

Town and Cinque Port of Sandwich

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



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

Wednesday 24th October 2018

Dear Councillor,

A **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 29th October 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**
To approve the Minutes of the Quarterly Town Council meeting held on 17th September 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **ADVISORY COMMITTEE**
To receive the Minutes of the Advisory Committee Meeting, held on 9th October 2018, and to consider the Recommendations contained therein. The proposed Standing Orders will be shared with the Councillors by email.
Attach 2
6. **MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE**
To receive the Minutes of the Monks Wall Nature Reserve Committee meeting, held on 10th October 2018, and to consider the Recommendations contained therein.
Attach 3
7. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 4
8. **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).
9. **POLICE**
To receive a verbal update from the Town Clerk.
10. **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) 18/00908 | Removal of modern concrete floor, and installation of timber floor. | 6 Bowling Street, Sandwich, CT13 9HA
 - (ii) 18/01101 | Repairs to rear single storey roof to include insertion of breather membrane and fascia vents. | Serpentine Cottage, 42 High Street, Sandwich, CT13 9EG
 - (iii) 18/00964 | Demolish existing roof structure & rebuild. Insert mezzanine floor level with stair access. Remove & insert new partitions. Infill & insert new openings. Insert new first floor chimney breast. Replace existing flat roof & Insert new glazed lantern. Replace 2no existing roof lights. Insert 1no new roof light. Insert east elevation casement window. Insert

flue to roof. Replace north elevation window with French door. | 22 & 22A, Market Street, Sandwich, CT13 9DA

(iv) 18/00973 | Erection of first floor extension | 8 The Butchery, Sandwich, CT13 9DL

(v) 18/00986 | Erection of a single storey rear extension | 17 Stone Cross Lees, Sandwich, CT13 0BZ

(vi) 18/00853 | Change of use of units 1, 2, 4 & 5 to business, storage or distribution use (Class B1 & B8) | Homestead Farm, Woodnesborough Road, Sandwich, CT13 0AE

(vii) 18/01083 | Erection of a single storey extension at first floor level | 57 Woodnesborough Road, Sandwich, CT13 0AB

(viii) 18/01093 | Erection of extension to single storey side extension | 23 Wantsome Lees, Sandwich, CT13 9JF

(ix) 18/01077 | Installation of 6no. rooflights to side elevations | 10 Delf Street, Sandwich, CT13 9BZ

(x) 18/01082 | Display of 1no. externally illuminated fascia sign, 1no. externally illuminated fascia sign, 3no. non-illuminated notice signs, 2no. externally illuminating hanging signs and 4no. floodlights | Fleur-de-lis, 6-8 Delf Street, Sandwich, CT13 9BZ

(xi) 18/01123 | Re paint front elevation windows. Display of aluminium face panel & fixed letter signage with 2no externally illuminated trough lights. 1 no side elevation sign writing with trough light. 2no hanging signs with trough lights. 2no fixed chalk boards. 1no amenity name sign. 7no flood lights. (existing signage & lighting removed) | 6-8 Fleur-de-lis, Delf Street, Sandwich, CT13 9BZ

(xii) 18/01062 | Erection of a first floor dormer window linking 43-45 and re-tiling of first floor roof to 43 | Whitefriars Cottage, 43-45, Cattle Market, Sandwich, CT13 9AP

11. PLANNING DECISIONS & CORRESPONDENCE

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

12. FINANCE

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

Attach 5

(ii) To receive the Sandwich Town Council Statement of Accounts as at 30th September 2018.

Attach 6

(iii) To receive confirmation from the Cllr Veronica Liote, the Mayor, that the account balances given in the above statements match the corresponding Natwest bank statements.

(iv) To receive and consider a report regarding a vire budget in order to provide staff training.

Attach 7

13. THE "SANDWICH AGREEMENT"

(i) To receive the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement (this meeting took place following a recommendation of the Advisory Committee).

Attach 8

(ii) To receive and consider a report from Miss L Fidler, Town Clerk, regarding the future management of the Guildhall.

