

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



Agenda

Chair: Cllr C Wiles

Councillors: P Carter (Mayor), I Black, P Breen, D Carter, E Csuka, J Franklin, N Gray, and C Ungerson


Councillors and Members of the Finance and General Purposes Committee are hereby summoned to attend a Meeting in the Council Chamber, Guildhall on Monday 11th December 2023 at 18:30 to transact the business on the agenda below.

Gill Gray - Town Clerk

Date: Wednesday 6th December 2023

1	Apologies for absence received:	
2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
3	Minutes of the Finance and General Purposes Committee: To receive the Minutes of the Finance and General Purposes Committee held on 20 th November 2023 and to consider any matters arising from those minutes not covered elsewhere in this agenda.	Attach 1
4	Public Participation: A 20-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 5 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	Second Draft of Budget for 2024/2025 Members to receive and consider the second draft of the proposed Budget for 2024/2025 from the RFO. Notes are included in yellow on changes made in comparison to the first draft. (Please note Forecasts have also been updated as at 30/11/2023). Decision required	Attach 2
6	Proposal to Outsource Payroll Members to receive a report from the Town Clerk with a proposal to outsource the preparation of payroll for staff employed by STC and STBF. Three quotations have been sought and a comparison table has been prepared for consideration. Members invited to recommend to Council: Decision required	Attach 3
7	Data Protection/GDPR/Freedom of Information Support Town Clerk seeks support of F&GP Committee for proposal that STC subscribes to a service called Council Hive Premium from Breakthrough Communications: Decision required	Attach 4
8	Proposal for Town Council Magazine/News Town Clerk to share a report that outlines the proposal for the Town Council to publish a bi-monthly magazine that contains news from the Town Council as well as helpful information for the community and	Attach 5

	residents. The Town Clerk seeks the support of the F&GP Committee for recommendation to STC and STBF on 18 th December 2023: Decision required	
9	Date and time of Next Meeting: Monday 15th January 2024 at 18:30 in the Council Chamber at the Guildhall.	

Minutes of Sandwich Town Council Finance and General Purposes Committee Meeting held in the Council Chamber on 20th November 2023 at 18:30 hours.		
Chair: Cllr C Wiles Councillors: Cllrs P Carter, D Carter, I Black, E Csuka, J Franklin, N Gray, P Breen and C Ungerson Officer: Responsible Finance Officer Observing: None		
FGP.11.23.1	Apologies for absence received: None received.	
FGP.11.23.2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None received.	
FGP.11.23.3	Minutes of the Finance and General Purposes Committee: Members received minutes of the Finance and General Purposes Committee held on 16 th October 2023. Cllr Csuka queried the following items which are outstanding: <ul style="list-style-type: none"> • Business continuity plan • Report on play areas • STC asset register • Letter regarding closing of old STC Facebook page • Rolling action list Cllr Black asked if the Town Clerk could notify him regarding when the Draft Terms of Reference would be back on the agenda. Cllr Ungerson remarked that the number of meetings had increased and there might be overlaps, so a review of the current meetings should take place. It was RESOLVED: to receive and approve the minutes of the meeting of F&GP Committee on 16th October 2023 and the actions agreed.	
FGP.11.23.4	Public Participation A 20-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 5 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) There were no speakers.	

<p>FGP.11.23.5</p>	<p>First Draft of Budget for 2024/2025</p> <p>Members received and considered a draft budget spreadsheet and report from the RFO. The RFO summarised the draft budget and the reasons why the precept rise had been illustrated at 10%. The Committee raised questions and observations including the following:</p> <ul style="list-style-type: none"> • RFO to reconsider the budget for Speakers Day as this was felt to be too low. • A Volunteers Day budget is to be included. This event is to take place next April. It will be an amalgamation of the Museum Volunteers and the Local Organisation Volunteers events where Mayoral funds are distributed. • Cllr Csuka suggested that the £20,000 Monks Wall Nature Reserve repayment could be split over the next four years. • Cllr Gray asked about the STC contribution to the Guildhall. • Cllr Csuka asked about staffing costs. The RFO replied that staffing costs would need to be seen by new HR Committee. • Cllr Csuka commented that it is key that all budgets should be zero based. The RFO responded that a lot of budgets were being zero based. • Cllr Wiles explained to the Committee that an added 10% to the precept would equate to £13 per household. • Cllr Ungerson said that it should be made clear what services are being provided by the Council Tax amount charged. • Cllr Csuka will send further questions and budget proposals to the RFO after the meeting. • Cllr Ungerson would like the Disability Access budget increased back to £2,500. <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Monks Wall Nature Reserve funds are paid back over four years (£5,000 each year). 2. The RFO is to make the change (Recommendation 1) and see how the budget could be improved in the areas described, with the aim of putting forward a recommended precept increase of around 5 or 6 percent and bringing this back to F & GP in December. 	
<p>FGP.11.23.6</p>	<p>Proposal to Outsource Payroll</p> <p>Members received a report and three quotations from the Town Clerk with a proposal to outsource the preparation of payroll for staff employed by STC and STBF. Cllr Csuka questioned the security and credit rating of the selected organisations.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. To agree in principle that an outside organisation should process STC / STBF payroll - however to defer this item, pending the drawing up of a table comparing 	

