

Minutes of a Quarterly Meeting of Sandwich Town Council, held remotely on Monday 27th July 2020 at 6:00pm.

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)

**HJ Bragg
AC Broun
J Franklin
Ms AC Felton
Ms AE Fox
DR Friend
AK Heaven
MJ Holloway
MJ Lintott
HW Sampson
Ms D Sivrikaya
WP Staple
DMA Wood**

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

25.07.20 MAYOR'S OPENING COMMENTS

The Mayor reported on a meeting that he'd attended with the Leader of DDC, district councillors and county councillor to discuss various matters within Sandwich, notes from which will be shared with the councillors.

26.07.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr PI Carter and Cllr Mrs D Carter due to family commitments.

27.07.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

28.07.20 MINUTES

- (i)** The Minutes of the Ordinary Meeting of Sandwich Town Council held on 29th June 2020 were received and considered.
RESOLUTION: The Minutes were approved as accurate and signed.
- (ii)** The Minutes of the Special Meeting of Sandwich Town Council held on 10th July 2020 were received and considered.
RESOLUTION: The Minutes were approved as accurate and signed.

29.07.20 IT/SOCIAL MEDIA COMMITTEE

- (i) The Minutes of the IT/Social Media Committee Meeting held on 27th July 2020 were received and considered.
RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:
- a) Two factor authentication to be purchased. Microsoft Apps and voting to be investigated by HBS for Councillor iPads. Shared Calendar for all Councillors to be investigated. Wikipedia page to be produced and uploaded. Email signature for staff to be designed and implemented as soon as possible and Councillors to have standardised signature on all iPads.
 - b) Information about conference system and microphones was noted.
 - c) Wordfence to be purchased. Website revision to be considered for the next meeting. Emergency messages on the website and social media would be completed by officers and/or Councillors Friend and Lintott.
 - d) TV and TV stand to be purchased and a photographer to be commissioned.
 - e) Committee meetings going forwards would be on the second Wednesday of the month, where possible.
 - f) A new email address to be set up for Councillor IT issues.
- (ii) The Minutes of the IT/Social Media Committee Meeting held on 15th July 2020 were received and considered. It was noted that there were no Recommendations resulting from this meeting for approval by full council; all actions can be undertaken by the officers using their delegated powers.
RESOLUTION: The minutes were approved as accurate and signed.

30.07.20 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting, held on the 16th July 2020 were received and considered.

RESOLUTION: The minutes were approved as accurate and signed.

31.07.20 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on the 20th July 2020 were received and considered.

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

- (i) A meeting is to be arranged (to take place in the Main Hall, where social distancing can be achieved) to discuss Sandwich Town Council finances, with the aim of progressing ideas to maximize income, in order to make the Guildhall more self-sustaining. Invitees to be confirmed (or volunteers to be arranged on the 27th July meeting of Sandwich Town Council).

32.07.20 PUBLIC REQUESTS TO SPEAK

No requests to speak had been received in advance.

33.07.20 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway had provided a written report in advance of this meeting, a copy of which is attached to the official minutes. In addition Cllr Holloway reported that:

- (i) New legislation is now in place to allow DDC to fast-track street trading applications.
- (ii) The summer tranche of funding from the Community Grant Scheme has been awarded and there were no applications from within Sandwich town. The next round of funding will open soon and local community groups should be encouraged to apply.

34.07.20 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Mrs Chandler provided a written update, a copy of which is attached to the official minutes.

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

No report was received.

