

**Minutes of the meeting of the Sandwich Town Council Finance Committee,
on 11th November 2021, at 6.00pm**

**Present: Councillors: The Mayor, Cllr PG Graeme (in the Chair)
HJ Bragg
DR Friend
A Fox**

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

Councillors JE Franklin and D Marie were also in attendance to observe the meeting.

08.11.21 APOLOGIES

Apologies have been received and accepted from Cllr Mrs D Carter who was unwell. No apologies have been received from Cllr Sampson.

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

There were no declarations of interest.

10.11.21 FORECAST OUTTURN – FINANCIAL YEAR 2021/22

Members received a forecast outturn report and cash flow spreadsheet for 2021/22 from Mrs Karen 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 other recommendations for Council.

RECOMMENDATION: That this information is noted.

**11.11.21 CONFIDENTIAL ITEM – SALARY BUDGETS – FINANCIAL YEAR
2022/23**

(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 item of business.

(ii) Members received and considered the draft 2022/23 salary budgets. It was recommended that this matter be considered confidentially due to the inclusion of information about individual salaries.

RECOMMENDATION: That this item is deferred until the Extraordinary Meeting takes place on 17th November 2021.

12.11.21 DRAFT BUDGETS – FINANCIAL YEAR 2022/23

Members received a draft budget spreadsheet and report for the 2022/23 financial year based upon continued activities and new projects that Mrs K Palmer has been informed about. Members were made aware that the figure given for the 'precept' is a balancing figure

at present and not a recommendation from the RFO. Members noted that further Finance Committee meetings are not scheduled but can be arranged if necessary. Members were asked to consider what amendments & research needed to be undertaken to the draft budget before being considered again. The budget must be approved at the very latest by 31st January 2022, but mid-January would be preferable to make sure of meeting Dover District Council's precept demand deadline.

RECOMMENDATION: That once the staffing structure and salaries are approved and amended, which will produce a saving, that the precept is not increased.

13.11.21 DATE OF NEXT MEETING

To be confirmed.

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

Minutes	Action	Member/Officer to complete	Update/record of completion
11.11.21 (ii) & 12.11.21	Amend the staffing structure and salaries after they have been approved, and present the budget to Finance Committee with the amendments, and with zero rise to the precept.	Responsible Finance Officer	