

# Sandwich Toll Bridge Fund Finance 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 Sandwich Toll Bridge Fund Finance Committee are hereby summoned to attend a Meeting in the Council Chamber, Guildhall on Monday 11<sup>th</sup> December 2023 following the STC F&GP Committee to transact the business on the agenda below.

Gill Gray - Town Clerk

Date: Wednesday 6<sup>th</sup> December 2023

<b>1</b>	<b>Apologies for absence received:</b>	
<b>2</b>	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
<b>3</b>	<b>Minutes of the Finance Committee:</b> To receive and approve the Minutes of the Finance Committee held on 20 <sup>th</sup> November 2023 and to consider any matters arising from those minutes not covered elsewhere in this agenda.	<b>Attach 1</b>
<b>4</b>	<b>Public Participation:</b> 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)	
<b>5</b>	<b>Second Draft of Budget for 2024/2025</b> 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). <b>Decision required</b>	<b>Attach 2</b>
<b>6</b>	<b>Proposal to Outsource Payroll</b> 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: <b>Decision required</b>	<b>Attach 3</b>
<b>7</b>	<b>Proposal for Town Council Magazine/News</b> 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 residents. The Town Clerk seeks the support of the F&GP Committee for recommendation to STC and STBF on 18 <sup>th</sup> December 2023: <b>Decision required</b>	<b>Attach 4</b>
<b>8</b>	<b>STBF Matters within scope of F&amp;A Working Group</b>	<b>Attach 5</b>

	Cllr E Csuka is seeking support for the proposal that STBF related matters can be considered within the scope of the Finance and Assets Working Group: <b>Decision required</b>	
<b>9</b>	<b>Date and time of Next Meeting: Monday 15<sup>th</sup> January 2024 following the STC F&amp;GP Committee in the Council Chamber at the Guildhall.</b>	

**Minutes of the Sandwich Toll Bridge Fund Finance Committee held in the Council Chamber on Monday 20<sup>th</sup> November 2023 following the Finance and General Purposes Committee 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.

STBF.11.23.1	<p><b>Election of Chair</b>                  It was <b>RESOLVED</b> that Cllr Wiles was elected as Chair.</p>	
STBF.11.23.2	<p><b>Apologies for absence received:</b>                  None received.</p>	
STBF.11.23.3	<p><b>Declarations of interest:</b>                  To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.                  None received.</p>	
STBF.11.23.4	<p><b>Public Participation</b>                  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>	
STBF.11.23.5	<p><b>First Draft of Budget for 2024/25</b>                  Members received and considered Draft Budgets and accompanying reports for Sandwich Toll Bridge Fund and Sandwich Toll Bridge Fund Guildhall accounts.                  The RFO summarised the main points to consider when setting these budgets.</p> <p>The Committee raised questions and observations including the following:</p> <ul style="list-style-type: none"> <li>• A discussion needs to take place about the grant budget.</li> <li>• The Finance and Assets Working Group are currently working on a detailed evaluation of the assets and finances which should help with future budget setting.</li> <li>• The Maddox Fund might be available for some grant giving, which could support the Toll Bridge Fund.</li> <li>• Asset Insurance is increasing and so the draft insurance budgets should be reviewed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There are a few items of repairs and maintenance to the Guildhall that need to be addressed in the budget.</li> </ul> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li>1. All outstanding grant applications should still be reviewed at the November STBF meeting, although as the budget is now overspent, no further grants should be paid out until April 2024.</li> <li>2. The applicants should be contacted to say that the grants application process and criteria is to be reviewed.</li> <li>3. The grants budget for 2024/25 should be set at £10,000.</li> <li>4. The Draft Budget is to be taken forward, with the RFO paying particular attention to the insurance and repairs budgets required).</li> </ol>	
STBF.11.23.6	<p><b>Proposal to Outsource Payroll</b> 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. This item had also been discussed in the Finance and General Purposes Committee.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li>1. This item had already been discussed in the Finance and General Purposes Committee, with the Resolution:- 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.</li> </ol>	
STBF.11.23.7	<p><b>Review of Fees for the Hire of the Guildhall</b> Members considered a report from the Town Clerk with details of the current fees for the hire of rooms in the Guildhall.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li>1. The item is to be deferred pending a review of hire charges. RFO / Town Clerk to find the previous exercise carried out in 2021 and Cllr Csuka has offered to do a benchmarking exercise in January 2024 if time allows.</li> <li>2. No increases should be introduced at present.</li> </ol>	
STBF.11.23.8	<p><b>Date of next STBF Meeting: Monday 11<sup>th</sup> December 2023 following the F &amp; GP Committee in the Council Chamber at the Guildhall.</b></p>	

