

Town and Cinque Port of Sandwich

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Wednesday 20th June 2018

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 25th June 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 21st May 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
 - (ii) Minutes signed subject to approval
 - (iii) To approve the Minutes of Mayor Making held on 24th May 2018. **Attach 2**
5. **PAYMENT SCHEDULE**

To approve the payment schedule. **Attach 3**
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 4a**
 - (ii) To receive and note Kent Police newsletter. **Attach 4b**
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) 18/00459 | Repair to the inner face of the East facing flint boundary wall | 16 St Bartholomews, Sandwich, CT13 0BP

(ii) 17/00971 | Erection of 2no. detached buildings for use as Use Class B1 (Business) and creation of additional parking (amended address) (readvertised) | Site adjacent to, 1 Montagu Road, Discovery Park, Sandwich, CT13 9ND

(iii) 18/00508 | Installation of replacement timber aluminium/UPVC windows and doors | Sir Roger Manwood's School, Manwood Road, Sandwich, CT13 9JX

(iv) 18/00511 | Erection of single storey rear extension, installation of no1 rooflight | 62 New Street, Sandwich, CT13 9BB

(v) 18/00169 | Removal of fireplace and chimney to the ground floor only. Support the flue and first floors on steelwork. Rebuild / reconstruction of new chimney and fireplace. | Appletree Cottage, 19 Delf Street, Sandwich, CT13 9HB

9. PLANNING DECISIONS

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

10. FINANCE

Following submission of the Annual Return for year ended 31st March 2018 it is time for the Council to consider a number of financial matters in relation to the new financial year, specifically:

(i) Financial Regulations, attached with an accompanying report from Mrs Karen Palmer.

Attach 5

(ii) To appoint an Internal Auditor and confirm the work to be undertaken.

Attach 6

(iii) A Financial Risk Assessment also needs to be considered, this will be available for the August Council meeting.

(iv) To receive the Sandwich Town Council Statement of Accounts as at 31st May 2018.

Attach 7

(v) To receive and consider a report from Mrs Karen Palmer, Acting Responsible Finance Officer, regarding a move to Online Banking.

Attach 8

11. STANDING ORDERS

To annually review and consider if any amendments are required to the Council's Standing Orders.

12. COMMITTEES

(i) To consider proposed Membership of the following Committees: - Advisory, Finance, Events/Entertainment, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Management.

Attach 9

(ii) To consider a new Committee; Social Media and to consist of Cllrs Friend, O'Donoghue, Felton and Carter.

13. TIMETABLE OF MEETINGS AND CIVIC EVENTS

To receive and consider the proposed timetable for the forthcoming year.

Attach 10

14. 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 11

(i) To appoint six Nominated Members to the Council of the White Mill Folk Museum Trust for the coming year (suggested for 2018/19 Councillors Carter, Daw, Mrs Dunay, Franklin, Gisbey and Sneller).

(ii) To appoint five Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year (suggested for 2018/19 Councillors Mrs Dunay, Franklin, Friend, O'Donoghue and Wood).

(iii) To appoint two Members to serve on the Sandwich Festival Association Committee for the coming year (suggested for 2018/19 Councillors Gisbey and Ms O'Donoghue).

(iv) To appoint one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year (suggested for 2018/19 Councillor Mrs O'Donoghue).

(v) To appoint two non-voting Members to the Dover Joint Transportation Board for the coming year (suggested for 2018/19 Councillors Carter (as main representative) and Cllr Franklin (as substitute)).

(vi) To appoint a Public Rights of Way representative for the coming year (suggested for 2018/19 Councillor Daw).

(vii) To appoint a representative to the Dover District Council Local Development Framework for the coming year (suggested for 2018/19 Councillor Carter).

(viii) To appoint a representative to the Sandwich Heritage Group for the coming year (suggested for 2018/19 Councillor Gisbey).

(ix) To appoint a representative to the Sandwich Community Lights Committee for the coming year (suggested for 2018/19 Councillor Wood).

(x) To appoint two representatives to the Sandwich & District Chamber of Commerce for the coming year (suggested for 2018/19 the Mayor, Deputy Mayor, Councillors Graeme and Friend). Please note that the constitution of the Chamber is currently under review and it is not currently known if/how many representatives from the Town Council may be requested in the future.

