

Minutes of an Extra-Ordinary Meeting of Sandwich Town Council held on Monday 23rd March 2020, in the Main Hall, Guildhall, Sandwich at 7:00pm.

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

**Ms AE Fox
DR Friend
PG Graeme
MJ Holloway
H Sampson
Ms D Sivrikaya
WP Staple
DMA Wood**

**Officers: Miss L Fidler (Minutes)
Mrs A Hollobon-Baxter**

31.03.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bragg, Broun, Ms Felton and Lintott (who were self-isolating due to the Covid-19 crisis), Cllr P Carter (work commitment), Cllr D Carter (transport issue) and Cllr K Heaven (unwell).

32.03.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

33.03.20 SANDWICH EMERGENCY PLAN

Councillors received a report from Miss L Fidler, Town Clerk, regarding actions taken in line with the Sandwich Emergency Plan (in response to the Covid-19 pandemic) and a discussion took place regarding various organisations and matters in the local community.

RESOLUTIONS:

- (i) Up-to-date website and social media information will be prioritised.**
- (ii) To support DDC/KCC's emergency response work in the local community.**
- (iii) To inform local organisations that they can apply to Sandwich Toll Bridge Fund for emergency grants of assistance.**

34.03.20 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) Continuity Plan:** Councillors received a report from Miss L Fidler, Town Clerk, regarding the continuity plan for Sandwich Town

Council during the coronavirus outbreak and considered the recommendations contained therein. It was recommended that this matter be considered confidentially due to the inclusion of information about staffing (management and pay) and tenancies/leases.

RESOLUTIONS:

- (i) All meetings of Sandwich Town Council, the Trustee and its committees should be cancelled until such time as public gatherings are resumed (as advised by central government). Any urgent business that cannot be decided by a delegated officer will be resolved virtually/online (details of which to be confirmed).
- (ii) That the Proper Officers to be delegated the power to execute any agreements/licences that are already expected and budgeted for.
- (iii) The Proper Officers to be delegated the power to authorise expenditure up to £30,000 (this is to allow for monthly salary payments to be made and any emergency repairs). The Proper officer will only authorise payments above £1,000 for items already approved by the Council, proper officers will not embark on any new projects that are not already known to the Council. Councillors will be provided with a monthly list of expenditure that has been authorised by the Proper Officers for scrutiny. Two councillors will still be required to arrange the payments (using Bankline or a cheque book), arrangements will be made for the payees to be able to do this from home.
- (iv) The Proper Officer (HR Manager in the first instance) to be delegated the power to manage the safety of the staff and workloads as necessary, within the guidance and legislation, as it is issued by central government. Consultation with the Mayor, Deputy Mayor and HR Councillor will be undertaken.
- (v) That the Proper Officers be delegated the power to get on with any emergency response and planning matters that present themselves.
- (vi) It was noted that arrangements for the Annual Town Meeting & Mayor Making are still to be confirmed.
- (vii) It was noted that arrangements for the authorisation of the Annual Return and Governance Statement are still to be confirmed (this will be informed by national legislation).

The above decisions are in line with the Scheme of Delegation (s101 of the 1972 LGA).

35.03.20 DATE OF NEXT MEETING

To be confirmed.

Signed.....

Date.....