	the payroll quotes so they can be considered on a like for like basis.	
FGP.11.23.7	<p>Interim Audit Report from Internal Auditors – Mulberry & Co</p> <p>Members received a report from the newly appointed Internal Auditor Mulberry & Co, who visited the Guildhall on the 10th November 2023 to undertake an interim period audit to consider the governance and accounts using samples where appropriate covering the entire year to date.</p> <p>The Mayor added that the Town Clerk was very impressed with how knowledgeable and thorough Mulberry were in conducting their audit. The audit recommended some minor improvements and the RFO responded to these points raised and suggested actions. Cllr Ungerson congratulated the RFO on a good report.</p>	
FGP.11.23.8	Date and time of Next Meeting: Monday 11th December 2023 at 18:30 in the Council Chamber at the Guildhall.	

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SANDWICH TOWN COUNCIL DRAFT BUDGET 2024/25

Expenditure	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Forecast at 31/03/24	Draft Budget 2024/25	Changes made since first draft of budget
Mayoral and Civic Functions						
Mayoral Expenses	£2,500.00		£2,500.00	£1,224.93	£2,500.00	Budget reset at 2022/23 level
Mayoral Travel	£4,800.00		£4,800.00	£849.44	£0.00	
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£4,218.99	£4,950.00	Budget uplifted for: Volunteers Day, Mayor Making, Deputies Supper, Civic Service, Remembrance
Speakers Day				£0.00	£7,000.00	Budget increased inline with other Council spend
Mayor's Attendant (incl. travel)	£8,970.00		£8,970.00	£1,203.47	£3,000.00	
Cinque Port Functions & Subscription	£380.00		£380.00	£367.50	£390.00	
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£800.00	£960.00	
Election Expenses	£6,000.00		£6,000.00	£5,078.75	£2,000.00	
Councillor Training					£1,500.00	
Staffing						
Town Clerk & Office Staff	£67,380.00		£67,380.00	£65,845.97	£72,470.00	
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£7,140.21	£7,720.00	
Staffing Contingency	£2,000.00		£2,000.00	£20,090.30	£500.00	
Staff Recruitment	£3,500.00		£3,500.00	£295.00	£500.00	
Staff Training	£2,000.00		£2,000.00	£2,000.00	£1,000.00	
Officers Travel & Parking Expenses	£1,100.00		£1,100.00	£1,141.14	£1,220.00	
Staff Salaries bonus-pet	£670.00		£670.00	£670.00	£0.00	
Administration						
Petty Cash	£130.00		£130.00	£130.00	£160.00	
Peninsula Business	£1,260.00		£1,260.00	£2,053.39	£560.00	
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£6,375.44	£4,870.00	Increased GDPR cost
Audit Fees	£3,500.00		£3,500.00	£3,713.25	£3,530.00	
Subscriptions & Memberships	£1,930.00		£1,930.00	£2,028.58	£2,330.00	
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£9,704.69	£6,150.00	
Community Engagement					£3,000.00	
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£1,133.02	£2,400.00	
Bank Charges	£800.00		£800.00	£635.66	£800.00	
Health & Safety Provisions	£3,000.00		£3,000.00	£1,500.00	£2,500.00	
Insurance						
Guildhall Insurance including contents	£600.00		£600.00	£0.00	£410.00	
Insurance - Public Conveniences, Boatman's Chapel and Fishergate	£760.00		£760.00	£224.00	£250.00	
