

**Minutes of the Advisory & Assets Management Committee of Sandwich Town Council held remotely on Monday 11<sup>th</sup> January 2020 at 6:15pm.**

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

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

Cllrs Broun and Lintott were also in attendance to observe the meeting.

**01.01.21 APOLOGIES FOR ABSENCE**

No apologies were received.

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

No declarations of interest were made.

**03.01.21 REAR OF GUILDHALL OFFICES**

Members received a report from Miss L Fidler, Town Clerk, regarding the Rear of Guildhall offices (formally used by the Citizen's Advice Bureau) and consider the recommendations contained therein.

**RECOMMENDATIONS:**

- (i) That the Town Clerk keep in contact with Kent Police about their possible use of the space.**
- (ii) That the Project Manager will work up a proposal to use this as a lettable space, within the Guildhall business plan. NB. Future use of the space will be affected by the Covid lock-down restrictions, and the Project Manager's time, as Covid19 related activities within the Guildhall are taking priority at this time.**

**04.01.21 COVID RELATED ACTIVITIES AT GUILDHALL**

Members received a verbal report from Mrs A Hollobon-Baxter, Project Manager, on the symptom free Covid testing that will take place at the Guildhall.

**RECOMMENDATION: That this information be noted.**

**05.01.21 CONFIDENTIAL ITEMS**

- (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) **HR REPORT**  
Members considered a written report from the HR Working Group and considered the recommendations contained therein. It was recommended that this item be considered confidentially due to the staff management information contained therein.  
**RECOMMENDATIONS:**
  - a) **The Council agrees to a separation of Local Government and Commercial Business.**
  - b) **The Council will support the development of speedier decision-making structure for commercial issues and make suitable recommendations.**
  - c) **The Council notes and agrees the contents of the report and supports its implementation within 3/5 years post pandemic.**

- (iii) **QUAY CONVENIENCES**  
Members received a written proposal from Healthmatic relating to the Quay Conveniences. The funds for such a proposal are included within the 2021/2022 budget and the Finance Committee will be asked to consider the cost at a meeting on 18<sup>th</sup> January 2021. This Committee were asked to consider the overall desirability of such a change. It was recommended that this matter be considered confidentially due to the staffing implications.  
**RECOMMENDATION: The Committee supports in principle this change, subject to the Finance Committee looking at the fine details.**

**06.01.21 DATE AND TIME OF NEXT MEETING**  
Monday 8<sup>th</sup> February 2021 at 6pm to be held remotely.

Signed.....

Date.....