

Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 28th March 2022 at 7:00pm, in the Delf Room, Guildhall, Sandwich.

Present: Councillors: J Franklin (in the chair)

**D Carter
P Carter
M Clements
A Fox
D Friend
N Gray
K Heaven
D Marie
HW Sampson
D Sivrikaya
C Ungerson
C Wiles**

Officer: K Palmer (Minutes)

Due to the absence of the Mayor, and as there is no deputy Mayor the meeting resolved to appoint Cllr Franklin as Chair of the meeting.

09.03.22 MAYOR'S OPENING COMMENTS

Cllr Fox gave an address on behalf of The Mayor regarding our long-standing relationship with Highway, who have been our IT provider since 2003, delivering an excellent service at very competitive rates. The MD has expressed frustration and dissatisfaction regarding recent communications with STC/STBF Council and individual councillors, which have included accusations of breaches in security and despite many attempts to allay the fears of individual councillors, a breakdown of trust exists. After considerable patience and dedication Highway are no longer prepared to invest the considerable amount of time being taken up by STC business and apparent accusations and therefore give STC/STBF notice of their intention to terminate our contract.

There will, therefore, be no e-mail access, secure network or functioning iPads, which will compromise the operation of the Council and Toll Bridge Fund and any use of personal e-mail accounts and Facebook would breach GDPR rules. Highway feel their time would be better invested in their new contract with Central Government and in serving other local Councils and Parishes, who are assured by their credentials and service provided.

10.03.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Graeme and Cllr Bragg (unwell) and Cllr Lintott (work commitment).

11.03.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Franklin and Cllr Gray both declared an interest in item 21.03.22 regarding Fishergate, as members of the Heritage Harbour Group.

- 12.03.22 MINUTES**
To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 28th February 2022.
RESOLUTIONS:
(i) **One spelling correction to be made to item 13.02.22.**
(ii) **Minutes were approved as accurate.**
- 13.03.22 PLANNING COMMITTEE MEETING MINUTES**
To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 9th March 2022.
Cllr Marie thanked Cllrs Fox and Friend for their hard work regarding the Archers Low planning application.
Cllr Wiles requested an update from Roger Wragg of DDC on tree issues, as had been promised at the meeting.
RESOLUTION: Minutes were approved as accurate.
- 14.03.22 PUBLIC REQUESTS TO SPEAK**
Mrs S Hayter spoke in relation to policing and parking in Sandwich and Wayfarers as a possible accommodation for Ukrainian Refugees.
Ms C Glynn spoke in relation to recording of council meetings.
Cllr Sampson spoke on behalf of Sandwich Salutes the 40's group who have a grant application on the Sandwich Toll Bridge Fund agenda.
Mrs L Elliott spoke in relation to item 8 on the Sandwich Toll Bridge Fund agenda, regarding moving the Guildhall Archives.
- 15.03.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH**
Cllr P Carter thanked Cllr Friend for adding the report to the agenda.
Cllr Friend gave a brief update of upcoming activities which will be mentioned in his next report.
- 16.03.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH**
Cllr Chandler was unable to attend due to illness.
- 17.03.22 UPDATES FROM COUNCILLORS ON MEETINGS THAT THEY HAVE ATTENDED AS NOMINATED REPRESENTATIVES OF THE COUNCIL**
Cllr Sampson gave an update as a representative of the Sandwich Community Lights Association.
Cllr P Carter gave an update from the Dover District Transport Forum.
Cllr Friend gave a further update from Dover District Council.
- 18.03.22 PETTY CASH**
Cllrs received the corrected petty cash statement for Sandwich Town Council as at 31st January 2022.
RESOLUTION: Received and approved.
- 19.03.22 FINANCES**
Cllrs received the Sandwich Town Council Statement of Accounts as at 28th February 2022 (income & expenditure, budget & petty cash).
RESOLUTION: Received and approved.
Cllr's Gray, Sivrikaya, Clements, Heaven, Ungerson and Wiles abstained from voting.

20.03.22 PAYMENT SCHEDULES

- (i) Cllrs received the mid-month payments, totalling £18,884.83. Those payments which are not supported by a minute reference number have been authorised by the Chief Executive as they fall within Officer delegated powers of expenditure.
- (ii) Cllrs received the schedule of payments totalling £11,752.41.
- (iii) Cllrs to were asked confirm which authorised signatories will authorise the end of March payments using NatWest Bankline.

RESOLUTIONS: Payment schedules were received and approved.

Cllr's Gray, Sivrikaya, Clements, Heaven, Ungerson and Wiles abstained from voting.

Cllr Franklin and Cllr Sampson volunteered to authorise payments on NatWest Bankline for the end of March and April.

21.03.22 FISHERGATE

Cllrs received and considered a report and additional documents from the Chief Executive in relation to Fishergate.

Cllr P Carter took the chair for this item. Cllr Franklin and Cllr Gray remained in the room but were unable to vote on this item.

RESOLUTIONS:

- (i) **That Sandwich Heritage Harbour Group should be asked to confirm whether they are able to pay for the internal repairs and business rates for Fishergate if a lease was offered.**
- (ii) **Negotiations are also to take place regarding use of the Drill Hall.**
If the above two items are confirmed to be acceptable:
- (ii) **That Sandwich Town Council will accept the expression of interest from Sandwich Heritage Harbour Group.**
- (iv) **Sandwich Heritage Harbour Group should undertake the internal repairs to Fishergate.**
- (v) **Sandwich Town Council should undertake the external repairs to Fishergate, subject to the budget being identified.**
- (vi) **Items to be discussed by the Council at a future meeting are - the available budget for external repairs is to be identified, rent to be charged and lease terms.**

22.03.22 ANNUAL TOWN MEETING

Cllrs received an update in relation to the 2022 Annual Town Meeting. It was noted that the date for Mayor Making was incorrectly stated in the report as 19th June 2022. The correct scheduled date is 19th May 2022. Cllr Franklin reminded Councillors that Mayor Making usually takes place on the second Wednesday in May and proposed that the Annual Town Meeting should remain at the previously suggested date of 27th April. Cllr Franklin also stated that Dover Mayor Making had already taken place. Cllr Friend stated that Mayor Making was not on the agenda and should be discussed at the next meeting in April.

