

**Minutes of an Ordinary Meeting of Sandwich Town Council held on Monday 27<sup>th</sup> June 2022 in The Delf, Guildhall, Sandwich.**

**Present: Councillors: J Franklin (Chairman)**  
P Carter  
D Carter  
A Fox  
J Franklin  
D Friend  
P Graeme  
N Gray  
K Heaven  
D Marie  
H Sampson  
D Sivrikaya  
C Ungerson  
C Wiles

**Chaplain Revd Canon Mark Roberts**

**Officer: A Hollobon-Baxter (Minutes)**

**20.06.22 MAYOR'S OPENING COMMENTS**

The Mayor welcomed everyone to the meeting.

Revd Canon Roberts read prayers.

The Mayor's opening comments reflected a busy month in Sandwich with various groups celebrating the Queens Platinum Jubilee on the 6<sup>th</sup> June. The Mayor attended Age Concern, Coffee Pot and also the lighting of the beacon on the Quay. The Mayor thanked Councillors who attended the civic service in St Clements church which was a very special service celebrating the Queens Platinum Jubilee. Cllr John Bragg's funeral was a very sad occasion with councillors and staff in attendance.

Brightlingsea Summer visit on 24<sup>th</sup> June; it is remarkable the level of support Sandwich receives from the town especially meeting the school children and the Mayors Deputy and Freeman. The flag raising for Armed Forces Week was very poignant especially with events happening in Ukraine and the Mayor remembering his grandfather who dies after the Battle of the Somme and his father who was in the Eight Army through the Second World War. Finally, the Mayoress and I attending the Drum Head Service in Deal and later the same day Staple Country Fair.

**21.06.22 APPROVAL FOR APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Lintott (unwell).

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

Cllr Gray declared an interest in item 15 regarding Fishergate, Trustee of Sandwich Heritage Harbour.

Mr Mayor, Cllr Franklin, declared an interest in item 15 regarding Fishergate, Trustee of Sandwich Heritage Harbour.  
Cllr Friend declared an interest in item 17, Director of Highway Business Services.

- 23.06.22 ANNUAL MEETING AND MAYOR MAKING**  
To approve the Minutes of the Annual Meeting of Sandwich Town Council and Mayor Making held on 19<sup>th</sup> May 2022.  
**RESOLUTION: Minutes were approved as accurate.**
- 24.06.22 MINUTES**  
To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 30<sup>th</sup> May 2022.  
Cllr Ungerson referred to item 26.05.22 meant to say that two of the trustees were also Councillors not that two Councillors would be trustees. The charity will decide who their trustees will be.  
**RESOLUTION: Minutes were approved as accurate with the above amendments.**
- 25.06.22 PLANNING COMMITTEE MEETING MINUTES**  
(i) To note the Minutes of the Planning Committee held on 8<sup>th</sup> June 2022.  
**RESOLUTION: Minutes were approved as accurate.**  
(ii) To note the Minutes of the Planning Committee held on 14<sup>th</sup> June 2022.  
**RESOLUTION: Minutes were approved as accurate.**
- The Mayor advised that Revd Canon Roberts was retiring and sincerely thanked him for all his efforts over the last 33 years' service to Sandwich and gave Revd Canon Roberts a small gift.  
Revd Canon responded.
- 26.06.22 SANDWICH MARKET SQUARE (FORECOURT)**  
Councillors received a report from the Responsible Finance Officer in relation to the Sandwich Market Square (Forecourt) project. Council was also asked to note that this is on Sandwich Town Council end of June 2022 payment schedule.  
**RESOLUTION: Council approved and agreed to pay DDC £350,000 PWLB monies with immediate effect.**
- 27.06.22 PAYMENT SCHEDULES**  
(i) Councillors received and noted the mid-month payments, totalling £30,944.21. 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 and approved the schedule of payments totalling £351,834.03.  
**RESOLUTION: Received and approved.**  
(iii) Councillors confirmed nomination of Cllr Franklin and Cllr Samson to authorise end of June payment schedules on Bankline.  
**RESOLUTION: Received and approved.**

- (iv) Councillors confirmed nomination of authorised signatories to authorise mid-July payment schedules on Bankline.  
**RESOLUTION: Received and approved.**

**28.06.22 PUBLIC REQUESTS TO SPEAK**

Mr D Wood updated the Council regarding the Phoenix Centre and the progress made.

