

**Minutes of an Ordinary Meeting of the Advisory & Assets Management Committee of Sandwich Town Council, held remotely on Monday 15<sup>th</sup> June 2020 at 6:30pm.**

The statutory requirements for meetings under the Local Government Act 1972 cannot be met during the current Coronavirus pandemic. As a result, s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') have come into force which enables the Town Council to hold meetings remotely.

**Present: Councillors: The Mayor, Cllr PG Graeme (in the chair)**

**PI Carter  
Ms AE Fox  
J Franklin  
DR Friend  
AK Heaven  
MJ Holloway  
WP Staple**

**Officers: Miss L Fidler  
Mrs A Hollobon-Baxter**

Cllr Lintott was also in attendance to observe the meeting.

**23.06.20 APOLOGIES FOR ABSENCE**

No apologies were received from Cllr Bragg.

**24.06.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

There were no declarations of interest.

**25.06.20 STAFFING & HUMAN RESOURCES**

- (i)** Members considered the role of the HR Councillor and a proposal from the Mayor, Cllr Graeme that a HR Committee be formed as an alternative mechanism for managing HR matters and assisting the HR & Project Manager. A draft HR Councillor job description, as drafted by the current HR Councillor, and the draft Terms of Reference for a HR Committee (incl. proposed members for 2020/2021) were attached. It was noted that this matter was deferred by full Council [Minute 33.02.20(ii)]  
**RECOMMENDATION: That the role of the HR Councillor should continue, with a small team of councillors providing backup resilience. Cllr Fox will update the HR Councillor's Job Description to reflect this proposal. The supporting councillors for 2020/2021 should be Cllrs Broun, Graeme and Friend, with Cllr Franklin and Holloway for any appeals.**
- (ii)** Members considered how to take forward a full staffing review. This matter was deferred by full Council [Minute 09.01.20(iv)] and came about following discussion about, and approval of the 2020/2021 budget. The Clerk reported that a public consultation is planned to help inform the Council's business plan.  
**RECOMMENDATION: A broader review of the Council's**

**activities needs to be undertaken, which in turn will inform the staffing requirements. This matter will be revisited in the second half of the financial year, when the impact of Covid-19 is clearer on the Council's finances. The public consultation should also wait until this time.**

**26.06.20**

**A NEW VISION FOR SANDWICH: MARKET SQUARE PROJECT**

- (i)** Members considered a consultation document, drafted by Mrs A Hollobon-Baxter in conjunction with the ANVS board members and project officers at DDC. It was confirmed that such a consultation is required prior to a Public Works Loans Board loan being sought. **RECOMMENDATION: That this document be approved, subject to the following amendments: a) add in narrative about Guildhall refurbishment (if PWLB confirm that legal fees, re-wiring and plumbing are acceptable additions), b) add in / amend a question to include health & safety concerns, and c) add in that mention of this being a collaborative effort with DDC, KCC, private businesses.**
- (ii)** Members considered where the existing bus shelter on the Market Square should be relocated to (in advance of the planned refurbishment work); a previous plan for it to be re-sited on the Quay Green is no longer an option due to concerns that it might hinder future development plans in this area. **RECOMMENDATION: That the bus shelter should be sited at the Butts, facing the cricket club / play area.**

**27.06.20**

**COW LEAS MEADOW**

Members received a report from Miss L Fidler, which reported on a meeting at Cow Leas Meadow, and considered how a future plan for this land should be developed.

**RECOMMENDATION: The silt from the Rope Walk should be used to level out the front half of the field (nearest New Street) and 8 trees should be planted adjacent to the railway line. A working group comprising of Cllrs P Carter, Friend, Graeme (the Mayor) and Heaven will consider a future plan for this site and return to the committee within three months.**

**28.06.20**

**LONG TERM PROPERTY INVESTMENT**

Members considered a motion from Cllr Friend that the Council should consider adopting a long-term property investment policy as a potential income stream to allay reliance on the precept. A designated working group was proposed to actively seek out opportunities to report back to the Advisory & Assets Management Committee.

**RECOMMENDATION: A working group consisting of the Mayor and Cllrs Broun, Friend, Heaven & Lintott should be formed to consider possible property investments; viable business plans that consider feasibility and profitability should will be brought back to the Advisory & Assets Management Committee for consideration.**

**29.06.20**

**DATE AND TIME OF NEXT MEETING**

Monday 13<sup>th</sup> July at 6pm to be held remotely.

Signed.....

Date.....