

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 26th July 2017

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 31st July 2017 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 26th June 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
 - (ii) To approve the Minutes of the Special Town Council meeting held on 5th July 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 2
5. **MONKS WALL NATURE RESERVE COMMITTEE**

To approve the draft Minutes of the Monks Wall Nature Reserve Committee Meeting held on 12th July 2017 and to consider the recommendations therein.
Attach 3
6. **TOURISM COMMITTEE**

To approve the draft Minutes of the Tourism Committee Meeting held on 12th July 2017 and to consider the recommendations therein.
Attach 4
7. **PAYMENT SCHEDULE**

To approve the payment schedule.
Attach 5
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**
 - (i) To receive and note a report setting out the most recent crime and anti-social behaviour statistics available via the Police.UK website. No update was available for the last meeting of the Council so statistics have now been included for April 2017 for consideration.
Attach 6

- (ii) To consider whether any actions need to be taken following a meeting with the Community Liaison Officer – Dover District Strategic Partnerships Command, Kent Police, held at 6pm prior to the Council meeting.
- (iii) To receive information from Cllr Bragg regarding speeding along the A256 Sandwich bypass, and the A258 between Sandwich and Deal.
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)**
17/00844 | Reconstruct/restore a collapsed section of Garden Wall | Manwood House, Strand Street, Sandwich, CT13 9HX
11. **PLANNING DECISIONS & CORRESPONDENCE**
(i) To receive a verbal report on planning decisions issued by Dover District Council.
(ii) The Council is asked to consider a report by Ms A. Irwin, Assistant Town Clerk and related emails on the matter of complaints received regarding the activity of a business on Ramsgate Road.
Attach 7a-d
12. **HIGHWAYS & TRANSPORTATION**
To receive an email from Mr Heaps of KCC Highways Department outlining costs for extension of the double yellow lines from the New Street pedestrian crossing right up to the railway crossing and to consider whether or not to find the work.
Attach 8
13. **FINANCE**
To receive the Sandwich Town Council Statement of Accounts as at 30th June 2017.
Attach 9
14. **A NEW VISION FOR SANDWICH**
To Receive and consider the following documents:
(i) Project Managers Report 9
(ii) Report from Martin Leggatt, DDC regarding land ownership of areas around the Forecourt
(iii) Report from Madylene Outen
(iv) A New Vision for Sandwich draft minutes from the meeting dated 20th July 2017
Attach 10a-d
15. **SANDWICH TOWN COUNCIL WEBSITE**
To receive and consider the Minutes from a meeting held on the 28th June 2017 regarding the Sandwich Town Council website along with subsequent email from Cllrs O’Donoghue and Friend.
Attach 11a & b
16. **SPEAKERS DAY 2017**
To receive and consider an outline proposal for the running order of Speakers Day 2017 as scheduled for 7th October 2017
Attach 12
17. **ST PETERS CHURCH BELLS**
To receive and consider an email from Cllr Carter advising that a decision has been reached by DDC Environmental Health regarding the noise complaint about the bells chiming at night.
Attach 13
18. **DOVER ROAD AND WOODNESBOROUGH ROAD DEVELOPMENTS**
To receive and consider an email from Cllr Holloway outlining the outcome of the meeting of 20th July 2017 between Sandwich Town Councillors and Dover District Councillors for the Sandwich Ward.
Attach 14

19. REPRESENTATION ON OUTSIDE BODIES 2017/18

Following the meeting of the Town Council on 26th June 2017, Cllr R Daw has advised that he wishes to resign from the Gazen Salts Nature Reserve Committee. This leaves a vacancy to be filled by another Councillor at this meeting if possible.

Attach 15

20. COUNCILLOR ROLES

To receive and consider an email from Dr Mike Walkey confirming that he wishes to resign from the Monks Wall Nature Reserve Committee. Please note that the Monks Wall Nature Reserve Warden and other non-Councillor members have already been asked whether they can recommend a replacement for this role.

Attach 16

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

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

23. CONFIDENTIAL ITEMS

(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 written update on matters pertaining to the purchase of the Drill Hall from Cllr Friend.

Enclosure 1

24. DATE OF NEXT MEETING

Monday 21st August 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



LAURA FIDLER

Town Clerk, Responsible Finance Officer & Clerk to Sandwich Toll Bridge Fund

SANDWICH TOWN COUNCIL**GENERAL ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Town Council held on
31st July 2017