Other Insurances including Public Liability	£3,390.00		£3,390.00	£4,563.61	£5,020.00	
Public Conveniences						
Quay Conveniences - Salaries	£8,370.00		£8,370.00	£9,337.52	£11,450.00	
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£8,756.92	£11,450.00	
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£9,765.94	£6,950.00	
Cattle Market Conveniences - Other Expenditure	£1,000.00		£1,000.00	£540.34	£580.00	
S144 (Visitor Information Centre & Tourism)						
S144 Salaries	£18,770.00		£18,770.00	£7,549.30	£25,260.00	
S144 (Other Expenditure)	£2,470.00		£2,470.00	£1,552.29	£2,970.00	
Sandwich Open Spaces / Other Properties						
Black Lane / Sandown Road Allotments	£3,600.00		£3,600.00	£1,469.44	£3,990.00	reduced to be in line with £70 x 57 plots
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00		£120.00	£163.77	£180.00	
Cow Leas	£350.00	£1,000.00	£1,350.00	£1,318.36	£500.00	
Donkey Paddock	£2,000.00		£2,000.00	£1,500.00	£500.00	
Flowers, cleaning & maintenance of the War Memorial	£2,400.00		£2,400.00	£3,780.00	£300.00	
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£17,527.61	£18,580.00	
Fishergate	£7,000.00		£7,000.00	£7,000.00	£5,000.00	
Play Areas	£6,600.00		£6,600.00	£6,600.00	£6,700.00	
Telephone Boxes	£250.00		£250.00	£250.00	£250.00	
Bay-Hall	£7,000.00	£206,368.34	£213,368.34	£64,274.68	£0.00	
Reserves - Ring-fenced:						
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£12,405.68	£5,000.00	
IT Reserve	£3,000.00	£10,500.00	£13,500.00	£11,072.90	£3,000.00	
Highways Improvement Plan (H.I.P's) Reserve	£2,500.00	£4,359.04	£6,859.04	£0.00	£2,500.00	
Drill Hall Reserve	£1,000.00	£2,140.00	£3,140.00	£3,000.00	£1,000.00	
Reserves- General						
Operating Funds to be kept in Reserve	£40,000.00		£40,000.00	£0.00	£50,000.00	
Other Services						
Green Garden Waste-Bags	£4,400.00		£4,400.00	£0.00	£0.00	
Disability Access Strategy	£2,500.00		£2,500.00	£1,000.00	£2,500.00	Cllr Ungerson asked that this budget be back to £2,500
Miscellaneous / Unexpected Expenditure:						
Miscellaneous / Unexpected Expenditure:	£7,498.53	£2,722.69	£4,775.84	£2,106.74	£7,787.48	Adjusted for difference
20's Plenty for Us - stickers and banners	£0.00	£187.80	£187.80	£187.80	£0.00	
Thomson-Snell & Passmore - professional fees	£0.00	£1,886.60	£1,886.60	£1,886.60	£0.00	
Portable road closed sign for King Street	£0.00	£47.60	£47.60	£47.60	£0.00	
One wreath with badge inserts	£0.00	£236.00	£236.00	£236.00	£0.00	
Defibrillator aftercare service - Guildhall forecourt defib	£0.00	£180.00	£180.00	£180.00	£0.00	
Repair of Deputy Mayoress Badge	£0.00	£36.00	£36.00	£36.00	£0.00	
Stationary for Market Manager	£0.00	£4.39	£4.39	£4.39	£0.00	
Parking permit for Market Trader	£0.00	£137.60	£137.60	£137.60	£0.00	
Guildhall and Forecourt						
Heating, Lighting, Water & Rates	£14,620.00		£14,620.00	£14,620.00	£8,570.00	
Contribution towards running of the Guildhall	£113,750.00		£113,750.00	£113,750.00	£125,000.00	Increased budget
Guildhall Forecourt Project						
Thursday Market Manager	£3,000.00		£3,000.00	£460.00	£0.00	
Loan Repayment	£12,040.00		£12,040.00	£12,033.48	£12,040.00	
Items relating to Sandwich Toll Bridge Fund Account						
STBF Salaries	£0.00		£0.00	£47,204.41	£0.00	

