

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 23rd January 2019

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 28th January 2019 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 17th December 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

5. PLANNING COMMITTEE

(i) To approve the Minutes of the Planning Committee Meeting, held on 20th December 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

(ii) To approve the Minutes of the Planning Committee Meeting, held on 21st January 2019.

Attach 3

6. FINANCE COMMITTEE (INCL. BUDGET SETTING)

To approve the Minutes of the Finance Committee Meeting, held on 14th January 2019 and consider the Recommendations contained therein.

In relation to the 2019/20 budget there is an A3 copy of the budget (loose within the agenda pack) and a report highlighting the significant variances between the 2018/19 budget and previous years.

Please be aware that the Precept Demand Form (included) must be submitted to Dover District Council on 4th February 2019.

Attach 4a, b, c & d

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).

(i) To consider a request from a local resident of Potter Street that members of the public should be able to ask and have questions about decisions of the Council answered in this section of the meeting.

(ii) Public Speakers.

9. **POLICE**
To consider an email from Cllr Paul Carter in relation to the offer of a police office at the Guildhall and consider what further action should be taken.
Attach 6
10. **FINANCE**
(i) To receive the Sandwich Town Council Statement of Accounts as at 31st December 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.
(iii) To receive a report from Miss L Fidler, Town Clerk, relating to the proposed accounts software.
Attach 8
11. **PROJECT WORK**
To receive a written progress report from Ms A Hollobon-Baxter on various matters and consider the specific actions contained therein relating to: completion of a Members Grant application form; actions requested by the Town Team; and approval of the Drill Hall lease. Ms A Hollobon-Baxter will be present to answer any questions. NB. Please be aware that the draft lease for the Drill Hall has been distributed to you by email.
Attach 9
12. **SANDWICH PORT & HAVEN COMMISSIONERS**
To consider appointing two commissioners for Sandwich Port & Haven Commission.
Attach 10
13. **SILT FROM THE DELF STREAM**
To consider a proposal from Cllr Daw that silt from the Delf Stream should be deposited on Cow Leas Meadow, if and when funding for such work is found.
14. **HIGHWAYS & TRANSPORTATION**
(i) To consider an email from Cllr Paul Carter relating to the junction of Dover Road and Deal Road.
Attach 11
(ii) To consider a letter from a resident of Sandown Road.
Attach 12
15. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
(i) To receive and note the Minutes from the “Big Conversation Working Group – Dover” Meeting on the 21st December, that Cllr Friend attended.
Attach 13
(ii) Any other updates.
16. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
17. **REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
18. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
To receive the notes from the “Sandwich Traffic Summit” arranged by Craig Mackinlay MP on Friday 7th December 2018 for information.
Attach 14
19. **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 receive a response from Mr Aziz, Chief Executive of Dover District Council, in relation to the East Kent Audit Report. Would Councillors like to meet with Mr Aziz as suggested?

Enclosure 2

(iv) Information related to staffing salary changes; this document is for reference in relation to budget setting (item 6 on the agenda). Any discussion in relation to this information must be taken within a closed session due to General Data Protection Regulations.

Enclosure 3

20. DATE OF NEXT MEETING

Monday 25th February 2019, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).



Miss Laura Fidler

Town Clerk & Clerk to Sandwich Toll Bridge Fund
Sandwich Town Council and Sandwich Toll Bridge Fund