

**Sandwich Town Council
Finance and General Purposes Committee**



Agenda

Councillors: P Carter (Mayor), P Breen, D Carter, E Csuka, J Franklin, N Gray, M Pennington, C Ungerson and C Wiles

Councillors and Members of the Finance and General Purposes Committee are hereby summoned to attend a Meeting in the Council Chamber, Guildhall on Monday 19th June 2023 at 18:30 to transact the business on the agenda below.

Gill Gray, Interim Town Clerk
Date: Wednesday 14th June 2023

| | | |
|----------|--|-----------------|
| 1 | Elect a Chair | |
| 2 | Apologies for absence received: | |
| 3 | Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. | |
| 4 | Minutes of the Finance and General Purposes Committee: To receive the Minutes of the Finance and General Purposes Committee held on 12 th December 2022 and to consider any matters arising from those minutes not covered elsewhere in this agenda. | Attach 1 |
| 5 | Public Participation: 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 Chief Executive Officer prior to 9:00 on the Friday preceding the meeting) | |
| 6 | Report of the Information Technology and Digital Communications Working Group: The Committee is asked to consider this report and to consider the recommendation: Decision required | Attach 2 |
| 7 | Sandwich Town Council Financial Outturn Summary 2022/2023 The Committee is asked to note the year-end report that is produced by the Responsible Financial Officer. | Attach 3 |
| 8 | Report for the Bulwarks and Poulders Gardens Play Areas: The Committee is asked to consider the report that relates 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: Decisions required | Attach 4 |

| | | |
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| 9 | Date and time of Next Meeting: Monday 17th July 2023 at 18:30 within the Guildhall. | |
|---|---|--|

Minutes of the meeting of the Sandwich Town Council Finance and General Purposes Committee, on 12th December 2022, at 6.30pm

Present: Councillors: P Carter (Chair)
 J Franklin
 P Graeme
 D Carter
 A Fox
 N Gray
 C Ungerson
 M Pennington

Officer: Mrs K Palmer (Minutes)

Councillor C Wiles was also in attendance to observe the meeting.

13.12.22 CHAIRS WELCOME

Cllr Carter welcomed all to the Finance and General Purposes Committee and thanked the RFO for her work preparing the budget.

14.12.22 APOLOGIES FOR ABSENCE

No apologies were received from Cllr Moorhouse.

15.12.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

None were declared.

16.12.22 PUBLIC RIGHT TO SPEAK

Mrs C Glynn spoke about the protocol for public participation, standing orders, HR provision, IT tenders, the confidential item wording, the STBF draft budgets and the need for a temporary bus shelter on the Guildhall forecourt.

17.12.22 HR PROVISION

Members received and considered HR support quotations. Cllr Fox stated that Peninsula takes a long time to respond to enquiries, and she would prefer to choose Worknest, the second quote. She also felt that there is not enough information provided to make an informed decision. Cllr Ungerson pointed out that the budget takes into consideration a more expensive HR provider. Cllr Gray felt that STC should continue to use Peninsula. Other Councillors agreed that the council should continue to use Peninsula as it was the cheaper quote.

RECOMMENDATION: To continue using Peninsula as an HR Provider.

Cllr Graeme and Cllr Fox voted against. Cllr Pennington abstained from voting.

18.12.22 IT TENDER

Members received and considered the IT tender documentation. Cllr Ungerson stated that the IT tender documentation does not include any mention of a new website. Cllr Fox clarified that STC currently has two

separate contracts, one for IT support and one for the website. It was felt that the two items should not be combined. Cllr Fox mentioned that visits in person for IT support were not mentioned in the IT tender documentation, and this should be added.

RECOMMENDATIONS:

To add into the IT Tender document a request for a one-hour response time for IT support visits to the Guildhall. Staff to issue the updated IT tender document to locally based companies.

Cllr Graeme proposed a motion that agenda item 8 (i) and (ii) be considered before item 7.

