

Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 25th April 2022 in the Delf Room, Guildhall, Sandwich.

Present: Councillors: J Franklin (in the chair)

**J Bragg
D Carter
P Carter
A Fox
N Gray
K Heaven
H Sampson
C Ungerson
C Wiles**

**Officer: K Palmer (Minutes)
C Leith (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.

09.04.22 CHAIRMAN'S OPENING COMMENTS

The Chairman welcomed everyone to the meeting.

10.04.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Graeme, Friend and Sivrikaya (unwell) and Cllrs Lintott and Marie (work commitment).

11.04.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

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

12.04.22 MINUTES

Councillors received the Minutes of the Ordinary Meeting of Sandwich Town Council held on 28th March 2022.

RESOLUTIONS: Minutes were approved as accurate, pending the following:

(i) Item 09.03.22 in opening remarks contained an error regarding who supplied the IT provision and who maintained the IT provision from 2003 to 2020, which should be made clear.

Item 29.03.22 – the RFO confirmed that a donation of this type is not within STC's powers of expenditure.

13.04.22 PLANNING COMMITTEE MEETING MINUTES

Councillors received the Minutes of the Ordinary Meeting of Sandwich Town Council held on 13th April 2022.

RESOLUTIONS:

(i) Ref: 21/00208 – It was noted that reference was made to the scaffolding also in the Tree Warden's Report.

(ii) Ref: 05.04.22 - As this item could not be deferred due to reporting time-restrictions, a follow up meeting with respect to this Street

Furniture Consent Application was carried out to make recommendations to DDC for reduction in number of tables and timings.

RESOLUTION: Minutes were approved as accurate.

14.04.22 PUBLIC REQUESTS TO SPEAK

Cllr Sampson gave an update regarding local organisation events and planned Jubilee celebrations over the forthcoming months. He asked that we actively promote these events, spread the word with respect to encouraging much needed volunteer assistance, also to boost attendance numbers.

15.04.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Chandler gave apologies as she was unable to attend due to a previous commitment. Cllr Carter requested that STC asks Cllr Chandler if she may be able to provide a written update.

16.04.22 UPDATES FROM COUNCILLORS ON MEETINGS THAT THEY HAVE ATTENDED AS NOMINATED REPRESENTATIVES OF THE COUNCIL

Sandwich Lights Committee volunteers were thanked for their hard work and efforts.

URGENT MATTERS

17.04.22 FINANCES

Councillors received and noted the Sandwich Town Council Statement of Accounts as at 31st March 2022 (income & expenditure, budget & petty cash)

RESOLUTION: Received and approved.

18.04.22 PAYMENT SCHEDULES

(i) Councillors received the mid-month payments, totalling £110,834.98.

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.

RESOLUTION: Received and approved

(ii) Councillors received the schedule of payments totalling £21,761.06. RFO updated the total of payment to read £20,526.03.

RESOLUTION: Received and approved

(iii) Councillors confirmed nomination of Cllr Franklin and Cllr Sampson to authorise end of April payment schedules on Bankline.

RESOLUTION: Nomination approved

(iv) Councillors Franklin and Sampson were nominated as authorised signatories to authorise May payment schedules on Bankline.

RESOLUTION: Nomination approved

NON-URGENT MATTERS

19.04.22 IT PROVISION

Councillors received and considered a report from Cllr Fox regarding Sandwich Town Council's IT Provision.

Cllr Sampson reported that the meeting between Highways Business and Services (HBS) and Councillors had been most informative and well received. A recording of the meeting had been made, which can be released, if required.

THE FOLLOWING RESOLUTIONS WERE CONSIDERED AND APPROVED:

- That good will can be restored between HBS and STC.
- That HBS should be invited to tender for any future contracts with STC.
- That STC would welcome HBS's expertise in drawing up tender documents.
- Councillors accept that the e-mail system provided is secure and do not believe that any further investigation regarding this should be undertaken, or report to the ICO made. Cllr Gray requested that HBS might be available for an informal chat to explain this to him personally in the future.
- Councillors agreed to investigate the shortfall in the budget and report back to Council.

20.04.22 DROPPED KERB OUTSIDE NATIONWIDE BUILDING SOCIETY
Councillors received and considered a report from the PA to the Chief Executive regarding contacting the Nationwide.
RESOLUTION: Council resolved to nominate Cllr Ungerson to make contact with Nationwide Building Society.

