

Sandwich Town Council Finance and Assets Working Group Meeting



Agenda

Councillors: P Breen, D Carter, E Csuka, N Gray, C Wiles

Officer: K Palmer RFO

Members are hereby cordially invited to attend a Finance and Assets Working Group Meeting in the Council Chamber, Guildhall on 8th November 2023 at 16:30 to transact the business on the agenda below.

Date: 3rd November 2023

K Palmer: Responsible Finance Officer

1	Election of 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	Public Participation A 20-minute session to 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 five minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk prior to noon on the day of the meeting).	
5	Terms of Reference Members to note the Terms of Reference for the Finance and Assets Working Group which have been approved at the meeting of Sandwich Town Council on 30 th October 2023.	Attach 1
6	Co-opted Members Members to suggest Co-opted members if required.	
7	Summary / Overview of Sandwich Town Council and Sandwich Toll Bridge Fund finances Members to receive and consider the flow diagram and report from the Responsible Finance Officer	Attach 2a & 2b
8	Consideration of Sandwich Town Council and Sandwich Toll Bridge Fund assets Members to receive and consider the Sandwich Town Council asset register and list of land and property assets for both organisations.	Attach 3 36
9	Work Plan and timetable Members to consider and discuss a work plan and timetable.	
10	Date, time, and place of next meeting: TBC	



Sandwich Town Council Policies and Procedures

Document Name	Terms of Reference for Finance and Assets WG
Document Reference	F&GP Committee
Date of last review	October 2023
Date adopted & minute reference	
Date of next review	
Supporting Documentation	Terms of Reference and Schedule of Delegations Standing Orders

1) Purpose of Finance and Assets W G

- To review the relationship between the Toll Bridge Fund and the Town Council, including a review of the Guildhall lease from Dover District Council and the impact that this has upon STC and STBF finances.
- To carry out a deep analysis of future income streams and expenditure for Sandwich Town Council, including a review of all income raised by the STC and STBF estate, including Guildhall and forecourt fees, rents, and other charges.
- To review all assets owned by STC and STBF to ensure that they are serving the best interests of the town.
- To consider the viability of obtaining grant funding from the National Lottery or other public sources to improve STBF assets such as the cinema.
- To make recommendations to FGP Committee, Council and Toll Bridge Fund on the way forward

2) Construction and reporting method of F&A W G

- The F&A Working Group will report to the F&GP Committee.
- The F&A Working Group will select a chair at their first meeting.
- The chair must be a member of the committee that sets up the working group and be an elected Councillor.
- The task of the chair, apart from chairing meetings of the group, will be to take the work of the group forward, usually by setting the dates and agendas of meetings, ensuring that clear minutes are taken, and that actions are implemented. It will be the Chair's responsibility to bring the work of the group to an end and bring a final report to the F&GP Committee.
- The final report of F&A Working Group should contain clear options for action, and recommendations for resolution by the F&GP Committee/Council. It will be the task of the working group Chair to present the final report.
- Working Groups should minute every meeting. The F&A WG will decide, at their first meeting, how they wish to do this, and whether they want to use a clerk, or a member of the Working Group to undertake minute taking. The minutes of the F&A Working Group should be reported to, and published by, the F&GP Committee.

3) Constitution of F&A WG

- The maximum number for a Working Group is nine.
- The F&A WG consists of a minimum of two Town Councillors and a maximum of five Town Councillors.
- The F&A WG will have the option to co-opt for up to a maximum of four non councillors.
- The Proper Officer and the Responsible Finance Officer are invited as co-optees to meetings to advise. They will not count towards the maximum number of members of the F&A WG.

4) Voting and Quora of F&A WG

- The quorum of F&A WG will be three Councillors.
- When the quorum is not present at a meeting, the meeting will be immediately adjourned and postponed to a later date. An inquorate 'meeting' cannot continue with their deliberations.
- The chair of the working group will have a casting vote in the event of a tied vote. Only elected Members will have voting rights.
- Officers of the Town Council will not have voting rights.

5) Public participation and public communication

- The meetings of the F&A W G will be open to the public.
- The F&A WG, at its first meeting, will decide if there can be a part of the meetings of the F&A WG where the public have a right to speak.
- In certain circumstances it may be necessary for the F&A WG to deliberate without the public present. Only the F&GP Committee can decide that the F&A WG should operate without the public present, and reasons must be given for that decision.