19.12.22 DRAFT BUDGETS - FINANCIAL YEAR 2023/24

This item was considered after item 8. Members received a draft budget spreadsheet and report for the 2023/24 financial year based upon continued activities and new projects that the Responsible Finance Officer had been informed about. Members were made aware that the figure given for the 'precept' is a balancing figure at present and not a recommendation from the RFO. Members were asked to consider what amendments & research needs to be undertaken to the draft budget before being considered again. The budget must be approved at the very latest by 31st January 2023, but mid-January would be preferable to make sure of meeting Dover District Council's precept demand deadline. Members noted that the 2023/24 tax base will not be confirmed until January and until then any precept calculations are based on the 2022/23 tax base.

Mrs Summerhayes was invited to speak regarding the Curfew Ringers Supper budget. Cllr Ungerson requested a roll-forward of the Disability Access Budget underspend. The RFO advised that this couldn't be rolled forward automatically as it wasn't a reserve, but an increase in budget could be requested in April when the balance brought forward was known. Cllr Gray expressed concern that the contribution from STC to maintain the Guildhall was too large and this problem needed addressing.

RECOMMENDATION: To accept the budget put together by the RFO, i.e. zero % rise to Council Tax, which would remain at £135.96 per Band D Property.

20.12.22 CONFIDENTIAL ITEM

(i) This item was moved and considered before Item 7.
It was recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item 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.

RESOLUTION: That members of the public and press be excluded for the following item of business.

(ii) **STAFF SALARIES 2023/24**

Members received and considered the salaries from the Responsible Finance Officer. Members were advised that the uplift illustrated was not a recommendation.

RECOMMENDATION: A 5% uplift for Office and Guildhall staff, with the exception of two members of staff. Other staff to be uplifted in relation to minimum wage as suggested by the CEO.

21.12.22 DATE AND TIME OF NEXT MEETING

To be confirmed.

Summary of Actions to be undertaken upon Resolution by full Council.

| Minutes | Action | Member/Officer to complete | Update/record of completion |
|----------------|---|-----------------------------------|------------------------------------|
| 17.12.22 | Peninsula contract to be accepted. | CEO / PA to CEO | |
| 18.12.22 | Make amendment to IT Tender document and send out to locally based companies. | CEO / PA to CEO | |
| 19.12.22 | Apply for Precept from DDC | RFO | |
| 20.12.22 | Amend payroll to pay new salaries in April. | RFO | |

Report to Councillors and Members of: The Finance and General Purposes Committee

Meeting scheduled for 19th June 2023

Report from: Cllr Emmet Csuka

Date of report: 14th June 2023

Subject: Information Technology (IT) Support Arrangements and Digital Communications

Classification: Ordinary Business

Purpose of report:

To provide an update to the Finance and General Purposes Committee on the first and second meetings of the Information Technology (IT) Support Arrangements and Digital Communications Working Group.

Within the update, the committee is asked to consider a recommendation to commission the production of an STC Business Continuity Plan.

Content:

The first meeting of the Information Technology (IT) Support Arrangements and Digital Communications Working Group was held on Wednesday 7th June 2023.

At this meeting, Cllr Emmet Csuka was elected as chair and the Terms of Reference were discussed by the members of the group. These terms of reference were updated, following the meeting, so that they could be made available publicly.

Members agreed to recommend to the Finance and General Purposes Committee that a Business Continuity Plan be commissioned. This plan will extend beyond IT provision and needs to cover all aspects of the Town Council's operations.

RECOMMENDATION: Finance and General Purposes Committee to consider commissioning a Business Continuity Plan for Sandwich Town Council.

Working Group Members agreed that the focus of the second meeting, arranged for 21st June 2023, would be to capture user requirements for both the IT support arrangements and the Town Council website and it would be helpful for any resident input, particularly on the website design and content.

