

Minutes of a meeting of the Sandwich Town Council Finance Committee, 16th November 2015, in the Mayor's Parlour, Guildhall, Sandwich at 6:00pm.

Present: Councillors: The Mayor, Cllr Graeme (in the Chair)

HJ Bragg
Mrs JL Dunay
C Miller
MW Moorhouse
CL Trim
MB Trussler

Officer: Miss L Fidler
Mrs K Palmer

01.11.15 APOLOGIES FOR ABSENCE

Apologies were received after the meeting took place from Cllr Carter, due to a personal commitment that took longer than expected.

02.11.15 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of disclosable pecuniary interest or other significant interest.

03.11.15 MINUTES

Members received and noted the Minutes of the meeting of the Finance Committee held on 21st September 2015. There were no matters arising therefrom not covered elsewhere on the agenda.

04.11.15 GRANT APPLICATIONS: FINANCIAL YEAR 2015/16

Members considered the following grant application:

(i) Pilgrims Hospices Thanet – for refurbishment of the Quiet Room and Viewing Room: £250.

RECOMMENDATION: That £250 be awarded to the Pilgrims Hospices Thanet.

Cllr Moorhouse joined the meeting.

05.11.15 GRANT APPLICATIONS: FINANCIAL YEAR 2016/17

Members considered the following grant applications:

(i) Phoenix Youth Project – for the 2016/17 programme of training and activities: £5,150

RECOMMENDATION: That no grant be awarded in 2016/17.

(ii) Streetside (accountable body Phoenix Youth) – for refurbishment of Sandwich Skate Park: £5,000.

RECOMMENDATION: That £3,500 be awarded to Streetside (via Phoenix Youth).

06.11.15

BUDGET 2016/17

Members considered and made recommendations regarding the draft budget for Sandwich Town Council in the financial year 2016/17, using the following information:

- (i) A spreadsheet showing projected expenditure in the current financial year and possible/probable income & expenditure for 2016/17
- (ii) A report with relevant information relating to the budget figures.
- (iii) Gazen Salts Nature Reserve Countryside Recovery Programme Estimated Budget for 2016/17 (received during the meeting).

RECOMMENDATIONS:

- (i) The precept should be increased by 3% to take into account the increased responsibilities that have been devolved from the district and county councils such as play area maintenance and disabled access facilities, as well as other known projects in the 2016/17 year, such as a contribution to repairs at the Guildhall and further clearance work at the Delf Stream.
- (ii) The attached budget should be approved; the staffing budgets include a 1% pay increase for all staff except the Public Convenience Attendants (whose salary is tracked above National Minimum Wage).

07.11.15

DATE OF NEXT MEETING

Monday 15th February 2016, at 6 pm, in the Mayor's Parlour.

