

Minutes of a monthly Meeting of Sandwich Town Council held Monday 30th September 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

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

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

Officer: Ms A Hollobon-Baxter (Minutes)

64.09.19 MAYOR'S OPENING COMMENTS

The Mayor advised that there is no talking in the Council chamber other than Councillors. He has attended 30 functions. There has been an asset walk about with another planned and thanks was given to our Town Sergeant for all his efforts during the Mayoral P22 event on Sunday.

65.09.19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Carter due to a work commitment.

66.09.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr's Graeme and Friend declared an interest in item 79.09.19 as Trustees of the USN P22 Gunboat.

67.09.19 MINUTES

The Minutes of the Quarterly Meeting of Sandwich Town Council held on 29th July 2019 were received and considered. It was agreed that these minutes would be amended within item 34.07.19 (iii) to show Cllr's Sivrikaya and Heaven voted against Highways Business Services being awarded the website contract.

RESOLUTION: The minutes were approved as accurate and signed following the amendment detailed above.

68.09.19 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting held on 15th August 2019 were received and considered.

RESOLUTION: These minutes were approved as accurate and signed.

The Minutes of the Planning Committee Meeting held on 19th September 2019 were received and considered.

RESOLUTION: These minutes were approved as accurate and signed.

69.09.19 TOURISM COMMITTEE

The Minutes of the Tourism Committee Meeting held on 11th September 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) Working Group be formed to establish a social media proposal including funding and led by Mr Dan Friend with a proposal by the end of September for the next Tourism Committee Meeting.
- (ii) DDC Portfolio Holder for Tourism to establish if the Sandwich element of the new District Tourism Strategy could be circulated, confidentially, to the Tourism Committee.
- (iii) A digital strategy for leaflet distribution will be included in item 69.09.19 (i).
- (iv) The Chairman of the Town Team will feedback on the discussion about The Sandwich Business Plan to Colin Wiles.
- (v) Mr Laslett to produce a written report regarding the relation of the Sandwich Festival with Sandwich Town Council.
- (vi) Mr Ruston will be invited to future Tourism Committee Meetings at which the 149th Open is on the agenda.
- (vii) The Committee will meet monthly on a specific item and Councillors to stay on the committee for their term of office. Mr Townend, DDC to attend October's Meeting.

70.09.19 ASSETS MANAGEMENT COMMITTEE

The Minutes of the Assets Management Committee Meeting held on 16th September 2019 were received and the Recommendations contained therein were considered. Cllr Broun requested that the minutes were amended to reflect that a spreadsheet be created of assets owned, current arrangements and renewal dates in order that more considered, careful and planned approach moving forward can be achieved.

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

- (i) All the recommendations resulting from the Annual Allotment Meeting 2019 were supported in principle, however, the Clerk should provide the committee with detailed information about all aspects of the Black Lane Allotments, including quotes for the proposed work, so that a remodel of the management plan can be considered.
- (ii) All Committee Members will be invited to attend each asset as a group, a schedule of visits will be arranged.
- (iii) The committee members will visit Cow Leas Meadow before any plans are discussed.
- (iv) No changes to the management model of the Quay Conveniences should be undertaken at this time, however, Finance Committee should consider charges for the 2020/2021 year.

- (v) **Market Square Project: The Finance Committee should consider possible fixed term loan arrangements. An officer should draft a business plan for the Forecourt to be shared with the Committee members for input.**

71.09.19 ADVISORY COMMITTEE

The Minutes of the Advisory Committee Meeting held on 16th September 2019 were received and the Recommendations contained therein were considered. Cllr Lintott asked for the minutes to show that Cllr Lintott and Friend were also in attendance at this meeting.

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

- (i) **The Town Clerk should establish a cross-party working group of councillors to investigate this matter in greater detail.**
- (ii) **Sandwich Town Council should not take controlled free parking forwards.**
- (iii) **Following an amendment proposed by Cllr Staple the Mission Statement & Business Plan will be shared with all councillors for consideration prior to the next Council meeting for input.**

72.09.19 IT / SOCIAL MEDIA COMMITTEE

The Minutes of the IT/Social Media Committee Meeting held on 18th September 2019 were received and the Recommendations contained therein were considered. It was noted that Cllr Wood would place his concerns relating to declarations in writing to the Town Clerk.

