

Minutes of a meeting of the Sandwich Town Council Advisory Committee held on Monday 19th March 2018, in the Mayors Parlour, Guildhall, Sandwich, at 6pm.

Present: **The Mayor, Cllr Paul Graeme (in the chair)**
 Mrs VA Liote
 HJ Bragg
 RA Daw
 MJ Holloway
 P Carter
 JO Sneller

D Friend was invited to the meeting

D Wood was also present

Officer: **Amandajayne Hollobon-Baxter**

05.03.18 **APOLOGIES FOR ABSENCE**
 Apologies were received from Cllrs O'Donoghue.

06.03.18 **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND
 OTHER SIGNIFICANT INTERESTS**
 No declarations of disclosable pecuniary interests or other significant interests were made.

07.03.18 **WI-FI WITHIN GUILDHALL BUILDING**
 (i) Secondment of Councillor Friend to Advisory Committee in view of his IT technical skills
 and
 (ii) To receive verbal update relating to the management and security of the Wi-Fi system following the installation of the hardware.
 The Mayor had placed this on the agenda for this meeting as he was unaware at the last Council meeting of Cllr Friend trying to save STC money by looking after the hardware and software in an advisory capacity and therefore free of charge. The Mayor invited Cllr Friend. Cllr Friend explained that the hardware had been installed and require signing off by STC imminently. This required ensuring the cabling etc. meets our needs, is working and fit for purpose. Hardware responsibility is with SOTA once STC have signed off, if not any issues will be charged to STC. The IT liaison should happen with the existing contract but GDPR requirements must be met by Council and state that it must be an advisory role as a Data Protection Officer, this may change pending further investigation but, better to be over compliant in the meantime. Cllr @ email addresses will be required after 25th May 2018. Cllr Bragg was in favour, however, Cllr Holloway was concerned that following Councils decision on 26th February if advisory change the decision how will Council perceive this? The Mayor reiterated that he was unaware of requirements and charges involved at the last Council meeting and the decision was made without all the facts. Cllr Friend advised that other Councils have a member of their advisory committee responsible for this role. Discussions ensued as to

whether Cllr Friend should be seconded or added to advisory committee until the new mayoral year. Cllr Friend has arranged with Open Sandwich to move STC website to https from http making STC website far more secure than it was in preparation for GDPR. This has been achieved. The cheapest Intranet would be circa £4,500. STBF as a charity could obtain free office 365 and migrate over being a much cheaper and efficient option, however, there are issues with Councillors personal IT property which Cllr Friend is currently investigating with [MOD.gov](https://www.mod.gov.uk) who DDC use. Cllr Friend will revert when more is known.

RESOLUTION: Proposed by Cllr Carter and seconded by Cllr Sneller to second Cllr Friend onto Advisory committee now pending new mayoral year and review by new year of all committees and committee members. Plus, the ATC to ascertain crystal clear rules from KALC relating to what the rules and requirements are for Councillors giving advice and sitting on a Committee or just giving advice and invited to meetings. All agreed.

08.03.18

SOCIAL MEDIA

To discuss Sandwich Town Council social media policy.

Following discussions, it was unclear if STC has a social media policy and do purdah rules only apply?

RESOLUTION: The Mayor proposed that Cllr Carter and Cllr Friend to work on this and revert. Seconded by Cllr Daw. All agreed.

09.03.18

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 item of business on the grounds that it involves 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.

RESOLUTION: Proposed by The Mayor and seconded by Cllr Carter. All agreed.

DRILL HALL

(ii) To receive a recommendation from The Mayor relating to the viable business opportunities within the building.

Lengthy discussions ensued and it was felt by Councillors that Jon Dyvig was not addressing the market aspect enough. Diagram/plan showing a clearer vision of pods within The Stour Lounge business plan. Plans/ideas for the office space. Staff salary breakdown. Cllr's feel these figures are not adequate. Environmental Health/Food Standard Agency – have they been involved and if so, what have they advised? Refuse – how this will be handled? Toilets – are more required and/or will more be fitted? Details of interested parties for pods etc.

RESOLUTION: Sub-Committee to meet with Jon Dyvig asap and ascertain answers to the questions/queries/concerns above. N.B. This has

been arranged for Tuesday 20th March 2018 at 4.30pm. Present will be Jon Dyvig, Mayor, Deputy Mayor, Acting Town Clerk and Cllr Friend.

DAKOTA BLUE REVIEW

(iii) To receive the review from Dakota Blue and recommendations from The Mayor.

Following quite lengthy discussion it was considered that STC should peruse the skill set audit of Councillors. TC role is unyielding and needs addressing. Money will be required and could be sought by rearranging the current provision between STC and STBF, for example, Museum and Heritage Manager and perhaps cherry pick from Dakota Blue review with Advice from ATC and TC. Dakota Blue be asked to supply, if possible, costings of recommendations, training, IT suggestions and additional staffing. Dakota Blue were also being asked if they could clarify the organogram on page 8 offering clearer understanding of the recommended line management and reporting to Councillors.

RESOLUTION: Proposed by Cllr Carter and seconded by Cllr Sneller that STC should peruse the skill set audit of Councillors and perhaps cherry pick from Dakota Blue review with Advice from ATC and TC. Dakota Blue be asked to supply, if possible, costings of recommendations, training, IT suggestions and additional staffing. Dakota Blue were also being asked if they could clarify the organogram on page 8 offering clearer understanding of the recommended line management and reporting to Councillors.

10.02.18

DATE AND TIME OF NEXT MEETING

Tuesday 27th March 2018 at 5.30pm.