Mrs Sally Hayter addressed the Council regarding staffing.

**29.06.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH**

Cllr Friend, DDC representative for Sandwich advised

- JTB meeting shortly
- On street parking proposals requested by residents were not progressing.

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

Cllr Chandler updated councillors regarding

- Reconnect, a two-year programme for children and things missed during covid.
- Free bus passes for all young people for the Summer.
- KCC cabinet children asylum seeking update – the national scheme is working well. KCC had the most ever unaccompanied children enter the county in May.

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

Deputy Mayor, Cllr Carter, reported on the mayoral visits he had undertaken on behalf of the Mayor; Falkans wreath laying, Brompton Barracks, Walker crisp event and radio show and the little gardens of Sandwich.

Cllr Heaven updated Council regarding the Port and Haven Commission, advising that there had been a great deal of progress regarding buying or leasing the land from DDC which would allow P & H C to install pontoons and extend the commercial offerings for moorings. Enabling more visitors and produce an income stream for P & H C and DDC. New developments will include free moorings for heritage vessels. P & H C in future are to check if operators have insurance. Ramsgate and Folkestone boat trips are disturbing the seals and currently make no financial contribution and perhaps these needs addressing.

**32.06.22 FINANCES**

- (i) Members received and noted the Sandwich Town Council Statement of Accounts as at 30<sup>th</sup> April 2022 (income & expenditure, budget and petty cash).
- (ii) Members received and noted the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> May 2022 (income & expenditure, budget and petty cash).

- (iii) Cllrs, as per the Financial Regulations, considered and reconfirmed that staff salary payments should continue to be made by BACs.
- (iv) Cllrs, as per the Financial Regulations, considered and reconfirmed that payment by variable direct debits is acceptable in relation to payments for electricity, gas, water, internet/broadband, phone charges, IT, HR and photocopier contracts.
- (v) Cllrs considered the findings of the review of the effectiveness of the system of internal control (Page 3 of the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2022), and a covering letter from the internal auditor.
- (vi) Cllrs approved the Annual Governance Statement by resolution (Section 1/Page 4 of the Annual Governance & Accountability Return for the year ended 31st March 2022).
- (vii) Cllrs approved the Accounting Statements for 2021/22 (Section 2/Page 5 of the Annual Governance & Accountability Return for the year ended 31st March 2022).
- (viii) Cllrs reviewed and approved the Financial Risk Assessment, pending suggested changes.
- (ix) Cllrs received and considered a report from Responsible Finance Officer, regarding the Internal Audit of Sandwich Town Council Accounts.  
**RESOLUTION: Cllrs approved the appointment of Emma Stevens from McCabe Ford Williams to review the 2022/23 Sandwich Town Council Accounts. No amendments to the list of audit items were requested.**  
 Cllr's Sivrikaya and Ungerson abstained from voting.

**33.06.22**

**CHANGING PLACES GRANT**

Council received and considered a report from the Chief Executive in relation to the Changing Places grant.

**RESOLUTION: Council / Trustee reluctantly rejected this grant award due to the unrealistic 5<sup>th</sup> July timeframe.**

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

**34.06.22**

**FISHERGATE**

Council received and considered a report from Councillor Heaven in relation to Fishergate and Sandwich Heritage Harbour Group.

Cllrs Franklin and Gray left the room.

Cllr P Carter, Deputy Mayor, Chaired this item.

Cllr Heaven advised that Sandwich Heritage Harbour Group is now a registered charity and, in a position, to take on a lease for Fishergate. SHHG would be suitable tenant and are prepared to carry out internal repairs. SHHG have negotiated with the Drill Hall tenants who are agreeable to the SHHG having wall space for historical display of the Quay and port.