Attach 9

14. COMMITTEES

(i) To receive and consider the draft Terms of Reference for the IT/Social Media Committee.

Attach 10

(ii) To receive and consider the draft Terms of Reference for a Planning Committee

Attach 11

15. REPRESENTATION ON OUTSIDE BODIES:

(i) On 22nd November the term of office for the two Council representatives for Sandwich United Charities, Cllr Daw and Cllr Friend, will expire. Please can the Council nominate two councillors for the next term, which will last for 4 years.

(ii) To consider a proposal from Cllr Ms O'Donoghue that Ms A Hollobon-Baxter, Project Manager, attend meetings of Gazen Salts Nature Reserve Board of Trustees in order to carry out the entrusted tasks on behalf of the Council.

(iii) To consider a proposal from Cllr Ms O'Donoghue that Ms A Hollobon-Baxter, Project Manager, attend meetings of Sandwich Chamber of Commerce in order to carry out the entrusted tasks on behalf of the Council.

16. SANDWICH EMERGENCY PLAN

(i) To receive, consider and adopt the latest version of Sandwich Emergency Plan.

Attach 12 (distributed by email)

(ii) To consider a proposed information leaflet to be added to the Council's website; this would replace a previously printed A5 leaflet that was out of date as soon as it was printed.

Attach 13

17. ANNUAL MEETING OF THE ALLOTMENT HOLDERS

To receive the Minutes from the Annual Meeting of the Allotment Holders.

Attach 14

18. EAST KENT AUDIT PARTNERSHIP

To consider a proposal from Cllr Wood that Sandwich Town Council should call on DDC to publish the full findings of the East Kent Audit Partnership's report into the Medieval Boatyard on the quay.

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

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

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

Councillors are also asked to consider a response to the *Kent Household Waste Recycling Centre Consultation*.

Attach 15

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

23. 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 consider a HR report from Cllr Ms O'Donoghue and Ms A Hollobon-Baxter including a number of staffing recommendations. Please be aware that this document will be collected by Miss Fidler at the end of the Council meeting. A report from Miss L Fidler with suggested vire budgets to accommodate the recommendations is also enclosed.

Enclosure 1

(iii) To receive a report from Miss L Fidler regarding delegated powers of expenditure for the Project Manager

Enclosure 2

(iv) To receive a progress report from Ms A Hollobon-Baxter regarding the Drill Hall.

Enclosure 3

24. DATE OF NEXT MEETING

Monday 26th November 2018, at 7pm, in the Council Chamber, Guildhall (Ordinary Meeting).

Miss Laura Fidler

Town Clerk, Clerk to Sandwich Toll Bridge Fund & Responsible Finance Officer
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 29th October 2018

