

Town and Cinque Port of Sandwich

Town Clerk's Office
Guildhall
Cartle Market
Sandwich
Kent
CT13 9AH



Telephone: 01304 617197
Fax: 01304 620170
Email: townclerk@sandwichtowncouncil.gov.uk
www.sandwichtowncouncil.gov.uk

Wednesday 24th April 2019

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 20th May 2019** at **7 p.m.** at which your attendance is requested.

AGENDA

01.05.19 MAYOR'S OPENING COMMENTS

02.05.19 APOLOGIES FOR ABSENCE

03.05.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

04.05.19 MINUTES

To approve the Minutes of the Ordinary Town Council meeting held on 25th March 2019 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

05.05.19 PAYMENT SCHEDULE

To consider a Vire Budget request, approve the payment schedule and confirm signatories (which two authorised signatories can attend the office on Tuesday 21st May).

Attach 2a & b (loose within agenda pack)

06.05.19 PUBLIC RIGHT TO SPEAK

(i) A 15-minute session is set aside at this stage of the meeting to enable members of the public to speak. (Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Town Clerk prior to 4 pm on the Friday before the meeting).

(ii) To consider a motion that "the Town Clerk will try to obtain details of what local residents want to ask in advance of speaking before the Council, these questions will be shared with the Councillors along with relevant information so that there possible questions can be answered at the Council meeting. The motion was deferred from March's Council meeting. (Please note that legally no new decisions can be made on items raised on the night that aren't already on the agenda).

07.05.19 FINANCE

(i) To receive and note the Sandwich Town Council Statement of Accounts as at 30th April 2019 (income & expenditure, budget, petty cash and expenditure forecasting report)

Attach 3a, b, c & d (forecasting report is loose within agenda pack)

(ii) To confirm two new signatories for the bank accounts, or more, to help the current signatories (Cllrs Friend and Graeme) when required.

(iii) As per the Financial Regulations, please consider and reconfirm that staff salary payments should continue to be made by BACs.

(iv) As per the Financial Regulations, please consider and reconfirm that payment by variable direct debits is acceptable in relation to payments for electricity, gas, water, internet/broadband and phone charges.

(v) To consider the findings of the review of the Internal Audit Control System.

Attach 4

(vi) To approve the Annual Governance Statement by resolution (Section 1/Page 4 of the Annual Return for the year ended 31st March 2019).

Attach 5

(vii) To approve the Accounting Statements for 2018/19 (Section 2/Page 5 of the Annual Return for the year ended 31st March 2019).

Attach 6

Please be aware that Items (v) to (vii) have been set out in a specific order as prescribed by the External Auditor.

08.05.19

PLANNING APPLICATIONS

Available to view on Dover District Council's website. Applications would usually be considered by the Planning Committee, however, as membership and a timetable for Committee meetings is yet to be approved this matter has returned to full council for consideration:

- (i) 19/00391 | Internal works: Cellar: Form limecrete subfloor with limestone flags finish. Ground Floor: Insert glazed lobby entrance screen, alterations to fireplace in dining room, restore cellar stairs and reinstate cellar access, open up rear fireplace to insert range to facilitate new kitchen. First floor: remove, insert new stud partitions to form 2 no. shower rooms. Insert fitted cupboards to master bedroom. Second floor: new lime plaster finishes to bed 3, form ceiling light well to landing. External works include: Insert heritage style rooflight to rear roof and make good. Front (east) elevation - repair parapet coping stones and replace where necessary, restore eroded brickwork and repoint, restore timber sash windows and decorate. Side (south) elevation: replace side entrance door, replace ground floor multi paned screen with bi-folding doors, replace first floor window with 2 no. french doors with iron security balcony railings, repoint brickwork where necessary, renew boiler flue in existing position. Rear (west) elevation: replace 3 no. windows, insert new svp to rear roof | 10 High Street Sandwich CT13 9EB
- (ii) 19/00417 | Erection of 2no. dormer roof extensions to front roofslope (existing dormer to be demolished) | 5 Bowling Street Sandwich CT13 9HA
- (iii) 19/00427 | Erection of single storey extension. | Chantry Cottage 20 St Peters Street Sandwich Kent CT13 9BW
- (iv) 19/00426 | Demolition part single storey pitched roof rear extension, Erection of single storey extension to boundary wall and Replacement with a new single storey flat roof Extension with Roof Lantern | Chantry Cottage 20 St Peters Street Sandwich Kent CT13 9BW
- (v) 19/00486 | Replacement windows, including replacing existing sliding sashes with new timber sashes within retained sash boxes, inserting slimline double glazed units. | The Nook 17 New Street Sandwich CT13 9AB
- (vi) 19/00434 | Erection of a single storey building comprising office, storage and manager's accommodation (existing agricultural building to be demolished) | Delf Nursery Deal Road Sandwich CT13 0BU
- (vii) 19/00373 | Erection of cladding to north facing elevation | The Barn Strand Street Sandwich CT13 9HX

