

Sandwich Toll Bridge Fund



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Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH

7th December 2022

To: The Mayor as Chairman
Councillors: P Carter, D Carter, A Fox, D Friend and H Sampson

Your attendance is requested at an ordinary meeting of the **Finance Committee** to be held on **Monday 12th December 2022** in the Guildhall, following the Sandwich Town Council Finance and General Purposes meeting at 6:30pm to transact the business set out below.

K Palmer

Responsible Finance Officer

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
3. **DRAFT BUDGETS - FINANCIAL YEAR 2023/24**
 - (i) To receive a draft Sandwich Toll Bridge Fund budget spreadsheet and report for the 2023/24 financial year based upon continued activities and new projects that the Responsible Finance Officer has been informed about. Please can the Finance Committee decide whether any amendments should be made to this budget?

(Attach 1a & b)
 - (ii) To receive a draft Sandwich Toll Bridge Fund Guildhall budget spreadsheet and report for the 2023/24 financial year based upon continued activities and new projects that the Responsible Finance Officer has been informed about. Please can the Finance Committee decide whether any amendments should be made to this budget?

(Attach 2a & b)
4. **DATE OF NEXT MEETING**

To be confirmed.

To: Sandwich Toll Bridge Fund Finance Committee
Date: 15th November 2022
From: Responsible Finance Officer
Subject: Notes for the Draft 2023/24 Sandwich Toll Bridge Fund budget
Classification: Not Confidential

Summary: To provide information to accompany the Excel spreadsheet STBF 2023/24 Draft Budget

The draft budget has been collated by the Responsible Finance Officer, in conjunction with the Chief Executive.

The Committee and then the Trustee have ultimate responsibility for this information and can make any changes deemed necessary.

Due to STBF's investments any large projects / additional expenditure can be considered throughout the year if necessary.

This document accompanies the Excel spreadsheet, STBF 2023/24 Draft Budget.

In summary, the main changes to the Draft 2023/24 STBF budget when compared to the current budget are as follows:

- Small parking and mileage budget apportioned across STBF budget
- HR budget apportioned across STBF
- Grants budget increased
- Property Asset Management budget increased
- Contribution to Guildhall account increased
- Transfer from Reserves budget increased
- Guildhall carpark income budget decreased

Explanations regarding Sandwich Toll Bridge Fund budgets are below:

Expenditure

Staffing

Admin Salaries

Please refer to the CONFIDENTIAL SALARIES tab on the STC 2023/24 Draft Budget Excel spreadsheet for details. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Staff Bonus Pot

This budget was first set in 2021/22 to enable staff to receive a bonus for outstanding work. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Administration

Bank Charges

The NatWest Bank charges relating to transactions made.

Audit Fees

McCabe Ford Williams currently carries out an independent examination of the accounts and produces the Charity Accounts each year.

Grants

Grants, Donations & Gifts

The Finance Committee should set the grants budget. This is a popular budget with the community associations and has never been under used. For this reason, I have increased the budget for 2023/24.

Insurance

Rented Property Insurance

The sum to be reclaimed from the tenants of the rented properties for insurance.

Other Insurances (i.e. Liability & Slander)

The main insurance renewal took place on 1st April 2021, and the lowest quote was provided by Zurich, who will continue to provide insurance for Sandwich Town Council and Toll Bridge Fund until 31st March 2024.

Other

Property Asset Management

A budget of £10,000 has been added here for expected expenditure regarding Toll Bridge Fund Properties during 2023/24. Please note that this can be increased during the year using Toll Bridge Fund Investments.

Contribution to Guildhall Account

This is the amount expected to be required to balance the Guildhall account in 2023/24.

Income

Investment Income

Transfer from Reserves

The draw-down from Investments calculated to be required in 2023/24 is £77,200.

Investment Income

Quilter Cheviot currently forecasts income of £35,260 for 2022/23. However, I have set the 2023/24 budget at £45,000 hoping that markets will pick up during next year.

