

Town and Cinque Port of Sandwich

Town Clerk's Office
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Dear Councillor,

Wednesday 13th December 2017

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 18th December 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 27th November 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1
5. **FINANCE COMMITTEE**
(i) To receive the Minutes and draft budget of the Finance Committee meeting, held on 7th December 2017, and to consider the Recommendations contained therein.

Attach 2

(iii) To receive the Minutes of the Finance Committee meeting, held on 11th December 2017 and to consider the Recommendations contained therein.

Attach 3
6. **PAYMENT SCHEDULE**
To approve the payment schedule.

Attach 4
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. **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 October 2017 for consideration.

Attach 5

9. **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) 17/01390 | Replace existing windows and door with upvc | 22 Aynsley Court, Strand Street, Sandwich, CT13 9DU
- (ii) 17/01310 | Erection of partition wall and creation of new opening to form WC. | Sandwich Station, Dover Road, Sandwich, CT13 9JR
- (iii) 17/01321 | Outline application for the erection of an attached dwelling | Site at Land adjacent to, 18 Hazelwood Meadow, Sandwich, CT13 0AP
- (iv) 17/01426 | Demolition of part wall, blocking up of existing gateway and erection of new wrought iron gate | St Oswalds, New Street, Sandwich, CT13 9BD
- (v) 17/01425 | Part demolition of wall, removal of existing gate, erection of low flint wall and the installation of iron gate and side panel | St Oswalds, New Street, Sandwich, CT13 9BD
- (vi) 17/01413 | Alterations to existing door and window openings on front and side elevations and roof alterations | Hermitage House, Loop Street, Sandwich, CT13 9HE
- (vii) 17/01427 | Installation of a heat recovery unit to rear elevation | Market Place Surgery, Cattle Market, Sandwich, CT13 9ET
- (viii) 17/01472 | Part change of use to residential | No. 5, Potter Street, Sandwich, CT13 9DR
- (ix) 17/00454 | Appeal for Erection of 3 dwellings | Land adjoining 4 Woodnesborough Road, Sandwich, CT13 0AA

10. **PLANNING DECISIONS**

To receive a report on planning decisions from Dover District Council.

11. **FINANCE**

(i) To receive the Sandwich Town Council Statement of Accounts as at 30th November 2017.

Attach 6

12. **A NEW VISION FOR SANDWICH**

Refer to confidential item - Guildhall Project.

13. **WHITE CLIFFS COUNTY TOURISM ASSOCIATION**

To receive and consider a report from Councillor Gisbey.

Attach 7

14. **THE CHIMES**

To consider a verbal progress update from The Mayor.

15. **DEAL AREA FOOD BANK**

To consider a verbal update from Councillor Wood.

16. **2018 KALC COMMUNITY AWARDS SCHEME**

To consider a verbal update on this process by Councillor Holloway.

Attach 8

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 MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**

Attach 9

20. 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 I of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) To receive, consider and note HR report from Acting Town Clerk.

Enclosure 1

(iii) To receive, consider and note Shop Watch report from Acting Town Clerk.

Enclosure 2

(iv) To receive a consider Guildhall Project report and attachment from Museum and Heritage Manager.

Enclosure 3

21. DATE OF NEXT MEETING

Monday 29th January 2018, 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
18th December 2017

A/C No	Payee	Amount	VAT	Total
228	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£41.80	£8.36	£50.16
229	Rhino Plant Hire (Equipment hire re Monks Wall Nature Reserve)	£1,353.00	£270.60	£1,623.60
230	The Flower Basket (War memorial flowers during November)	£60.00	£0.00	£60.00
231	Global Cleaning Supplies (Cleaning stock)	£151.97	£30.40	£182.37
232	Kent County Council (Stationery, cleaning stock and photocopying charges)	£306.61	£61.32	£367.93
233	Dakota Blue Consulting Ltd (Professional fees initial 25% fee - re staffing review (payment 50% split between STC & STBF))	£1,806.25	£361.25	£2,167.50
234	Viridor Waste Management Limited (Recycling service)	£28.14	£5.61	£33.75
235	The Strand Wine Co (Wine and beer for Remembrance Sunday event)	£41.40	£0.00	£41.40
236	The Sandwich Printing Company Limited (Business cards for Cllrs D Friend, C Felton and J Franklin)	£81.00	£16.20	£97.20
237	D J Jutson Limited (Insurance Valuation of Civic Regalia)	£500.00	£100.00	£600.00
238	Margate Charter Trustees (Mayor and Mayoress to attend the Blessing of the Seas Ceremony)	£50.00	£0.00	£50.00
239	Karen Palmer (Petty cash to replenish tin)	£100.00	£0.00	£100.00
240	Kevin Cook (Reimbursement for Mayoral Mileage, other mileage and purchase of refreshments for Remembrance Sunday)	£136.59	£0.00	£136.59
241	Philip Dunn (Reimbursement for mileage re agenda delivery)	£5.40	£0.00	£5.40
242	Karen Palmer (Reimbursement for mileage to the KALC Finance Conference at Ditton Community Centre on 21/10/17 and the KCC Pensions Forum at Ashford Civic Centre on 7/12/17)	£72.81	£0.00	£72.81
243	Peninsula Business Services Ltd (HR Services)	£112.00	£22.40	£134.40
244	Capita Business Services Ltd (December payroll)	£9,196.78	£0.00	£9,196.78
		£14,043.75	£876.14	£14,919.89