7) Timing and time limits

- The F&A WG is proposed to have a lifetime of a maximum of six months. If this is not possible the Chair of the F&A WG to seek an extension for the work from F&GP Committee.
- It will be the responsibility of the chair to ensure the work is completed within this time and that the final report to the F&GP Committee is agreed by the F&A WG in this period.

Agreed and adopted at Sandwich Town Council on _____ 2023.

Signed _____ Signed _____
Mayor of Sandwich Town Clerk

Report to Councillors and Members of: Finance and Assets Working Group

Meeting scheduled for 8th October 2023

Report from: Responsible Finance Officer

Date: 3rd October 2023

Subject: Summary of the STC and STBF Flow Diagram

Classification: General

Purpose of report:

To provide an accompanying explanation to the attached flow diagram, which shows how the Sandwich Town Council and Sandwich Toll Bridge Fund finances fit together.

The attached flow diagram shows how Sandwich Town Council and Sandwich Toll Bridge Fund finances fit together, and the various income streams and expenditure for each. Please note the following points:

1. All items in yellow show income streams
2. All items in red show expenditure
3. Contributions are shown as follows:
 - o From STBF (main account) to STBF Guildhall (drawdown from investments)
 - o From STC to STBF Guildhall
4. STBF Investments: drawdowns are made occasionally to correct the deficit in the STBF and STBF Guildhall accounts. Arrows are included to show dividend income and sale of assets movement.
5. There are a few ring-fenced reserves within the STC account which have been shown grouped separately. The Maddox Fund / Bay Hall has also been shown separately.
6. Staff and administration costs, including insurance, are shared by Sandwich Town Council and Sandwich Toll Bridge Fund.

Sandwich Town Council

Income

The main source of income is the precept, although the town council also collects income from markets, souvenir sales, the public conveniences and rents from the allotment sites and the Drill Hall.

Expenditure

Sandwich Town council pay costs relating to their assets (Fishergate, Drill Hall, Boatman's Hill Chapel, Cow Leas Meadow, Donkey Paddock, Black Lane Allotments and the two telephone boxes). Other costs include those related to running two sets of public conveniences, the visitor information centre and tourism, repair costs related to the war memorial and the two play areas. The Town council also pays for the Mayoral function, and other services such as disability access projects.

STC has several named ringfenced reserves:

- Monks Wall Nature Reserve (on the asset register)
- Highways improvement Plan
- Drill Hall reserve

- IT Reserve

Currently included in the STC balance is the Maddox Fund balance and included in the asset register is Bay Hall – shown separately on the flow diagram.

Sandwich Toll Bridge Fund

There are three bank accounts for Sandwich Toll Bridge Fund:

1. Sandwich Toll Bridge Fund (main account)
2. Sandwich Toll Bridge Fund Guildhall account
3. Sandwich Toll Bridge Fund Museum account

STBF Account

The main Sandwich Toll Bridge Fund account does not include any income / expenditure relating to the Guildhall – this is all kept within the Sandwich Toll Bridge Fund Guildhall Account. This main STBF account collects income from assets (Guildhall rear car park, St Peters Day Hall and the Empire Cinema). There are smaller incomes including two 'Rights of Way' rents. The White Mill and Mill Buildings are also owned by Sandwich Toll Bridge Fund, although rent / insurance refund is not collected from the White Mill. No. 2 Market Street is also named as an asset, although the details surrounding this are unclear – again, no rent is collected by Sandwich Toll Bridge Fund.

Grants are given each year by Sandwich Toll Bridge Fund, usually to local organisations, with the stipulation that the funding is used for the benefit of the people of Sandwich.

Drawdowns from investments are made occasionally to correct the deficit in the STBF and STBF Guildhall accounts. These are always drawdown into this bank account, and, if required by the Guildhall, then transferred into that account.

STBF Guildhall Account

This account houses all income and expenditure relating to the running of the Guildhall. (Income - room hire charges etc / Expenditure relates to repairs & maintenance / utilities etc).

The STBF Guildhall Account receives contributions from STC and STBF Investments in order to fund the deficit in the account.

STBF Museum Account

Please note that the Museum, although it has a stand-alone bank account, is part of Sandwich Toll Bridge Fund. The Museum finances are integrated within the Sandwich Toll Bridge Fund Statement of Accounts.

