

**Minutes of Sandwich Town Council  
Finance and General Purposes Committee Meeting held  
in the Council Chamber on 19<sup>th</sup> June 2023**



**Chair:** Cllr C Wiles  
**Councillors:** Cllrs P Carter (Mayor), J Franklin, D Carter, N Gray, C Ungerson, M Pennington, P Breen, E Csuka  
**Officer:** Responsible Finance Officer  
**Observing Councillors:** Cllr Marie

FG.06.19.1	<p><b>Election of Chair</b>  Cllr Wiles was voted in as Chair of Finance and General Purposes Committee. (All in favour).</p>	
FG.06.19.2	<p><b>Apologies for absence received:</b>  No apologies were received.</p>	
FG.06.19.3	<p><b>Declarations of interest:</b>  To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.   None received.</p>	
FG.06.19.4	<p><b>Minutes of the Finance and General Purposes Committee:</b>  Members received minutes of the Finance and General Purposes Committee held on 12<sup>th</sup> December 2022. Cllr Csuka stated that he would be addressing item 18.12.22 on this agenda.  <b>Recommendation:</b>  <b>i) To approve the minutes, pending an alteration (minute ref 17.12.22): RFO to remove the sentence ‘Cllr Ungerson pointed out that the budget takes into consideration a more expensive HR Provider’.</b></p>	
FG.06.19.5	<p><b>Public Participation</b>  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)   There were no speakers.</p>	

<p><b>FG.06.19.6</b></p>	<p><b>Report of the Information Technology and Digital Communications Working Group:</b>  Cllr Csuka outlined his report and the importance of establishing specific user requirements. Members considered the findings and the proposed recommendation to commission a Business Continuity Plan. This document could be produced by Officers or Councillors. The RFO stated that there may already be documents that have been produced that could be useful to reference.  <b>Recommendation:</b>  <b>i) To commission a Business Continuity Plan for Sandwich Town Council, subject to existing documents.</b></p>	
<p><b>FG.06.19.7</b></p>	<p><b>Sandwich Town Council Financial Outturn Summary 2022/23</b>  Members received the year end report produced by the Responsible Finance Officer.  <b>Recommendation:</b>  <b>i) To note this report.</b></p>	
<p><b>FG.06.19.8</b></p>	<p><b>Report for the Bulwarks and Poulders Gardens Play Areas:</b>  Members considered the report relating to The Bulwarks Play Area for a proposed partial refurbishment contribution and the Poulders Gardens and the Bulwarks play areas for the potential renewal of a service level agreement with Dover District Council for the maintenance of the play areas which has now lapsed.  <b>Recommendations:</b>  <b>i) To respond to Dover District Council with further questions about the proposals.</b>  <b>ii) To request a meeting with the relevant DDC officer.</b>  <b>iii) To request that the two play area sites are urgently checked for safety as the SLA lapsed some time ago.</b>  <b>iv) To request that a new SLA is arranged as soon as possible.</b></p>	
<p><b>FG.06.19.9</b></p>	<p><b>Date and time of Next Meeting: Monday 17<sup>th</sup> July 2023 at 18:30 within the Guildhall.</b></p>	