

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on Monday 20th December 2021, at the conclusion of the Town Council Meeting at 6pm.

Present: Councillors: The Mayor, Cllr PG Graeme (in the chair)

**HJ Bragg
D Carter
P Carter
A Fox
J Franklin
DR Friend
K Heaven
M Lintott
D Marie
HW Sampson
D Sivrikaya**

Officers: A Hollobon-Baxter (Minutes)

01.12.21 APOLOGIES FOR ABSENCE

No apologies were received. All Councillors were present.

02.12.21 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

No declarations were made.

03.12.21 MINUTES

Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 29th November 2021. Cllr Carter requested information in relation to £50,000 drawdown. RFO to supply.

RESOLUTION: The Minutes were approved as accurate and signed.

04.12.21 MUSEUM & ARCHIVE MINUTES

Councillors received and considered the Minutes of the Museum and Archive Committee Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 7th December 2021. Cllr Carter requested a copy of the report in relation to Museum update. This was included within the Museum and Archive Committee agenda pack circulated on 2nd December 2021.

RESOLUTION: The Minutes were approved as accurate and signed.

05.12.21 PAYMENT SCHEDULES

(i) Members received the Sandwich Toll Bridge Fund Schedule of Payments for December.

RESOLUTION: All payments were approved.

Cllr Sivrikaya voted against.

(ii) Members received the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for December.

RESOLUTION: All payments were approved.

Cllr Sivrikaya voted against.

(iii) Members received the Museum & Archives Payment Schedule for

Proper Officer to be allowed to cancel Council meetings, in consultation with the Mayor, for safety reasons or if there is no urgent business that cannot be progressed by the Proper Officer
Management of Staff - The Proper Officer (HR Manager in the first instance) to be delegated the power to manage the safety of the staff and workloads as necessary, within the guidance and legislation, as is issued by central government. Consultation with the Mayor and HR Councillor will be undertaken. Councillors should be aware that there may be functions of the Council that will be affected by a reduced staffing capacity.

HR Committee Meetings - The HR Committee will continue to meet as and when required. The Mayor proposes to temporarily add Councillor Lintott to this Committee. HR Committee Meetings continue to take place as normal, with delegated powers.

Planning Applications comments as a Statutory Consultee - The Terms of Reference for the Planning Committee be temporarily amended to include all twelve Councillors, with a quorum of three. Planning Committee Meetings continue to take place as normal, with delegated powers, in the hope that at least three Councillors are able to attend.

Finance Committee - The Finance Committee will continue to meet as and when required.

Committee Meetings (Excluding Planning and HR Committee) - Should Covid escalate further, or a lockdown be implemented Council agree that Committee meetings can be cancelled with any urgent decisions being taken by full Council.

2020/2021 Budget - Councillors will be asked to attend, either in person or virtually if government permits, in January to discuss and approve the precept.

Renewal of Contracts and Licences - The Proper Officer be delegated the power to execute any agreements that are already expected and budgeted for.

Authorisation of Payments - The Proper Officers be delegated the power to authorise up to £30,000 (this is to allow for monthly salary payments to be made and any emergency repairs). The Proper Officer will only authorise payments above £1,000 for items already approved by the Council, Proper Officers will not embark on any new projects that are not already known to the Council. Councillors will be provided with a monthly list of expenditure that has been authorised by the Proper Officers for scrutiny. Two councillors will still be required to arrange the payments (using Bankline or a cheque book), and arrangements will be made for the payees to be able to do this from home. Also increase the limit for single purchases be increased from £50 per transaction to £500.

Emergency Planning - That the Proper Officers be delegated the power to get on with any emergency response and planning matters that present themselves.

Cllr's D Carter and P Carter voted against. Cllr's Sivrikaya and Heaven abstained from voting.

10.12.21

DATE AND TIME OF NEXT MEETING

31st January 2021 at the conclusion of the Sandwich Town Council meeting at 6pm.