

**Minutes of the meeting of the Sandwich Town Council Finance Committee,  
held on 23<sup>rd</sup> March 2020, at 6.00pm**

**Present: Councillors: The Mayor, Cllr JE Franklin (in the Chair)  
PG Graeme  
MJ Holloway  
WP Staple  
DMA Wood**

**Officer: Miss L Fidler**

Cllrs DR Friend and H Sampson were also in attendance

**24.03.20 APOLOGIES**

Apologies were received and accepted from Cllrs Bragg and Broun (self-isolating due to Covid-19 crisis) and Cllr D Carter (transport problems)

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

There were no declarations of interest.

**26.03.20 GUILDHALL BUSINESS RATES REVIEW**

Members received a report from Mrs K Palmer, Responsible Finance Officer and a letter and invoices from Dover District Council, regarding a Business Rates review, and considered how to make payment.

**RECOMMENDATION: It should be argued that Sandwich Toll Bridge Fund is still an occupant of the Guildhall and the charitable discount should still apply.**

**27.03.20 FINANCE SOFTWARE SYSTEM**

Members received a report and accompanying information from Mrs K Palmer, Responsible Finance Officer, regarding the purchase of a Finance Software package.

**RECOMMENDATION: The current budget of £2813.27 for payroll services in 2020/2021 should be used to purchase and set up AdvantEdge Finance software and in-house payroll software. The Town Clerk/Project Manager to be delegated the power to use this budget (£2,813.27) to complete these two projects.**

**28.03.20 GUILDHALL MAINTENANCE CONTRIBUTION**

Members received a letter from Dover District Council, which was received in response to our Guildhall Maintenance 2018/19 invoice and a summary of Dover District Council room bookings. Furley Page Solicitors have reported that until the Sandwich Agreement is terminated DDC remain liable for payments due under the Agreement.

**RECOMMENDATION: The Mayor should contact the Leader of DDC, Cllr Trevor Bartlett, to discuss transfer of the Guildhall and the number of difficulties that are becoming apparent, and are a burden on public finances, in advance of this transfer.**

**29.03.20 GUILDHALL ACCOUNTS FINANCIAL DEFICIT**  
 Councillors considered a motion from Cllr Broun that a plan be formed to address the Guildhall accounts deficit.  
**RECOMMENDATION: That this matter be deferred until after the Covid-19 crisis has ended.**

**30.03.20 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>
	Dispute the rates charge from DDC.	Responsible Finance Officer	13-05-20 Emailed G Chittenden at DDC Business Rates a letter to dispute 2017/18 & 2018/19 charges. Included STBF Financial Statements for those years as evidence.
	Purchase and set up AdvantEdge accountancy software and payroll software, using the external payroll provider budget.	RFO	13-05-20 On hold until year end accounts more complete.
	Discussion with the Chairman of DDC to be arranged regarding transfer of the Guildhall	Cllr Franklin / Town Clerk	August 2020
	Guildhall deficit to be returned to the agenda later in the year.	RFO	As part of budget process – November 2020