

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



Chair: Cllr C Wiles
Councillors: Cllrs P Carter (Mayor), D Carter, E Csuka, J Franklin, N Gray, C Ungerson
Officer: Town Clerk
Observing Councillors: Cllr S Mallett

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| <p>FG.09.23.1</p> | <p>Apologies for absence received: Cllr P Breen and Cllr M Pennington sent apologies due to a travel commitment.</p> | |
| <p>FG.09.23.2</p> | <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> | |
| <p>FG.09.23.3</p> | <p>Minutes of the Finance and General Purposes Committee: Members received and approved minutes of the Finance and General Purposes Committee held on 17th July 2023. Cllr Csuka to draft a Business Continuity Plan for the F&GP Committee meeting in October. Town Clerk to provide a report with an update on the play areas for the F&GP Committee meeting in October if time permits. 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>Town Clerk to provide the STC assets register for the October F&GP Committee meeting. It was moved by Cllr P Carter and seconded by Cllr C Ungerson and RESOLVED: to receive and approve the minutes of the meeting of F&GP Committee on 17th July 2023 and the actions agreed. 1 Member abstained.</p> | |
| <p>FG.09.23.4</p> | <p>Public Participation</p> | |

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| | <p>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 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.09.23.5 | <p>Report of the IT and DC Working Group The Committee considered the report from Cllr Mallett and the recommendations contained therein. The purpose of the report to agree a proposal for the recording and display of Council meetings online. The proposal is to be used in the medium to long term until a more permanent solution is researched.</p> <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the Town Clerk purchase the microphone setup and work with Cllr Mallett to configure a link on YouTube in the name of STC/Town Clerk. Cllr Mallett to provide training to Town Clerk and the system to be reviewed in three months by IT&DC Working Group.</p> | |
| FG.09.23.6 | <p>Facebook Page for STC Town Clerk shared a verbal report on the newly launched Sandwich Town Council Facebook page with the Committee. A short debate followed, and it was agreed that the Town Clerk should contact the old STC Facebook page owner to request it is closed. The Town Clerk to regularly update the page with information in relation to Sandwich and the Town Council.</p> <p>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the report was noted and the Town Clerk to pursue requesting that the old Facebook page is closed.</p> | |
| FG.09.23.7 | <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"> • Future meetings to include detailed accounts with summaries to Council. • Lease for the Guildhall to be reviewed. • Form Working Group to analyse future finances and ownership/management of assets. • To agree timelines for projects with priorities identified at the next meeting in October. • To form work streams with 1 or 2 individuals taking ownership of projects <p>A report to be shared with STBF for the October meeting. It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the priorities were noted; a Working Group to be formed and include Cllr P Breen, Cllr D Carter, Cllr E Csuka, Cllr N Gray and Cllr C Wiles with RFO and Town Clerk as co-optees. The Working Group to work with agreed TOR and the focus to be a thorough analysis of the Council and STBF finances.</p> | |
| FG.09.23.8 | <p>Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the</p> | |

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| | <p>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 that is commercially sensitive.</p> <p>It was moved by Cllr P Carter and seconded by Cllr N Gray and RESOLVED: that the public were excluded from the remainder of the meeting as the information related to a matter that is commercially sensitive.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr P Carter and RESOLVED: that the confidential minutes from the F&GP Committee meeting held on 17th July 2023 were received and approved.</p> | |
| FG.09.23.9 | <p>Report of the Information Technology and Digital Communications Working Group</p> <p>The Committee considered a report with recommendations to progress the tender exercise for the procurement of an IT Managed Support Service for the Town Council.</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the F&GP Committee confirms that a tender exercise should be run to procure an IT Managed Support Service for the Town Council. The exercise to be managed by the Town Clerk, with support of Cllr E Csuka. That the F&GP Committee confirms that the evaluation of bids and the selection of a preferred IT Support Managed Service provider be referred to STC to undertake, due to financial approval and commitment required.</p> | |
| FG.09.23.10 | Meeting closed 19:42 hours | |
| FG.09.23.11 | Date and time of Next Meeting: Monday 16 th October 2023 at 18:30 within the Guildhall. | |