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

- (i) **Quotations for Microsoft and planning training to be obtained for the next meeting. Highways Business Services to facilitate GDPR training for staff and Councillors as a matter of priority, with staff and councillors being advised that attendance is compulsory.**
- (ii) **HR Software to be purchased and implemented. Guest wi-fi code for the Guildhall be changed every three months with Highways Business Services to advise staff and Councillors. Adobe software to be purchased. Dedicated email address for the Mayor of the day to be set up and utilised.**
- (iii) **IT items to be purchased. Finance Committee to decide upon hire charges and hire agreement for this equipment. Town Clerk to urgently progress office printer and CCTV. Finance Committee to suggest hire charges for 65" TV, PA System and webcam. Finance Committee to also investigate rollovers and PTFP and LTFP as a matter of urgency.**
- (iv) **Website contract to be circulated to Committee when received.**
- (v) **Purchase of cyber cover insurance through insurance budget, not IT budget.**
- (vi) **Working group to be set up to facilitate social media proposal for Sandwich holistically and to be led by Cllr Friend and include Cllr's Lintott and Samson, Ms O'Donoghue, Ms**

Matthers, Ms Huigen, Mr Shaw, Museum & Heritage Manager and Project Manager.

- (vii) Town Clerk and Responsible Finance Officer to confirm STBF budget is available to IT Committee as a matter of urgency.

73.09.19

MONKS WALL NATURE RESERVE MANAGEMENT COMMITTEE

- (i) The Minutes of the Monks Wall Nature Reserve Management Committee Meeting held on 18th September 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:
- (a) Flailing works to be completed together with Hedge cutting works at a total cost of £5,000 plus vat with Finn's facilitating these works as soon as possible.
 - (b) Invoice from Finns for Basic Paymnet Scheme application to be paid.
 - (c) Finns to facilitate fencing and Project Manager to investigate Skyguard and report back to Committee.
 - (d) Signage to be facilitated by Warden, Finns and Cllr Graeme. Health & Safety onsite visit from DDC Parks and Open Spaces to be facilitated by Project Manager.
 - (e) Committee, if necessary, to meet monthly to facilitate opening of the Reserve.
 - (f) That a report proposing the joint working of Gazen Salts Nature Reserve and Monks Wall Nature Reserve be considered by full council, with the Committees support for the proposal.
 - (g) Warden's fees be increased to £2,500 per annum with effect from 1st October 2019.
- (ii) Councillors considered a motion from the Mayor that Cllr Graeme should Chair the Monks Wall Nature Reserve Management Committee from hereon in.
RESOLUTION: It was agreed that Cllr Graeme would chair the MWNR Committee.
- (iii) Councillors considered whether the co-opted members of the MWNR Management Committee should and or could have voting rights.
RESOLUTION: Committee members to have voting rights for MWNR and terms of reference to be amended to reflect updated voting rights.

74.09.19

FINANCE COMMITTEE

- (i) The Minutes of the Finance Committee Meeting held on 24th September 2019 were received and considered.
RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:
- (a) Presentation is a work in progress with more highlighting and use of headlines needed to draw attention to areas of concern.
 - (b) A procurement panel is not necessary as procurement procedures are already set out in Standing Orders and

Financial Regulations. The Responsible Finance Officer is to email the procurement section of these documents out to all Councillors as a reminder.

- (c) The production of posters to show how the precept is used is not required.**
- (d) That the IT and Social Media Committee work on a Medium-Term (4 year) plan for IT assets. A ring-fenced reserve for IT can be carried forward.**
- (e) That the Business Plan for the Forecourt Project be included with the agenda for the October Sandwich Town Council meeting, along with the required loan for Sandwich Town Council to obtain. The Responsible Finance Officer is to email the Councillors an example of the likely Public Works Loan repayments that would need to be made.**

- (ii) Councillors considered a motion from the Mayor that a finance briefing be arranged as soon as possible.**

RESOLUTION: Town Clerk to arrange a finance briefing to all Councillors as soon as possible.

75.09.19 PAYMENT SCHEDULE

The schedule of payments totalling £94,645.48 was received for authorisation.

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

76.09.19 PUBLIC RIGHT TO SPEAK

- (i) Mr B Field spoke in relation to the P22 staying on The Quay and asking Sandwich Town Council for their support to ensure its prominent mooring.**
- (ii) Mrs S Hayter spoke in relation to a round table meeting regarding policing issues for Sandwich. The Mayor promised a response to Mrs Hayter by the end of the week.**

77.09.19 FINANCE

Councillors received the Sandwich Town Council Statement of Accounts as at 30th September 2019 (income & expenditure, budget, petty cash and variance report).

RESOLUTION: That this information be noted.

