

# Town and Cinque Port of Sandwich

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



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Wednesday 16<sup>th</sup> May 2018

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 21<sup>st</sup> May 2018 at 7 p.m.** at which your attendance is requested.

## AGENDA

1. **MAYOR'S OPENING COMMENTS**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
4. **MINUTES**
  - (i) To approve the Minutes of the Ordinary Town Council meeting held on 30<sup>th</sup> April 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
  - (ii) Minutes signed subject to approval
5. **PAYMENT SCHEDULE**

To approve the payment schedule. **Attach 2**
6. **PUBLIC RIGHT TO SPEAK**

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).
7. **POLICE**
  - (i) To receive and note a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website for March 2018 for consideration. **Attach 3a**
  - (ii) To receive and note Kent Police newsletter. **Attach 3b**
  - (iii) To receive and note Rural Matters newsletter. **Attach 3c**

**8. PLANNING APPLICATIONS (application plans and papers may be viewed via the Dover District Council website – use of a computer in the Town Clerk’s office is possible by arrangement)**

(i) 18/00340 | Erection of a single storey side extension (part under existing 'flying' first floor) | 58 Hazelwood Meadow, Sandwich, CT13 0AR

(ii) 18/00405 | Erection of single storey rear extension, installation of no1 rooflight, removal of existing and erection of new partitions to 1st floor to form ensuite | 62 New Street, Sandwich, CT13 9BB

(iii) 18/00438 | Change of use from B2 vehicle workshop and warehouse to B2 vehicle workshop and warehouse and authorised treatment centre (ELV) for the environmental de-pollution of vehicles (Sui Generis) | Valeside Services B3, Unit B2B The Old Boatyard, Sandwich Industrial Estate, Sandwich, CT13 9LY

(iv) 18/00439 | Change of use and conversion of the existing shop (Use Class A1) to a 'beer-cafe' (Use Class A4), together with replacement sash windows to front | 10 Delf Street, Sandwich, CT13 9BZ

(v) 18/00469 | Extension of existing 1st floor storage area, erection of partition wall to form utility room & installation of 2no. rooflights to garage | Pellicane House, 22 High Street, Sandwich, CT13 9EB

(vi) 18/00388 | Erection of single storey side extension | 30 Dover Road, Sandwich, CT13 0BT

(vii) 18/00491 | Variation of Conditions 2 (reconfiguration of parking area), 4, (extension of opening times) and 5 (extension of time for weddings and functions) of planning permission DOV/16/00821 (application under Section 73) | The Salutation, Knightrider Street, Sandwich, CT13 9EW

**9. PLANNING DECISIONS**

To receive a verbal report on planning decisions from Dover District Council.

**10. FINANCE**

(i) To receive a budget virements memo from Mrs K Palmer, Acting Responsible Finance Officer.

**Attach 4**

(ii) To receive the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> April 2018.

**Attach 5**

(iii) To review the Internal Audit controls system.

**Attach 6**

(iv) To consider the findings of the review of the Internal Audit controls system and if appropriate to approve the Annual Governance Statement by resolution (Section 1/Page 4 of the Annual Return for the year ended 31<sup>st</sup> March 2018)

**Attach 7 (a) & (b)**

(v) To approve the Accounting Statements for 2017/18 (Section 2/Page 5 of the Annual Return for the year ended 31<sup>st</sup> March 2018)

**Attach 8**

Please be aware that Items 10 (iii) to (v) have been set out in a specific way as prescribed by the External Auditor.

**11. MISSION STATEMENT AND BUSINESS PLAN**

To receive verbal update from Cllr Wood.

**12. SPAR DELIVERIES**

To receive and consider an email request from Councillor Moorhouse in relation to this issue.

**Attach 9**

**13. WASTE DISPOSAL AT EVENTS IN SANDWICH**

To receive and consider an email request from Councillor Moorhouse in relation to this issue.

**Attach 10**

14. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
15. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
16. **REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
17. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
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 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, consider and note HR report from Acting Town Clerk. **Enclosure 1**
- (iii) To consider extension of Acting Town Clerks role whilst Town Clerk continues maternity leave. **Enclosure 2**
- (iv) To verbally report on outcome of skills audit and to make recommendations for;  
a) HR Councillor.  
b) Committee recommendations for the forthcoming mayoral year.
19. **DATE OF NEXT MEETING**  
Monday 25<sup>th</sup> June 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).



AMANDAJAYNE HOLLOBON-BAXTER  
Acting Town Clerk  
Sandwich Town Council and Sandwich Toll Bridge Fund

**SANDWICH TOWN COUNCIL****GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on  
21st May 2018

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
37	Hastings Borough Council (Mayor, Mayoress and Town Sergeant to attend Standing Joint Committee 21/05/2018)	£70.00	£0.00	£70.00
38	Finns (Visit to Monks Wall Nature Reserve to review electricity apparatus installed)	£375.00	£75.00	£450.00
39	Countryside Art Ltd (107 x Sandwich Tea Towels to be sold in the Tourist Information Centre)	£201.74	£40.35	£242.09
40	EDF Energy Customers Ltd (Electricity - Quay Conveniences)	£220.21	£15.48	£235.69
41	Open Sandwich Design (Annual Website Fees - May 2018-May 2019 and extra charge for Councillors Email Storage)	£250.00	£0.00	£250.00
42	Global Cleaning Supplies (Cleaning Stock)	£199.21	£39.84	£239.05
43	Kent County Council (Stationary photocopying charges and cleaning stock)	£306.31	£61.26	£367.57
44	The Strand Wine Co (Wine for Mayor Making)	£159.00	£0.00	£159.00
45	Castles Shredding Ltd (Dispose of 2 bags of security shredding)	£10.00	£0.00	£10.00
46	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64
47	The Comms Guys Ltd (Phone charges - Tourist Information Centre and Office)	£43.41	£8.68	£52.09
48	Capita Business Services Ltd (May payroll)	£10,346.38	£0.00	£10,346.38
49	Pensinula Business Services Ltd (HR Services)	£112.00	£22.40	£134.40
50	The Flower Basket (April War Memorial Flowers)	£60.00	£0.00	£60.00
51	Kevin Cook (Reimbursement for Mayoral mileage and cost of dry cleaning suit)	£275.05	£0.00	£275.05
52	Sandwich Toll Bridge Fund Museum Account (Refund Museum for purchase of souvenir pens to be sold in the Tourist Information Centre)	£258.50	£0.00	£258.50
53	Amanda Baxter (Reimbursement of mileage re Health and Safety Conference - Howfield Manor, Canterbury on 14/05/18 - Amandajayne Hollobon-Baxter)	£14.13	£0.00	£14.13
54	A J Kilbee (Audit of Sandwich Town Council Accounts year ending 31-03-18)	£100.00	£0.00	£100.00
		<b>£13,020.64</b>	<b>£266.95</b>	<b>£13,287.59</b>