

**Minutes of the meeting of the Sandwich Town Council Finance Committee,
held remotely on 18th January 2021, 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
DR Friend
WP Staple
DMA Wood

Officer: Ms A Hollobon-Baxter (Minutes)

Councillors Ms A Fox, Lintott and Sampson were in attendance to observe the meeting.

07.01.21 APOLOGIES

Apologies have been received from Cllr Bragg and Cllr Holloway.

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

There were no declarations of interest.

09.01.21 SANDWICH TOWN COUNCIL PRECEPT DEMAND NOTICE 2021/22

Members received a report and Precept information from Mrs K Palmer, Responsible Finance Officer, and were asked to recommend a Precept option.

RECOMMENDATION: Members recommended that the Council Tax be increased by 10.04%, resulting in a Precept of £263,709.66 and a Band D council tax of £135.96 (a rise of £12.41 from 2020/21).

10.01.21 GRANTS RESEARCHED AND RECEIVED 2020/21

Members received an updated report showing grants researched and received to-date.

RECOMMENDATION: Members recommend noting the report. It is to be ascertained if we are eligible for the latest Recovery Fund.

11.01.21 CONFIDENTIAL ITEMS

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 remaining items 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.

12.01.21 FINANCIAL FORECAST 2020/21

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

13.01.21 QUAY PUBLIC CONVENIENCES

Members received a report from Ms Amandajayne Hollobon-Baxter, HR and Project Manager, regarding the Quay Public Conveniences, and were asked to approve the attached quote. The Advisory & Assets Management Committee considered this proposal at a meeting on the 11th January 2021 and the members supported the proposal in principle, subject to the specifics being considered by the Finance Committee. It was recommended that this item and the quote attached be considered confidential due to the nature of the work and staff involvement.

RECOMMENDATIONS: That the following recommendations from the report be approved:

- **Agree and approve the attached contract.**
- **Allow officers to progress this proposal, and implement this payment facility, with effect from 31st March 2021.**
- **Agree charges of £4.00 per shower and 40p per toilet use. To be reviewed by RFO on a regular basis**
- **Consider contacting DDC to establish the future of the Cattle Market conveniences and, subject to funds, whether to implement contactless payment system again subject to a suitable lease agreement with DDC being secured.**

The Project Manager is to have delegated powers of authority to progress the proposal and to investigate extending the proposal to other doors/facilities after a two-month trial has been completed and the Responsible Finance Officer is able to produce a report on income; which will also be reported to the Council. The Town Clerk is to ascertain the future plans for the Quay and Cattle Market Conveniences with Dover District Council.

14.01.21 DATE OF NEXT MEETING

Monday 22nd March 2021 at 6pm.

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

Minutes	Action	Member/Officer to complete	Update/record of completion
09.01.21	Completed Precept Demand Form to be sent to Dover District Council.	Responsible Finance Officer	
10.01.21	To ascertain if Sandwich Town Council are eligible for the Recovery Fund	Responsible Finance Officer / Museum & Heritage Manager	
13.01.21	<p>A two-month trial period of the project is to be undertaken at the Quay Conveniences.</p> <p>The future of both Conveniences is to be ascertained in consultation with Dover District Council.</p> <p>Results of two-month trial to be reported back to Council</p>	<p>HR & Project Manager</p> <p>Town Clerk</p> <p>Responsible Finance Officer</p>	