09.05.19

POLICY & PROCEEDURE

- (i) To receive and approve the Standing Orders.
Attach 7 (distributed by email)
- (i) To receive and approve the Financial Regulations.
Attach 8 (distributed by email)
- (ii) To receive and approve the GDPR Data Retention Policy.
Attach 9 (distributed by email)
- (iii) To receive and approve the GDPR Privacy Policy & Cookie Policy.
Attach 10 (distributed by email)

- 10.05.19 PRE-MEETINGS OF THE COUNCIL**
To receive and consider a report from Miss L Fidler, Town Clerk, regarding which/when various meetings should be arranged.
Attach 11
- 11.05.19 COMMITTEES**
To receive and consider a report from Miss L Fidler, Town Clerk, regarding membership of Committees.
Attach 12
- 12.05.19 TIMETABLE OF MEETINGS AND CIVIC EVENTS**
To receive and approve the proposed timetable for the forthcoming year.
Attach 13
- 13.05.19 REPRESENTATION ON OUTSIDE BODIES 2017/18**
Please note that a copy of *The Role of Sandwich Town Council Representatives on Outside Bodies*, adopted by the Council on 24th November 2014, is attached in order to assist the following deliberations.
Attach 14
- (i) To appoint six Nominated Members of the Council to the White Mill Folk Museum Trust for the coming year (Cllrs Carter and Franklin were nominated members in 2018/19). NB. It is useful if these Members also have some crossover with the Museum & Archive Committee membership.
 - (ii) To appoint five Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year (Cllrs Franklin, Friend and Wood were Trustees in 2018/19).
 - (iii) To appoint two Members to serve on the Sandwich Festival Association Committee for the coming year (Cllr Wood was a Member in 2018/19).
 - (iv) To appoint one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year.
 - (v) To appoint two non-voting Members to the Dover Joint Transportation Board for the coming year (in 2018/19 these were Councillor Carter (as main representative) and Cllr Franklin (as substitute)).
 - (vi) To appoint a Public Rights of Way representative for the coming year.
 - (vii) To appoint a representative to the Dover District Council Local Development Framework for the coming year (Cllr Carter held this post in 2018/19).
 - (viii) To appoint a representative to the Sandwich Heritage Group for the coming year.
 - (ix) To appoint a representative to the Sandwich Community Lights Committee for the coming year (Cllr Wood was the representative in 2018/19).
 - (x) To appoint two Trustees for Sandwich Port & Haven Commissioners
 - (xi) To appoint a representative to serve on the White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee for the coming year. It was proposed by the previous representative that this role would suit an officer.
 - (xii) To appoint two representatives to the Town Team (Councillor Friend was a representative in 2018/19). Please note that the Mayor and Deputy Mayor of the day have been extended an open invitation by the Town Team to attend meetings on an ad hoc basis. The Project Manager also attends.
 - (xiii) To appoint one representative to the Sandwich Dementia Action Alliance.
 - (xiv) To appoint a primary and substitute representative to attend meetings of the Deal & Sandwich Coastal Communities Team (suggested for 2018/19 the Mayor (primary) and Cllr Holloway (substitute)).
 - (xv) To consider a request from Sandwich in Bloom for nominated representatives from the Council.
Attach 15
 - (xvi) Delf Stream Working Group (Councillor Bragg is the current chairman and Cllr Graeme is also a member).
 - (xvii) Any other groups / organisations?

- 14.05.19 COAT OF ARMS**
To consider a request from the Tower Captain of the St. Clements Church Bell Ringers to use the Sandwich Town Coat of Arms in a logo for this group. **Attach 16**
- 15.05.19 PURCHASE OF A PHONE BOX**
To consider a motion from Cllr Lintott that Sandwich Town Council could adopt and manage the red telephone box opposite the Guildhall (it would no longer be a working phone).
- 16.05.19 "OPEN FOR THE OPEN" PUBLIC MEETING**
To consider who will represent Sandwich Town Council at the "Open for the Open" drop-in session to inform local residents and businesses about the 149th Open that will take place in Sandwich. The event will take place on Thursday 30th May from 11am to 8pm and DDC have encouraged the Town Council to have a representative in attendance throughout the day (Councillors could take it in turn).
- 17.05.19 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
- 18.05.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 19.05.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
- 20.05.19 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
- 21.05.19 CONFIDENTIAL ITEM**
(i) It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.
(ii) To receive and note the role, responsibilities and contact info for staff from the HR Manager. **Enclosure 1**
- 22.05.19 DATE OF NEXT MEETING**
To be confirmed as per item 12.05.19.



Miss Laura Fidler

Town Clerk & Clerk to Sandwich Toll Bridge Fund
Sandwich Town Council and Sandwich Toll Bridge Fund