

**Minutes of Sandwich Town Council
Finance and General Purposes Committee Meeting held
in the Council Chamber on 17th July 2023 at 18:30 hours**



Chair: Cllr C Wiles
Councillors: Cllrs P Carter (Mayor), J Franklin, D Carter, C Ungerson, M Pennington, P Breen, E Csuka
Officer: **Town Clerk**
Observing Councillors: Cllr S Mallett and Cllr M Moorhouse

FG.07.23.1	<p>Apologies for absence received: Cllr N Gray sent apologies due to a travel commitment.</p>	
FG.07.23.2	<p>Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None received.</p>	
FG.07.23.3	<p>Minutes of the Finance and General Purposes Committee: Members received minutes of the Finance and General Purposes Committee held on 19th June 2023.</p> <p>Cllr Csuka to draft a Business Continuity Plan for the F&GP Committee meeting in September. Town Clerk to provide a report with an update on the play areas for the F&GP Committee meeting in September. Town Clerk to seek clarification on the following items:</p> <ul style="list-style-type: none"> • Benches on the Butts and future maintenance position • Funding contribution from Southern Water explanation from DDC in relation to suspended parking • If partial refurbishment option for play area what is the expected life of items not replaced • When and how will full consultation be undertaken <p>It was moved by Cllr P Carter and seconded by Cllr M Pennington and RESOLVED: to receive and approve the minutes of the meeting of F&GP Committee on 19th June 2023 and the actions agreed.</p>	
FG.07.23.4	<p>Public Participation A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together</p>	

	<p>with the topic to be addressed, must be given to the Interim Clerk prior to 09.00 on the Friday preceding the meeting)</p> <p>There were no speakers.</p>	
FG.07.23.5	<p>Report of the IT and DC Working Group The Committee considered the report from Cllr Csuka and the recommendations contained therein. The purpose of the report to agree a proposal for undertaking a Tender exercise to procure a new website for the Town Council. Cllr S Mallett provided a verbal report on the options identified to date for live streaming. It was agreed that there will be control from the STC office for information sharing on any new website platform.</p> <p>Town Clerk to ensure that all tenders for new website are prepared for evaluation report to go to STC September meeting. Town Clerk to check if all historic minutes are available as there are gaps that appear to be on the website prior to 2021. Cllr P Carter to seek advice from the History Society on using Zoom to record meetings and livestream.</p> <p>It was moved by Cllr P Carter and seconded by Cllr M Pennington and RESOLVED: that the Tender exercise to be run to procure a new website for the Town Council. That the Requests to Bid, using the Tender document be issued to the five website providers. That the evaluation of bids and the selection of a preferred website provider should be referred to STC for a decision due to financial commitment.</p> <p>Cllr C Ungerson commented that the iPads were not an ideal device for Cllrs to use, following a short debate: It was moved by Cllr P Carter and seconded by Cllr P Breen and RESOLVED: that the IT&DC Working Group will consider the options including the replacement of devices and using two factor authentication for Office 365 for the Council.</p>	
FG.07.23.6	<p>Financial Risk Assessment and Management Scheme Update Cllr E Csuka provide a verbal report update on the progress of a review of the risks that fall under the headings, property, insurance, security, finance, and financial administration. The template is being redesigned and the final draft should be completed by 11th August 2023. The reviewed and updated Financial Risk Assessment and Management Scheme proposed will be presented to the F&GP Committee meeting held in September 2023.</p>	
FG.07.23.7	<p>Priorities for F&GP Committee for 2023/2024 Cllr C Wiles presented a report with recommended actions for prioritising for F&GP Committee in 2023/2024. A debate followed with the following ideas/actions identified:</p> <ul style="list-style-type: none"> • An evaluation is needed for the use of space in the Guildhall • It was suggested that the H&T Committee could be delegated the care of assets for STC • Health and safety concerns should be addressed urgently; items included routinely on future Agendas 	

	<ul style="list-style-type: none"> • Funding bids sought to support management of STBF assets • The grants process for STBF needs a review as it is not sustainable; this will need to be a separate Committee under STBF • It was agreed that the sequence of priorities were important for STC and a deep dive of finance twice a year should be undertaken • A governance pipeline could be implemented and a worksheet to evidence the progress and timeline • September will be the commencing of budget setting for 2024/2025 • Review the statutory declarations for the AGAR • A Forward Plan to be draft with priorities for the F&GP Committee meeting in September; Cllr Wiles to draft <p>It was moved by Cllr C Wiles and seconded by Cllr P Carter and RESOLVED: that the report was received and the additional priorities identified be incorporated.</p>	
FG.07.23.8	<p>Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items 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.</p> <p>1. Information relating to a particular employee, former employee, or applicant to become an employee of, or a particular officeholder, under the authority</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the public were excluded from the remainder of the meeting as the information related to an existing employee(s) and interim staffing arrangements.</p>	
FG.07.23.9	<p>Staffing Interim Arrangements Update Town Clerk provided an update to Members on the current interim staffing arrangements for the Guildhall and other activities that STC manage including public conveniences and the market. It was moved by Cllr P Carter and seconded by Cllr D Carter and RESOLVED: that an interim administration support role was agreed with the proposed five hours a day from Monday to Friday; Town Clerk to recruit as soon as possible.</p>	
FG.07.23.11	Meeting closed 20:14 hours	
FG.07.23.10	Date and time of Next Meeting: Monday 18 th September 2023 at 18:30 within the Guildhall.	