78.09.19 MISSION STATEMENT & BUSINESS PLAN

Councillors considered if any further updates should be made to the "Sandwich Town Council Mission Statement & Business Plan for 2019-2023". Council agreed that once approved this document would generally be reviewed annually at the start of each Mayoral year; unless additional revisions are deemed necessary throughout the year. Cllr Fox advised Council that objectives for the VIC had been overlooked and some tidying up of the document was required. Objectives were also to be linked to the responsible and accountable Officer.

RESOLUTION: Cllr Fox to implement amendments for VIC, tidying up and linking Officers to accountable objectives.

- 79.09.19 SUPPORT FOR THE USN P22 GUNBOAT**
Councillors considered a motion from Cllr Graeme that Sandwich Town Council should resolve to support the continued presence of the USN P22 Gunboat at Sandwich Quay.
RESOLUTION: Councillors agreed that Sandwich Town Council recognises the P22 and its visitor potential and asks that DDC consider this in its Review of the Quay’s mooring policy and fees, and its wider regeneration/tourism agenda. Cllr Wood asked that his vote against this matter be recorded.
- 80.09.19 HIGHWAYS & TRANSPORT**
Councillors received a motion from Cllr Sampson to consider whether a “no right turn” sign is required for Upper Strand Street.
RESOLUTION: Council support and agree that a no Right Turn sign should be sought from KCC Highways for Upper Strand Street as soon as possible.
- 81.09.19 COUNCIL MEETINGS: GENERAL**
Councillors consider a motion from the Mayor that Ordinary & Quarterly Meetings of the Council should take place at 6pm, as opposed to 7pm.
RESOLUTION: Council meetings to commence at 6pm with effect from October, however, if a pre-meeting was required, Council would begin at 7pm. Cllr’s Heaven, Sivrikaya and Wood were against.
- 81.09.19 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL**
- Cllr’s Heaven and Sivrikaya attended Port and Haven Commissioners (P&HC) meeting where the P&HC are trying to regularise the Port, Quay and their charges.
 - Cllr Fox attended a Sandwich In Bloom meeting.
- 82.09.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**
No reports were given.
- 83.09.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH**
Councillor Chandler offered an update in relation to;
- Toll Bridge – Repairs to the deck are required and KCC are looking at early 2020 but timescales are currently unknown and have not yet been confirmed.
 - Adult Social Care Committee closed Wayfarers last Friday. Report and webcast link are;
 - <https://democracy.kent.gov.uk/ieListDocuments.aspx?CId=896&MId=8251>
 - https://kent.public-i.tv/core/portal/webcast_interactive/439406
 - No Right Turn signage for Upper Strand Street will be explored by Cllr Chandler.
- 84.09.19 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH**

No report was received.

85.09.19 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 Human Resources report from Cllr Ms Fox, HR Councillor. This item was considered confidentially due to the management of staff being discussed.

RESOLUTION: That this information be noted.

- (iii) Councillors considered two specific staffing matters in a report from Ms A Hollobon-Baxter, HR Manager. This item was considered confidentially due to members of staff being discussed in the report.

RESOLUTIONS:

(a) A request for an extended period of annual leave was denied.

(b) Information relating to staff and gossip was noted.

- (iv) Councillors considered a proposal for the future joint working of Gazen Salts Nature Reserve and Monks Wall Management Committee as described in a report from Cllr Graeme. Members were asked if they support this proposal and would like to take this forward. It was recommended that this matter be considered confidentially due to the mention of a staffing matter at one of the Reserves.

RESOLUTION: Council support but delegate all items to a working group, consisting of Chair and Project Manager.

- (v) Council considered a letter from J. Griffiths of Williamson & Barnes dated 12th September 2019 and approve authorisation of the "Deed of Surrender" for the Fishergate with the Town Council seal. It was recommended that this matter be considered confidentially as this legal matter concerning a private company.

RECOMMENDATION: Council approve and authorise the Deed of Surrender and Town Clerk to seal and complete papers as soon as possible. Cllr Wood voted against this item.

- (vi) Council received a report from Ms A Hollobon-Baxter regarding the waterways at the Rope Walk and Butts and consider the approval of the actions contained therein. It was recommended that this matter be considered confidentially as changes to a Tenancy Agreement are proposed.

RECOMMENDATION: Council agreed desilting and postponement of lease at Cow Leas Meadow.

86.07.19 DATE OF NEXT MEETING

28th October 2019 at 7pm in the Council Chamber (**Quarterly Meeting**)

Signed.....

Date.....