

9th January 2012

At an Ordinary Meeting of **Sandwich Town Council** this day present: -

The Mayor (in the Chair)

Councillor Bragg

“ Butcher

“ Carter

“ Daw

“ Graeme

“ Mrs Laslett

“ Leith

“ Moorhouse

“ Mrs Russell

“ Scollard

“ Scott

“ Sneller

“ Trussler

1. The Mayor wished all those present a happy, healthy and prosperous New Year.
2. Apologies were received and accepted from Councillor Mrs Dunay due to a holiday commitment, Councillor Mrs Liote due to personal reasons. Apologies were also received from the Revd. Canon Mark Roberts.
3. Councillors Russell, Carter and Butcher declared a personal interest in all matters relating to DDC. Councillor Butcher declared a prejudicial interest in all matters relating to Planning.
4. The minutes of the Ordinary Meeting, held on 19th December 2011 were confirmed and signed subject to the removal of Cllr Carter's and Cllr Daw's presence at the meeting.
5. The schedule of payments, totalling £1,949.96 was received, approved and signed.
6. PCSO Norton presented a police report, a copy of which is attached to the official minutes. Councillor Butcher asked if anything could be done about the increasing number of vehicles being parked on the Ramsgate Road between the Toll Bridge and the Industrial Estate. PCSO Norton confirmed that no regulations are in place in the area and as no accidents have occurred to date, Kent Highways will not install yellow lines. Cllr Scott will take the council's concerns to the next meeting of the Dover Joint Transportation Group.
7. No requests to speak were received from members of the public.
8. The following planning decisions were reported:-
DOV/11/00919-Installation of cabinet-Land Fronting Malcolm Waite Garage, New Street, Sandwich
PRIOR APPROVAL NOT REQUIRED

DOV/11/00716-Installation of replacement windows-12 Harnet Street, Sandwich
GRANTED PERMISSION

DOV/11/00975-Display of two externally illuminated fascia signs and 6 non-illuminated panel signs-Co-Operative Pioneer Store, Moat Sole, Sandwich
REFUSE PLANNING PERMISSION

9. There was no planning correspondence to report.
10. It was AGREED that the Mayor and Deputy Mayor will represent the council on a Diamond Jubilee Committee. The first meeting will be held this month. Cllr Bragg suggested that the committee investigates the lighting of the beacon on the Quay.
11. Sandwich Town Council Health and Safety Policy Statement was AGREED. The Town Clerk to sign the document. Cllr Scollard raised concerns over the fact that employees, as opposed to positions, are named in the document. Cllr Leith stated that this is usual practice and the document will be updated as employees come and go. The Town Clerk confirmed that some employees are waiting to attend refresher First Aid training.
12. The report from the Mayor, Deputy Mayor and Town Clerk regarding future committee meetings was discussed. Councillor Moorhouse stated that to reduce the frequency of Tourism Committee meetings would be a backward step. Councillor Mrs Laslett suggested that Tourism Committee meetings should be agenda lead and stated a number of reasons why the Guildhall staff should not be impacted by Tourism Committee meetings. She also suggested that a review of staff workloads and duties is undertaken in the near future. Councillor Carter also suggested that staff management should be looked at and stress levels monitored. Councillor Leith confirmed that stress indicator exercises are undertaken annually and workloads are monitored. It was AGREED that with effect from 1st February 2012 all committee meetings will be held on Wednesdays at 6pm. It was also AGREED that Tourism Committee meetings will take place bi-monthly on the understanding that additional meetings can be called if the need arises. (Councillors Carter and Mrs Laslett requested that their abstention from the vote on this item be recorded).
13. Sandwich Town Council draft Complaints Procedure was considered. Councillor Scollard suggested that members of the public who speak at meetings could be better informed of how their issues are progressed by the council. It was confirmed that councillors can respond to the address of the elector at the meeting or propose that a topic addressed by an elector be placed on the next agenda of a town council meeting. It was confirmed that a written procedure is in place for public participation at town council meetings. The Complaints Procedure was APPROVED subject to the removal of the letter 'c' in item 3, provision of an e-mail address for the Mayor and changes to the wording in item 6 as follows 'Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, your complaint will be acknowledged within five working days.' Cllr Mrs Laslett asked if a policy was in place for dealing with ordinary enquiries/correspondence to the office and it was confirmed that no policy is currently in place. Councillor Butcher re-iterated the correct procedure for complaining about the behaviour of councillors.

14. The request from Laura Fidler to undertake Working With Your Council training was APPROVED.
15. The following correspondence was reported from:-
 - (a) Kent Fire & Rescue Service re. Automatic Fire Alarms. It was AGREED that a Fire Safety Officer be requested to visit and talk to councillors. Cllr Carter suggested that once the Kent Fire & Rescue Service proposals are decided, the town council's insurers are contacted to ensure that the council and Guildhall remain covered.
 - (b) KCC re. Proposed Parking Restrictions in Dover Road. The proposals to be supported.
 - (c) Local Works re. Planning Applications. Noted.
 - (d) CPRE & NALC re. Planning Explained. Any councillor wishing to be supplied with a copy of the booklet is to inform the Town Clerk.
16. District Councillor Carter reported that the DDC newsletter will no longer be delivered to every household in the district but is available from the offices at Whitfield, area offices and online. Councillor Mrs Russell had nothing to report. Councillor Butcher reported that the former filling station at the Whitfield roundabout will shortly be brought back into service. This will vastly improve the area.
17. There was no additional correspondence to report.

