

**Minutes of a Quarterly Meeting of Sandwich Town Council held remotely on Monday 22<sup>nd</sup> February 2021 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  
MJ Lintott  
HW Sampson  
Ms D Sivrikaya  
WP Staple  
DA Wood**

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

**Cllr Mrs S Chandler, County & District Councillor**

**34.02.21 MAYOR'S OPENING COMMENTS**

Vaccinations across the town are progressing well and Covid19 testing at the Guildhall continues, however residents are encouraged to use this provision in order to keep it in Sandwich.

**35.02.21 APOLOGIES FOR ABSENCE**

No apologies necessary, all councillors were present.

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

There were no declarations of interest.

**37.02.21 MINUTES**

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 25<sup>th</sup> January 2021 were received and considered.

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

**38.02.21 ADVISORY & ASSETS MANAGEMENT COMMITTEE**

The Minutes of the Advisory & Assets Management Committee Meeting held on 8<sup>th</sup> February 2021 were received. The Recommendations

relating to the Local Plan will be considered by the Council at an extraordinary Council meeting on the 15<sup>th</sup> March 2021.

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

**39.02.21 PLANNING COMMITTEE**

The Minutes of the Planning Committee Meeting held on the 11<sup>th</sup> February 2021 were received and considered. The Recommendations relating to the Local Plan will be considered by the Council at an extraordinary Council meeting on the 15<sup>th</sup> March 2021.

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

**40.02.21 PUBLIC REQUESTS TO SPEAK**

There were no requests to speak.

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

Cllr Holloway provided a written report, a copy of which is attached to the official minutes.

**RESOLUTION: This information was noted.**

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

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

**RESOLUTION: This information was noted.**

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

Cllr Franklin reported on the progress of The Sandwich Medieval Trust; 'The Nicholas' vessel should be arriving in Sandwich in a couple of months. And Heritage Harbour status has recently been awarded to Sandwich; Cllr Franklin is now the Chairman of the Heritage Harbour Group.

Cllr Wood reported that the Sandwich Pantry will be open after Easter; the CIC has been working with St. Peter's Church, taking deliveries, and ensuring compliance with the necessary legislation. And membership will be open from next week.

**44.02.21 FINANCES**

(i) Members received the Sandwich Town Council statement of accounts as at 31st January 2021 (income & expenditure, budget and forecasting/cashflow report).

**RESOLUTION: To receive and note the Statement of Accounts as at 31st January 2021.**

(ii) Members received a report from Mrs A Hollobon-Baxter, Project Manager, and considered the virement detailed therein to allow for an urgent repair to the Fishergate to be undertaken.

**RESOLUTION: That £800 be vired from the STC Health & Safety Budget and £800 from the Town Clerk & Office Staff Budget to enable an urgent repair to the Fishergate to be undertaken, as per the quote from Hipperson Limited.**

- (iii) Members received a report from Mrs K Palmer, Finance Officer, and considered the virement detailed therein for the use of “Local Restrictions Support” in relation to the Guildhall.  
**RESOLUTION: That £18,214.29 be vired to the Guildhall Repairs and Maintenance Budget for use in conjunction with Guildhall business planning, repairs and maintenance.**

**45.02.21 PAYMENT SCHEDULES**

- (i) Members received the mid-month payments that have been authorised by the Town Clerk and Project Manager, totalling £3,870.33  
**RESOLUTION: That this information be noted.**
- (ii) Members received the schedule of payments totalling £28,820.78  
**RESOLUTION: That these payments be authorised.**

**46.02.21 COMMITTEE ADMINISTRATION**

- (i) Councillors considered a recommendation from the Mayor that, following Ms Hunter’s resignation from the Monks Wall Nature Reserve Management committee, the Terms of Reference be updated to have one less co-opted member (currently 4 plus the Warden and a representative from Finns).  
**RESOLUTION: That the terms of reference for this Committee be amended to have one less co-opted member.**
- (ii) To seek a member for the IT/Social Media Committee, following the resignation of Cllr Wood; alternatively, the Terms of Reference could be amended for the committee to have one less member.  
**RESOLUTION: That the terms of reference for this Committee be amended to have one less member.**

**47.02.21 DATE OF NEXT MEETING**

15<sup>th</sup> March 2021 at 6pm; Extra-ordinary meeting to consider DDC’s Local Plan  
17<sup>th</sup> March 2021 at 7pm; Annual Town Meeting  
29<sup>th</sup> March 2021 at 6pm; Ordinary meeting

Signed.....

Date.....