SANDWICH TOWN COUNCIL - DRAFT BUDGET 2016-17

Expenditure	Expenditure @			Draft Budget 2016/17
	Budget 2015/16	30-09-15	Forecast as @ 31- 03-15	
Mayoral Expenses	£1,000.00	£1,048.20	£1,048.20	£1,000.00
Mayoral Travel	£1,500.00	£285.45	£1,500.00	£1,500.00
Mayor's Hospitality (Including Civic Events)	£4,500.00	£2,282.53	£4,500.00	£4,500.00
Mayor's Attendant & Uniform	£4,700.00	£169.60	£2,000.00	£4,700.00
Town Clerk & Office Staff	£45,880.00	£22,945.01	£45,876.18	£47,120.00
Contribution to Caretaking Staff	£6,610.00	£3,388.44	£6,606.02	£6,782.00
Staffing Contingency Fund	£916.00	£0.00	£916.00	£3,000.00
Petty Cash	£1,050.00	£460.00	£1,050.00	£1,050.00
Peninsula Business & Personnel Services	£2,100.00	£1,276.46	£1,388.00	£2,844.00
Office Expenses (incl. telephone)	£2,000.00	£1,736.95	£3,313.26	£3,150.00
Insurance	£2,000.00	£2,025.88	£2,025.88	£2,030.00
Audit Fees	£675.00	£475.00	£475.00	£475.00
Subscriptions & Memberships	£2,152.00	£1,322.00	£1,915.00	£1,740.00
Members/Officers Travel & Parking Expenses	£500.00	£499.35	£700.00	£700.00
IT Expenses (incl. Website)	£500.00	£262.92	£336.68	£400.00
Training	£500.00	£418.00	£500.00	£500.00
Photocopier (Rental & Usage)	£1,800.00	£838.48	£1,900.00	£1,900.00
Heating, Lighting, Water & Rates	£6,400.00	£268.53	£5,659.19	£6,000.00
Cinque Port Functions & Subscription	£350.00	£271.00	£271.00	£300.00
Forecourt Flower Tubs	£350.00	£222.00	£222.00	£350.00
Curfew Ringers Supper (not bell repairs)	£500.00	£0.00	£790.00	£1,103.00
Gazen Salts Nature Reserve (Support Grant)	£8,000.00	£8,000.00	£8,000.00	£4,000.00
Phoenix Youth Centre (Support Grant)	£0.00	£0.00	£0.00	£0.00
Streetside (Refurbishment of Skate Park)	£0.00	£0.00	£0.00	£3,500.00
Black Lane / Sandown Road Allotments	£1,050.00	£693.31	£1,250.00	£1,380.00
Chapel - Water Rates & Maintenance	£200.00	£85.76	£85.76	£90.00
Cow Leas & Donkey Paddock Water Rates & Maintenance	£0.00	£79.00	£79.00	£80.00
CCTV	£2,500.00	£779.70	£2,486.08	£2,500.00
S144 Expenditure (TIC & Tourism Promotion)*	£20,700.00	£11,769.15	£13,792.38	£21,600.00
Delf Stream / Walkway / Forecourt - Project Work	£0.00	£0.00	£0.00	£5,567.43
Play Areas	£8,200.00	£8,304.89	£8,304.89	£8,300.00
Quay & Cattle Market Toilets (incl. Salaries)	£38,000.00	£18,680.88	£38,000.00	£37,100.00
War Memorial	£150.00	£0.00	£0.00	£0.00
Bank Charges	£350.00	£166.19	£350.00	£350.00
Grants	£1,000.00	£350.00	£650.00	£1,000.00
Town Team - Grant	£0.00	£362.80	£500.00	£0.00
20-16 Plenty Stickers	£0.00	£185.00	£185.00	£0.00
Cleaning Stock	£0.00	£1,183.85	£2,270.00	£2,270.00
Miscellaneous Expenditure	£2,000.00	£873.99	£800.00	£2,000.00
EK Human Resources - Health & Safety Provisions	£300.00	£49.90	£300.00	£300.00
Election & New Councillor Training	£4,000.00	£0.00	£4,000.00	£500.00
Funds to be used solely in relation to the MWNR	£43,792.61	£0.00	£43,792.61	£43,792.61
Contribution for the Disabled Access Ramp	£0.00	£0.00	£2,080.00	£0.00
Operating funds to be kept in reserve	£0.00	£0.00	£0.00	£50,000.00
Lettering for Civic Parade Road Signs	£0.00	£70.00	£70.00	£0.00
Clearing of the Delf Stream	£0.00	£11,415.00	£11,870.00	£0.00
Bank Error (corrected by entry in Sales Day book)	£0.00	£102.93	£102.93	£0.00
TOTAL	£216,225.61	£103,348.15	£221,961.06	£275,474.04

Income	Income @			Draft Budget 2016/17
	Budget 2015/16	30-09-15	Forecast as @ 31- 03-15	
Predicted Balance carried forward from 2015/16	£0.00	£0.00	£0.00	£56,421.43
Allotment Rents & Water Contribution	£2,507.00	£1,602.67	£2,500.00	£2,320.00
Bank Interest	£65.00	£2.31	£5.00	£5.00
Fishing Permits	£70.00	£6.00	£6.00	£12.00
Refund from Photocopying	£150.00	£44.85	£150.00	£150.00
Precept	£156,500.00	£156,500.00	£156,500.00	£161,195.00
Quay Conveniences	£7,000.00	£4,797.52	£6,360.00	£6,400.00
TIC	£6,000.00	£2,158.46	£2,398.05	£2,350.00
Deputies supper donations	£600.00	£717.00	£717.00	£720.00
Curfew Ringers Supper	£0.00	£0.00	£440.00	£500.00
Towncrying Events - K Cook	£100.00	£0.00	£0.00	£50.00
Cow Leas Lease	£10.00	£0.00	£10.00	£10.00
Contribution from STBF to HR Services	£448.00	£0.00	£448.00	£448.00
Contribution from STBF for Cleaning Stock	£0.00	£0.00	£1,050.00	£1,050.00
Museum payment for bookmarks and spoons from TIC	£0.00	£37.50	£37.50	£50.00

First Aid Training	£0.00	£70.00	£70.00	£0.00
Sandwich Bay Bird Observatory Trust – Purchase of Basic Payment Scheme entitlements (MWNR)	£0.00	£1,353.60	£1,353.60	£0.00
P. A. Mansfield – Purchase of Basic Payment Scheme entitlements (MWNR)	£0.00	£1,195.20	£1,195.20	£0.00
Environment Agency – grant (MWNR)	£0.00	£2,027.60	£2,027.60	£0.00
Bank Error (corrected by entry in Purchase Day book)	£0.00	£102.93	£102.93	£0.00
Funds to be used solely in relation to the MWNR	£43,792.61	£0.00	£43,792.61	£43,792.61
TOTAL	£217,242.61	£170,615.64	£219,163.49	£275,474.04

* Includes £500 grant from WCCTA for Waterfront Town Trail Boards

Sum of accounts as at 01/04/2015	£59,219.00
Minus predicted expenditure for 15/16	-£221,961.06
Plus predicted income for 15/16	£219,163.49
Predicted balance as at 31/03/16*	£56,421.43

Please note that text that is crossed-through indicates an income/expense in 2015/16 that will not be made in 2016/17.