A/C No	Payee	Amount	VAT	Total
138	J Thompson (Fencing Work at Monks Wall Nature Reserve)	£1,300.00	£0.00	£1,300.00
139	Pharos Insurance (Drill Hall insurance 13/10/18 - 12/10/19)	£1,574.09	£0.00	£1,574.09
140	British Telecommunications plc (Broadband charges)	£266.60	£45.32	£311.92
141	Public Works Loan Board (Drill Hall Loan repayment - October 2018 installment)	£8,086.75	£0.00	£8,086.75
142	Kim Wood Jewellers (Ingraving for allotment shield and trophy)	£40.00	£0.00	£40.00
143	The Strand Wine Co (Wine for Battle of Britain event reception)	£35.00	£7.00	£42.00
144	Sandwich Toll Bridge Fund (Repayment of cheque amount paid in error - re KCC Grant and refund for part cost of staff First Aid Course)	£3,119.70	£0.00	£3,119.70
145	RG Williams & Co (Investigate fault to Wallgate unit - ladies at Quay Conveniences and supply and fit new syphon to WC in Tourist Information Centre)	£125.89	£25.17	£151.06
146	J H van der Dol (300 x postcards to be sold in the Tourist Information Centre)	£30.00	£0.00	£30.00
147	T.R & C Carpenter (Toilet Duck x 32 bottles)	£42.00	£8.40	£50.40
148	Global Cleaning Supplies (Cleaning supplies)	£283.54	£56.72	£340.26
149	JC Burrows (15 calendars & 8 postcards to be sold in the Tourist Information Centre)	£100.70	£0.00	£100.70
150	Faversham Town Council Mayor's Fund (Mayor and Consort to attend the Turkish Lunch on 25/11/18 and to attend Faversham Carnival and Torchlight Procession on 13/10/18)	£77.00	£0.00	£77.00
151	GB Promotional Products Ltd (250 x Fridge Magnets to be sold in the Tourist Information Centre)	£191.25	£38.25	£229.50
152	Kent County Council (Stationery and photocopying charges)	£494.63	£98.92	£593.55
153	Mayoress of Folkestone's Charity Fund (Mayor and Consort to attend a Three Course Meal at East Kent College)	£50.00	£0.00	£50.00
154	Global Cleaning Supplies (Cleaning supplies - urgent payment paid separately)	£58.18	£11.64	£69.82
155	Age Concern Sandwich (Contribution from Sandwich Town Council for DDC Helpdesk at Age Concern)	£325.00	£0.00	£325.00
156	K. A. Chapman (Monks Wall Nature Reserve - Warden fees 24/08/18 - 21/09/18)	£125.00	£0.00	£125.00
157	Castles Security Shredding (2 bags of paper to be security shredded)	£10.00	£0.00	£10.00
158	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64

159	Kent Association of Local Councils (Town Clerk to attend Clerks Conference at Ditton Community Centre on 13/09/18)	£60.00	£12.00	£72.00
160	LexisNexis (Arnold Baker Local Council Administration book)	£110.99	£0.00	£110.99
161	The Comms Guys Ltd (Telephone charges - Guildhall office and Tourist Information Centre)	£87.78	£17.56	£105.34
162	J Thompson (Kissing gate for Monks Wall Nature Reserve)	£470.00	£0.00	£470.00
163	Outstanding Map Distributors Limited (Maps to be sold in the Tourist Information Centre)	£224.80	£0.00	£224.80
164	RBL Poppy Appeal (6 x Remembrance Wreaths)	£111.00	£0.00	£111.00
165	Mr John E M Gisbey (Mileage reimbursement re visit to Rochester Cathedral for the Justice Service)	£41.85	£0.00	£41.85
166	Business Stream (Water charges - Tennis Club and Quay Conveniences)	£234.64	£0.00	£234.64
167	Capita Business Services (October payroll)	£11,405.75	£0.00	£11,405.75
168	Peninsula Business Services (HR services - October)	£112.00	£22.40	£134.40
169	Information Commissioner (Renewal of data protection fee)	£40.00	£0.00	£40.00
170	Karen Palmer (Reimbursement of mileage - attendance at KALC Finance Conference 18/10/18)	£37.26	£0.00	£37.26
171	Winchelsea Corporation (Mayor, Consort and Driver to attend 'An Autumn Afternoon in Winchelsea' on 17/10/18)	£50.00	£0.00	£50.00
172	Mayor of Hastings (Mayor, Consort and Town Sergeant to attend Speakers Day - Hastings 29/09/18)	£80.00	£0.00	£80.00
173	The Flower Basket (Flowers for the War Memorial - September)	£60.00	£0.00	£60.00
174	John Barclay (Mileage reimbursement)	£75.53	£0.00	£75.53
175	John Redsull (Mileage reimbursement)	£63.58	£0.00	£63.58
176	Kevin Cook (Mayoral mileage reimbursement)	£31.90	£0.00	£31.90
177	Mayor's Charity Fund (Mayor, Consort and Town Sergeant to attend the Mayor of Ramsgate's Christmas Dinner)	£62.00	£0.00	£62.00
178	Brand Packaging Solutions Ltd (A2 size Sign for Tourist Information Centre)	£43.00	£8.60	£51.60
179	Training Highway (1 year service: backup, security & consultancy inc Office 365 subscriptions)	£1,029.60	£0.00	£1,029.60
		£30,786.71	£355.92	£31,142.63