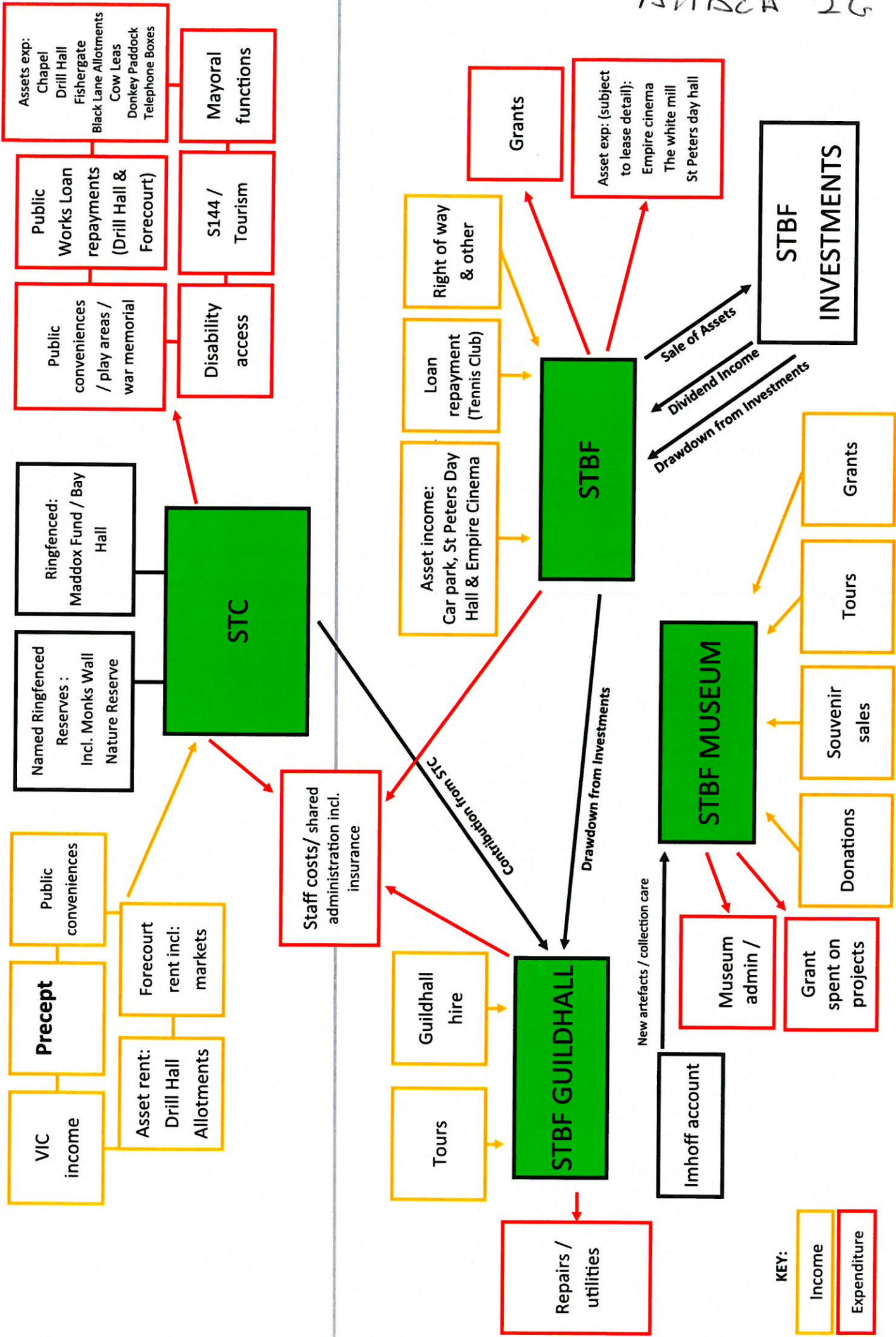
The Museum collects donations and proceeds from the sale of souvenirs and is supported by the Toll Bridge Fund in terms of having a rent-free space within the Guildhall and the utility costs are paid for within the STBF Guildhall account. Grant funding is sought each year, enabling projects such as paying for interns from Kent University.

Recommendations:

Members are asked to note the above information and flow diagram.

