

**Minutes of the meeting of the Sandwich Town Council Finance and General Purposes Committee, on 21<sup>st</sup> November 2022, at 6.30pm**

**Present: Councillors: N Gray  
P Graeme  
C Ungerson  
M Moorhouse  
M Pennington**

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

Councillor C Wiles was also in attendance to observe the meeting.

Due to the absence of Cllr P Carter the meeting resolved to appoint Cllr Gray as Chair of the meeting.

**30.11.22 CHAIRS WELCOME**

Cllr Gray welcomed everyone present to the Finance and General Purposes Committee.

**31.11.22 APOLOGIES FOR ABSENCE**

Apologies were received from the Mayor (who was on holiday), Cllr P Carter (personal commitment), Cllr D Carter (who was unwell) and Cllr A Fox (personal commitment).

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

None were declared.

**33.11.22 PUBLIC RIGHT TO SPEAK**

Mrs J Summerhayes spoke about the history of the Curfew Bell Ringers Supper and the budget for this event in 2023/24.  
Mrs C Glynn spoke about Standing Orders 5J and the Transparency Code.

**34.11.22 STANDING ORDERS**

Members received the report regarding Standing Order 5J from the Chief Executive.

**RECOMMENDATION: To reject the report from the Chief Executive and ask for a fresh report containing all missing documents, addressing standing order 5J x to xxii (excluding xi and xii).**

**35.11.22 DRAFT BUDGETS - FINANCIAL YEAR 2023/24**

Members received a draft budget spreadsheet and report for the 2023/24 financial year based upon continued activities and new projects that the Responsible Finance Officer had 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 were asked to consider what amendments & research needs to be undertaken to the draft budget before being considered again. The budget must be approved at the very latest by 31st January 2023,

but mid-January would be preferable to make sure of meeting Dover District Council's precept demand deadline. Members noted that the 2023/24 tax base will not be confirmed until January and until then any precept calculations are based on the 2022/23 tax base.

Cllr Graeme noted that the budget could not be agreed before salaries were decided.

**RECOMMENDATION: To form a working party consisting of Cllr Gray, Cllr Moorhouse and Cllr Pennington who will meet with the Responsible Finance Officer to go through the budget line by line.**

**36.11.22 CONFIDENTIAL ITEM**

(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.

**(ii) STAFF SALARIES 2023/24**

Members received and considered the salaries from the Responsible Finance Officer. Members were advised that the uplift illustrated was not a recommendation.

**RECOMMENDATION: That salaries should be referred to the Personnel Group, provided the group is properly constituted. The Personnel Group should then report back to the next Finance and General Purposes Committee.**

**37.11.22 DATE AND TIME OF NEXT MEETING**

Monday 12<sup>th</sup> December 2022 at 6.30pm.

**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>
34.11.22	Chief Executive to prepare a new report as requested.	CEO	
35.11.22	Cllrs Gray, Pennington and Moorhouse to meet with RFO to discuss budget.	Cllr Gray, Pennington, Moorhouse and RFO	
36.11.22 (ii)	The Personnel Group to be constituted and to meet and discuss salaries before the next Finance and General Purposes Committee.	Personnel Group	