

# Town and Cinque Port of Sandwich

Town Clerk's Office  
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Wednesday 24<sup>th</sup> April 2019

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 29<sup>th</sup> April 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 25<sup>th</sup> March 2019 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
5. **MONKS WALL NATURE RESERVE**  
To approve the Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 10<sup>th</sup> April 2019 and consider the Recommendations contained therein. **Attach 2**
6. **TOURISM COMMITTEE**  
To approve the Minutes of the Tourism Committee Meeting, held on 17<sup>th</sup> April 2019 and consider the Recommendations contained therein. **Attach 3**
7. **PLANNING COMMITTEE**  
(i) To approve the Minutes of the Planning Committee Meeting, held on 18<sup>th</sup> April 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 4**  
(ii) To receive and consider a letter of complaint from a resident of Poulders Road relating to how planning application DOV/19/00243 was processed. **Attach 5**
8. **PAYMENT SCHEDULE**  
(i) To receive a report from the Responsible Finance Officer regarding a vire budget required in order to pay the annual CCTV recharge from DDC. **Attach 6**  
(ii) To approve the payment schedule. **Attach 7 (loose within agenda pack)**
9. **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).
10. **POLICE**  
To receive a motion from Cllr Carter for motorbike speeding on the bypass to be considered. **Attach 8**

11. **FINANCE**  
(i) To receive and note the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> March 2019.  
**Attach 9**  
(ii) To receive and note confirmation from Cllr Veronica Liote, the Mayor, that the account balances given in the above statement match the corresponding Natwest bank statements.
12. **WASTE & REFUSE**  
To consider a motion from Cllr Holloway that funding be provided to supply dog fouling bag dispensers in Sandwich. If funding is approved this could be vire budgeted from the Miscellaneous Budget.  
**Attach 10**
13. **POLICY & PROCEEDURE**  
To consider and approve the draft "Sandwich Town Council CCTV Policy".  
**Attach 11**
14. **HIGHWAYS & TRANSPORTATION**  
To received the information contained in an email from Mr Paul Hopkins, Structures Maintenance Team Leader – KCC, regarding repairs to the Toll Bridge.  
**Attach 12**
15. **GUILDHALL PROJECT**  
To receive and note a monthly progress report from Miss M Beardmore on the "Guildhall Project".  
**Attach 13**
16. **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: Visitor Information Centre, IT, litter, Sandwich Town Guides, The Drill Hall and the Town Team. Ms A Hollobon-Baxter will be present to answer any questions.  
**Attach14**
17. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
18. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
19. **REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
20. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
21. **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, HR Manager. Ms A Hollobon-Baxter will be present to answer any questions.  
**Enclosure 1**
22. **DATE OF NEXT MEETING**  
Thursday 16<sup>th</sup> May 2019, at 7pm, in the Court Room, Guildhall (**Annual Meeting of the Council & Mayor Making**)

A handwritten signature in black ink, appearing to read 'L. Fidler'.

Miss Laura Fidler

Town Clerk & Clerk to Sandwich Toll Bridge Fund  
Sandwich Town Council and Sandwich Toll Bridge Fund