

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 25th March 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor, Cllr Ms Liote (in the chair)

**HJ Bragg
PI Carter
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
PG Graeme
JO Sneller
JJ Watts**

Officer: Miss L Fidler

32.03.19 MAYOR'S OPENING COMMENTS

The Mayor reported that the confidential items from the agenda will be discussed after the Sandwich Toll Bridge Fund meeting, so that member of the public did not need to leave the meeting and return again.

33.03.19 APOLOGIES

Apologies were received and accepted from Cllr Daw who had another commitment, Cllr Holloway who was unwell, Cllr Moorhouse who didn't have the paperwork and Cllr Ms O'Donoghue who was away. No apologies were received from Cllr Mrs Dunay or Cllr Wood.

34.03.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

35.03.19 MINUTES

The Minutes of the Quarterly Town Council meeting held on 25th February 2019 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

36.03.19 IT/SOCIAL MEDIA COMMITTEE

The Minutes of the IT/Social Media Committee meeting held on 11th March 2019 were received and the Recommendations contained therein were considered. Cllr Friend confirmed that a collection management system for the Archives does fall within the remit of the IMHOF funds (this matter to be addressed by the Museum & Archive Committee).

RESOLUTIONS:

(i) The Minutes were approved as accurate and signed.

(ii) The Clerk to investigate Health & Safety training. HR Manager to continue to liaise between staff and the Committee in relation to training.

(iii) Following the recent Council website and weddings website email breach the Committee agreed that an exchange server was paramount. A meeting will be set up asap with the Council's current email host to discuss a way forward.

(iv) Current "cllr@" email address to be placed on hold from 1st May until 6th/7th May once election results are known.

(v) Responsible Finance Officer to produce accounts to Councillor using Excel in 2019/20 and will include the information listed at 06.03.19. [Ties in with Resolution 38.03.19(ii)]

- (vi) Project Manager to investigate HR apps and revert to Committee.
- (vii) Till Systems to be agreed and purchased as a matter of urgency.
- (viii) Cllr Friend and caretakers to upgrade the CCTV and add additional cameras.
- (ix) Telephone system to be agreed with IT Committee members and purchased as a matter of urgency by the Town Clerk.

37.03.19 PLANNING COMMITTEE

(i) The Minutes of the Planning Committee meeting held on 19th February 2019 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

(ii) The Minutes of the Planning Committee meeting held on 14th March 2019 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

38.03.19 FINANCE COMMITTEE

The Minutes of the Planning Committee meeting held on 18th February 2019 were received and the Recommendations contained therein were considered.

RESOLUTIONS:

(i) The Minutes were approved as accurate and signed.

(ii) That Excel be used for the accounts during 2019/20, with the addition of a new forecast spreadsheet suggested by Cllr Holloway. This new spreadsheet is to be presented with the income and expenditure and budget spreadsheets on a monthly basis to the Town Council. Further analysis can be provided with the use of pivot tables etc when required. A review of this system should be undertaken after six months, and it is then to be decided whether to move to an accounting software package for 2020/21. [Ties in with Resolution 36.03.19(v)]

(iii) That Butler and Young Consultants Ltd be used for Health & Safety advice subject to a further quote being sought. Faversham Town Council should be contacted to advise on who their Health and Safety consultants are, as they are a similar body.

(iv) That the Town Clerk should arrange the works required, up to the identified budget of £5,000, on repairs and maintenance of the Guildhall. A schedule, as advised by the Duncan & Graham Partnership Chartered Architects, should be kept and monitored.

(v) That Guildhall staff should install the CCTV upgrade, but Wymans Electrical Ltd should be asked to check and certify the work once it is done.

39.03.19 ADVISORY COMMITTEE

The Minutes of the Advisory Committee meeting held on 19th March 2019 were received and the Recommendations contained therein were considered.

(i) The Minutes were approved as accurate and signed.

(ii) At the first meeting after the Town Council election in May the new Council will be asked to consider a motion that "the Town Clerk will try to obtain details of what local residents want to ask in advance of speaking before the Council, these questions will be shared with the Councillors along with relevant information so that where possible questions can be answered at the Council meeting".

(iii) That a meeting be arranged with representatives from DDC, Gazen Salts Nature Reserve, Sandwich Town Council and Finns to discuss formation of a possible combined Sandwich Nature Reserve.

(iv) Cllr Franklin, Graeme and Sneller will help the Project Manager & Town Clerk complete a draft version of the Parish & Town Council Questionnaire for the Dover Green Infrastructure Strategy questionnaire for approval by full Council.

(v) The function of the Planning Committee will remain the same, with delegate authority to respond to planning application. However, all councillors can "call in" any planning application for consideration by full council; the Planning Committee would still consider any such application, but the final decision would rest with full Council, not the Committee.

(vi) Councillors and the Council's architect will inspect the work that has been carried out thus far by the tenant of the Fishergate, as per the agreed Schedule of Works. The resulting report will clearly inform the tenant of what is expected prior to the end of five-year period (when rent is not paid in lieu of work being carried out).

(vii) Boatman's Hill Field will be added to DDC's Green Infrastructure Strategy and a meeting will be arranged with the owners of the field.

40.03.19 PAYMENT SCHEDULE

The schedule of payments, totalling £24,858.13 was received

RESOLUTION: All payments were approved, and the Payment Schedule was signed.

41.03.19 PUBLIC RIGHT TO SPEAK

A local resident of Potter Street spoke in relation to two matters; the need for improved public participation at Council meetings, and the justification behind the 17.2% precept increase.

