

Minutes of a meeting of the Sandwich Town Council Assets Management Committee held on 21st October 2019, in the Council Chamber, Guildhall, Sandwich, at 6pm.

Present: JE Franklin (The Mayor, in the chair)
HJ Bragg
AC Broun
AC Felton
AE Fox
AK Heaven
MJ Holloway
WP Staple

Officer: Miss L. Fidler (Minutes)
Ms A Hollobon-Baxter

Cllrs DR Friend and PG Graeme were also in attendance to observe the meeting.

07.10.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Carter who had a family commitment.

08.10.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

No declarations of disclosable pecuniary interests or other significant interests were made.

09.10.19 INSPECTION OF PROPERTIES

Councillors considered which regular days/times would suit Members for inspection visits.

RECOMMENDATION: A longer notification time will be given for planned visits and the next visits will take place on Thursday 7th November at 10am.

10.10.19 CONFIDENTIAL ITEM

(i) It was AGREED 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 item of business on the grounds that it involves 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) **FORECOURT PROJECT:** Councillors considered a report from Miss L Fidler, Town Clerk, regarding a business plan for the Forecourt. It was recommended that this item be considered confidentially due to the likely discussion about private business involvement in this project.

RECOMMENDATIONS:

(a) The contractual arrangements for management of the Thursday Market will be reviewed.

(b) The Wednesday market will be trialled until Christmas.

(c) Project Manager to arrange a meeting with Cllrs Holloway, Felton, Broun, Friend (and possibly others from the IT/Social Media Committee) and business(s) that may be able to advise on a business plan for the Forecourt. This group will then inform the draft business plan.

(iii) **ELECTRICITY SUPPLY AT QUAY CONVENIENCES:**

Councillors considered a report from Miss L Fidler, Town Clerk, regarding the electricity supply at the Quay Conveniences.

RECOMMENDATION: No current action is required by Sandwich Town Council; Dover District Council as landowner is in communication with the P22 about their requirements.

(iv) **GUILDHALL EXTERNAL DECORATIONS:** Councillors considered a report from Miss L Fidler, Town Clerk, regarding external decorations at the Guildhall.

RECOMMENDATIONS:

- a) Additional lighting in the Guildhall's archway should be approved.
- b) All Christmas decorations at the Guildhall should only be in place from late November until early January.
- c) Bunting around the Guildhall should only be in place for the summer events season; May – September. And bunting should not be plastic; in line with the Council's aspirations of being a plastic-free organisation.

11.10.19 DATE AND TIME OF NEXT MEETING

Monday 18th November 2019 following the Finance Committee Meeting at 6pm in the Council Chamber Guildhall.

Summary of Recommendations:

Minutes	Action	Member/Officer to complete	Update/record of completion
09.10.19	A longer notification time will be given for planned visits and the next visits will take place on Thursday 7th November at 10am.	TC	
10.10.19(ii)	<p>(a) The contractual arrangements for management of the Thursday Market will be reviewed.</p> <p>(b) The Wednesday market will be trialed until Christmas.</p> <p>(c) Project Manager to arrange a meeting with Cllrs Holloway, Felton, Broun, Friend (and possibly others from the IT/Social Media Committee) and business(s) that may be able to advise on a business plan for the Forecourt. This group will then inform the draft business plan.</p>	<p>TC</p> <p>TC</p> <p>PHRM</p>	
10.10.19(iv)	<p>(a) Additional lighting in the Guildhall's archway should be approved.</p> <p>(b) All Christmas decorations at the Guildhall should only be in place from late November until early January.</p> <p>(c) Bunting around the Guildhall should only be in place for the summer events season; May – September. And bunting should not be plastic; in line with the Council's aspirations of being a plastic-free organisation.</p>	<p>TC</p> <p>TC</p> <p>TC</p>	