Guildhall Car Park

This income is paid to us in arrears from Dover District Council. The income received in 2022/23 (for 2021/22) was £14,448.52. It is hoped that the income has risen this year, although part of the rear Guildhall car park has been sold, which will decrease any income we do receive by about a quarter.

Property Rent & Insurance Contributions

As per last year:

- Rent & insurance reclaim for St. Peters Day & Social Hall
- Rent & insurance reclaim for Empire Cinema

NB. Sandwich Toll Bridge Fund absorbs the cost of the White Mill's insurance.

Loan Repayments

Annual repayment from Sandwich Tennis Club (loan from 2015)

Sandwich Toll Bridge Fund made an interest free £10,000 loan to Sandwich Tennis Club seven years ago, and the Tennis Club is repaying that loan £1,000 per year.

Other

Rights of Way

There are two historic Rights of Way that total £270 per year. These will not vary in the coming year.

Red Town Books sold to the Visitor Information Centre and Museum

These books were purchased by the Toll Bridge Fund some years ago and are still sold in the VIC and Museum today.

Recommendations:

- **That the Trustee consider if there are any other changes required to the Draft Budget.**
- **That it is noted that the Draft Budget cannot be approved until staff salaries have been considered and decided.**
- **The Finance Committee meet in December to further discuss and approve 2023/24 budgets.**
- **That if budgets cannot be approved in December, that a meeting is scheduled for mid-January to approve 2023/24 budgets.**

To: Sandwich Toll Bridge Fund Finance Committee
Date: 15th November 2022
From: Responsible Finance Officer
Subject: Notes for the Draft 2023/24 Sandwich Toll Bridge Fund Guildhall budget

Classification: Not Confidential

Summary: To provide information to accompany the Excel spreadsheet STBF 2023/24 Draft Guildhall Budget

The draft budget has been collated by the Responsible Finance Officer, in conjunction with the Chief Executive.

The Committee and then the Trustee have ultimate responsibility for this information and can make any changes deemed necessary.

Due to STBF's investments any large projects / additional expenditure can be considered throughout the year if necessary.

This document accompanies the Excel spreadsheet, STBF 2023/24 Draft Guildhall Budget.

In summary, the main changes to the Draft 2023/24 STBF Guildhall budget when compared to the current budget are as follows:

- Increased Visitor Information hours - therefore, salary budget increase.
- Increased HR costs due to change of provider
- Gas and Electric budgets increased by 300%
- Guildhall Future Plan budget removed for 2023/24
- Contribution from Sandwich Town Council increased
- Contribution from Sandwich Toll Bridge Fund increased

Explanations regarding Sandwich Toll Bridge Fund Guildhall budgets are below:

Expenditure

Guildhall Admin Salaries

Please refer to the CONFIDENTIAL SALARIES tab on the STC 2023/24 Draft Budget Excel spreadsheet for details. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Caretaker & Cleaner Salaries

Please refer to the CONFIDENTIAL SALARIES tab on the STC 2023/24 Draft Budget Excel spreadsheet for details. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Staff Bonus Pot

This budget was first set in 2021/22 to enable staff to receive a bonus for outstanding work. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Visitor Information Staff (Guildhall room-hire/weddings element)

This budget covers Visitor Information staff time. The calculation for 2023/24 includes opening weekdays all year, 34 weekends (Spring – Autumn), and bank holidays. This budget has been requested by the Chief Executive to cover expected working hours.

Staffing Contingency Fund (Guildhall staff)

Over the last few years there have been several long-term staff absences and the need to recruit temporary staff. I would suggest that a small staffing contingency budget is helpful – although obviously it is hoped that this is not required.

Staff Training (Guildhall related)

Periodic training needs to be arranged for the caretaking staff. Ongoing training opportunities for the office staff are also essential.

Officers Travel & Parking Expenses (Guildhall related travel)

Mileage (45p p/mile) and parking expenses can be claimed by officers when attending meetings and training. The cost of the office staff's parking permits is also taken from this budget.

Petty Cash

I estimate that £70 will be spent on small items of Guildhall expenditure.