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
<b>Mayoral and Civic Functions</b>						
Mayoral Expenses	£2,500.00		£2,500.00	£1,224.93	£2,500.00	Budget reset at 2022/23 level
Mayoral-Travel	£1,800.00		£1,800.00	£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	
<b>Staffing</b>						
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-pot	£670.00		£670.00	£670.00	£0.00	
<b>Administration</b>						
Petty Cash	£130.00		£130.00	£130.00	£160.00	
Peninsula Business	£1,280.00		£1,280.00	£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	
<b>Insurance</b>						
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	
<b>Public Conveniences</b>						
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	
<b>S144 (Visitor Information Centre &amp; Tourism)</b>						
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	
<b>Sandwich Open Spaces / Other Properties</b>						
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	
<b>Reserves - Ring-fenced:</b>						
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	
<b>Reserves - General</b>						
Operating Funds to be kept in Reserve	£40,000.00		£40,000.00	£0.00	£50,000.00	
<b>Other Services</b>						
Green-Garden-Waste-Bags	£1,400.00		£1,400.00	£0.00	£0.00	
Disability Access Strategy	£2,500.00		£2,500.00	£1,000.00	£2,500.00	Cllr Lingerson asked that this budget be back to £2,500
<b>Miscellaneous / Unexpected Expenditure:</b>						
Miscellaneous / Unexpected Expenditure:	£7,498.53	£-2,722.69	£4,775.84	£2,106.74	£7,787.48	Adjusted for difference
20% Plenty for Us - stickers and banners	£0.00	£187.80	£187.80	£187.80	£0.00	
Thomson-Snell & Passmore - professional fees	£0.00	£1,886.50	£1,886.50	£1,886.50	£0.00	
Portable road closed sign for King Street	£0.00	£47.50	£47.50	£47.50	£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	£137.50	£137.50	£137.50	£0.00	
<b>Guildhall and Forecourt</b>						
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
<b>Guildhall Forecourt Project</b>						
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	
<b>Items relating to Sandwich Toll Bridge Fund Account</b>						
STBF-Salaries	£0.00		£0.00	£47,204.44	£0.00	

**Items relating to Sandwich Town Bridge Fund Guildhall**

STBF-Guildhall-Salaries-Guildhall-Caretaking-and-Cleaning	£0.00	£0.00	£54,642.83	£0.00
STBF-Guildhall-Salaries-Guildhall-Administration	£0.00	£0.00	£61,477.09	£0.00
STBF-Guildhall-Salaries-Guildhall-Administration	£0.00	£0.00	£1,446.20	£0.00
Silicone-for-repair-in-Guildhall-(to-be-reimbursed)	£0.00	£0.00	£6.36	£0.00
Cleaning-Costs-Guildhall-(to-be-reimbursed)	£0.00	£0.00	£79.92	£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	£709.80	£0.00
Room-Hire-income-to-be-transferred-to-STBF-Guildhall-account	£0.00	£0.00	£86.00	£0.00
<b>TOTAL</b>	<b>£446,388.53</b>	<b>£283,725.04</b>	<b>£730,113.57</b>	<b>£623,487.48</b>

