

**Minutes of an Ordinary Meeting of Sandwich Town Council held remotely on Monday 14<sup>th</sup> December 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  
A Broun  
Mrs D Carter  
PI Carter  
Ms AC Felton  
Ms AE Fox  
J Franklin  
DR Friend  
AK Heaven  
MJ Holloway (district)  
MJ Lintott  
HW Sampson  
Ms D Sivrikaya  
WP Staple  
DMA Wood**

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

**One member of the public**

**10.12.20 MAYOR'S OPENING COMMENTS**

The Mayor reported on the good news that the council has been given approval to progress with the PWLB application for the Forecourt Project. The Toll Bridge has incurred some damage caused by a motorist, not the fault of KCC's repairs. Compliments were given to the various festive decorations within the town, and Councillors were wished a merry Christmas.

**11.12.20 APOLOGIES FOR ABSENCE**

No apologies were necessary, all councillors present.

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

There were no declarations of interest.

**13.12.20 MINUTES**

The Minutes of the Quarterly Meeting of Sandwich Town Council held on 30<sup>th</sup> November were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed.**

**14.12.20 ADVISORY & ASSETS MANAGEMENT COMMITTEE**

- (i) The Minutes of the Advisory & Assets Management Committee Meeting held on 9<sup>th</sup> November 2020 were received and considered.  
**RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendations were approved by Resolution:**
- a) A clear policy, including process, criteria and local content, be drafted by the Town Clerk on how the letting of the forecourt by the Town Clerk and Mayor will be agreed in future. The draft document to be placed before the next Advisory & Assets Committee meeting.
  - b) Following the recommendation above the local business owner is to be contacted by the Town Clerk advising of the recommendation above and therefore thanked for their offer.
  - c) Councillor's P Carter, Fox, Friend, Franklin to meet with Council's tenants to find out how these businesses are coping during the pandemic. More volunteers will be sought.
  - d) Museum and Heritage Manager to ascertain if grant / funding can be sourced for external and internal work at the Fishergate (NB. This has already been undertaken at the Council meeting of 30<sup>th</sup> November 2020).
  - e) The Town Clerk to investigate whether funding from Sandwich Toll Bridge Fund can be given to funding works at Fishergate.
- (ii) As per the Recommendation at 05.11.20 Councillors were asked to volunteer to join with Cllrs Fox, Friend, Franklin and P Carter to meet with the Council's tenants.  
**RESOLUTION: Cllrs Heaven and Staple will work with their colleagues to visit the different business tenants.**

15.12.20

#### **FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting held on 9<sup>th</sup> December 2020 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed and the following Recommendation was approved by Resolution:**

- (i) That the Annual Governance and Accountability Return and the comments from the external auditor be noted.
- (ii) That the latest financial forecast at 31<sup>st</sup> November 2020 be noted.
- (iii) Those officers not on minimum wage should receive a salary increase of 1.25% with a further 0.5% made available as a pot from which one off bonuses could be awarded to staff at the discretion of the HR Group (appraisal panel). Any amount not awarded from the pot will be placed in the Project Budget. Those staff on minimum wage will receive the requisite increase required by law, but would also be eligible for the bonus pot. Additional funds that had previously been proposed for staffing increment will also be now put in the Projects Budget. (This information relates to the 2021/2022 budget).
- (iv) That information regarding Sandwich Town CIC's accounts be noted, the Committee awaits further information.

The recommendation relating to the 2021/2022 budget was considered at Minute 24.12.20.

**16.12.20 PUBLIC REQUESTS TO SPEAK**

PCSO Debbie Bishop provided an update on her activities in Sandwich.

**17.12.20 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH**

No report was available.

**18.12.20 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH**

A report was read out by the Town Clerk on behalf of Cllr S Chandler, who had sent her apologies.

**RESOLUTION: This information was noted.**

**19.12.20 UPDATES FROM COUNCILLORS ON MEETINGS THAT THEY'VE ATTENDED**

(i) Cllrs Fox provided an update on Sandwich in Bloom's Christmas activities.

(ii) The Mayor provided an update on recent activities at Gazen Salts Nature Reserve and Gallow's field.

**20.12.20 FINANCES**

Members received the Sandwich Town Council statement of accounts as at 30<sup>th</sup> November 2020 (income & expenditure, budget and forecasting/cashflow report).

**RESOLUTION: To note the Statement of Accounts as at 30th November 2020.**

**21.12.20 PAYMENT SCHEDULES**

Members received and approved the schedule of payments totalling £22,825.20

**RESOLUTION: To approve all payments.**

**22.12.20 CONFIDENTIAL MATTERS**

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 the press and public be excluded for the following items of business.**

**23.12.20 HUMAN RESOURCES**

Councillors received a verbal update from Cllr A Fox, HR Councillor, on the appraisal process.

**RESOLUTION: This matter will be deferred until a written report is available in January 2021.**

**24.12.20 BUDGET 2021/2022**

Councillors received the Draft Sandwich Town Council 2021/2022 Budget as prepared by the Finance Committee. A report from Mrs K Palmer detailing significant changes (from the 2020/2021 budget) was included. It was noted that the Precept Demand Form must be submitted to Dover District Council late January/early February (date tbc) and so the budget must be approved in advance of this deadline; virements within the budget can be made throughout the year (when approved by resolution) but there will be no further opportunity to change/increase the precept during the year after the precept demand form has been submitted.

**RESOLUTION: To receive and approve the draft budget for 2021/2022.**

**25.12.20 GUILDHALL HIRE CHARGES**

Councillors received a written report from Mrs A Hollobon-Baxter, Project Manager, concerning the Guildhall Hire Charges for 2021 and considered the three recommendations contained therein.

**RESOLUTION:**

- (i) The proposed charges with effect from 1st January 2021 were approved and adopted.**
- (ii) The proposed change of room names were approved and adopted with immediate effect.**
- (iii) The proposed wedding brochure was approved and adopted with immediate effect.**

The Project Manager was congratulated on her hard work.

**26.12.20 DATE OF NEXT MEETING**

25<sup>th</sup> January 2021 at 6pm, to be held remotely.

Signed.....

Date.....