

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 20th March 2019

Dear Councillor,

An **Ordinary Meeting** of Sandwich Town Council will be held in the Council Chamber at the Guildhall on **Monday 25th March 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 Quarterly Town Council meeting held on 25th February 2019 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
5. **IT/SOCIAL MEDIA COMMITTEE**
To approve the Minutes of the IT/Social Media Committee Meeting, held on 11th March 2019 and consider the Recommendations contained therein.
Attach 2
6. **PLANNING COMMITTEE**
(i) To approve the Minutes of the Planning Committee Meeting, held on 19th February 2019. These minutes were received at February's Council meeting but not approved. Please be aware that the Minutes need to be approved and signed, if amendments and corrections are required in order to do this, this should be resolved at the Council meeting.
Attach 3
(ii) To approve the Minutes of the Planning Committee Meeting, held on 14th March 2019. 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 4
7. **FINANCE COMMITTEE**
To approve the Minutes of the Finance Committee Meeting, held on 18th March 2019 and consider the Recommendations contained therein.
Attach 5
8. **ADVISORY COMMITTEE**
To approve the Minutes of the Advisory Committee Meeting, held on 19th March 2019 and consider the Recommendations contained therein.
Attach 6
9. **PAYMENT SCHEDULE**
To approve the payment schedule.
Attach 7
10. **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).

11. **POLICE**
To receive a report from Miss L Fidler, Town Clerk, containing the latest correspondence from the office of the Police & Crime Commissioner and Chief Inspector Weller
Attach 8
12. **FINANCE**
(i) To receive and note the Sandwich Town Council Statement of Accounts as at 28th February 2019.
Attach 9
(ii) To receive and note confirmation from Cllr Veronica Liote, the Mayor, that the account balances given in the above statement match the corresponding Natwest bank statements.
13. **NO NAME STREET NOTICEBOARD**
To receive a letter of appeal from Ms Collier regarding the No Name Street noticeboard.
Attach 10
14. **DRILL HALL SUB COMMITTEE TERMS OF REFERENCE**
To receive a report from Miss L Fidler, Town Clerk, regarding the Drill Hall Sub Committee including a draft Terms of Reference for approval.
Attach 11
15. **HIGHWAYS IMPROVEMENT PLAN**
To receive a report from Miss L Fidler, Town Clerk, regarding a "Highways Improvement Plan".
Attach 12
16. **ANNUAL TOWN MEETING**
To receive a report from Miss L Fidler, Town Clerk, regarding the date of the Annual Town Meeting.
Attach 13
17. **PROJECT WORK**
To receive a written progress report from Ms A Hollobon-Baxter, Project Manager, on various matters and consider the specific actions contained therein relating to: IT issues, GDPR, Accessibility, "A New Vision for Sandwich", Sandwich Town Guides, Visitor Information Centre, Litter, Town Team and The Drill Hall. A Hollobon-Baxter will be present to answer any questions.
Attach 14
18. **SANDWICH MEDIEVAL CENTRE**
To consider a request from the Sandwich Medieval Trust for a letter of support for the Sandwich Medieval Centre, to be used in a Heritage Lottery Fund bid.
Attach 15
19. **BREXIT PREPARATION**
To receive a written report from Miss L Fidler following a meeting of the Brexit Preparation Group on 13th March 2019.
Attach 16
20. **UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
21. **REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
22. **REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC**
23. **REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**
24. **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, HR Manager. Ms A Hollobon-Baxter will be present to answer any questions.

Enclosure 1

(iii) To receive a monthly progress report from Miss M Beardmore on the "Guildhall Project". This report is confidential due to information about a user of the Guildhall.

Enclosure 2

(iv) To receive a report from Miss L Fidler, Town Clerk, with information relating to the Guildhall Transfer and termination of the Sandwich Agreement.

Enclosure 3

25. DATE OF NEXT MEETING

Monday 29th April 2019, 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
25th March 2019

A/C No	Payee	Amount	VAT	Total
264	Noreen Westwood (Buffet for the Community Awards party on 22/02/19)	£630.00	£0.00	£630.00
265	Highway Business Services (Rebuild Project Manager's laptop - 50% share of cost, and transfer of email to exchange server)	£219.00	£43.80	£262.80
266	Margaret Smith (Sale of 18 x 'View of Sandwich' card sold in the TIC).	£9.00	£0.00	£9.00
267	Global Cleaning Supplies (Cleaning stock)	£104.68	£20.94	£125.62
268	RBL Poppy Appeal (4 x Sandwich Coat of Arms wreaths @ £18 each)	£72.00	£0.00	£72.00
269	CommuniCorp (Subscription to Clerks & Councils Direct)	£12.00	£0.00	£12.00
270	Sandwich Toll Bridge Fund Museum Account (Correction of Museum pmt schedules 21 & 53 re purchase of notebooks from the Tourist Information Centre)	£61.20	£0.00	£61.20
271	Mr K A Chapman (Monks Wall Nature Reserve warden fees 03/02/19 - 03/03/19)	£125.00	£0.00	£125.00
272	Business Stream (Water charges - cemetery and prems and quay conveniences)	£946.94	£0.00	£946.94
273	The Flower Basket (War memorial flowers - February)	£60.00	£0.00	£60.00
274	Viridor Waste Management Limited (Recycling service)	£19.70	£3.94	£23.64
275	Capita Business Services (March payroll)	£9,783.55	£0.00	£9,783.55
276	Peninsula Business Services (HR service)	£112.00	£22.40	£134.40
277	Sandwich Toll Bridge Fund Account (25% share of Guildhall utility costs)	£3,972.37	£0.00	£3,972.37
278	Finns (Agreed fees in respect of the negotiation and settlement of Environment Agency compensation claims)	£5,250.00	£1,050.00	£6,300.00
279	Kent County Supplies (Cleaning stock and stationery)	£40.28	£8.06	£48.34
280	John Barclay (Reimbursement of mileage)	£11.26	£0.00	£11.26
281	Kevin Cook (Reimbursement of mayoral mileage and juice for Community Awards Party)	£68.70	£0.00	£68.70
282	Kent Association of Local Councils (RFO to attend an Audit Morning Workshop on 06/04/19)	£45.00	£9.00	£54.00
283	British Telecommunications plc (Internet charges)	£95.70	£19.14	£114.84
284	The Comms Guys Ltd (Tourist Information Centre and office)	£41.00	£8.20	£49.20
285	Furley Page LLP (Professional fees in relation to the Drill Hall lease)	£1,306.00	£260.00	£1,566.00

286	Amazon Payments Europe S.C.A. (HP Professional Laser Paper for the Visitor Information Centre)	£20.72	£4.15	£24.87
287	Dover Retail Crime Operation (Hire of communication equipment from Kent Police at Quay Conveniences)	£312.00	£62.40	£374.40
288	Laura Fidler (Reimbursement of mileage to Annual Parish meeting on 25/02/2019 & DDC Events Planning meeting on 15/03/19)	£18.00	£0.00	£18.00
289	Castles Security Shredding (Two bags of paper shredded)	£10.00	£0.00	£10.00
		£23,346.10	£1,512.03	£24,858.13