Items relating to Forecourt for Budget 2023/24

STBF-Guildhall Salaries—Guildhall Caretaking and Cleaning	£0.00	£0.00	£54,643.83	£0.00
STBF-Guildhall Salaries—Guildhall Administration	£0.00	£0.00	£61,477.00	£0.00
STBF-Guildhall Salaries—Visitor Information Centre (contaminated)	£0.00	£0.00	£1,446.20	£0.00
Silicone for repair in Guildhall (to be reimbursed)	£0.00	£0.00	£5.36	£0.00
Cleaning Costs—Guildhall (to be reimbursed)	£0.00	£0.00	£70.92	£0.00
Phone Charges (Guildhall share to be reimbursed)	£0.00	£0.00	£301.88	£0.00
IT-Support (Guildhall share to be reimbursed)	£0.00	£0.00	£700.80	£0.00
Room Hire income—to be transferred to STBF-Guildhall account	£0.00	£0.00	£86.00	£0.00

TOTAL £446,388.53 £283,725.04 £730,113.57 £623,487.48 £449,747.48

Income	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Forecast at 31/03/24	Draft Budget 2024/25	
STC Balance carried forward from previous year (less MWNR balance)	£122,300.00	£224,367.38	£346,667.38	£448,696.34	£116,482.03	
Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£59,357.66		£0.00	
Precept	£278,538.53		£278,538.53	£278,538.53	£292,465.45	Changed Precept to 5% uplift
Outside Sources						
Black Lane Allotment Rents & Water Contribution	£5,290.00		£5,290.00	£5,257.20	£3,990.00	Reduced: £70 x 57 allotments
Sandown Road Allotment	£300.00		£300.00	£300.00	£300.00	
Quay Conveniences	£5,800.00		£5,800.00	£1,304.89	£100.00	
Green Waste Bags	£1,600.00		£1,600.00	£178.33	£0.00	
Cow Leas Lease / Rent	£200.00		£200.00	£0.00	£500.00	
Drill Hall	£21,900.00		£21,900.00	£21,900.00	£21,900.00	
P22 Electricity Charge	£300.00		£300.00	£300.00	£300.00	
Refunded From Functions						
Deputies supper donations	£600.00		£600.00	£588.95	£600.00	
Curfew Ringers Supper	£450.00		£450.00	£460.00	£450.00	
Speakers Day Meal Contributions					£2,000.00	New Income Stream
Internal Transfers / Adhoc Income						
Museum payment for stock from Visitor Information Centre	£150.00		£150.00	£64.00	£100.00	
Photocopying	£60.00		£60.00	£24.20	£60.00	
Monks Wall Nature Reserve						
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£1,958.71	£0.00	
S144 (Visitor Information Centre & Tourism)						
Visitor Information Centre	£1,000.00		£1,000.00	£159.94	£500.00	
Forecourt Income (to be used for repayment of loan and other maint of Forecourt)						
Current Markets	£8,000.00		£8,000.00	£6,020.43	£10,000.00	
Events in Guildhall Square					£0.00	New income stream to be discussed
Miscellaneous Income						
Room Hire income from DDC—to be moved to STBF-GH a/c	£0.00		£0.00	£86.00	£0.00	
Meddex Fund—dividends	£0.00		£0.00	£6,316.76	£0.00	
Refund—STBF Salaries	£0.00		£0.00	£46,371.21	£0.00	
Refund—STBF-Guildhall Salaries	£0.00		£0.00	£110,681.27	£0.00	
60% contribution from STBF-Guildhall towards professional fees	£0.00		£0.00	£943.26	£0.00	
Refund from insurance for damage to Guildhall door	£0.00		£0.00	£40.00	£0.00	
Refund from STBF for purchase of silicone for Guildhall repair	£0.00		£0.00	£5.36	£0.00	
Misc income received since September	£0.00		£0.00	£1,122.40	£0.00	

TOTAL £446,388.53 £283,725.04 £730,113.57 £940,216.76 £449,747.48

Note: Budgets that are crossed out are not required in 2024/25 £316,729.28 £0.00

SUMMARY	MAIN BUDGETS	All Reserves / Ring fenced monies	TOTAL
Balance brought forward at 01/04/2023	£165,971.30	£282,725.04	£448,696.34
Minus predicted expenditure for 2023/24	£532,734.22	£90,753.26	£623,487.48
Plus predicted income for 2023/24	£483,244.95	£8,275.47	£491,520.42
Balance relating to main account @ 31/03/24	£116,482.03	£200,247.25	£316,729.28

SANDWICH TOLL BRIDGE FUND DRAFT BUDGET 2024/25

Expenditure

	Budget 2023/24	Forecast @ 31/03/24	Draft 2024/25 Budget	Changes made since first draft of budget
Staffing				
Admin Salaries	£58,100.00	£55,735.85	£73,150.00	
Staff Bonus pot	£480.00	£480.00	£0.00	
Parking and Mileage	£250.00	£250.00	£370.00	
Administration				
Payroll & HR	£880.00	£200.00	£320.00	
Bank Charges	£90.00	£66.30	£80.00	
Audit Fees	£1,800.00	£1,500.00	£1,980.00	
Grants				
Grants Donations Gifts	£20,000.00	£21,803.00	£10,000.00	
Insurance				
Rented Property Insurance	£3,170.00	£3,389.02	£3,730.00	
Other Insurances (i.e. libel and slander)	£690.00	£690.16	£760.00	
Other				
Property Asset Management	£10,000.00	£8,000.00	£10,000.00	
Contribution to Guildhall Account				
Contribution to Guildhall Account	£65,000.00	£30,000.00	£53,380.00	Increased by £2,870 over 2 years
TOTAL	£160,460.00	£122,114.33	£153,770.00	

	Budget 2023/24	Forecast @ 31/03/24	Draft 2024/25 Budget	
<u>Income</u>				
Predicted Balance carried forward	£12,160.00	£10,023.29	£14,530.00	
Investment Income				
Transfer from Reserves	£77,200.00	£65,000.00	£72,700.00	Increased by £1,740 over 2 years
Investment Income	£45,000.00	£41,199.00	£45,000.00	
Guildhall Carpark				
Guildhall Carpark	£15,000.00	£8,829.37	£10,000.00	
Property Rent (incl. Insurance Contribution)				
Property Rent (incl. Insurance Contribution)	£9,800.00	£9,531.66	£10,260.00	
Loan Repayments				
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£1,000.00	£1,000.00	
Other				
Rights of Way	£270.00	£1,050.00	£270.00	
Red Town Books sold to VIC and Museum	£30.00	£6.00	£10.00	
TOTAL	£160,460.00	£136,639.32	£153,770.00	
		£14,524.99	£0.00	

