monks Wall Nature Reserve ringfenced fund” can be used to balance Sandwich Town Council’s general account.

12.08.20 PAYMENT SCHEDULE

Members reviewed the format of the current payment schedule and considered if they would prefer a different format. The Clerk confirmed that the independent internal auditor will be asked to confirm what information must be seen by the Council.

RECOMMENDATION: To note this information.

13.08.20 DATE OF NEXT MEETING

Monday 21st September 2020 at 6pm.

Minutes	Action	Member/Officer to complete	Update/record of completion
10.08.20	Communicate rent reduction to Market Manager	RFO / Town Clerk	27/08/20
11.08.20	Amendment to Reserves Policy to be made.	RFO	24/08/20