Police Report Sandwich Town Council

Monday 9th January 2012

Since April 2011 there has been a 16.9% rise in overall crime this is a rise of 45 crimes.

Burglary dwelling remains the same at 5 crimes, violent crime is down 15.1% which is a reduction of 8 crimes, there haven't been any reported robberies and criminal damage has increased 14.8% an increase in 12 crimes. There aren't any particular areas of concern at this time.

Calls received in relation to ASB in Sandwich during the evenings are very low currently there has been a number of incidents involving a small group of teenagers which seems to have been isolated incidents. The change in officers shift patterns should be having an impact on ASB.

My next police surgery will be on Friday 10th February 2012 at Sandwich Police office between 14:00-15:30.

Speed checks conducted in Ramsgate road Sandwich on Saturday 7th January with a special sergeant two vehicles stopped and fixed penalty notices issued.

9th January 2012

At a meeting of **the Trustees of Sandwich Toll Bridge Fund** this day present: -

Councillor Watts (in the Chair)

- “ Bragg
- “ Butcher
- “ Carter
- “ Daw
- “ Graeme
- “ Mrs Laslett
- “ Leith
- “ Moorhouse
- “ Mrs Russell
- “ Scollard
- “ Scott
- “ Sneller
- “ Trussler

1. Apologies were received from Councillors Mrs Liote and Mrs Dunay.
2. No interests were declared.
3. The minutes of the meeting of the Trustees held on 19th December 2011 were confirmed and signed.
4. Payments of £2,339.91 were approved.
5. Trustees considered the draft Sandwich Town Council Health and Safety Policy. RESOLVED to agree the Policy. It was also confirmed that all Risk Assessments are up to date.
6. The report, prepared by the Chairman, Vice-Chairman and Clerk to the Trustees, regarding future Toll Bridge Fund committee meetings was discussed. RESOLVED that with effect from 1st February 2012 all committee meetings will be held on a Wednesday at 6pm.
7. The following correspondence was reported from:-
 - (a) Cheviot Asset Management re. Income Statement to 15th December. Noted.
 - (b) Cheviot Asset Management re. Combined Portfolio and Custody Statement. Noted.

9th January 2012

At a meeting of **the Halls Committee of Sandwich Toll Bridge Fund** held this day present:-

Councillor Watts (in the Chair)

“ Graeme
“ Butcher
“ Carter
“ Russell
“ Leith
“ Sneller
“ Trussler.

1. No apologies were received.
2. Hall Hire charges for 2012-2013 were considered. RESOLVED to RECOMMEND that with effect from 1st April 2012 charges in general are not increased but amendment to be made for hire of the Bar and Meeting Room as follows-

Half day hire	£40
Full day Hire	£60

RESOLVED to also RECOMMEND that charges for the Meeting Room for Trade Exhibitions and Sales be reduced to £90.
(Councillor Leith declared a prejudicial interest in this item and Councillors Graeme, Sneller and Carter declared personal interests).
3. Civil Ceremony charges for 2012-2013 were considered. RESOLVED to RECOMMEND that charges are not increased.
4. Maintenance for 2012-2013 was discussed. RESOLVED to RECOMMEND that the Guildhall exterior front elevation, opposite Ossie's Fish and Chip shop, be renovated to include the Coat of Arms attached to the building.
5. The Guildhall Hire Agreement was discussed. RESOLVED to RECOMMEND that an additional clause (6.7) to be inserted as follows “All portable electrical equipment brought onto the premises by commercial organisations must be Portable Appliance Tested.
All portable electrical items brought onto the premises by non-commercial hirers must be in a safe and serviceable condition.”
It was also RESOLVED to RECOMMEND that clause 5.3 be amended to read “The use of candles and/or naked flames in the building is prohibited at all times”.
6. Creation of a Business Plan for the Guildhall was discussed. Councillor Carter stated that he considered a brief Business Plan should be produced as it could help with assessment of future hall charges and increase usage and income for the Guildhall. Councillor Leith also stated that production of a Business Plan may prove useful on the condition that a clear distinction is made between the Town Council and the Toll Bridge Fund. Councillors Graeme, Butcher and Sneller considered a Business Plan is not required as the Guildhall is part of the Toll

Bridge Fund and income and expenditure for the building is already budgeted annually, monthly accounts are produced and the Halls Committee reviews charges etc. It was therefore RESOLVED to RECOMMEND that a Business Plan for the Guildhall is not required at the present time.

7. The quotation from Sandwich Joinery and Building for replacement windows at St Peter's Hall (Fitness Connection) was considered. It was RESOLVED to RECOMMEND that the quotation of £12,500 plus £600 for hardwood frames plus VAT be accepted. (Councillor Carter declared a prejudicial interest in this item).

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