Sum of accounts as at 01/04/2023	£10,023.29
Minus predicted expenditure for 2023/24	£122,114.33
Plus predicted income for 2023/24	£126,616.03
Guildhall accounts balance @ 31/03/24	£14,524.99

SANDWICH TOLL BRIDGE FUND GUILDHALL DRAFT BUDGET 2024/25

Expenditure	Approved Budget 2023/24	Forecast @ 31/03/24	Draft Budget 2024/25	Changes made since first draft of budget
Guildhall Admin Salaries	£42,500.00	£59,530.85	£76,830.00	
Caretaker & Cleaner Salaries	£74,150.00	£61,658.41	£69,490.00	
Staff bonus pot	£960.00	£960.00	£0.00	
Visitor Information Staff (Guildhall roomhire/weddings element)	£12,510.00	£5,313.48	£11,180.00	
Staffing Contingency Fund	£1,000.00	£9,945.85	£500.00	
Staff Training	£1,500.00	£800.00	£1,000.00	
Staff Uniform			£500.00	
Officers Travel & Parking Expenses	£1,260.00	£550.00	£1,260.00	
Petty Cash	£70.00	£70.00	£70.00	
HR Service and Payroll	£1,800.00	£800.00	£630.00	
Office Expenses	£1,000.00	£785.99	£500.00	
IT Expenses (incl. Website)	£6,960.00	£3,000.00	£6,800.00	
Bank Charges	£120.00	£112.90	£130.00	
Health & Safety Provisions	£5,000.00	£2,329.36	£3,000.00	
Guildhall Insurance including contents	£12,350.00	£21,790.49	£13,600.00	
Repairs and Maintenance	£40,600.00	£19,481.46	£19,290.00	
Cleaning Stock	£1,500.00	£1,576.85	£1,600.00	
Heating, Lighting, Water & Rates	£43,470.00	£34,538.80	£34,270.00	
Christmas Tree	£200.00	£200.00	£0.00	
Guildhall Watering System, pots and plants	£600.00	£630.00	£0.00	
Guildhall Wi-Fi	£1,900.00	£2,061.60	£2,070.00	
Cancelled Weddings & Returned Deposits	£1,200.00	£1,150.00	£1,000.00	
Guildhall Promotion	£6,000.00	£2,000.00	£1,000.00	
Reimbursement of 50% of professional legal fees	£0.00	£1,000.76	£0.00	
Curtain tie backs for Gallery	£0.00	£24.60	£0.00	
Room hire for relocating Heather's Dance Class	£0.00	£66.00	£0.00	
TOTAL	£256,540.00	£230,366.29	£244,720.00	
Income	Approved Budget 2023/24	Forecast @ 31/03/24	Draft Budget 2024/25	
Balance b/f				
Predicted Balance carried forward	£8,200.00	£44,709.33	£15,770.00	Estimated c/f figure reduced.
Guildhall				
Guildhall Hire Charges	£55,000.00	£37,893.29	£42,000.00	
Guildhall Tours	£100.00	£6.86	£0.00	
Miscellaneous Income				
Reimbursement from Sandwich Toll Bridge Fund account for Other insurance	£0.00	£236.37	£0.00	
Reimbursement from Sandwich Town Council account for Drill Hall insurance	£0.00	£9,626.63	£0.00	
Payment for broken window from HMCTS	£0.00	£201.68	£0.00	
Funding for all Grant	£0.00	£60.00	£0.00	
Reimbursements from Sandwich Toll Bridge Fund account re batteries	£0.00	£16.07	£0.00	
Contributions				
STC 25% contribution for Utilities	£14,490.00	£9,636.53	£8,570.00	
Contribution from Sandwich Town Council (excluding utilities)	£113,750.00	£113,750.00	£125,000.00	Increase enabled by change of STC budget
Contribution from Sandwich Toll Bridge Fund	£65,000.00	£30,000.00	£53,380.00	Total contribution over 2 years £88,380 (overall decrease of £26,620)
TOTAL	£256,540.00	£246,134.65	£244,720.00	
		£15,768.36	£0.00	
Sum of accounts as at 01-04-2023	£44,709.33			
Minus predicted expenditure for 2023-24	£230,366.29			
Plus predicted income for 2023-24	£201,425.32			
Guildhall accounts balance @ 31-03-24	£15,768.36			

Report to Councillors and Members of: F&GP Committee**Meeting scheduled for 11th December 2023****Report from: Town Clerk****Date: 6th December 2023****Subject: Proposal to Outsource Payroll****Classification: General****Purpose of report:**

To consider the proposal to outsource payroll services for employees of STC and STBF for the Town Council.