(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 (suggested for 2018/19 Councillor O'Donoghue).

(xii) To appoint two representatives to the Town Team (suggested for 2018/19 Councillors Friend and O'Donoghue). 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.

(xiii) To appoint one representative to the Sandwich Dementia Action Alliance (suggested for 2018/19 Cllr Daw).

(xiv) To consider how the representative on the Neighbourhood Forum for the Sandwich ward should be nominated (suggested for 2018/19 Cllr Carter).

(xv) 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)).

(xvi) To consider any other approaches for representation that the Town Clerk's Office have not been made aware of.

15. 25 – 27 STRAND STREET

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

Attach 12

16. UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL

17. REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

18. REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC

19. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

20. 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 an offer from a barrister.

Enclosure 2

(iv) To consider new GDPR Councillor email addresses and access to same. Councillor Friend to clarify how these work and to discuss their confidentiality.

(v) To receive and consider The Mayors recommendation in regards to new staffing post.

Enclosure 3

21. DATE OF NEXT MEETING

Monday 30th July 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
25th June 2018

A/C No	Payee	Amount	VAT	Total
55	Kevin Cook (Reimbursement for purchase of refreshments for Delf Book Launch and Mayor Making, parking permit for the Mayor, mayoral mileage and 10 x maps for the Tourist Information Centre)	£771.16	£45.83	£816.99
56	Global Cleaning Supplies (Cleaning stock)	£325.16	£65.03	£390.19
57	PA Hollingworth & Co Ltd (Callout to repair ladies toilet at Quay Conveniences)	£188.36	£37.67	£226.03
58	Castles Shredding Ltd (Security paper shredding)	£10.00	£0.00	£10.00
59	Sandwich Toll Bridge Fund (12 x Red Town Books to be sold in the Quay Conveniences)	£37.00	£0.00	£37.00
60	Karen Palmer (Reimbursement for purchase of 10 x radar keys and 100 x paper bags for the TIC shop and parking)	£17.97	£0.38	£18.35
61	K A Chapman (Warden fees 19-04-18 - 19-05-18 Monks Wall Nature Reserve)	£125.00	£0.00	£125.00
62	The Strand Wine Co (Wine for the Mayor's cabinet)	£18.04	£3.61	£21.65
63	Business Stream (Water charges - Black Lane Allotments)	£308.49	£0.00	£308.49
64	The Churches Conservation Trust (Payment of donations to fund St Peters Church Chime Muffling Device, plus CHAPS)	£5,518.00	£0.00	£5,518.00
65	Capita Business Services (June payroll)	£12,208.46	£0.00	£12,208.46
66	Viridor Waste Management Limited (Recycling service)	£29.55	£5.91	£35.46
67	British Gas (Electricity charges - Quay Conveniences)	£147.66	£7.38	£155.04
68	Kent County Council (Stationary, photocopier charges and cleaning stock)	£529.49	£105.90	£635.39
69	RBL Poppy Appeal (5 wreaths)	£92.50	£0.00	£92.50
70	J H can der dol (400 x postcards to be sold in the Tourist Information Centre)	£40.00	£0.00	£40.00
71	The Sandwich Printing Company Limited (100 x business cards for The Mayor and Deputy Mayor)	£70.00	£14.00	£84.00
72	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£43.94	£8.79	£52.73
73	VR Sani-Co Ltd (Sanitary disposal - Quay Conveniences)	£698.50	£139.70	£838.20
74	Outstanding Map Distributors Limited (Maps to be sold in the Tourist Information Centre)	£63.71	£0.00	£63.71
75	The Flower Basket (War Memorial flowers - May)	£60.00	£0.00	£60.00

76	Madylene Outen (Reimbursement for parking on 22/05/2018)	£7.41	£1.49	£8.90
77	Peninsula Business Services (HR Service)	£112.00	£22.40	£134.40
78	BT Payment Services Ltd (Office internet charges)	£110.16	£0.00	£110.16
79	Sandwich In Bloom (Remainder of grant for floral displays in Sandwich)	£180.00	£0.00	£180.00
		£21,712.56	£458.09	£22,170.65