Council was asked to note that the roof has not been inspected.

**RESOLUTION: RFO to advise Council regarding funding options for Hipperson to carry out the external works and window works as per the quotation If funding is limited or unavailable the repairs will be tailored accordingly.**

Cllr's Franklin and Gray re-entered the room.

**35.06.22 A FRAME REQUEST**

Council received and considered a request from a local business in relation to an A Frame on the forecourt.

**RESOLUTION: Reject request. A frame/board advertising should be applied for through KCC and be limited to directly outside the business concerned.**

**36.06.22 COUNCILLOR IPADS**

Council received and considered a report from Chief Executive regarding options to extend IT provisions to Councillors.

**Cllr Friend left the room.**

**RESOLUTION: Councillors to have Office 365 on their iPads and Bluetooth keyboards.**

Cllr's Sivrikaya and Graeme abstained for voting.

Cllr's D Carter and Sampson voted against.

Cllr Friend re-entered the room.

Cllr Sampson left the meeting due to another commitment.

**37.06.22 WOODNESBOROUGH TRO**

Council received and considered a report from the Chief Executive regarding adjustment of existing speed restriction on Woodnesborough Road, Sandwich.

**RESOLUTION: Councillors to make individual submissions.**

**38.06.22 DISABILITY ACCESS STRATEGY WORKING GROUP**

Council received and considered a request from Councillor Ungerson regarding proposed work within the town.

**RESOLUTION: The bollard work be carried out inhouse as soon as possible, noting that consultation with H & S consultants is required.**

**DDC to be asked to revert to a regular parking space the disabled only parking space on High Street.**

**39.06.22 DONKEY PADDOCK**

Council received and considered a motion from Councillor Heaven requesting STC declines to allow that land to be used for parking vehicles or storing materials during the refurbishment of the Guildhall Square.in relation to the Donkey Paddock.

**RESOLUTION: Cllr Heaven's motion failed (two for, eight against). The Donkey Paddock can be considered for assistance to contractors for the forecourt project.**

**40.06.22 SOCIAL ENTERPRISE KENT**

Council received and considered a report from Chief Executive regarding a request from Social Enterprise Kent.

**RESOLUTION: Councillors to meet with Social Enterprise Kent and explore their offering.**

**41.06.22 UK SHARED PROSPERITY FUND**

Council received and considered a report from Chief Executive on behalf of Dover District Council regarding UK Shared Prosperity Fund.

**RESOLUTION: STC to agree stakeholders and if possible, prepare for the next year.**

**42.06.22 LIVE STREAMING OF COUNCIL MEETINGS**

Council received and considered a report from Chief Executive regarding the appropriateness of the name of the account used to live stream Council meetings.

Cllr Wiles stated standing order 10.7 (move on to the next item of business). Seconded by Cllr Ungerson.

**24. CONFIDENTIAL ITEMS**

- (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: Council resolved to discuss Item 15 further at the conclusion of the STBF meeting.**

**SOLICITORS CORRESPONDENCE**

- (ii) Council received and considered a report from Chief Executive regarding legal advice from Council's Solicitors.

**RESOLUTION: Council agreed and approved to**

**1<sup>st</sup> bullet point – Yes**

**2<sup>nd</sup> bullet point – Working group with CEO (delegated power)**

**plus Mr Mayor, Cllr Franklin, Cllr's P Carter, Graeme, Gray and Marie. CEO to arrange insurance asap.**

**3<sup>rd</sup> bullet point – Yes**

**4<sup>th</sup> bullet point – 13<sup>th</sup> July 2022**

**5<sup>th</sup> bullet point – No**

6<sup>th</sup> bullet point – Not to accept cash.

- (i) Council received and considered a report from Chief Executive regarding legal advice in relation to an acquisition.

**RESOLUTION: To enact the advice given by Council's Solicitors.**

**25. DATE OF NEXT MEETING**

Monday 25<sup>th</sup> July 2022 at 7pm within the Delf Room, Guildhall.

Signed.....

Date.....