

**Minutes of the meeting of the Sandwich Town Council Finance Committee,  
held remotely on 21<sup>st</sup> September 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)**

**MJ Holloway**

**HJ Bragg**

**AC Broun**

**Mrs D Carter**

**DR Friend**

**WP Staple**

**Officers: Mrs K Palmer (Minutes)**

**Ms A Hollobon-Baxter**

**22.09.20 APOLOGIES**

No apologies were received from Cllr Wood.

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

There were no declarations of interest.

**24.09.20 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 Holloway joined the meeting at this point.

**25.09.20 PUBLIC CONVENIENCES**

Members received a report from Miss Laura Fidler, Town Clerk, regarding the Public Conveniences.

**RECOMMENDATIONS:**

**(i) That the Public Conveniences should remain open subject to review on a monthly basis.**

**(ii) The plan proposed in the report should be undertaken.**

**(iii) Any budget virements necessary should be reported to the Finance Committee on a monthly basis.**

**26.09.20 GRANT APPLICATION AND FEEDBACK FORMS**

Members received and considered a revised Sandwich Town Council Grant Application Form, and a new Grant Feedback Form from Mrs K Palmer, Responsible Finance Officer.

**RECOMMENDATION: That the forms are adopted.**

**27.09.20 VAT ADVICE RE WEDDINGS AND ROOM HIRE**

Members received a report from Neil Warren of Warren Tax Services Ltd, regarding advice on treatment of VAT for wedding / other room hire. This advice was arranged by our Independent Internal Auditor, McCabe Ford Williams.

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

**28.09.20 WEDNESDAY / SATURDAY MARKETS**

Members considered a verbal request that's been received from the organiser of the Wednesday and Saturday Markets for a rent reduction (currently £15 per pitch) whilst the Toll Bridge is closed, to help mitigate the loss of trade that the stall holders are concerned will happen because of this repair work.

**RECOMMENDATION: That no rent reduction is given. This will be reviewed in the new year if there is evidence to suggest there has been a loss of income due to the Toll Bridge closure.**

**29.09.20 GRANT FUNDS RESEARCHED**

Members received a report from Mrs Karen Palmer, Responsible Finance Officer, showing a list of grants / funds that have been researched since March 2020.

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

**30.09.20 CAPITAL EXPENDITURE & PWLB APPLICATIONS**

Member received the professional advice that was obtained following the advice of Kent Association of Local Councils, regarding capital and revenue expenditure within Public Works Loan Board loans. This information may be relevant for other future applications.

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

**31.09.20 DATE OF NEXT MEETING**

Monday 14<sup>th</sup> October 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>
25.09.20 (i)	HR Manager to consult with Public Convenience staff following the resolution of the Town Council.	HR Manager	End of September.
25.09.20 (iii)	Public Convenience expenditure and income should be monitored on a monthly basis and any virements necessary to facilitate continued opening of the Quay and Cattle Market Conveniences should be reviewed by Finance Committee.	Responsible Finance Officer, in discussion with the Town Clerk and the HR / Project Manager.	Ongoing
26.09.20	Grant forms to be updated on the Council's website etc	Responsible Finance Officer	STBF form updated 29/09/20 STC form not on the website anyway
28.09.20	Market organiser to be informed of decisions and asked to reapply after Christmas with evidence of loss of income due to Toll Bridge Fund closure.	Town Clerk / Responsible Finance Officer	Email sent on 29/09/20