SANDWICH TOWN COUNCIL AND SANDWICH TOLL BRIDGE FUND - FLOW DIAGRAM

ATTACH 26



Sandwich Town Council Fixed Assets

At 31st March 2023 the following assets were held:

Item	Cost	Valuation Method
Black Lane Allotments - 3.2A	£0.00	Cost of acquisition
Gates and Fencing - Black Lane Allotment Site	£4,990.00	Cost of acquisition 2020
Cow Leas Meadow	£3,000.00	Cost of acquisition
Small piece of land, Woodnesborough Road	£300.00	Cost of acquisition
Cemetery Chapel, Woodnesborough Road	£66,204.00	Cost of acquisition
Fisher Gate, The Quay	£346,559.00	Cost of acquisition
Civic Regalia	£100,000.00	Insurance Valuation 2017
Mayors Civic Award badge, Past Mayor's Pendant, Mayoress Badge and Brooch	£955.00	Cost of acquisition 2019
Monks Wall Nature Reserve	£0.00	Cost of acquisition
2 x Nature Hides at Monks Wall Nature Reserve	£3,310.00	Cost of acquisition 2013
Fencing at Monks Wall Nature Reserve	£1,300.00	Cost of acquisition 2018
Fencing at Monks Wall Nature Reserve	£3,689.00	Cost of acquisition 2019
Guardian 600 Lifebuoy Housing and rope - Monks Wall Nature Reserve	£920.00	Cost of acquisition 2019
Signs and posts - Monks Wall Nature Reserve	£1,246.00	Cost of acquisition 2019
19th Century Fire Pump	£5,545.00	Insurance Valuation 2007
Computer Equipment	£1,682.00	Cost of acquisition 2014 (£794) & 2016 (£413) & 2018 (£475)

5 x Laptops	£3,000.00	Cost of acquisition 2019
17 x ipads	£4,774.15	Cost of acquisition 2019
iPad and smart keyboard for Town Sergeant	£598.33	Cost of acquisition 2020
1 x Laptop	£1,166.67	Cost of acquisition 2020
Drill Hall, The Quay	£330,000.00	Cost of acquisition 2017
4 Signage Flags for Visitor Information Centre	£542.00	Cost of acquisition 2018
Laptop for Visitor Information Centre	£700.00	Cost of acquisition 2019
Cash till and iPad - Visitor Information Centre	£639.83	Cost of acquisition 2019
2 x notice boards (Town Council / Tourist Information)	£1,324.00	Cost of acquisition 2021
70 inch smart TV for Council Chamber	£565.83	Cost of acquisition 2020
Logitech video conferencing system	£611.40	Cost of acquisition 2019
Defibrillator (outside Guildhall)	£1,854.00	Cost of acquisition 2021
Contactless Door Entry System - Quay Conveniences	£4,505.00	Cost of acquisition 2021
Town Notice Board	£1,000.00	Cost of refurbishment 2022
Bay Hall, 84 Strand Street Sandwich	£1.00	Cost of acquisition 2022
Total	£890,982.21	

Notes:

Fixed Assets means 'Property, plant and equipment with a useful life of more than one year used by the authority to deliver its services'.

STC adopted plan for 'other assets' and 'equipment' - only put items of £500 and above on the Fixed Asset List. (All property / land to be listed).

Sandwich Town Council & Sandwich Toll Bridge Fund Assets**(Updated: July 2022)****Sandwich Town Council**

Guildhall & Forecourt – currently leased to STC from DDC (and managed by STBF).

Drill Hall – owned, let to tenants.

Public Conveniences on Sandwich Quay – tenant, on long lease from DDC.

Public Conveniences at Cattle Market – tenant, on short term lease from DDC.

Boatman's Hill Chapel – owned, empty.

Black Lane Allotments – owned, leased to individual allotment holders.

Sandown Road Allotments – leased from DDC and sublet to individual.

Cow Leas Meadow – owned, not currently leased.

Donkey Paddock – owned, overgrown with brambles.

Monks Wall Nature Reserve – owned, managed by the council (via. Committee).

War Memorial Market Street – ownership unclear, but STC have the statutory power to maintain.

Fishergate – owned, business plan awaited.

Bay Hall – currently owned by DDC but to be transferred to charity ownership.

Sandwich Toll Bridge Fund

Empire Cinema – owned, let to business.

Rear of Guildhall Car Park – owned, let to DDC on a management agreement.

St Peter's Day & Social Hall – owned, let to a business (Fitness Connection).

The White Mill (incl. land, Mill, bungalow & outbuildings) – owned, leased to Trust.

2 Market Street – part of "Sandwich Agreement" and managed by DDC.

Owned