

**Minutes of the meeting of the Sandwich Town Council Finance Committee,  
on 1<sup>st</sup> September 2021, at 6.00pm**

**Present: Councillors: The Mayor, Cllr PG Graeme (in the Chair)  
AC Broun  
HJ Bragg  
WP Staple**

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

**01.09.21 APOLOGIES**

Apologies have been received and accepted from Cllr Mrs D Carter who had a personal commitment. No apologies have been received from Cllr Friend or Cllr Wood.

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

There were no declarations of interest.

**03.09.21 FINANCIAL FORECAST 2021/22**

Members received a financial forecast / cash flow spreadsheet for 2021/22 and accompanying report from Mrs Karen Palmer, Responsible Finance Officer.

**RECOMMENDATIONS:**

**(i) That this information is noted.**

**(ii) That an additional paragraph is added to the top of the report to explain the large overspend on the summary table (this overspend relates to the salaries paid out by Sandwich Town Council on behalf of Sandwich Toll Bridge Fund which are subsequently reimbursed).**

**04.09.21 SANDWICH TOWN COUNCIL RESERVES POLICY**

Members received an updated Reserves Policy from Mrs Karen Palmer, Responsible Finance Officer and were asked to suggest any amendments / improvements and approve the updated version.

**RECOMMENDATIONS:**

**(i) That no amendments are required and this updated version is approved.**

**05.09.21 DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> November, 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>
03.09.21 (ii)	Additional paragraph to be added to the top of the finance report as suggested.	Responsible Finance Officer	