

Minutes of the meeting of the Sandwich Town Council Finance and General Purposes Committee, on 24th October 2022, at 6.30pm

**Present: Councillors: Cllr P Carter (in the Chair)
J Franklin (The Mayor)
D Carter
A Fox
C Ungerson
N Gray
M Moorhouse**

Officer: Mrs K Palmer (Minutes)

Councillor D Friend and D Marie was also in attendance to observe the meeting.

26.10.22 CHAIRS WELCOME

Cllr P Carter welcomed everyone present to the first sitting of the newly formed Finance and General Purposes Committee.

27.10.22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Graeme, who is on holiday.

Cllr Gray raised a point of order regarding items for review which had not been included on the agenda. It was noted that these items will be added to the next Finance and General Purposes Committee meeting agenda.

28.10.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Franklin and Cllr Gray both declared an interest in item 10. Fishergate, being Trustees for the Sandwich Harbour Heritage Group.

29.10.22 PUBLIC RIGHT TO SPEAK

Mr I H Black spoke regarding the Council's system for public speaking in meetings.

30.10.22 TERMS OF REFERENCE

Members received and noted Terms of Reference (resolved by Council, minute number 21.07.22).

31.10.22 COMMITTEE MEMBERSHIP

A replacement Committee Member for the Finance and General Purposes Committee was discussed. The replacement is required as Cllr Lintott has recently resigned.

RECOMMENDATION: Cllr Pennington is asked to join the Committee. (All in favour).

32.10.22 STANDING ORDERS

Members received a report and example standing orders from the Chief Executive and were asked to consider which to use as a template.

RECOMMENDATION: A meeting takes place with the Chief Executive to review and discuss Standing Orders, including Public

Right to Speak, and the agenda item is deferred to the next Finance and General Purposes Committee meeting. Cllr Gray and Cllr Franklin should attend this meeting. Cllr Wiles should also be invited to attend. (All in favour).

33.10.22 CHANGING PLACES TOILET

Members received and considered a report from the Chief Executive regarding a potential changing places toilet being installed at the Quay Conveniences. Various issues surrounding contactless access and disability access were raised by Cllr Ungerson and Cllr Fox alongside this proposal. It was clarified by Cllr P Carter that the grant would allow for adaptation of the existing toilet but not a new building.

RECOMMENDATION: Officers to take this project forward with Dover District Council. (All in favour).

34.10.22 LIVESTREAMING MEETINGS

Members received a report and quotes from the Chief Executive regarding livestreaming of meetings.

RECOMMENDATION: To trial the alternative in-house option suggested by the Chief Executive. If this option doesn't work then a working group should be set up to consider the other options. (All in favour).

Cllr's Franklin and Gray left the room at this point before the next item commenced.

35.10.22 FISHERGATE

Members discussed and considered a report from the Chief Executive in relation to the proposed occupancy and works required at Fishergate. The Responsible Finance Officer updated the Committee that a full risk assessment would have to take place before a planning and listed building consent application was progressed. Cllr P Carter updated the Committee that the Chief Executive had been told that renewal of secondary glazing was not required and so this item could be taken off the list of required works, saving £1,895.

RECOMMENDATION: To go ahead with the required risk assessment and the building works required at Fishergate. (All in favour).

Cllr Franklin and Gray re-entered the room.

36.10.22 FINANCIAL FORECAST OUTTURN 2022/23

Members received a report and cashflow spreadsheet from the Responsible Finance Officer regarding the financial forecast for 2022/23.

RECOMMENDATION: To approve and note the report. (All in favour).

37.10.22 BUDGET VIREMENTS

Members received and considered a report from the Responsible Finance Officer regarding budget virements.

RECOMMENDATION: The RFO to action the suggested virements. (All in favour).

38.10.22 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.

RESOLUTION: That members of the public and press be excluded for the following item of business. (All voted for, except Cllr Ungerson, who abstained).

(ii) BEQUEATHMENT CORRESPONDENCE

Members received and considered a report from the Responsible Finance Officer and Chief Executive updating the committee in relation to the bequeathment. Cllr Friend spoke briefly and declared an Ordinary Significant Interest in relation to Girlings Solicitors.

RECOMMENDATIONS:

1. To defer a decision on whether to accept the bequeathment ring-fenced into the Toll Bridge Fund, until the RFO has an answer regarding the legality.
2. To allow the RFO to open the most appropriate Investment Account (once decided) in order to progress the bequeathment.
3. For the members of the previously appointed Working Group to explore options as to the future use of the bequeathment.
4. To confirm that that the Council's Solicitors can be instructed.
5. The Chief Executive to seek two more quotes for required works before a decision is made.

39.10.22 DATE AND TIME OF NEXT MEETING

Monday 21st November 2022 at 6.30pm.

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

Minutes	Action	Member/Officer to complete	Update/record of completion
31.10.22	Cllr Pennington to be asked to join the Finance and General Purposes Committee.	CEO	
32.10.22	Cllrs Franklin and Gray to meet with CEO to discuss Standing Orders. Cllr Wiles to also be invited.	CEO, Cllr Franklin, Cllr Gray.	
33.10.22	To progress with the Changing Places toilet project with DDC	CEO	
34.10.22	To trial the in-house option of livestreaming (and if not working,	CEO / Councillors	

	set up working group to progress)		
35.10.22	To progress with risk assessment and then required building works at Fishergate.	CEO to organise risk assessment and appoint contractors	
37.10.22	Action suggested budget virements.	RFO	
38.10.22			
ii (1)	Clarity on how to accept the bequeathment to be sought.	RFO	
ii (2)	Progress with opening Investment Account.	RFO	
ii (3)	Working group to meet and discuss.	CEO / Working Group	
ii (4)	Solicitors to be instructed.	CEO	
ii (5)	Two more quotes to be sought.	CEO	