42.03.19 POLICE

Councillors received a report from Miss L Fidler, Town Clerk, containing the latest correspondence from the office of the Police & Crime Commissioner and Chief Inspector Weller.

RESOLUTION: A round table meeting with members from the town, district and county council's, along with the MP, Chief Inspector Mark Weller and the Police & Crime Commissioner will be arranged to discuss concerns about the lack of a visible police presence and consider how to rectify the matter.

43.03.19 FINANCE

(i) Councillors received the Sandwich Town Council Statement of Accounts as at 28th February 2019.

RESOLUTION: That this information be noted.

(ii) Cllr Veronica Liote, the Mayor, confirmed that these account balances had not yet been checked but would be done asap.

44.03.19 NO NAME STREET NOTICEBOARD

Councillors considered a request from the volunteer who manages the No Name Street Noticeboard for assistance to repair this noticeboard. It was noted that the Rotary Club of Sandwich would be willing to assist with this project.

RESOLUTION: A quote will be sought to a) repair the existing noticeboard, and b) replace the existing noticeboard with like for like. This quote will be shared with the Rotary Club of Sandwich for consideration.

45.03.19 DRILL HALL SUB COMMITTEE TERMS OF REFERENCE

Councillors received a written report from Miss L Fidler, Town Clerk, regarding the Drill Hall Sub Committee. A draft Terms of Reference for the Committee was also considered, these terms mirrored those mentioned in the Lease for the Drill Hall.

RESOLUTION: That the Terms of Reference for the Drill Hall Committee be approved.

46.03.19 HIGHWAYS IMPROVEMENT PLAN

Councillors receive a written report from Miss L Fidler, Town Clerk, regarding a "Highways Improvement Plan".

RESOLUTION: Ms A Hollobon-Baxter, Project Manager, should take the Highways Improvement Plan forward and set up a working party to populate the Plan.

47.03.19 ANNUAL TOWN MEETING

Councillors received a written report from Miss L Fidler, Town Clerk, regarding the date of the Annual Town Meeting.

RESOLUTION: The Annual Town Meeting will take place after the town council election on 2nd May 2019.

48.03.19 PROJECT WORK

Councillors received a written progress report from Ms A Hollobon-Baxter on matters relating to: IT issues, GDPR, Accessibility, A New Vision for Sandwich, Sandwich Town Guide, VIC, Litter, Town Team and The Drill Hall.

RESOLUTION: It was confirmed that other organisations should not be able to give tasks to council staff, any requests for action need to be approved by the Council. The report was noted.

49.03.19 SANDWICH MEDIEVAL CENTRE

Councillors considered a request from the Sandwich Medieval Trust for a letter of support for the Sandwich Medieval Centre, to be used in a Heritage Lotter Fund bid.

RESOLUTION: Support will not be given until further information about the proposed activities are known. The Museum & Heritage Manager should ascertain further information and decide whether a letter of support should be issued on behalf of the Council.

50.03.19 BREXIT PREPERATION

Councillors received a written report from Miss L Fidler, Town Clerk, following a meeting of the Brexit Preparation Group on 13th March 2019.

RESOLUTION: The Brexit Preparation Group will meet again when more is known about Brexit.

51.03.19 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT THE TOWN OF SANDWICH

(i) Cllrs Carter & Franklin have recently attended the White Mill Rural Heritage Centre AGM and confirmed that organisation is operating correctly, funding is well managed and the mill is kept to a good standard. And National Mills Weekend is 11th/12th May.

(ii) Cllr Carter has attended a Sonsbeck Twinning Association meeting and has suggested that the Mayor be invited on future visits to Sonsbeck.

52.03.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Carter reported that resurfacing work on Sandown Road and Moat Sole is planned. And DDC's Scrutiny Committee have published a monitoring report on all aspects relating to planning and development (available on DDC's website), which is a very thorough read.

53.03.19 REPORT FROM COUNTY COUNCILLOR

Cllr Sue Chandler reported that:

- KCC's Scrutiny Committee has established a Loneliness & Social Isolation Select Committee to identify ways it can support the county's older residents.
- Over 800 teenagers attended the Dover Youth Conference at Discovery Park that focused on child safeguarding awareness, covering hard sensitive topics such as gang culture, knife crime, child sexual & criminal exploitation, drug and substance misuse, extremism, radicalisation and mental health. The event was very successful with some really interesting speakers.
- A Committee will be set up to tackle the rise in knife crime following several attacks in recent weeks, this will be a multi-agency committee.
- The proposed "Highways Improvement Plan" [Minute 46.03.19] would be a live document that will continuously be reviewed and updated. The Plan should be completed by the town council in conjunction with KCC officers. It is an effective tool for making progress.

54.03.19 REPORT FROM MEMBER OF PARLIAMENT

No report from Craig Mackinlay MP was available.

55.03.19 CONFIDENTIAL ITEMS

(i) It was **RESOLVED** 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) Councillors received and considered a written HR report from Ms A Hollobon-Baxter.

RESOLUTIONS: That this information be noted.

(iii) Councillors received an inaugural written monthly progress report from Miss M Beardmore, Museum & Heritage Manager, on the progress of the "Guildhall Project". This report was considered confidentially due to the mention of a regular user of the Guildhall.

RESOLUTION: That this information be noted.

(iv) Councillors received and considered a written report from Miss L Fidler, Town Clerk, with information relating to the Guildhall Transfer and termination of the Sandwich Agreement.

RESOLUTION: That this information be noted. The Councillors support a review of Sandwich Toll Bridge Fund being undertaken by Furley Page Solicitors.

56.03.19 DATE OF NEXT MEETING

Monday 20th April 2019, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).