Content:

The Town Clerk has sought three quotations for payroll service providers. The RFO currently undertakes payroll for all staff employed for STC and STBF. It is best practice for a local Council with over five employees to outsource payroll as it is onerous for an officer in terms of hours and there are other priorities that are continually drawing on the RFO expertise at Sandwich Town Council. It is estimated that the payroll process currently requires a fifth of the RFO monthly hours. There are three quotations included and attached to this report and a comparison table for consideration – please see appendix 3.

DM Payroll Services

Payroll Services for up to ten employees paid monthly, including completing the I-Connect return for the Kent Local Government Pension Scheme is £432.00 per year plus a one off set up fee of £50.00.

The service includes:

- Processing the payroll
- Providing payslips and pay reports accessed via online portal, you will be given a secure log in
- Employees will have access to their own employee portal for payslips and P60s
- Completing the monthly online RTI submission to HMRC
- Dealing with leavers and new starters
- Calculating any statutory payments
- Completing year end P60s
- A software produced pensions report will be available to you.

The Council makes payments direct to employees, HMRC and pension provider in accordance with the payroll reports.

DCK Payroll Solutions

Please see appendix 1.

Barrie Book Keeping

Please see appendix 2.

The Town Clerk recommends that the payroll processing is outsourced to enable improved efficiencies within the team.

Recommendations:

Members are invited to support the proposal to outsource payroll services for employees of STC and STBF and recommend to Council.



Payroll
Solutions

**PAYROLL SERVICES
QUOTATION**

Prepared for: Sandwich Town Council

Dated: 11th September 2023

ABOUT US

Originally a payroll department within the long established and well respected DCK Accounting Solutions, DCK Payroll Solutions evolved in response to continued growth, success and a desire to expand the services we offer to payroll clients. Our main focus is town & parish councils and we offer service packages to suit all sizes.

At DCK Payroll Solutions we pride ourselves on our ability to adapt our process to meet individuals clients changing needs and requirements. This means, we adapt to suit you - if you want your reports by a certain date, in a certain way, you like your payslips wording just so, then that is what we do, to the very best of our abilities and system capabilities.

Should you choose us as your payroll service provider you can rest assured that whatever changes may come up, we have the flexibility, skill and adaptability to meet those new requirements, whilst still providing an uninterrupted, smooth, robust payroll service.

We are dedicated to providing the highest level of professional service at competitive prices.



OUR SERVICES

Our Payroll Services are aimed specifically at Town & Parish Councils that wish to outsource for convenience, quality, audit and improved internal controls purposes. Our Standard Payroll Service includes:



- Processing payroll information including additional payments such as expenses, overtime, statutory deductions/payments
 - Pension contributions for both employee and employer
 - Submissions to HMRC
 - Retrieval and application of P6's, P9's, Student Loan notifications etc
 - Full reports including as standard: Month End Summary, Pension Summary, Payslips, P30 Summary. Others are also available at no charge, this is not an exhaustive list.
 - Reminders/advisories regarding overdue PAYE payments & cut-off dates
-
- Paperless process with prompt efficient turnaround
 - Free fully encrypted & secure Employer Portal via My ePay Windows which can be used instead of email for the secure transfer of payroll information/documents.
 - Employee Portal which stores employee payroll history
 - Excellent customer service and attention to detail.
 - PAYE Tax Year End is charged as a standard monthly payroll and includes issue of full year end reports, P60's, P9's, HMRC submission.
 - Updates & News via Employer Portal & social media
 - Payment Facility - via our pre-funded account we make salary, LGPS and pension payments on your behalf.



OUR CLIENTS



Existing Clients of DCK Payroll Solutions

Just a snapshot of some of our existing clients ranging from sole employee to 70+
We treat every client as if they are our only client - each one matters.



CHARGES (PER MONTH)

The quotation below is based on information provided to us at this stage regarding your payroll requirement.

Standard Month: 10 Employees

1-4 Employees	£30.00
Each additional employee	£7.00 each
Employer Portal Unlimited document uploads/downloads	FREE
Total Basic Monthly Fee	£72.00

ADD ON SERVICES + CHARGES PER MONTH

The fees below are for additional services you may choose to add on to your basic Standard Service and are completely optional. They can also be added on/removed without incurring an admin fee.

My ePayslips	30p per person
LGPS/i-Connect submissions	£25.00
Salaries Payment Facility (can include LGPS & HMRC)	£25.00
Time Charge	£50.00 per hour. Applied only when complex/involved/time consuming calculations/works are required

ONE OFF SET UP FEES

One off fees are applied when setting you up on our payroll system, registering with HMRC as your authorised agent and doing a full check on year to date information if applicable.

