

Minutes of the meeting of the Sandwich Town Council Finance Committee, held on 18th March 2019 at the Guildhall, at 6.00pm

Present: Councillors: The Mayor, Cllr Mrs Liote (in the Chair)
HJ Bragg
PI Carter
PG Graeme
MJ Holloway

Officer: Mrs Karen Palmer

16.03.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Moorhouse who was unwell and Cllr Gisbey who had a personal commitment. No apologies were received from Cllr Sneller.

17.03.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

Cllr Bragg entered the meeting at this stage.

18.03.19 PRESENTATION OF FINANCIAL STATEMENTS

Members received a report from Miss L Fidler, Town Clerk, regarding presentation of the financial statements.

RECOMMENDATION: That Excel is to be used for the accounts during 2019/20, with the addition of a new forecast spreadsheet suggested by Cllr Holloway. This new spreadsheet is to be presented with the income and expenditure and budget spreadsheets on a monthly basis to the Town Council. Further analysis can be provided with the use of pivot tables etc when required. A review of this system should be undertaken after six months, and it is then to be decided whether to move to an accounting software package for 2020/21.

19.03.19 HEALTH & SAFETY PROVISIONS

Members received a report from Miss L Fidler, Town Clerk, regarding the Council's health & safety advisor. During discussion it was generally felt that Butler and Young Consultants Ltd provided a more comprehensive service than Peninsula Business Services and therefore would be a better option for Sandwich Town Council. However similar bodies (local councils) should have been contacted for advice on this matter.

RECOMMENDATION: That Butler and Young Consultants Ltd is used subject to a further quote being sought. Faversham Town Council should be contacted to advise on who their Health and Safety consultants are, as they are a similar body.

Cllr Carter recorded his objection to this Recommendation.

20.03.19 GUILDHALL REPAIRS & MAINTENANCE

Members received a report from Miss L Fidler, Town Clerk, regarding various repairs to the Guildhall.

RECOMMENDATION: That the Town Clerk should arrange the works required, up to the identified budget of £5,000. A schedule of repairs and maintenance for the Guildhall, advised by the Duncan & Graham Partnership Chartered Architects, should be kept and monitored.

21.03.19

CONFIDENTIAL ITEM - CCTV

Members received a report from Miss L Fidler, Town Clerk regarding the Guildhall's CCTV system and a proposed upgrade.

RECOMMENDATION: That Guildhall staff should install the CCTV upgrade, but Wymans Electrical Ltd should be asked to check and certify the work once it is done.

22.03.19

DATE OF NEXT MEETING

The next meeting of the Finance Committee is to be confirmed after the Town Council election, unless an extraordinary meeting is required beforehand.

DRAFT