

Town and Cinque Port of Sandwich

Town Clerk's Office
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH



Telephone: 01304 617197
Fax: 01304 620170
Email: townclerk@sandwichtowncouncil.gov.uk
www.sandwichtowncouncil.gov.uk

Wednesday 12th December 2018

Dear Councillor,

An **Ordinary** Meeting of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 17th December 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 Quarterly Town Council meeting held on 26th November 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **PLANNING COMMITTEE**
To approve the Minutes of the Planning Committee Meeting, held on 29th November 2018. 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 2
6. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 3
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).
Attach 4 (loose within agenda pack)
8. **POLICE**
To receive the results of a Freedom of Information Request that was submitted following a resolution of the Council in October.
Attach 4 (loose within agenda pack)
9. **FINANCE**
 - (i) To receive the Sandwich Town Council Statement of Accounts as at 30th November 2018.
Attach 5
 - (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.
10. **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 6
11. **KCC CONSULTATION**

To consider whether a response should be made to the KCC “Libraries, Registration and Archives Draft Strategy 2019-2022” consultation, details of which can be found at:
<https://consultations.kent.gov.uk/consult.ti/LRAStrategy>

Attach 7

12. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
13. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
 - (i) Cllr Carter to report on the public enquiry held by the Planning Inspector in relation to the appeal against the decision to refuse application DOV/17/00280 | Erection of 67no. dwellings, single and double garages, new vehicular access, associated parking and landscaping (demolition of 121 Dover Road) | Former Kumor Nursery and 121 Dover Road, Sandwich, CT13 0DA.
 - (ii) Any other updates.
14. **REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
15. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
16. **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. Ms A Hollobon-Baxter will be present to answer any questions.

Enclosure 1

 - (iii) To confirm any actions that need to taken following the Pre-Meeting of the Council to discuss funding for the “A New Vision for Sandwich: Forecourt Project”. This is a confidential item due to commercial confidentiality requirements of the possible business sponsors.
17. **DATE OF NEXT MEETING**

Monday 28th January 2019, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



Miss Latra 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
17th December 2018

A/C No	Payee	Amount	VAT	Total
205	The Flower Basket (War memorial flowers - November)	£60.00	£0.00	£60.00
206	Noreen Westwood (Catering for Museum & Archive Volunteers Evening)	£360.00	£0.00	£360.00
207	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64
208	Finns (Countryside Stewardship Agreement - Monks Wall Nature Reserve, annual commission)	£410.13	£82.03	£492.16
209	Global Cleaning Supplies (Cleaning stock)	£104.21	£20.84	£125.05
210	The Strand Wine Co (Wine for Museum & Archive Volunteers Evening)	£60.00	£12.00	£72.00
211	Brand Packaging Solutions Ltd (Signage flag for Visitor Information Centre)	£542.00	£108.40	£650.40
212	Capita Business Services (December payroll)	£10,625.14	£0.00	£10,625.14
213	Kevin Cook (Reimbursement for mayoral mileage)	£205.55	£0.00	£205.55
214	John Barclay (Reimbursement for mayoral mileage)	£8.15	£0.00	£8.15
215	Peninsula Business Services (HR Services)	£112.00	£22.40	£134.40
216	Karen Palmer (Replenish petty cash tin)	£50.00	£0.00	£50.00
217	Drainage & Groundwork Partnership (Installation of water control sluice at Monks Wall Nature Reserve - 2nd half of payment)	£6,465.00	£1,293.00	£7,758.00
218	Mr F Baldini (Refund of Allotment fee for 01/12/18 - 31/03/19)	£13.00	£0.00	£13.00
219	Ms D Shelvey (Refund of Allotment fee for 01/12/18 - 31/03/19)	£13.00	£0.00	£13.00
220	Sandwich Toll Bridge Fund (Refund of VAT, qtr 1 2018-19)	£5,846.35	£0.00	£5,846.35
221	Sandwich Toll Bridge Fund Museum Account (Refund of VAT, qtr 1 2018-19)	£144.34	£0.00	£144.34
222	Laura Fidler (Reimbursment for mileage to KALC Planning Training at Dover Town Council 3-12-18)	£12.60	£0.00	£12.60
		£25,051.17	£1,542.61	£26,593.78