Client set up	£50.00
Employee & Cllr set-up	£15.00 per person

DISCOUNT APPLIED : MANAGER

Client set up	Now £25.00
Employee set-up	NOW £7.50 per person

Please note the reduced set-up fees are offered on the basis that the payroll account is in order & full and correct information will be provided to us in an organised & timely manner. CTAEO/DEA's etc may be additional. All fees are subject to VAT at standard rate.

THANK YOU

I hope you find this information of interest. You can rest assured that the excellent service we promise, we deliver. Our prompt & professional service ensures your payroll process runs smoothly, saving you valuable time and resource that can be put to better use elsewhere, as well as saving you money by avoiding costly corrections and fines or penalties by HMRC or TPR.

Everyone, whatever their role and whatever their salary, wants to be paid correctly and on time. We never lose sight of that at DCK Payroll Solutions.

Should you wish to proceed with our services please email us, confirming preferred start date and whether you wish to avail of: My Epayslips, Employer Portal, Payment Facility and/or i-Connect or equivalent uploads.

We are the solution to all your payroll problems.

RECOMMENDED PAYROLL SERVICE PROVIDER BY:



PAYROLL SERVICES FEE LIST

Fees effective 1st April 2023



Client Set Up

One off implementation fee (new tax year start only)	£25.00
One off implementation fee all other times	£50.00

Employee Set Up

One off implementation fee per employee (start of tax year)	£7.50
One off implementation fee per employee (during tax year)	£15.00

Payroll Services Provision

Monthly	Includes standard payroll & FPS Submission	
	1- 4 Employees	£30.00
	Each additional employee	£7.00
Bi-Monthly	Includes standard payroll, FPS & EPS Submission	
	1- 4 Employees	£34.00
	Each additional employee	£7.00
Quarterly	Includes standard payroll, FPS & two EPS Submissions	
	1 - 4 Employees	£38.00
	Each additional employee	£7.00
Annually/Bi-Weekly	Please call to discuss your requirements	POA
Tax Year End	Includes issuing of P60's, Year End Reports & Final Submission Charged as a standard payroll fee	

Additional Charges & Optional Services

Masterfile changes (new starter/leaver)	£7.00per person
Payroll Re-run - maximum charge	50% of payroll fee
Dealing with HMRC on client's behalf & by agreement	£50.00 per hour
Additional salary, holiday pay calculations, uplifts, AEO's etc	£50.00 per hour
Other ad-hoc work as requested	£50.00 per hour
i-Connect Submissions	£50.00 per hour
My ePay Window (payslips, P45s, P60s, documents)	.30p per individual send
Employer Portal	Free
Paying of staff salaries up to 20 employees	£25.00 per month minimum charge*
Paying of staff salaries 20+ employees	£1.00per additional payment
Set up/close down PAYE scheme	£50.00per hour
Workplace Pension set up/adjustment	£50.00per hour

All fees effective 01st April 2023. Prices subject to VAT at Standard Rate

Payroll Reports

Payslips, Month End Summary including gross and net pay also amounts due to HMRC
Pension reports, P6s, Student loan stop/start notices if applicable
Further reports for example, payroll analysis per employee, departmental reports are available on request

Exit Fees

Three months notice of cancellation of services required. Exit fees are applied based on payroll size, frequency, data transfer requirements and if process involves scheme closure.

* Initial set up of payments /bank detail changes may take longer and so would attract an additional time charge



DCK

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Solutions

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Payroll Providers

	Set Up Costs	Cost per month	Cost per year
Barrie Book Keeping	Monthly Payroll processing	£ 80.00	£ 960.00
	Monthly Pension reporting to LGPS KCC	£ 24.00	£ 288.00
	Brightcloud Platform Access	£ 20.00	£ 240.00
	Pension re-enrolment		£ 40.00
	TOTALS	£ 124.00	£ 1,528.00

Provision of a fully compliant payroll platform, along with all processing and reports to relevant bodies (HMRC, Pension provide etc) and full training and support given on platform usage. Including: provision of electronic documents to employees, starters & leavers processed, attachment orders processed, holiday & sickness monitoring, electronic bulk payment of staff through API and full support in the event of an HMRC investigation in relation to the company payroll account. The Payroll platform allows employers to add/amend details and receive annual leave requests.

DCK Payroll Solutions	Client Initial Set up	£ 50.00	
	Employee Set Up (£15.00 one off fee per employee)	£ 150.00	
	Monthly Payroll processing	£ 72.00	£ 864.00
	My ePayslips	£ 3.00	£ 36.00
	Monthly LGPS Submission	£ 25.00	£ 300.00
	TOTALS	£ 100.00	£ 1,200.00

Standard payroll service includes: Processing payroll information, Pension contributions for both employee and employer, submissions to HMRC, retrieval and application of P6's, P9's and Student Loan notifications etc. Full reports including as standard: Month End Summary, Pension Summary, Payslips and P30 Summary. Free fully encrypted & secure Employer Portal via My ePay Windows which can be used instead of email for the secure transfer of payroll information/documents. Employee Portal which stores employee payroll history. PAYE Tax Year End is charged as a standard monthly payroll and includes issue of full year end reports.

