

Minutes of a monthly Meeting of Sandwich Town Council held on Monday 28th October 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor, Cllr Franklin (in the chair)

**HJ Bragg
AC Broun
Ms D Carter
PI Carter
Ms AC Felton
Ms AE Fox
DR Friend
PG Graeme
AK Heaven
MJ Lintott
HW Sampson
Ms DLR Sivrikaya
WP Staple
DMA Wood**

Officer: Miss L Fidler (Minutes)

14.11.19 MAYOR'S OPENING COMMENTS

The Mayor provided an update on activities in November, including the Open Day at Fishergate, the Remembrance Sunday Service & Parade, the Folk & Fizz fundraising night, Fordwich Civic Service and the latest meeting of the Confederation of the Cinque Ports.

15.11.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Holloway (work commitment).

16.11.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

17.11.19 MINUTES

The Minutes of the Quarterly Meeting of Sandwich Town Council held on 28th October 2019 were received and considered. Cllr Lintott noted that the IT/Social Media Committee had been delegated the authority to execute the new website contract; Cllrs Ms Sivrikaya and Wood asked for their vote against this decision to be recorded.

RESOLUTION: Subject to the amendment raised by Cllr Lintott the Minutes were approved as accurate and signed.

18.11.19 MONKS WALL NATURE RESERVE

The Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 23rd October 2019 were received and the Recommendations contained therein were considered

RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:

- (i) H&S report from DDC to be followed up, Skyguard to be purchased, signage from SPC Design & Print to be followed up and Urban Tree planning to be investigated.**

19.11.19 IT/SOCIAL MEDIA COMMITTEE

The Minutes of the IT/Social Media Committee Meeting held on 24th October 2019 were received and the Recommendations contained therein were considered

RESOLUTIONS: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:

- (i) Town Clerk to take new officer printer/photocopier contract directly to Council for approval. Town Clerk to request delegated powers in relation to purchasing office equipment and contracts.
- (ii) HR software to be purchased on a three-year contract. Purchase of Adobe software to be placed on hold.
- (iii) CCTV to be implemented urgently by Town Clerk. Asset ID to be completed. Sound limiter service to be investigated by Head Caretaker. Display screen advertising interest to be established from existing hirers.
- (iv) Committee to proof read new website. Town Clerk to issue press release when website is ready to go live. Project Manager to investigate professional photographer costings.
- (v) Budget input to be emailed to Project Manager.

20.11.19 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting held on 14th November 2019 were received and considered.

RESOLUTION: These minutes were approved as accurate and signed.

Council voted to suspend standing order "7. Previous Resolutions" (as per Standing Order 10.a(xv)) in order to allow for planning application DOV/19/01178 at Land South Of White Mill Ash Road Sandwich Kent to be reconsidered by the full council on 16th December.

21.11.19 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting held on 18th November 2019 were received and the Recommendations contained therein were considered

RESOLUTIONS: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:

- (i) That a working group is formed (first meeting planned for Thursday 26th November 2019 at 9am) in order to examine the budget and reduce the current indicated precept level. This working group will discuss how to make savings and how to maximise income. The Market Square project plan should be incorporated into this budget. The working group to consist of Cllrs Broun, Graeme & Staple, the Responsible Finance Officer and the HR & Project Manager.
- (ii) That the updated Financial Regulations be approved.
- (iii) That an application is made to obtain a Sandwich Town Council Debit Card for use by the Responsible Finance Officer and Town Clerk.

- (iv) That the draft Risk Assessment be approved pending Cllr Holloway's requested alteration that the Risk Level for Adequacy of Precept is changed to 'Medium' and Management/Control of Risk section is expanded to include greater number of controls. An item will be added for sustainability of current budget and adequacy of precept.

22.11.19 PAYMENT SCHEDULE

The schedule of payments totalling £37,746.59 was received for authorisation.

RESOLUTION: All payments were approved, and the Payment Schedule was signed. It was confirmed that Cllrs Graeme and Cllr Friend will authorise the online payments.

23.11.19 PUBLIC RIGHT TO SPEAK

A local resident of Potter Street asked what the town council is doing to improve the police presence in the town.

Cllr Wood joined the meeting.

24.11.19 COUNCIL MEETINGS: GENERAL

- (i) Councillors considered a motion from Cllr Ms Sivrikaya that the Council asks the IT/Social Media Committee to research and cost a microphone system for the Council Chamber so that the councillors and member of the public can fully hear what is being said during Council meetings.
RESOLUTION: That this motion be approved and actioned.
- (ii) Councillors considered a motion from Cllr Ms Sivrikaya that the Council considers allowing members of the public to ask questions on matters arising from agenda items. This motion failed at the vote.

25.11.19 FINANCE

- (i) Councillors received the Sandwich Town Council Statement of Accounts as at 31st October 2019 (income & expenditure, budget and petty cash).
RESOLUTION: That this information be noted.
- (ii) Councillors considered whether to purchase iPads for Councillors, in order to mitigate against the risk of online data breaches in line with GDPR requirements. Cllrs P Carter and Friend explained the benefits of IOS devices for this purpose over other operating systems.
RESOLUTION: That 16 iPads be purchased at a cost of £4,467.20 (80% cost) to be vire budgeted from the "Operating Funds to be kept in Reserve". With a contribution from Sandwich Toll Bridge Fund of £1,116.80 (20% cost) to be vire budgeted from the Charity's reserves.

26.11.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

A report was not available.

27.11.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Mrs Chandler reported that KCC is putting a lot of energy and capital into highways issues; gritting, repairs & maintenance and a transport strategy for the next 30 years.

28.11.19 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

No report was received.

29.11.19 CONFIDENTIAL ITEM

(i) It was 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.

RESOLUTION: That members of the public and press be excluded for the following items of business.

(ii) Councillors considered a report from Cllr Ms A Fox on the progress of staffing appraisals and new councillor feedback meetings. It was recommended that this item be considered confidentially due to the management of staff being discussed.

RESOLUTIONS:

a) The report was noted.

b) The Advisory Committee will examine the points raised in this paper and make recommendations to change Standing orders and working practices if appropriate.

c) A staff training day was agreed in principle, provided it falls within budget.

(iii) Councillors received a report from Miss M Beardmore, Museum & Heritage Manager, following the Volunteer Recruitment Day. It was recommended that this matter be considered confidentially due to the inclusion of information about staffing salaries.

RESOLUTION: That this information be noted.

(iv) Councillors received and considered a counter-proposal the Sandwich Port & Haven Commissioners in relation to a monthly-fee for use of the Guildhall and a request in relation to the rent paid at the Commissioners previous office. It was recommended that this matter be considered confidentially as this is a contract negotiation.

RESOLUTION: The Council's previous decision regarding the monthly sum payable to use the Guildhall (Minute 46.10.19(iv)) should not be reconsidered, however two months rent will be waived in order to assist the Commissioners with rent lost during negotiations at their previous office space.

30.11.19 DATE OF NEXT MEETING

16th December 2019 at 6pm in the Council Chamber (**Ordinary Meeting**)

Signed.....

Date.....

DRAFT