

Town and Cinque Port of Sandwich

Town Clerk's Office
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Wednesday 22nd November 2017

Dear Councillor,

A **Quarterly** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 27th November 2017 at 7 p.m.** at which your attendance is requested.

AGENDA

1. **MAYOR'S OPENING COMMENTS**
This is to confirm that until further notice the Acting Town Clerk is Ms Amandajayne Hollobon-Baxter. The Acting Responsible Finance Officer is Mrs Karen Palmer, who is unable to be present at this meeting.
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 30th October 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 2
6. **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).
7. **POLICE**
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 August 2017 for consideration together with report relating to increase in numbers.
Attach 3a-b
8. **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) 17/01329 | Erection of two dormer roof extensions to front roof slope and rooflight to rear roofslope | 19 Fisher Street, Sandwich, CT13 9EJ
(ii) 17/01330 | Conversion of loft to incl. insertion of 2no dormers to front (w) elevation, 1no rooflight to rear (e) elevation and staircase. | 19 Fisher Street, Sandwich, CT13 9EJ
(iii) 17/01363 | Erection of a two storey holiday annexe extension | Ash Road Nursery, Ash Road, Sandwich, CT13 9JB

9. **PLANNING DECISIONS**
To receive a report on planning decisions from Dover District Council.
10. **FINANCE**
(i) To receive the Sandwich Town Council Statement of Accounts as at 31st October 2017.
Attach 4
- (ii) To receive a memo from Mrs Karen Palmer, Acting Responsible Finance Officer and Admin Assistant regarding budget virements required.
Attach 5
- (iii) To receive the Sandwich Town Council Annual Return for the year ended 31st March 2017
Attach 6
- (iv) To receive a memo from Mrs Karen Palmer, Acting Responsible Finance Officer and Admin Assistant regarding the Annual Return.
Attach 7
11. **A NEW VISION FOR SANDWICH**
To receive and consider report from Mrs M Outen, Heritage Development Officer, regarding progress on the Heritage Lottery Fund Bid.
Attach 8
12. **COMMITTEE VACANCIES**
To receive and consider report advising Committee suggestions for Cllr Felton to support.
Attach 9
13. **DELF WORKING GROUP**
To receive and consider report for Cllr H J Bragg.
Attach 10
14. **SPAR DELIVERIES**
To consider and note a report from The Mayor relating to an onsite meeting with A F Blakemore and their deliveries to Spar, Sandwich.
Attach 11
15. **HUNT GALLERY**
To consider and note the possible/potential build out of The Hunt Gallery, Market Street.
Attach 12
16. **WILLOWBANK ROUNDABOUT**
To consider and approve KCC's proposal regarding existing roundabout.
Attach 13
17. **EAST KENT SERVICES**
To consider and approve the agenda for a meeting of Sandwich Town Council, Age Concern, Citizens Advice Bureau to meet with East Kent Services.
Attach 14
18. **CAMPERVANS ON THE QUAY**
To consider a verbal report from Cllr Watts
Attach 15

19. **NEW ZEBRA CROSSING ON NEW STREET**
To consider comments by Cllr Carter
Attach 16
20. **MUSEUM**
(i) To receive request from Julia Baxter regarding the Magna Carta and guidance from Mrs M Outen, Heritage Development Officer (also included within STBF agenda)
Attach 17
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. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
24. **DRILL HALL**
(i) To receive verbal update relating to the Drill Hall, Sandwich from Cllr's Friend and O'Donoghue.
25. **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 verbal update from The Mayor relating to Acting Town Clerk Position.

(iii) To receive an update from The Mayor relating to Staffing Review consultants.

(iv) To receive and consider a verbal update from The Mayor relating to Temporary Acting Town Clerk.

(v) To receive and note a report from The Mayor relating to East Kent Road Car Company Shelter.

Enclosure 1
26. **DATE OF NEXT MEETING**
Monday 18th December 2017, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



AMANDAJAYNE HOLLOBON-BAXTER
Acting Town Clerk
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
27th November 2017

A/C No	Payee	Amount	VAT	Total
200	Pharos Insurance Brokers Ltd (Drill Hall buildings insurance)	£1,841.13	£0.00	£1,841.13
201	Business Stream (Water charges - Tennis Club and Quay Public Conveniences)	£682.32	£0.00	£682.32
202	Kent County Council (Stationary, cleaning stock and photocopying charges)	£257.75	£51.98	£309.73
203	K.A.Chapman (Warden fees for Monks Wall Nature Reserve 12/10/17 - 15/11/17 plus mileage allowance for 26/05/17 - 15/11/17)	£193.40	£0.00	£193.40
204	Mayor of Deal Civic Charity (Mayor and Mayoress to attend the Mayor of Deal's Charity dinner)	£49.50	£0.00	£49.50
205	The Strand Wine Co (Wine supplied for Remembrance Sunday)	£41.40	£0.00	£41.40
206	The Mayor's Fund (Refund to Mayor's Fund for payment from Lydd Town Council re Speaker's Day)	£40.00	£0.00	£40.00
207	Rummey Design Associates (50% of the Professional fees - Guildhall Forecourt concept plan)	£1,503.96	£300.79	£1,804.75
208	Finns (Professional fees re purchase of Drill Hall)	£3,300.00	£660.00	£3,960.00
209	Natwest (Chaps charge re payment for Drill Hall)	£21.00	£0.00	£21.00
210	All Sign Solutions Ltd (2 sets of yellow and black lettering re Civic Events)	£25.00	£5.00	£30.00
211	J H van der Dol (200 x Mayor's Christmas Cards)	£220.00	£0.00	£220.00
212	PKF Littlejohn LLP (Audit of STC Annual Return, year ended 31-03-2017)	£400.00	£80.00	£480.00
213	Training Highway (Backup - Annual payment for 1/11/17 - 31/10/18)	£90.00	£0.00	£90.00
214	Paula Fright (Reimbursement for buffet food - Remembrance Sunday)	£28.15	£0.00	£28.15
215	Mayor of Faversham's Charity Fund (The Mayor, Mayoress and Town Sergeant to attend The Mayor & Consort of Faversham's Brewery Tour & Dinner)	£75.00	£0.00	£75.00
216	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£49.80	£9.96	£59.76
217	Global Cleaning Supplies (Cleaning supplies)	£98.13	£19.63	£117.76
218	Capita Business Services Ltd (November payroll)	£7,397.02	£0.00	£7,397.02
219	Viridor Waste Management Limited (Recycling service)	£18.76	£3.74	£22.50
220	The Flower Basket (War Memorial flowers)	£60.00	£0.00	£60.00
221	KM Media Group Ltd (Temporary Town Clerk job advert)	£556.00	£111.20	£667.20

222	Kent Association of Local Councils (Mrs Karen Palmer's attendance at the KALC Finance Conference on 12/10/17)	£60.00	£12.00	£72.00
223	Sandwich Toll Bridge Fund (VAT refund Qtr 1 2017/18 & pmt schedule on 3/10/16)	£0.00	£9,688.33	£9,688.33
224	Sandwich Toll Bridge Fund Museum Account (VAT refund Qtr 1 2017/18 & pmt schedule on 3/10/16)	£0.00	£2,257.59	£2,257.59
225	Kevin Cook (Reimbursement of Mayoral mileage)	£64.35	£0.00	£64.35
226	Peninsula Business Services Ltd (HR Services)	£112.00	£22.40	£134.40
227	The Mayors Charity Fund (Mayor and Mayoress to attend the tour of Civilian War Tunnels - Ramsgate)	£60.00	£0.00	£60.00
		£17,244.67	£13,222.62	£30,467.29