HR

The monthly cost of the Peninsula Business contract is £112.67. 25% of Peninsula Business costs have been historically charged to the Guildhall Peninsula budget. The Chief Executive has expressed a wish to move to a different HR Organisation, and an increase has been added for an increased cost.

Office Expenses (incl. Telephone)

This budget covers one third contribution towards the Guildhall phone system, and a contribution towards stationary.

IT Expenses

Includes an uplift on the IT Support contribution, and other known costs are a new Guildhall projector and screen.

Bank Charges

Our bank charges us for use of the NatWest Bankline system, and we also pay a charge per bank transaction. 50% cost shared with STC Functions Bank Charges.

Health & Safety Provisions

The cost of Health & Safety checks and reviews due on the Guildhall and it's activities.

Guildhall Insurance including contents

The main insurance renewal took place on 1st April 2021, and the lowest quote was provided by Zurich, who will continue to provide insurance for Sandwich Town Council and Toll Bridge Fund until 31st March 2024.

This budgeted amount of the insurance pays for the Guildhall building and general contents.

Repairs & Maintenance

The budget has been set at £40,600. The basic maintenance budget has been uplifted and £15,000 has been added for some larger repairs.

Cleaning Stock

Cleaning stock which relates to the Guildhall.

Heating, Lighting, Water & Rates (Guildhall Functions)

This budget covers 75% of the Guildhall's utilities. Past Business Rates have been settled with Dover District Council, but a 300% increase has been built into the Electricity and Gas charges (The current Guildhall gas contract ends in August 2023).

Christmas Tree

Budget has been included for a Christmas tree and lights for the Guildhall foyer / landing. Sandwich Community Christmas Lights had planned to organise the outside tree in the future.

Guildhall Watering System

The Town Sergeant has requested an extension to the current watering system, to take it across the Guildhall balcony. The cost of pots and plants have also been included.

Guildhall Wi-Fi

The current Guildhall Wi-Fi contract is with Phoenix Link, and the annual cost now their new equipment has been purchased, is £1,900. The contract ends on 06/05/24.

Cancelled Bookings & Returned Wedding Ceremony Deposits

It is difficult to predict how many bookings may be made and then cancelled, there is sometimes a £100 deposit repayable to the hirer if they have cancelled their booking in the accepted timeframe. This budget also covers the £50 returnable deposit that is charged on all wedding ceremonies (in case of any extra cleaning required in the Court Room, this is known to the staff as the 'confetti deposit').

Guildhall Promotion

The Chief Executive has requested a minimum of £6,000 in order to promote the Guildhall next year.

Guildhall Future Plan

No budget has been requested this year, but it is hoped that this budget can be reinstated in 2024/25.

Income

Guildhall

Guildhall Hire Charges

The budget for 2023/24 has been set at £55,000. Guildhall wedding ceremonies are to be marketed to try and increase this income stream.

Guildhall Tours

Tours of the whole Guildhall are undertaken by the Town Sergeant. There has not been an opportunity to increase tours in 2022/23 and so I have decreased the income target to £100.

Contributions

STC 25% contribution for Utilities

A 25% contribution from Sandwich Town Council is made towards the cost of the Guildhall Heating Lighting Water and Rates each year. An internal transfer would be made at the end of the financial year.

Contribution from Sandwich Town Council

A further contribution of £113,750 towards the running of the Guildhall has been added in here, as the 2020/21 precept rise indicated a promise to relieve the pressure from the Sandwich Toll Bridge Fund investments. Therefore, the total contribution in the budget towards the Guildhall is £128,240.

Contribution from Sandwich Toll Bridge Fund

The deficit on the Guildhall accounts will need to be covered by a transfer from the Sandwich Toll Bridge Fund, ultimately from the investments. The budget here has been set at £65,000, which is likely to be higher than the income from investments during the year.

Recommendations:

- **That the Trustee consider if there are any other changes required to the Draft Budget.**
- **That it is noted that the Draft Budget cannot be approved until staff salaries have been considered and decided.**
- **The Finance Committee meet in December to further discuss and approve 2023/24 budgets.**
- **That if budgets cannot be approved in December, that a meeting is scheduled for mid-January to approve 2023/24 budgets.**