

Town and Cinque Port of Sandwich

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Wednesday 21st November 2018

Dear Councillor,

A **Quarterly Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 26th November 2018 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 29th October 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **TOURISM COMMITTEE**
To receive the Minutes of the Tourism Committee Meeting, held on 31st October 2018, and to consider the Recommendations contained therein.
Attach 2
6. **SOCIAL MEDIA/IT COMMITTEE**
To receive the Minutes of the Social Media/IT Committee Meeting, held on 14th November 2018, and to consider the Recommendations contained therein.
Attach 3
7. **FINANCE COMMITTEE**
To receive the Minutes of the Finance Committee Meeting, held on 19th November 2018, and to consider the Recommendations contained therein.
Attach 4
8. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 5
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**
(i) To receive the draft Minutes from the Public Meeting held on 1st November 2018. A further public meeting date with Inspector Norris has been sought for the new year.
Attach 6
(ii) To consider a proposal from Cllr Carter for Sandwich to be allocated a similar provision to the police office that has been set up in Deal Town Hall.
11. **FINANCE**
(i) To receive the Sandwich Town Council Statement of Accounts as at 31st October 2018.
Attach 7

(ii) To receive confirmation from Cllr Veronica Liote, the Mayor, that the account balances given in the above statement match the corresponding Natwest bank statements.

12. THE "SANDWICH AGREEMENT"

To receive the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement that took place on 31st October 2018.

Attach 8

13. PROJECT WORK

To receive a written progress report from Ms A Hollobon-Baxter on various matters. Ms A Hollobon-Baxter will be present to answer any questions.

Attach 9

14. "A NEW VISION FOR SANDWICH" : GUILDHALL MARKET PLACE PROJECT

To receive a verbal update from Cllr Holloway regarding the Guildhall Market Place (the Forecourt) Project and possible funding streams to take this work forward.

15. TRAFFIC SURVEY

To receive and consider the "Sandwich Town Team: Sandwich Residents Traffic Survey" report and consider whether to give "general support for this paper, and to endorse the need for renewed pressure to respond to residents' continuing frustration with the blight caused by traffic" as per "Next Step item 1".

Attach 10 (with pre-meeting letter)

16. HERITAGE STREET LIGHTS

To receive and consider a series of emails regarding the modern street lights on Bowling Street and a proposal from the Chairman of Sandwich Local History Society that these should be upgraded to heritage style lamps; would the Council consider funding this proposal?

Attach 11

17. BASE STATION INSTALLATION AT WILLOWBANK ROUNDABOUT

To receive information about a proposed radio base station installation at the Willowbank Roundabout. Within the correspondence is also an email chain between Cllr Holloway and James Chesworth of Clarke Telecom Ltd for consideration.

Attach 12 (loose within agenda pack)

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

(i) To receive an email from Cllr Gisbey regarding the "Options for hospital and local care services: South Kent Coast" event that he attended on 15th November.

Attach 13

(ii) Any other updates for information.

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

20. REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC

21. REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

22. 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 Cllr Ms O'Donoghue and Ms A Hollobon-Baxter. Ms A Hollobon-Baxter will be present to answer any questions.

Enclosure 1

(iii) To receive a written report from Mr J Dyvig and Ms A Harris regarding the progress at the Drill Hall.

Enclosure 2

23. DATE OF NEXT MEETING

Monday 17th December 2018, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



Miss Laura Fidler
Town Clerk & Clerk to Sandwich Toll Bridge Fund
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
26th November 2018

A/C No	Payee	Amount	VAT	Total
180	EDF Energy Customers Ltd (Electricity charge - Quay Conveniences)	£180.71	£13.50	£194.21
181	Rhino Plant Hire (Hedge works at Monks Wall Nature Reserve)	£2,133.00	£426.60	£2,559.60
182	Drainage & Groundwork Partnership (Manufacture, construction and supply of sluice unit - Monks Wall Nature Reserve)	£5,500.00	£1,100.00	£6,600.00
183	Kent County Council (Cleaning supplies and stationary)	£144.87	£28.97	£173.84
184	RG Williams & Co (Unblock urinals at Quay Conveniences)	£41.67	£8.33	£50.00
185	Kent Association of Local Councils (Finance Officer to attend KALC Finance Conference at Ditton Community Centre on 18/10/18)	£60.00	£12.00	£72.00
186	Global Cleaning Supplies (Cleaning stock)	£106.95	£21.39	£128.34
187	Mr J R Kingshott (Delivery of second First Aid Training Session TQUK Level 3 Award)	£315.00	£0.00	£315.00
188	The Flower Basket (War Memorial Flowers - October)	£60.00	£0.00	£60.00
189	Viridor Waste Management Limited (Recycling costs)	£29.55	£5.91	£35.46
190	The Strand Wine Co (Wine for Remembrance Sunday event)	£82.96	£16.59	£99.55
191	Kent County Council (Photocopier charges)	£345.57	£69.11	£414.68
192	J H van der Dol (200 x Mayoral Christmas cards)	£220.00	£0.00	£220.00
193	Thanet Heating Co Ltd (Temporary gas pipe fitting onto Beacon for Remembrance Sunday)	£200.00	£40.00	£240.00
194	The Comms Guys Ltd (Phone charges - Office and Tourist Information Centre)	£43.15	£8.63	£51.78
195	Mayor of Faversham's Charity Fund (The Mayor, Consort and Driver to attend a Brewery Tour and Dinner)	£75.00	£0.00	£75.00
196	Mayoress of Folkestone's Charity Fund (Driver's meal - Three Course Meal at Folkestone)	£15.00	£0.00	£15.00
197	Margate Charter Trustees (Mayor, Consort and Driver to attend the Blessing of the Seas Ceremony in Margate)	£63.00	£0.00	£63.00
198	Mayor of Deal Civic Charity (Mayor, Consort and Driver to attend St. Andrew's Day at the Waterfront Restaurant)	£57.95	£0.00	£57.95
199	John Barclay (Reimbursement of mileage to Deal NatWest)	£11.26	£0.00	£11.26
200	Kevin Cook (Reimbursement of mayoral mileage and also for food purchased for Remembrance Sunday)	£26.90	£0.00	£26.90
201	Mr John E M Gisbey (Reimbursement for mileage to British Legion Ceremony in Maidstone)	£38.70	£0.00	£38.70
202	Peninsula Business Services (HR service)	£112.00	£22.40	£134.40

203	Capita Business Services (November payroll)	£12,073.00	£0.00	£12,073.00
204	Mr K Chapman (Warden fees for Monks Wall Nature Reserve 24/08/18 - 21/09/18 plus reimbursement for purchase of a padlock)	£135.97	£0.00	£135.97
205	Drainage & Groundwork Partnership (Water control headwall installed on Monks Wall Nature Reserve)	£11,965.00	£2,393.00	£14,358.00
		£34,037.21	£4,166.43	£38,203.64