21.04.22 ANNUAL TOWN MEETING
Councillors received and considered a report from the PA to the Chief Executive regarding election of a Chairman for the Annual Town Meeting
RESOLUTION: Councillors unanimously agreed that Cllr Franklin should stand as Chairman for The Annual Town Meeting.

22.04.22 MAYORS CIVIC AWARDS BADGES
Councillors received and considered a request from the Facilities Manager to purchase Mayors Civic Award Badges.
RESOLUTION: Councillors resolve to approve purchase of 10 badges, funded by the Mayor's Expenses budget and the Miscellaneous budget.

23.04.22 REVIEW OF COMMITTEES
Councillors received a report from the PA to the Chief Executive and agreed to nominate an additional Councillor to proceed with the review of Committees.
RESOLUTION: Cllr Heaven agreed to be the designated member to join the councillors carrying out the Review of Committees.

24.04.22 SANDWICH TOWN GUIDE
Councillors received and considered a report from the PA to the Chief Executive regarding printing costs for the Sandwich Town Guide for 2022, following Councillors' review of the Guide.
RESOLUTION: Council agreed to proceed with printing 40,000 Sandwich Town Guides for 2022, as per quotation received, as soon as possible.

25.04.22 TO CONSIDER APPOINTMENT OF MAYOR AND DEPUTY MAYOR FOR 2022/23

Councillors received a report from the PA to the Chief Executive regarding election of a Mayor-Elect and Deputy Mayor-Elect for 2022/23.

RESOLUTION: That Councillors should be given until 12:00 noon Thursday to return their nominations for Mayor and Deputy Mayor Elect.

26.04.22 WATER METER AT BLACK LANE ALLOTMENTS

Councillors received and considered a report from the PA to the Chief Executive regarding the location of the water meter.

Cllr Wiles declared an interest as a Plot Holder.

RESOLUTION: Councillors resolved to recommend moving the water meter inside the Allotment Boundary.

27.04.22 USE OF SANDWICH COAT OF ARMS

Councillors received and considered a report from the PA to the Chief Executive regarding a request to use and display the Sandwich Coat of Arms on signage from Sandwich Town Tennis Club.

RESOLUTION: Councillors resolved to approve use of the Coat of Arms.

28.04.22 DONKEY PADDOCK

Councillors received and considered a report from the PA to the Chief Executive, on behalf of Cllr Franklin, regarding Donkey Paddock.

RESOLUTION: Councillors resolved to recommend that Sandwich Environmental Group (SEG) should be permitted to access the site to assess the work required and provide STC with a timeframe for the clearance work to be carried out. Cllr Carter recommended that this should be SEG's liability.

29.04.22 WATER TAP ON THE QUAY

Councillors received and considered a report from Cllr Fox, as a representative of Sandwich In Bloom.

Cllrs Fox and Wiles declared an interest as SiB Committee members.

RESOLUTION: Councillors resolved to recommend that permission be granted to install a water tap at the Quay toilet block to facilitate watering. It was noted that boats would have access to water supplied by STC.

30.04.22 USE OF COW LEAS MEADOW

Councillors received and considered a request to use Cow Leas Meadow for a boot fair on the 28th May 2022.

RESOLUTION: Councillors resolved to recommend that the interested parties be asked to provide a full 'Event Submission' provide the following details with regard to this event:

- Toilet facilities
- Public liability insurance
- Single lane access onto site – use of Stewards

Decision making was delegated to the Planning Committee, so that a timely response can be given once submission is received.

31.04.22 PROGRESS OF FISHERGATE LEASE

Councillors received and considered a report from the PA to the Chief Executive regarding Fishergate.

Cllrs Gray and Franklin left the room.

RESOLUTION: Councillors resolved that as this was ordinarily a matter for Advisory and Assets, Cllr Heaven should be nominated to undertake the necessary negotiations to move this project forward in a timely manner and report back to Council.

32.04.22 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:** Councillors received a request from the Mayor, Cllr Graeme regarding an HR matter. Following a motion to change the order of business on the agenda this matter was considered and resolved under Confidential Matters on the STBF Agenda.

33.04.22 DATE OF NEXT MEETING

- (i) Wednesday 27th April 2022 at 6pm; Annual Town Meeting
- (ii) Thursday 19th May 2022; Annual Meeting of the Council (Mayor Making)
- (iii) Monday 30th May at 7pm; Ordinary Meeting of the Council

Signed.....

Date.....