

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

Present: Councillors: J Franklin (Chairman)

**D Carter
P Carter
A Fox
P Graeme
K Heaven
M Lintott
M Moorhouse
H Sampson
C Ungerson**

Officer: A Hollobon-Baxter (Minutes)

09.07.22 MAYOR'S OPENING COMMENTS

The Mayor advised Council of some of his mayoral duties during July. St Georges Church, Deal, for Deal Festival, photography and concert, archery on the Butts, Cummins at Discovery Park and Dover Patrol.

10.07.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr's Friend (work commitment), Gray (unwell), Marie (work commitment), Sivrikaya (unwell) and Wiles (family commitment).

11.07.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Graeme declared an interest in item 12 representation on outside bodies, as chair of Sandwich United Charities.

12.07.22 MINUTES

(i) To approve the Minutes of the Extraordinary Meeting of Sandwich Town Council held on 21st June 2022.

RESOLUTION: Minutes were approved as accurate.

Cllr Moorhouse abstained from voting (elected 7th July 2022)

(ii) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 27th June 2022. Cllr Carter requested that item 25.06.22 be amended (he did not vote against).

RESOLUTION: Minutes were approved as accurate.

Cllr Moorhouse abstained from voting (elected 7th July 2022)

13.07.22 PLANNING COMMITTEE MEETING MINUTES

To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 6th July 2022.

RESOLUTION: Minutes were approved as accurate.

14.07.22 PAYMENT SCHEDULES

(i) Cllrs received the mid-month payments, totalling £29,178.62.

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 £2016.33. Cllrs were asked to note the reduced figure due to delayed decision of one mayoral.
- (iii) Cllrs to were asked to confirm which authorised signatories will authorise the end of July payments using NatWest Bankline.

RESOLUTIONS: Payment schedules were received and approved. Cllrs Franklin and Sampson offered to authorise with Cllr D Carter as backup.

15.07.22 PUBLIC REQUESTS TO SPEAK

Cllr Moorhouse thanked Mr Gisbey for a contest conducted with dignity and ended with grace and also thanked Cllr. Sampson for his contribution to the very cordial atmosphere at the count on Thursday 7th July which he attended with Mr Gisbey.

Cllr Moorhouse further stated how he hoped that the character in which the By-Election was conducted could permeate its way into STC meetings.

16.07.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH

No report received.

17.07.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Report circulated, via email, earlier in the day.

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

Cllr P Carter attended the JTB meeting at the end of May re parking permit extensions.

Cllr Sampson attended Sandwich United Charity meeting earlier in June and Sandwich Lights Festival planning meeting for 2022.

URGENT MATTERS

19.07.22 FINANCES

Cllrs received the Sandwich Town Council Statement of Accounts as at 30th June (income & expenditure, budget & petty cash).

RESOLUTION: Received and approved.

Cllrs Heaven and Moorhouse abstained from voting.

NON-URGENT MATTERS

20.07.22 STANDING ORDERS 5J

Cllrs received and considered a report from the Chief Executive in relation to Standing Order 5J.

RESOLUTION: To defer this item until after item 13 of the agenda (21.07.22 of minutes). After discussions within item 13 (21.07.22 of minutes) it was resolved to refer this item to F & G P Committee after September's Council meeting.

21.07.22 REVIEW OF COMMITTEES

- (i) Cllrs received terms of reference for the Review of Committees Working Group.

Resolution: Defer this item to F & G P Committee after September's Council meeting.

- (ii) To receive and consider a report from Councillors Wiles, Gray, Carter and Fox in relation to reviewing Council Committees. A long discussion ensued in which Cllr's Sampson, Graeme, The Mayor, Ungerson, P Carter, Fox, Heaven and Lintott spoke with the Proper Officer intervening on occasions to offer advice to the Mayor.

RESOLUTION: To abolish all existing committees. To agree the terms of reference for the Council. To create three standing committees – Finance and General Purposes, Heritage and Townscape and Planning. To agree the schedule of delegation and to implement with immediate effect. To review the committee structure and the schedule of delegation in January 2023 and annually thereafter. To offer training to all councillors on standing orders and conduct at meetings. To offer effective chairing of meetings training to the new committee Chairs.

22.07.22 CO-OPTION TO COUNCIL

Cllrs received and considered a report from the Chief Executive regarding co-option to Council.

RESOLUTION: Place an advert on Council's noticeboard, website and social media platforms for fourteen days and Council to consider applicants.

23.07.22 COUNCIL MEETING CHANGE OF DATE

Cllrs received and considered a report from the Chief Executive regarding a change of date for the Council meeting in September.

RESOLUTION: Date to be changed to 26th September 2022.

Cllrs Carter, Carter, Heaven and Ungerson abstained from voting.

24.07.22 PROTOCOL FOR PARTICIPATION

Cllrs received and considered a report from the Chief Executive regarding protocol for participation.

RESOLUTION: To defer this item to F&GP committee.

Cllr Heaven abstained from voting.

25.07.22 HIGHWAY IMPROVEMENT PLAN

Cllrs received and considered a request from Kent County Council regarding proposed approved work within the highway plan.

RESOLUTION: Approve works and payment and ascertain from KCC why this proposal has taken so long.

Cllrs Moorhouse and Ungerson abstained from voting.

26.07.22 MONKS WALL NATURE RESERVE

Following a pre meeting with the Warden of Monks Walls Nature Reserve Cllrs received and considered a report and proposal from the reserve's warden.

RESOLUTION: Approve the proposed works and payment plan.

27.07.22 STAGECOACH SERVICE

Cllrs received and considered a report from the Chief Executive regarding withdrawal of services in Sandwich.

RESOLUTION: Send a strong letter to KCC advising that these withdrawals are completely unacceptable.

28.07.22 CURFEW BELL RINGERS

Cllrs received and considered a report from the Chief Executive reading the administration of Curfew bell ringing.

RESOLUTION: The day-to-day administration to be undertaken by the Curfew Captain. STC to contribute and assist to organise the annual dinner.

29.07.22 BLACK LANE ALLOTMENTS

Cllrs received and considered a report from the Responsible Finance Officer regarding the use of 2021/22 allotment budget under spend.

RESOLUTION: Approve the use of the allotment budget underspend from 2021/22 to assist with correcting the positioning of the security fencing.

30.07.22 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: That the press and public be excluded for the following items of business.

(ii) **INVESTMENT AND SOLICITORS' CORRESPONDENCE**

Cllrs received and considered a report from the Chief Executive regarding legal and investment advice.

RESOLUTION: Engage Councils choice of solicitor and utilise execution only service.

23. DATE OF NEXT MEETING

Monday 26th September 2022 at 7pm within the Delf Room, Guildhall.

Signed.....

Date.....