36.07.20 FINANCE

- (i) Members received the Sandwich Town Council Statement of Accounts as at 30th June 2020 (income & expenditure, budget, petty cash and forecasting / cashflow report).
RESOLUTION: This information was noted.
- (ii) As per the Financial Regulations, Members considered whether staff salary payments should continue to be made by BACs.
RESOLUTION: It was confirmed that salary payments should continue by BACs.
- (iii) As per the Financial Regulations, Members considered whether payments by variable direct debits are acceptable in relation to payments for electricity, gas, water, internet/broadband and phone charges and IT contracts.
RESOLUTION: It was confirmed that variable direct debits should continue for these types of payment.
- (iv) Members considered the findings of the review of the effectiveness of the system of internal control (Page 3 of the Annual Governance & Accountability Return for the year ended 31st March 2020), and a covering letter from the internal auditor.
RESOLUTION: This information was noted.
- (v) Members considered the Annual Governance Statement (Section 1/Page 4 of the Annual Governance & Accountability Return for the year ended 31st March 2020).
RESOLUTION: The Annual Governance Statement was approved.
- (vi) Members considered the Accounting Statements for 2019/20 (Section 2/Page 5 of the Annual Governance & Accountability Return for the year ended 31st March 2020).
RESOLUTION: The Accounting Statements for 2019/20 were approved.
- (vii) The Financial Risk Assessment was reviewed.
RESOLUTION: The Financial Risk Assessment was approved.

- (viii) Members received and considered a written report from Mrs K Palmer, Responsible Finance Officer, regarding the Internal Audit of Sandwich Town Council Accounts.

RESOLUTION: Ms Emma Stevens from McCabe Ford Williams should be appointed to undertake the 2020/2021 internal audit. The proposed schedule of checks was approved with no amendments. Mrs K Palmer was also thanked and congratulated on a successful audit.

37.07.20 PAYMENT SCHEDULES

- (i) Councillors received the mid-month payments that have been authorised by the Town Clerk and Project Manager, totalling £3561.00

RESOLUTION: This information was noted.

- (ii) Councillors received and considered the schedule of payments totalling £25,250.97.

RESOLUTION: All payments were approved.

38.07.20 FOOD POVERTY WORKING GROUP

Councillors received a report from Cllr Wood asking if anyone wished to join a cross-party working group to consider food poverty in Sandwich. It was confirmed that any resulting report would be brought back to the Council for consideration.

RESOLUTION: Cllrs Friend, Fox and Sampson will join Cllr Wood on this group.

39.07.20 NEW STREET PHONE BOX

Councillors received a report from Cllr Lintott seeking agreement from the Council for a proposal on how to utilise the New Street Phone Box.

RESOLUTION: The proposal for the New Street Phone Box to be trialled as an exhibition space was approved for a trial period of 3 months, authority was delegate to the Project Manager to choose the artwork to be used. After which time the success of the project can be reviewed by the appropriate committee (either Assets & Advisory or Tourism).

40.07.20 COUNCIL REPRESENTATIVES

- (i) Councillors received a report from Cllr P Carter following a meeting of Dover Joint Transport Board on 29th June 2020. Cllr P Carter is the Council's nominated non-voting representative on this Board.

RESOLUTION: This information was noted.

- (ii) Councillors were asked to appointment one non-voting representative to Sandwich Medieval Trust. This would be a new appointment that hasn't been requested before.

RESOLUTION: Cllr J Franklin was appointed.

41.07.20 PUBLIC FOOTPATHS

Councillors considered if a response was required in relation to a claimed upgrade of Public Footpath EE226 to Bridleway Status. Cllr Franklin reported that this is currently farm track that would be suitable as a bridleway.

RESOLUTION: To raise no objections.

42.07.20

HIGHWAYS

(i) PEDESTRIAN SAFETY WOODNESBOROUGH ROAD

Members received a report from Miss L Fidler, Town Clerk, regarding pedestrian safety on Woodnesborough Road.

RESOLUTION: The information from KCC should be shared with the local resident, and if they have any further concerns these will be return to the Council.

(ii) QUAY LANE

Members considered a proposal from Cllr Friend that the Council considers requesting that Quay Lane should be closed to vehicles. This follows an appeal from the tenants of The Drill Hall to the county councillor. Cllr Friend noted that the The Drill Hall and the Fishergate are owned by Sandwich Town Council.

RESOLUTION: The Council supports Quay Lane being closed to the public.

43.07.20

COUNCIL ADMINISTRATION

Councillors considered a motion from Cllr Lintott that if a Councillor does not attend three successive meetings of any committee on which they sit, that they be removed from that committee and replaced with another councillor. This motion failed at the vote.

44.07.20

DATE OF NEXT MEETING

24th August 2020 at 6pm (only if there are urgent items to transact).

Signed.....

Date.....