

**Minutes of the meeting of the Sandwich Town Council Finance Committee,  
held remotely on 18<sup>th</sup> November 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**  
**DMA Wood**

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

Councillor Ms A Fox was also in attendance

**14.11.20 APOLOGIES**

No apologies were received.

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

There were no declarations of interest.

**16.11.20 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**

## 17.11.20 FINANCIAL YEAR 2021/22

(i) Members received a draft budget and report for the 2021/22 financial year based upon continued activities, projects that Mrs K Palmer had been informed about and ideas raised by the Budget Working Group. The budget assumes normal activity would resume in 2021/22, although further calculations had been undertaken to determine the possible impact of the continuing pandemic.

The next Finance Committee meeting is scheduled for 9<sup>th</sup> December 2020, and further meetings could be called if necessary. Members were asked to consider if amendments were needed to this budget. The Responsible Finance Officer had not yet received information from Dover District Council regarding the precept deadline, or the expected 2021/22 tax base. The draft budget presented shows a 10% rise on the precept, equivalent to £23,973.60, or an annual increase of £12.36 per Band D Property when based on the 2021/22 tax base. The Responsible Finance Officer also advised that it may be possible to delay finalising the budget until the meeting on the 25<sup>th</sup> January 2021, however reaching a decision by December is recommended.

**RECOMMENDATION: That the budget presented is approved, pending any small changes required i.e. a change may be necessary once the 2021/22 tax base is known. Cllr Wood voted against the budget.**

### CONFIDENTIAL ITEM

(ii) 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.**

(iii) To receive and consider the salary budgets. Members noted that Ms A. Hollobon-Baxter and Cllr A Fox (HR Councillor), had been invited to the meeting to answer any questions. It was recommended that this matter be considered confidentially due to the inclusion of information about individual salaries.

**RECOMMENDATION: That the salary budget is approved.**

## 18.11.20 DATE OF NEXT MEETING

Wednesday 9<sup>th</sup> December 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>
17.11.20 (i)	The budget is checked and amended once the 2020/21 tax base is known. This and any other small changes will be reported to Council.	RFO	