

Town and Cinque Port of Sandwich

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Wednesday 20th February 2019

Dear Councillor,

An **Quarterly Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 25th February 2019 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 Ordinary Town Council meeting held on 28th January 2019 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

5. PLANNING COMMITTEE

To approve the Minutes of the Planning Committee Meeting, held on 19th February 2019. Please note that the Planning Committee has delegated decision making powers in relation to planning matters and hence there are no Recommendations for approval.

Attach 2

6. PAYMENT SCHEDULE

To approve the payment schedule.

Attach 3

7. 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).

8. FINANCE

(i) To receive the Sandwich Town Council Statement of Accounts as at 31st January 2019.

Attach 4

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

9. PROJECT WORK

To receive a written progress report from Ms A Hollobon-Baxter, Project Manager, on various matters and consider the specific actions contained therein relating to: IT Issues, Sandwich Sprucer, Accessibility, Deal Area Foodbank, A New Vision for Sandwich, Sandwich Town Guides, Visitor Information Centre, Litter and lorries on St. Peter's Street. A Hollobon-Baxter will be present to answer any questions.

Attach 5

10. VISITOR INFORMATION CENTRE

To receive a report from Ms A Hollobon-Baxter, Project Manager, on the activities of the Tourist Information Centre in 2018.

Attach 6

11. **BREXIT PREPERATION**
To consider a motion from Cllr Ms O'Donoghue that the Council should have a Brexit Planning group.
Attach 7
12. **GENERAL DATA PROTECTION REGULATIONS**
To receive, note and approve a report from Miss L Fidler, Town Clerk, regarding General Data Protection Regulation compliance.
Attach 8
13. **25 & 27 STRAND STREET**
To receive an email and verbal update from Cllr Moorhouse.
Attach 9
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 and consider a HR report from Ms A Hollobon-Baxter. Ms A Hollobon-Baxter will be present to answer any questions.
Enclosure 1
(iii) To give final approval for the Drill Hall lease to be authorised (as per Standing Order 23: Execution and Sealing of Legal Deeds). A progress report from Cllr Ms O'Donoghue is also enclosed.
Enclosure 2a (distributed by email) & 2b
(iv) To receive a written report from Miss M Beardmore, Museum & Heritage Manager, with an update and proposal on how to progress the Guildhall Project. Miss M Beardmore will be available to answer any questions. This report is confidential due information about a user of the Guildhall.
Enclosure 3
(v) To receive a written report from Ms A Hollobon-Baxter regarding accessibility; this report is confidential because the intended recipient is the "A New Vision for Sandwich" Project Board, who have not yet met to consider the information contained therein.
Enclosure 4
19. **DATE OF NEXT MEETING**
Monday 25th March 2019, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



Miss Laura Fidler

Town Clerk & Clerk to Sandwich Toll Bridge Fund
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 February 2019

A/C No	Payee	Amount	VAT	Total
245	EDF Energy Customers Ltd (Electricity - Quay Conveniences)	263.62	£13.16	£276.78
246	The Flower Basket (War memorial flowers - January)	£60.00	£0.00	£60.00
247	Mr K Chapman (Warden fees, Monks Wall Nature Reserve 03/01/19 - 03/02/19)	£125.00	£0.00	£125.00
248	Finns (Annual management fee - Monks Wall Nature Reserve)	£1,400.00	£280.00	£1,680.00
249	Gazen Salts Nature Reserve (Grant to Gazen Salts Nature Reserve 2018/19)	£4,000.00	£0.00	£4,000.00
250	Kent County Council (Cleaning stock and stationery)	£192.93	£38.59	£231.52
251	Global Cleaning Supplies (Cleaning stock)	£23.94	£4.79	£28.73
252	Kevin Cook (Reimbursement of Mayoral mileage)	£36.00	£0.00	£36.00
253	John Barclay (Reimbursement of mileage)	£5.63	£0.00	£5.63
254	Peninsula Business Services (HR services)	£112.00	£22.40	£134.40
255	Capita Business Services (February payroll)	£10,158.91	£0.00	£10,158.91
256	Karen Palmer (Replenish petty cash tin)	£100.00	£0.00	£100.00
257	Mr Maxwell Robinson (Bugler for Remembrance Sunday Service and Parade)	£25.00	£0.00	£25.00
258	Noreen Westwood (Catering for the Curfew Ringers Supper)	£468.00	£0.00	£468.00
259	The Comms Guys Ltd (Phone charges - office and tourist information centre)	£42.68	£8.54	£51.22
260	Business Stream (Water charges - Black Lane Allotments)	£224.58	£0.00	£224.58
261	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64
262	S Weatherall (Remembrance Sunday stewarding)	£45.00	£0.00	£45.00
263	TR & C Carpenter (16 x Toilet Duck)	£25.78	£0.00	£25.78
		£17,328.77	£371.42	£17,700.19