| A/C No | Payee | Amount | VAT | Total |
|---------------|---|---------------|------------|--------------|
| 87 | Confederation of the Cinque Ports (3 Civic umbrellas) | £84.00 | £0.00 | £84.00 |
| 88 | Migrant Help (Public donations for Syrian Refugees) | £1,000.00 | £0.00 | £1,000.00 |
| 89 | RG Williams & Co (Unblock urinal at Quay Conveniences) | £41.67 | £8.33 | £50.00 |
| 90 | Kent County Council (Photocopying charges, stationary and cleaning stock) | £499.21 | £99.84 | £599.05 |
| 91 | The Mayor of New Romney's Charity Account (Driver refreshments for New Romney Country Fayre Day) | £6.00 | £0.00 | £6.00 |
| 92 | Global Cleaning Supplies (Cleaning supplies) | £253.40 | £50.68 | £304.08 |
| 93 | Step Short Folkestone Limited (Buffet for Mayor, Mayoress and Town Sergeant at the Step Short Annual Commemorative March) | £30.00 | £0.00 | £30.00 |
| 94 | Dover Town Council (Mayor and Mayoress tickets, plus driver meal, for The Mayor of Dover's Valentines Ball and the Mayor of Dover's Charity Quiz Night) | £131.00 | £0.00 | £131.00 |
| 95 | British Telecommunications plc (Broadband charges) | £152.48 | £0.00 | £152.48 |
| 96 | J H van der Dol (20 x Three fold Sandwich Cards @ £2.50 and 100 x post cards @ 12p) | £74.00 | £0.00 | £74.00 |
| 97 | Flower Power (Table arrangements and handtied posy - Deputies Supper) | £150.00 | £0.00 | £150.00 |
| 98 | Kent Association of Local Councils (Annual subscription for membership) | £1,250.00 | £250.00 | £1,500.00 |
| 99 | Dover District Council (Tourism Visitor survey and CCTV Camera charges for Quay and Guildhall) | £3,548.22 | £509.64 | £4,057.86 |
| 100 | The Town Mayor's Charity Fund (Tickets for the Mayor and Mayoress to attend the Summertime Soiree at Lydd Golf Club, plus meal for Town Sergeant) | £85.00 | £0.00 | £85.00 |
| 101 | The Bay Tree (Catering for Deputies Supper) | £1,686.45 | £0.00 | £1,686.45 |
| 102 | K A Chapman (Monks Wall Nature Reserve Warden fees 26/05/17 - 29/06/17) | £125.00 | £0.00 | £125.00 |
| 103 | Hythe Venetian Fete Society (Tickets for the Mayor and Mayoress for the Hythe Venetian Fete) | £30.00 | £0.00 | £30.00 |
| 104 | Karen Palmer (Petty cash to replenish tin (£100) and petty cash to pay for Mayor's Parking permit 1/8/17 - 31/7/18 (£129.17)) | £229.17 | £0.00 | £229.17 |
| 105 | George J Harris (30 x Deputies supper menus printed) | £55.00 | £11.00 | £66.00 |
| 106 | The Strand Wine Co (Wine for Deputies Supper) | £288.00 | £0.00 | £288.00 |
| 107 | D.J. Jutson Limited (Hand engraving two Civic Award medals) | £130.00 | £26.00 | £156.00 |
| 108 | The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre) | £188.30 | £37.66 | £225.96 |

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| 109 | Fairyfaye Publications Ltd (10 copies of Life as a Medieval Peasant @ £2.50) | £25.00 | £0.00 | £25.00 |
| 110 | Sandwich Toll Bridge Fund (Transfer of wedding room hire income to TBF, which was paid into STC account in error - re K Smith 07/07/17 and refund for April broadband charges paid by TBF in error) | £336.92 | £0.00 | £336.92 |
| 111 | Royal British Legion Poppy Appeal (3 x wreaths @ £18.50) | £55.50 | £0.00 | £55.50 |
| 112 | CPRE (Membership of Campaign to Protect Rural England) | £36.00 | £0.00 | £36.00 |
| 113 | The Mayor's Charity (The Mayor, Mayoress and driver to attend The Mayor of Ramsgate's Charity Garden Cream Tea) | £28.00 | £0.00 | £28.00 |
| 114 | Mrs Cherrie Harris (The Mayor and Mayoress to attend the 2017 Annual County Luncheon at Brompton Barracks) | £100.00 | £0.00 | £100.00 |
| 115 | Mr J Burrows (200 postcards to be sold in the Tourist Information Centre) | £60.00 | £0.00 | £60.00 |
| 116 | KM Media Group Ltd (Advertisement for Assistant Town Clerk and Mayor's Secretary Maternity Cover) | £336.00 | £67.20 | £403.20 |
| 117 | Business Stream (Water charges - Quay Conveniences and Tennis Club, Sandown Road) | £232.80 | £0.00 | £232.80 |
| 118 | Capita Business Services Ltd (July payroll and production of P14's, P60's and P11D's plus Statutory Maternity Pay calculation, and Class 1A NIC for 2016/17) | £20,272.48 | £128.63 | £20,401.11 |
| 119 | T, R & C Carpenter (Materials for work to Monks Wall Nature Reserve) | £269.78 | £53.95 | £323.73 |
| 120 | Mr J D Thompson (Balance of invoice - fencing work at Monks Wall Nature Reserve) | £3,083.00 | £0.00 | £3,083.00 |
| 121 | CommuniCorp (Annual subscription to Local Councils Update) | £75.00 | £0.00 | £75.00 |
| 122 | Chandler & Dunn Ltd (Thistle spraying at Monks Wall Nature Reserve) | £772.86 | £154.57 | £927.43 |
| 123 | HC Slingsby Plc (1 x office chair) | £156.00 | £31.20 | £187.20 |
| 124 | Peninsula Business Services Ltd (HR Service) | £112.00 | £22.40 | £134.40 |
| 125 | EDF Energy Customers plc (Electricity charges - Quay Conveniences) | £215.06 | £15.20 | £230.26 |
| 126 | M C Outen (Heritage Development Officer - work undertaken between 8th June - 7th July 2017) | £2,000.00 | £0.00 | £2,000.00 |
| 127 | Kevin Cook (Reimbursement for mileage and Deputies Supper refreshments) | £193.16 | £0.00 | £193.16 |
| | | £38,396.46 | £1,466.30 | £39,862.76 |