RESOLUTION: That the date of the Annual Town Meeting is 27th April 2022.

23.03.22 TOWN GUIDE 2022

Cllrs received and considered a report and quotation for producing the Town Guide for 2022.

Cllr Carter requested that when printing is undertaken, that careful consideration is made to the print volume.

Cllrs asked to see a copy of the draft guide.

RESOLUTION: That a decision cannot be made until a copy of the Town Guide has been included on the agenda, along with another further two quotes for printing.

24.03.22 MARKETS

Cllrs received and considered a report regarding road closure on Thursday mornings.

RESOLUTION: That the item be deferred until further consultation with local businesses and the Market Manager takes place.

25.03.22 WEEKEND MARKETS

Cllrs received and considered a report from the Chief Executive and proposal from the Market Manager regarding weekend markets.

Cllr Marie spoke about his support for this proposal.

RESOLUTIONS:

(i) That the proposal from the Market Manager is accepted.

(ii) That an initial budget of £250 is offered from Reserves for the purposes of marketing. This budget can be increased to £500 if more is required.

26.03.22 BLACK LANE ALLOTMENTS

Cllrs received and considered a report from the PA to the Chief Executive regarding Black Lane Allotments. The updated tenancy agreement was also attached for information.

RESOLUTIONS:

(i) To amend the contract for 2022 to read 1st April 2022 to 31st December at the reduced rate of £69.

(ii) That bees can be kept at Black Lane Allotments subject to the conditions listed in the Bee Keeping Agreement.

(iii) That the location for hives can be the suggested untenable plots of 62 and 63.

(iv) The Allotment Working Group will agree the appropriate number of beehives at the allotment site.

(v) Approval given for the reinstatement of the security fencing and use of the original contractors as a matter of urgency.

27.03.22 FORECAST OUTTURN – FINANCIAL YEAR 2021/22

Cllrs received a forecast outturn report and cash flow spreadsheet for 2021/22 from the Responsible Finance Officer.

RESOLUTION: The information was received and noted.

Cllr's Gray, Sivrikaya, Clements, Heaven, Ungerson and Wiles abstained from voting.

28.03.22 FINANCIAL REGULATIONS

Cllrs received updated Sandwich Town Council Financial Regulations. Cllrs noted that Appendix 1 (last updated on 29th June 2020) details

financial and other delegated powers of Officers. All updates / changes were highlighted for clarity.

RESOLUTION: Financial Regulations were approved.

29.03.22 UKRAINE

Cllrs received and considered a report from the Chief Executive regarding a donation to Dec.org.uk for Ukraine.

RESOLUTION: To defer this item whilst the RFO checks legal powers regarding giving charity donations from the Town Council

30.03.22 OPENNESS AND TRANSPARANCY

Cllrs received and considered an email from Cllr Gray regarding openness and transparency.

Following a motion to change the order of business on the agenda this matter was the 10th item on the agenda to be considered, not the 22nd.

RESOLUTIONS:

- (i) All Sandwich Town Councillors should declare in the Council's Register of Interests any interest which relates to or is likely to affect any body –
 - (a) exercising functions of a public nature; or**
 - (b) directed to charitable purposes; or**
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)**of which the member of the Council is a member or in a position of general control or management.**
- (ii) As with all other interests, if their 'partner' (spouse or civil partner), a person with whom the member is living as husband or wife, or a person with whom the member is living as though in a civil partnership, is a member of any such body this must also be declared.**
- (iii) That the Council's Code of Conduct be amended to give effect to this Resolution.**

31.03.22 COMMITTEES

Cllrs received and considered an email from Cllr Wiles regarding committees.

Following a motion to change the order of business on the agenda this matter was the 11th item on the agenda to be considered, not the 23rd.

Discussion ensued regarding the set-up of committees.

RESOLUTIONS:

- (i) A working group consisting of Cllrs Franklin, Wiles, P Carter and Cllr Mrs Clements is to be formed to discuss the number and frequency of committees, including the HR committee, and the terms of reference for each committee is to be reviewed.**
- (ii) That for all future council and committee meetings, draft minutes are to be circulated to councillors within one week of the meeting taking place and placed on the website within 10 days. If this is not possible due to staff absence / sickness, then these reasons should be stated.**

Cllr Heaven left the meeting briefly during this item.

32.03.22 CONFIDENTIAL MATTERS

(i) It is 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.

(ii) HUMAN RESOURCES

Cllrs received and considered a report from the HR Councillor regarding staff salaries. It was recommended that this report be considered confidential due to the inclusion of information about staffing.

RESOLUTION: The proposed salaries for 2022/23 were approved.

(iii) DRAFT QUAY CONCEPT STUDY

Cllrs considered this report (The report was emailed to all Councillors on 17th March 2022). Dover District Council are resolute that this document is a draft and is considered confidential and must not be released into the public domain under any circumstances. Cllr P Carter requested that Sandwich Town Council support the scheme.

RESOLUTION: Sandwich Town Council support this scheme.

33.03.22 DATE OF NEXT MEETING

Monday 25th April 2022 at 7pm in the Delf Room, Guildhall.

Signed.....

Date.....