Working Group Members reviewed and discussed the scope of the work that will be undertaken, this included:

- Taking the first steps to consider how the Town Council will take ownership for the live streaming of meetings;
- Taking full ownership of the Town Council Facebook page from Training Highway;
- Identifying training needs, e.g., in cyber security, for officers and Members to make recommendations to the Finance and General Purposes Committee, at a later point.

The committee will receive a verbal update on a meeting arranged with David Shaw of HBITS for 15th June to discuss the current scope of provision and the associated costs.

Provisional Plan to Measure Progress

Working Group Members discussed how best to approach the work needed to be undertaken and agreed that, whilst some of the tasks will be undertaken in parallel, they should move through each stage of the life cycle in a sensible and managed way by starting with looking at the user requirements before considering how best to tender for any of the existing services.

RECOMMENDATION: Finance and General Purposes Committee to consider commissioning a Business Continuity Plan for Sandwich Town Council.

Report to Councillors and Members of: Sandwich Town Council Finance and General Purposes Committee**Meeting scheduled for 19th June 2023****Report from: Responsible Finance Officer****Date: 14th June 2023****Subject: Sandwich Town Council Financial Outturn 2022-23****Classification: General****Purpose of report:**

To provide a financial outturn summary for Sandwich Town Council for year ending 31/03/23.

This report accompanies the detailed forecast spreadsheet for Sandwich Town Council.

The below table is a summary of the Sandwich Town Council financial position at 31/03/23:

Sandwich Town Council 2022/23 Outturn Summary

| | Revised Budget 2022/23 | Actual Spend / Income 2022/23 | Variance |
|--------------------|-----------------------------------|---|---------------------|
| | £ | £ | £ |
| Expenditure | 457,536.60 | 840,048.75 | 382,512.15 |
| Income | - 457,536.60 | - 1,274,982.50 | - 817,445.90 |
| | | Overall variance | - 434,933.75 |
| | | VAT adjustments (in & out) | 13,762.59 |
| | | Balance at 31/03/23 | 448,696.34 |
| | | Less ringfenced reserves: | |
| | | Monks Wall Nature Reserve | - 59,357.66 |
| | | IT | - 10,500.00 |
| | | Highways Improvement Plan | - 4,359.04 |
| | | Drill Hall | - 2,140.00 |
| | | Maddox Fund | - 206,368.34 |
| | | Total ringfenced funds carried forward: | 282,725.04 |
| | | Total non-ringfenced balance carried forward @ 31/03/23: | 165,971.30 |

Please note that Sandwich Toll Bridge Fund has three bank accounts – Sandwich Toll Bridge Fund main account, Sandwich Toll Bridge Fund Guildhall account and Sandwich Toll Bridge Fund Museum account.

The table shows only the outturn for Sandwich Town Council.

Recommendations:

Members please note the information.

Report to Councillors and Members of: Sandwich Town Council Finance and General Purposes Committee**Meeting scheduled for 19th June 2023****Report from: Interim Town Clerk****Date: 14th June 2023****Subject: The Bulwarks and Poulders Gardens Play Areas****Classification: General****Purpose of report:**

To consider a request from Dover District Council for a Sandwich Town Council contribution towards a proposal for a partial refurbishment of the Bulwarks Play Area. To consider the renewal of a service level agreement between Dover District Council and Sandwich Town Council for the maintenance and upkeep of both play areas.

Content:

STC has been contacted by a DDC officer who has commenced the process of undertaking a review of play areas across the district and they have identified Sandwich play areas as a potential short-term investment. The Bulwarks and Poulders Gardens play areas both previously had in place a service level agreement between DDC and STC for the maintenance and upkeep of the play areas which has now lapsed.

