

Town and Cinque Port of Sandwich

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PRESS RELEASE

Sandwich Town Council proposes £25K reduction in the salary budget

As a result of the recent resignation of two council officers, both of whom left for more highly paid positions that further their careers, Sandwich Town Council have undertaken a staff restructure, the aim of which was to:

- Reduce the overall budget for salaries
- Reduce the contribution the Guildhall receives from the Sandwich Toll Bridge Fund
- Increase the amount of funds available from the Sandwich Toll Bridge Fund for grant giving
- Ensure that the overall level of service and leadership is improved, particularly improving transparency and communication.

At the Extraordinary Council meeting on Wednesday 17th November a full consultation was held on the new structure. After thorough discussion, those Councillors present agreed to its immediate implementation.

The new role of Chief Executive, which incorporates the post of Town Clerk, Project and HR Manager and General Manager of The Guildhall, will be taken by Ms Hollobon-Baxter. She has extensive experience over the last 5 years of deputising for the Town Clerk and has been acting Town Clerk for the last 4 months whilst continuing to fulfil her current role.

The communication role will be contracted out. Tenders are being invited from professionals in the field and interviews will follow.

The Chief Executive office will have the support of a part time Personal Assistant so that every day administrative tasks can be delegated.

The Front Desk will continue to be open and fulfil the function of residential enquiries and Visitor Information. Opening hours will vary according to the season and flexibility has been built in, making a saving of at least £25K on the current salary budget.

The Guildhall has received a complete makeover during lock down and our caretaking staff have worked extremely hard to achieve this. The Head Caretaker will continue in this role with a new title of Facilities Manager. The Caretaking, Cleaning and Public Convenience Attendants roles remain unchanged.

The Museum will have to be closed and objects carefully stored during the renovation of the forecourt, due to the potential damage to artefacts by vibration from the work. This gives the opportunity to focus on the archives, taking advice from experts of the National Conservation Service. The Museum will reopen once work to the forecourt is complete and funds remain within the overall salary budget to ensure that displays are refreshed, and exhibitions continue.

The new structure should realise a £25K saving on the current salary budget.

23rd November 2021