DM Payroll Services	Client Initial Set up	£ 50.00	
	Monthly Payroll processing	£ 21.00	£ 252.00
	Monthly Pension reporting to LGPS KCC	£ 15.00	£ 180.00
	TOTALS	£ 50.00	£ 36.00

The service includes: Processing the payroll, providing payslips and pay reports accessed via online portal (you will be given a secure log in), P60s, completing the monthly online RTI submission to HMRC, dealing with leavers and new starters, calculating any statutory payments, completing year end P60s, a software produced pensions report. In addition employees will have access to their own employee portal for payslips

Report to Councillors and Members of: F&GP Committee
Meeting scheduled for 11th December 2023
Report from: Town Clerk
Date: 6th December 2023
Subject: DPO/GDPR Support
Classification: General
Purpose of report: To seek support for the recommendation from the Town Clerk that the Council subscribes to a service called Council Hive Premium from Breakthrough Communications. This report will be shared at the STC meeting on 18th December 2023 to seek a decision.
<p>The Town Council has recently received Freedom of Information Requests and Data Subject Access Requests that have either been processed or are currently being processed.</p> <p>This has an impact on stretched resources and therefore the Town Clerk has already sought assistance from Breakthrough Communications and paid a fee for a limited number of hours access to non-legal professional support relating to data protection and freedom of information matters. There is now an opportunity to subscribe to a service called Council Hive Premium through Breakthrough Communications which provides a wide range of benefits and the fee of £750.00 already paid would be discounted from the cost of the service which is £1997.00 plus VAT per year.</p> <p>Breakthrough Communications provide a service called Council Hive Premium, which is designed to help town and parish councils with all aspects of GDPR and FOI compliance, as well as community, engagement and council communications and crisis communications. As well as providing the council with best practice, access to on-demand bitesize training, resources and templates, council officers would also be entitled to access our team of communications and compliance experts on an unlimited basis for the period of 12 months (e.g., you would not have to renew if you did not wish to). The potential benefit for the Council is that, should further issues arise in the future, beyond the scope of the current support required by the Council, the council would not have to pay again in order to get support, regardless of whether it was for GDPR-related matters or public relations / crisis communications matters. Council Hive Premium is £1997+vat - but that comes with unlimited remote professional support.</p> <p>There is a clear need for ongoing support and the initial hours paid for are now close to being exhausted leaving the Council exposed to the pressure of additional work. The F&GP Committee are invited to consider the report.</p>
<p>Recommendations:</p> <p>The Town Clerk seeks support from F&GP Committee and recommends that the Council supports the proposal to subscribe to the service called Council Hive Premium for an initial year to be reviewed near the end of 2024. The initial cost being £1,247.00 for year one due to the fee of £750.00 being discounted.</p>

Report to Councillors and Members of: F&GP Committee**Meeting scheduled for 11th December 2023****Report from: Town Clerk****Date: 6th December 2023****Subject: Proposal to Consider Publishing STC/STBF Magazine****Classification: General****Purpose of report:**

To consider the proposal to generate content and publish a bi-monthly magazine for STC and STBF that shares the news from the Town Council as well as helpful information for the community and residents.

Content:

The Town Clerk is seeking support from the Committee for a proposal to generate content/articles for a bi-monthly magazine that would be published in the name of STC/STBF and would share helpful information as well as news from STC and STBF with the residents and wider community. The proposal is being shared with the Committee now as it would require expenditure from the proposed budget for 2024/2025.

The Town Clerk has approached one publisher to seek estimated costs at this stage.

For 6 x issues a year – bi-monthly circulation.

The total distribution could potentially include the villages if STC were to approach the Parish Councils, this could be the following, using the latest mapping software and other data the publisher has:

Sandwich – 3300**Ash – 1,100****Eastry – 1000****Woodnesborough/Marshborough – 350****Worth (estimate) – 170****Business drops – 580****Total = 6,500**

At this stage, the estimated quote would be £3000.00+VAT for the year, depending on the areas covered.

The Town Clerk seeks support for the idea in principle and ask the Committee to consider that £3,000.00 is agreed in the budget for 2024/2025 to fund the publishing of a magazine six times a year for STC/STBF.

Recommendation:

Members are invited to support the proposal to generate and publish a bi-monthly magazine for STC and STBF and recommend to Council that £3,000.00 be incorporated into the budget for 2024/2025.