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	
<b>Precept</b>	<b>£278,538.53</b>		<b>£278,538.53</b>	<b>£278,538.53</b>	<b>£292,465.45</b>	Changed Precept to 5% uplift
<b>Outside Sources</b>						
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	
<b>Refunded From Functions</b>						
Deputies supper donations	£600.00		£600.00	£588.95	£600.00	
Curfew Ringers Supper	£450.00		£450.00	£460.00	£450.00	
<b>Speakers Day Meal Contributions</b>					<b>£2,000.00</b>	New Income Stream
<b>Internal Transfers / Adhoc Income</b>						
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	
<b>Monks Wall Nature Reserve</b>						
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£1,958.71	£0.00	
<b>S144 (Visitor Information Centre &amp; Tourism)</b>						
Visitor Information Centre	£1,000.00		£1,000.00	£159.94	£500.00	
<b>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</b>						
Current Markets	£8,000.00		£8,000.00	£6,020.43	£10,000.00	
<b>Events in Guildhall Square</b>					<b>£0.00</b>	New Income stream to be discussed
<b>Miscellaneous Income</b>						
Room-Hire-income-from-DDC-to-be-moved-to-STBF-GH-a/c	£0.00		£0.00	£86.00	£0.00	
Maddox 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	£140,581.27	£0.00	
60% contribution from STBF-Guildhall-towards-professional-fees	£0.00		£0.00	£943.26	£0.00	
Refund from STBF for purchase of silicone for Guildhall repair	£0.00		£0.00	£40.00	£0.00	
Refund from STBF for purchase of silicone for Guildhall repair	£0.00		£0.00	£6.36	£0.00	
Misc-income-received-since-September	£0.00		£0.00	£1,122.40	£0.00	
<b>TOTAL</b>	<b>£446,388.53</b>	<b>£283,725.04</b>	<b>£730,113.57</b>	<b>£940,216.76</b>	<b>£449,747.48</b>	

**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
<b>Balance relating to main account @ 31/03/24</b>	<b>£116,482.03</b>	<b>£200,247.25</b>	<b>£316,729.28</b>

**SANDWICH TOLL BRIDGE FUND DRAFT BUDGET 2024/25**

**Expenditure**

	<b>Budget 2023/24</b>	<b>Forecast @ 31/03/24</b>	<b>Draft 2024/25 Budget</b>	<b>Changes made since first draft of budget</b>
<b>Staffing</b>				
Admin Salaries	£58,100.00	£55,735.85	£73,150.00	
<del>Staff Bonus pot</del>	<del>£480.00</del>	<del>£480.00</del>	<del>£0.00</del>	
Parking and Mileage	£250.00	£250.00	£370.00	
<b>Administration</b>				
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	
<b>Grants</b>				
Grants Donations Gifts	£20,000.00	£21,803.00	£10,000.00	
<b>Insurance</b>				
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	
<b>Other</b>				
Property Asset Management	£10,000.00	£8,000.00	£10,000.00	
<b>Contribution to Guildhall Account</b>				
Contribution to Guildhall Account	£65,000.00	£30,000.00	£53,380.00	Increased by £2,870 over 2 years
<b>TOTAL</b>	<b>£160,460.00</b>	<b>£122,114.33</b>	<b>£153,770.00</b>	

**Income**

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

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

**SANDWICH TOLL BRIDGE FUND GUILDHALL DRAFT BUDGET 2024/25**

<b>Expenditure</b>	<b>Approved Budget 2023/24</b>	<b>Forecast @ 31/03/24</b>	<b>Draft Budget 2024/25</b>	<b>Changes made since first draft of budget</b>
Guildhall Admin Salaries	£42,500.00	£59,530.85	£76,830.00	
Caretaker & Cleaner Salaries	£74,150.00	£61,658.41	£69,490.00	
<del>Staff bonus pot</del>	<del>£960.00</del>	<del>£960.00</del>	<del>£0.00</del>	
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	
<del>Christmas Tree</del>	<del>£200.00</del>	<del>£200.00</del>	<del>£0.00</del>	
<del>Guildhall Watering System, pots and plants</del>	<del>£500.00</del>	<del>£530.00</del>	<del>£0.00</del>	
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	
<del>Reimbursement of 50% of professional legal fees</del>	<del>£0.00</del>	<del>£1,099.75</del>	<del>£0.00</del>	
<del>Curtain tie backs for Gallery</del>	<del>£0.00</del>	<del>£24.50</del>	<del>£0.00</del>	
<del>Room hire for relocating Heather's Dance Class</del>	<del>£0.00</del>	<del>£66.00</del>	<del>£0.00</del>	
<b>TOTAL</b>	<b>£256,540.00</b>	<b>£230,366.29</b>	<b>£244,720.00</b>	
<b>Income</b>	<b>Approved Budget 2023/24</b>	<b>Forecast @ 31/03/24</b>	<b>Draft Budget 2024/25</b>	
<b>Balance b/f</b>				
Predicted Balance carried forward	£8,200.00	£44,709.33	£15,770.00	Estimated c/f figure reduced.
<b>Guildhall</b>				
Guildhall Hire Charges	£55,000.00	£37,893.29	£42,000.00	
<del>Guildhall Tours</del>	<del>£100.00</del>	<del>£5.85</del>	<del>£0.00</del>	
<b>Miscellaneous Income</b>				
<del>Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance</del>	<del>£0.00</del>	<del>£236.37</del>	<del>£0.00</del>	
<del>Reimbursement from Sandwich Town Council account for Drill Hall insurance</del>	<del>£0.00</del>	<del>£9,636.53</del>	<del>£0.00</del>	
<del>Payment for broken window from HMCTS</del>	<del>£0.00</del>	<del>£201.68</del>	<del>£0.00</del>	
<del>Funding for all Grant</del>	<del>£0.00</del>	<del>£50.00</del>	<del>£0.00</del>	
<del>Reimbursements from Sandwich Toll Bridge Fund account re battery</del>	<del>£0.00</del>	<del>£16.07</del>	<del>£0.00</del>	
<b>Contributions</b>				
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)
<b>TOTAL</b>	<b>£256,540.00</b>	<b>£246,134.65</b>	<b>£244,720.00</b>	
		£15,768.36	£0.00	
<b>Sum of accounts as at 01-04-2023</b>	£44,709.33			
Minus predicted expenditure for 2023-24	£230,366.29			
Plus predicted income for 2023-24	£201,425.32			
<b>Guildhall accounts balance @ 31-03-24</b>	<b>£15,768.36</b>			