DDC therefore want to approach STC to ask if there has been any funding allocated at all for potential future play area investment at these sites so they can get an understanding on what could potentially be achieved. Based on the current condition of the play areas they are looking to aim for a minimum investment of the following (I) The Bulwarks £40k (II) Poulders Gardens £20k made up from potential Section 106 monies, external funding & whatever STC may also be able to contribute. Please note DDC are looking to use potential Section 106 monies at another site identified in the district for short term investment, so this is subject to confirmation.

Historically the Town Council were willing to consider the extraction of a multiplay unit from Russell Gardens at the time of the Kearsney Parks scheme roughly 5 years ago, but this was advised against given the funding ratio from simply installing a unit from new and the implications with the remaining life expectancy of the existing unit this would not be a suitable investment.

The DDC officer has shared some initial designs/costings for the Bulwarks play area to provide an initial scope of works. The proposal includes the removal of the existing wooden multiplay unit and arc bridge to make way for the proposed new equipment. Based on this initial information the target for funding is at least £40,000 (VAT excluded) for the partial refurbishment of the play area to initiate a competitive tender process with similar, if not better design outcomes.

The good news is that there is already allocated funding provided to the sum of £15,000 from Southern Water compensation towards renovating the play area, which is certainly a good starting point. The DDC officer has made an internal request for investment in the mid-term capital programme (for either 2023/24 or year after) but any funding that STC may be able to contribute would also assist with the progress of the project.

The RFO has confirmed that there are non-ringfenced carried forward funds which amount to £166,000.00 for year ending 31st March 2023. In this year's budget there is an allocation for the play areas maintenance cost which amounts to £6,600.00 which is the estimated contribution to DDC for any potential service level agreement.

Recommendations:

Members are invited to consider a contribution towards the cost of the partial refurbishment of the Bulwarks play area and funds to be taken from the non-ringfenced balance carried forward at 31st March 2023: Decision required.

Members are invited to consider the renegotiation of the service level agreement for the ongoing maintenance and upkeep of the Bulwarks and Poulders Gardens play areas: Decision required.





Sales - Budget Quote

Quote No. SQ281091-1
 Sell-to Contact No. [REDACTED]
 Quote Date 25-04-2023
 Expiration Date 25-05-2023

Salesperson [REDACTED]
 E-Mail [REDACTED]

[REDACTED]
 Dover District Council
 Recreation
 White Cliffs Business Park
 Whitfield, Kent
 CT16 3PG

Project Name EN336565 The Bulwarks Playground

| No. | Description | Quantity | Unit of Measure | Unit Price | Discount % | Amount |
|----------------------------------|---|----------|-----------------|------------|------------|-----------|
| Removals and Disposal | | | | | | |
| EN-CUT MULTI 2 | Dig Out & Remove 2 Tower Multi Incl. DSP | 1 | Pieces | 522.14 | | 522.14 |
| EN-CUT POST | Cut Off Per Unit Post Incl. DSP | 4 | Pieces | 47.00 | | 188.00 |
| Kompan Equipment | | | | | | |
| BLX410302-3717 | KOMPAN BLOQX 3 Ingr 90cm, Colour grey/blue/lime green | 1 | Pieces | 9,500.00 | 36.84 | 6,000.00 |
| |  | | | | | |
| INSTALLATION | Installation - BLX410302-3717 KOMPAN BLOQX 3 | 1 | Pieces | 1,541.00 | | 1,541.00 |
| ELE400024-3717BL | KOMPAN Spinner Bowl Inground 90cm, colour blue | 1 | Pieces | 680.00 | 40.00 | 408.00 |
| |  | | | | | |
| INSTALLATION | Installation - ELE400024-3717BL KOMPAN Spinner Bowl | 1 | Pieces | 350.00 | | 350.00 |
| GXY916000-3417 | KOMPAN Supernova Inground 60cm, colour night sky blue | 1 | Pieces | 4,440.00 | 25.00 | 3,330.00 |
| |  | | | | | |
| INSTALLATION | Installation - GXY916000-3417 KOMPAN Supernova | 1 | Pieces | 492.00 | | 492.00 |
| PCM410421-0902 | KOMPAN Four Tower Unit, Bridge & PE Slide Modern, colour lime green, 90cm inground | 1 | Pieces | 15,430.00 | 25.00 | 11,572.50 |
| |  | | | | | |

