

Minutes of an Ordinary Meeting of Sandwich Town Council held remotely on Monday 26th October 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
Mrs D Carter
PI Carter
Ms AC Felton
Ms AE Fox
J Franklin
DR Friend
AK Heaven
MJ Holloway
MJ Lintott
HW Sampson
Ms D Sivrikaya
WP Staple
DMA Wood**

**Officers: Mrs A Hollobon-Baxter
Six members of the public**

33.10.20 MAYOR'S OPENING COMMENTS

The Mayor reported that St. Peter's Care & Share will be collecting donations of food for children's lunches. Councillors were encouraged to pass this information onto any families who may need assistance during the half term holiday.

34.10.20 APOLOGIES FOR ABSENCE

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

35.10.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

None were received.

36.10.20 MINUTES

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 28th September were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

37.10.20 TOURISM COMMITTEE

(i) The Minutes of the Tourism Committee held on the 14th September 2020 were received and considered. Cllr Felton reported that she had not been at this meeting (the Minutes recorded that she had been).

RESOLUTION: The Minutes were approved as accurate and signed, subject to Cllr Felton's attendance being updated, and the following Recommendations were approved by Resolution:

- a) Mr C Townend to share links with the members of the promotional videos, and committee members were asked to circulate these to relevant groups and associated.
 - b) The Council to speak with the relevant officers about their plans for Christmas festivities, for information.
- (ii) Members considered appointment of a new Tourism Committee member, to replace Cllr Ms Sivrikaya, who has had to stand down due to other commitments.

RESOLUTION: Cllr Sampson will join this committee.

38.10.20

ADVISORY & ASSETS MANAGEMENT COMMITTEE

The Minutes of the Advisory & Assets Management Committee Meeting held on 12th October 2020 were received and considered. Questions about the discussion relating to Whitefriars Meadow were received, with concerns raised by Cllr Wood, that the Council was not progressing the matter.

RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendations were approved by Resolution:

- (i) **Donkey Paddock:** The Town Clerk to seek advice from R Haines at DDC as to the best use of this land in the short-term.
- (ii) **Adoption of a public footpath:** Project manager to contact PROW team and progress.
- (iii) **Sandwich Town CIC:** Project Manager, with authority, to set up and meeting and gather information.

39.20.20

IT/SOCIAL MEDIA COMMITTEE

The Minutes of the IT/Social Media Committee Meeting held on 14th October 2020 were received and considered. An additional report from Cllr Lintott, that expands on the Recommendation by the IT/Social Media Committee, proposing that Sage Accounts and Payroll be used for the Sandwich Town Council accounts as of 1st April 2021 was also included.

RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendations were approved by Resolution:

- (i) **Mailchimp to be utilised and Sage to be utilised by the Responsible Finance Officer for accounting purposes, incorporating payroll, with effect from 1st April 2020.**
- (ii) **Cllr Friend to investigate grants to purchase hardware.**
- (iii) **Councillors on the IT/Social Media Committee and therefore on the STC updates email address (stcupdates@sandwichtowncouncil.gov.uk) have the ability to update non-opinionated content to the Council website, after additional training. Updates made by Councillors should be under the Council and not signed individually. Committee also agreed that following each Planning Committee and full Council meeting the Town Clerk would issue a press release, to be placed on the website, social media, Mailchimp and circulated to East Kent Mercury.**
- (iv) **Budget: Hearing loop system costings to be investigated.**

40.10.20 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting held on 14th October 2020 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendations were approved by Resolution:

- (i) The financial forecast / cash flow spreadsheet for 2020/2021 was noted.**
- (ii) Budget setting: That a working group consisting of the Mayor and Cllrs Bragg, Staple, Broun, Friend and Wood will be arranged. If possible, meeting will be arranged in person with 2mtr social distancing or 1mtr+ distancing for mitigation. If this is not possible, meeting will take place electronically via Zoom.**

41.10.20 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting held on 21st October 2020 were received. It was noted that this committee has delegated decision making powers in relation to planning matters, and so there are no Recommendations to approve.

RESOLUTION: These minutes were noted.

42.10.20 PUBLIC REQUESTS TO SPEAK

Mr N Grey, representing Sandwich Port & Haven Commissioners, spoke in support of the Heritage Harbour initiative (Minute 41.10.20).

Mr P Ashford introduced the newly formed "Sandwich Environment Conservation Group", detailing the aims of this group and why it had been set up.

43.10.20 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.

RESOLUTION: This information was noted.

44.10.20 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Chandler read out a report, a copy of which is attached to the official minutes.

RESOLUTION: This information was noted.

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

No report was received.

46.10.20 FINANCES

Members received the Sandwich Town Council Statement of Accounts as at 30th September 2020 (income & expenditure, budget, petty cash and forecasting / cashflow report).

RESOLUTION: This information was noted.

47.10.20 PAYMENT SCHEDULES

- (i) Members received the mid-month payments that have been authorised by the Town Clerk and Project Manager for Sandwich Town Council, totalling £2,376.47.
RESOLUTION: This information was noted.
- (ii) To receive and approve the schedule of payments totalling £33,388.37.
RESOLUTION: All payments were approved.

48.10.20 SANDWICH PORT & HAVEN COMMISSIONERS : HERITAGE HARBOURS

Members considered a motion from Cllr Heaven that “Sandwich Town Council supports the application by Sandwich Port and Haven Commission for Heritage Harbour status for Sandwich Quay.” It was noted that a Working Party is being set up by Sandwich Port & Haven Commissioners to pursue this application and it is hoped that Sandwich Town Council could select one or two members to join the Working Party. Three documents with further information about Heritage Harbour Status were attached for information:

RESOLUTION: Cllrs Broun, Mrs Felton and Franklin will represent the Council on the working group.

49.10.20 TREE WORKS & CONSERVATION

- (i) Members considered a proposal from Cllr Heaven, that Ms Nicky Warden, Sandwich Tree Warden, be added to the consultation contacts of Sandwich Town Council and Ms Warden be added to the Planning Committee as a Co-Opted member offering her skill set to this Committee.

RESOLUTION: The Ms Warden will be added as a co-opted member of the Planning Committee.

- (ii) Members considered a motion from Cllr Heaven that Sandwich Town Council should work the Tree Warden, Ms N Warden, to apply for an Elm sapling, as part of “The 30th Anniversary of the National Tree Warden Scheme”.

RESOLUTION: That this matter should progress, with the site to be determined.

50.10.20 COUNCIL ADMINISTRATION

Members received a motion from Cllr Lintott proposing that draft Minutes be issued within four days of a meeting; previously the resolution had been for Minutes to be issued within 24hrs, but this has not been achievable for officers.

RESOLUTION: That the draft Minutes of all Council/Trustee/Committee Meetings should be issued to Councillors within four days after a meeting.

51.10.20 DATE OF NEXT MEETING

30th November 2020 at 6pm.

Signed.....

Date.....