**Report to Councillors and Members of: STBF Finance Committee****Meeting scheduled for 11<sup>th</sup> December 2023****Report from: Town Clerk****Date: 6<sup>th</sup> 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.**

**Report to Councillors and Members of: STBF Finance Committee****Meeting scheduled for 11<sup>th</sup> December 2023****Report from: Town Clerk****Date: 6<sup>th</sup> 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.**

<b>Report to members of the STBF Finance Committee</b>
<b>Meeting scheduled for 11<sup>th</sup> December 2023</b>
<b>Report from: Cllr Emmet Csuka</b>
<b>Date of report: 3<sup>rd</sup> December 2023</b>
<b>Subject: Including STBF related matters within the scope of the Finance &amp; Assets Working Group.</b>
<b>Classification: Ordinary Business</b>
<b>Purpose of report:</b>
Members of the STBF Finance & General Purposes Committee are asked: <ul style="list-style-type: none"> <li>• To note the intention to include STBF related matters within the scope of the Finance &amp; Assets Working Group; and</li> <li>• To confirm that they are content for the Finance &amp; Assets Working Group to include STBF related matters within the scope of their work.</li> </ul>
<p>At the STC Finance &amp; General Purposes Committee meeting, held on 25<sup>th</sup> September 2023, it was agreed that a Finance &amp; Assets Working Group would be formed to undertake a thorough analysis of the Council and the STBF finances and assets.</p> <p>The working group members are: Cllr E Csuka (Chair), Cllr P Breen, Cllr D Carter and Cllr C Wiles, with the Town Clerk and RFO as co-optees.</p> <p>The working group has met twice, on the 8<sup>th</sup> November and the 6<sup>th</sup> December, and has agreed a Terms of Reference that is included as an annex to this report.</p> <p>The scope of the working group includes items specific to STBF, including:</p> <ul style="list-style-type: none"> <li>• Reviewing the financial relationship between the Toll Bridge Fund and the Town Council;</li> <li>• Reviewing the assets owned by STBF;</li> <li>• The viability of obtaining grant funding from the National Lottery or other public sources to improve STBF assets; and</li> <li>• To make recommendations to the Toll Bridge Fund on the way forward.</li> </ul> <p>With the separation of the Financial &amp; General Purposes Committee into two separate governance meetings, to focus separately on STC and STBF matters, it is appropriate to seek agreement from the STBF Finance Committee to the Finance &amp; Assets Working Group including STBF related matters within the scope of their work.</p>

**Recommendations:**

Members of the STBF Finance Committee to confirm that they are content for the Finance & Assets Working Group to include STBF related matters within the scope of their work.

# Sandwich Town Council Policies and Procedures



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

## 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 three 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 and a resolution that effect.

**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**