| No. | Description | Quantity | Unit of Measure | Unit Price | Discount % | Amount |
|---|---|----------|-----------------|------------|------------|------------------|
| INSTALLATION | Installation - PCM410421-0902 KOMPAN Four Tower Unit, Bridge & PE Slide | 1 | Pieces | 2,322.00 | | 2,322.00 |
| Groundworks & Safety Surfacing | | | | | | |
| EN-EXC150 INC DISP | Excavate 150mm Including Disposal | 34 | Squ. Metre | 23.85 | | 810.90 |
| EN-MOT100 | Supply & Lay Type 1 Mot Stone 100mm | 40 | Squ. Metre | 27.43 | | 1,097.20 |
| EN-EDGE TRENCH | Trench Edge for Wet Pour, Including Backfill | 42 | Metre | 23.93 | | 1,005.06 |
| EN-WP40BLACK 51-150 | Supply & Install Black Wet Pour 40mm | 36 | Squ. Metre | 64.29 | | 2,314.44 |
| EN-WP50BLACK 51-150 | Supply & Install Black Wet Pour 50mm | 12 | Squ. Metre | 70.00 | | 840.00 |
| EN-WP80BLACK 51-150 | Supply & Install Black Wet Pour 80mm | 6 | Squ. Metre | 88.57 | | 531.42 |
| EN-WP90BLACK 51-150 | Supply & Install Black Wet Pour 90mm | 10 | Squ. Metre | 90.00 | | 900.00 |
| EN-WP130BLACK 51-150 | Supply & Install Black Wet Pour 130mm | 34 | Squ. Metre | 124.29 | | 4,225.86 |
| EN-OTHER TPP | Technix GrassLok | 1 | Pieces | 740.00 | | 740.00 |
| EN-INSTALL TECHNIX | Install Technix Grass Mats | 1 | Squ. Metre | 16.43 | | 16.43 |
| Site Set Up & Prelims | | | | | | |
| EN-HERASMIN | Heras Fencing Delivery & Collection Rate | 1 | Pieces | 157.28 | | 157.28 |
| EN-HERAS | Heras Fencing Unload, Erect & Dismantle | 60 | Metre | 7.68 | | 460.80 |
| EN-HERASWK | Heras Fencing Hire Per Week | 120 | Metre | 2.14 | | 256.80 |
| EN-SECUR1 | Storage Container (6mx2.4m)-4wks Min Charge | 1 | Pieces | 965.18 | | 965.18 |
| EN-HOTWASHWELFARE U8 | Hot Wash Welfare Facilities Under 8 Weeks | 1 | Pieces | 971.00 | | 971.00 |
| EN-TELEHANDLER | Telehandler Hire for 1 Week | 1 | Pieces | 878.57 | | 878.57 |
| EN-INSP RPII | Post Installation Inspection by Play Inspection Company It is good practice and a requirement of most insurers that a newly constructed play area is inspected & assessed by a qualified independent safety inspector (from Register of Play Inspectors International). We will arrange this for you and pass on the report for your file. | 1 | Pieces | 435.71 | | 435.71 |
| FREIGHT | Freight | 1 | Pieces | 2,689.10 | | 2,689.10 |
| Total GBP Excl. VAT | | | | | | 46,021.39 |
| 20% VAT | | | | | | 9,204.27 |
| Total GBP Incl. VAT | | | | | | 55,225.66 |

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:

Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:

For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order & requires pre-payment prior to release into production.

The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory payable within 30 days from invoice date. Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the KOMPAN equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:

Invoiced for 100% of the KOMPAN equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.

Product Catalogues



Main Catalogue



