

Minutes of a Quarterly Meeting of Sandwich Town Council held on 19th December 2022 in the Council Chamber, Guildhall, Sandwich.

Present: Councillors: J Franklin (Mayor)

**P Carter
D Carter
D Friend
P Graeme
N Gray
K Heaven
D Marie
M Moorhouse
D Sivrikaya
M Pennington
H Sampson
C Ungerson
C Wiles**

Officer: Responsible Finance Officer (Minutes)

22.12.22 MAYOR'S OPENING COMMENTS

The Mayor updated the Councillors with a summary of the events that he had attended during the month, which included the Mayors Deputy Inauguration at Brightlingsea, a new steam museum project in Margate and the Arts Society of Sandwich Awards. The Mayor had also attended the Sandwich Christmas Lights Festival, and he thanked the committee for doing a brilliant job. Other events attended were charitable events in Lydd and Folkestone, and the Coffee Pot Christmas event. That afternoon the Mayor had been to Speech Day at Sir Roger Manwoods School.

The Mayor reminded Councillors that they can speak once on a topic or twice at the Mayor's/Chairman's discretion.

23.12.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Fox, who had a personal commitment.

A motion was raised to move items 15 (iii) and 15 (iv) from Confidential to Non-Confidential. This motion was approved.

24.12.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

None.

25.12.22 MINUTES

- (i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 28th November 2022. It was noted that the minutes of the Extraordinary Meeting held on the 30th November 2022 were not included on this agenda and should be included at the meeting on 30th January 2023. Cllr Sampson mentioned that the organisers of the Fifties Festival had not received a personal apology from Cllr Carter. Cllr Carter responded to state that the apology given by the Mayor at the last Council meeting was a public apology to all involved.

RESOLUTION: Minutes were approved as an accurate record of the meeting.

- (ii) To approve the Minutes of the Finance and General Purposes Committee Meeting on 21st November 2022. Cllr D Carter asked that her attendance be recorded as it had been omitted. It was also noted that the Minutes of the Planning Committee meeting of 7th December 2022 had not been included on this agenda.

RESOLUTIONS:

- (i) **Minutes were approved as an accurate record of the meeting (an amendment should be made to add Cllr D Carter as an attendee).**
- (ii) **An Extraordinary meeting is to be held in early January 2023 to approve the budget and to revisit agenda item 20.12.22 (ii)**

26.12.22 PAYMENT SCHEDULES

(i) Councillors received the mid-month payments for December, totalling £24,233.89. It was noted that those payments which are not supported by a minute reference number had been authorised by the Chief Executive as they fell within officer delegated powers of expenditure.

RESOLUTION: Mid-month payments were received and approved.

(ii) Councillors received the schedule of payments for December totalling £1,016.

RESOLUTION: Schedule of payments for December were received and approved.

(iii) Councillors confirmed Cllrs Franklin and Sampson as authorised signatories to authorise the end of December payment schedule using NatWest Bankline.

RESOLUTION: Authorised signatories agreed and approved.

(iv) Councillors were asked to confirm nomination of authorised signatories to authorise mid-January payment schedules on Bankline.

RESOLUTION: Cllrs Franklin and Sampson were approved as authorised signatories.

27.12.22 PUBLIC REQUESTS TO SPEAK

Cllr Marie thanked everyone involved with the Christmas Lights Festival. The event was a great success. He also thanked the Mayor for attending.

Mr S Mallett spoke regarding his Grant Application for the Sandwich Salutes the 40's event in 2023.

28.12.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH

Our Dover District Councillor, Cllr Friend stated that he would be circulating the update via email.

29.12.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH
Councillor Chandler was not in attendance.

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

No updates were given.

URGENT MATTERS

31.12.22 FINANCES

Councillors received the Sandwich Town Council Statement of Accounts as at 30th November 2022 (income & expenditure and budget).

RESOLUTION: Received and approved.

Cllr Sivrikaya abstained.

NON-URGENT MATTERS

32.12.22 DOVER DISTRICT COUNCIL HOUSING NEEDS SURVEY 2023

Council received a report from the Chief Executive Officer regarding Dover District Council's Housing Needs Survey for 2023.

RESOLUTION: To request leaflets and posters from Dover District Council to help promote this survey within Sandwich.

33.12.22 PLANNING ENFORCEMENT

Council received a report from the Chief Executive Officer and Cllr P Carter regarding the consideration of an appropriate method of response to the Public Consultation of KFRS Safety and Well-being Plan for 2023.

RESOLUTION: The office collects responses from Councillors in order to make a collective response on behalf of Sandwich Town Council.

34.12.22 SANDWICH WATERWAYS WORKING GROUP MEMBERSHIP

Council received and considered a report from Cllr Heaven, chair of the Sandwich Waterways working group.

RESOLUTION: To approve membership of the group, which consists of Cllrs Heaven, Graeme, P Carter and Sivrikaya. Non-Councillor members will be Peter Ashford and Carole George.

35.12.22 MADDOX ESTATE

The Council were asked to receive a report from the Chief Executive regarding the Maddox Estate and consider how they wish to progress. It is to be confirmed whether Cllr A Fox is a member of the working group. Cllr Graeme asked for the Recommendation no. (iv) to be changed to state that Sandwich Town Council is the Sole Trustee of the Georgina Maddox Charitable Fund. Cllr Graeme also raised the point that the clerking of the meeting of this new charity needs to be determined.

RESOLUTION: Council resolved to accept the Recommendations of the working group, with amendments:

- (i) To register the bequest as the 'Georgina Maddox Charitable Fund,' a Charitable Incorporated Organisation (CIO,) to be managed by the Churches Charities Local Authorities Investment Company.**
- (ii) To instruct the CEO to arrange for a security system to be installed at the property, to include CCTV and Broadband.**
- (iii) The Sole Trustee of the Georgina Maddox Charitable Fund will be Sandwich Town Council.**
- (iv) To appoint a dedicated Committee to oversee the Georgina Maddox Charitable Fund.**
- (v) To appoint an experienced Charitable incorporated Organisation Company to establish charitable status, which will be more cost-effective and quicker to set up than a solicitor.**
- (vi) Once the charity is incorporated, RFO to establish a separate bank account with Nat West to manage the bequest separately.**
- (vii) In the meantime, to manage the funds effectively, to transfer approximately £200,000 into CCLA Investment Company dedicated**

- to Local Authorities (the amount remaining should cover costs already incurred at the property.)**
- (viii) **The clerking for the new Charity is to be considered.**

36.12.22 CONFIDENTIAL ITEMS

Items (i) and (ii) were moved by motion to take place after the end of the Sandwich Toll Bridge Fund meeting.

- (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) **TEMPORARY APPOINTMENTS FOR STAFF ABSENCE**

Cllrs received and considered a report from Cllr Ungerson regarding legal and investment advice.

RESOLUTIONS:

- (i) **That the Council employ, as soon as possible, a temporary, part time Town Clerk, on a commensurate pro-rata pay rate.**
- (ii) **That the Personnel Sub-Group take responsibility for the recruitment process, using, amongst other methods, the 'Locum' process of the Society of Local Council Clerks.**
- (iii) **That the Council consider and implement other temporary replacement appointments as and when necessary.**

Cllr D Friend left the room before the following item of business

(iii) **STC WEBSITE PROVIDER**

This item was considered after agenda item 14, in the Non-Confidential section of the agenda.

Council received and considered a report from Cllr Ungerson regarding a new website for Sandwich Town Council. Cllr Carter thanked Highway Business Services for their work and thanked David Shaw for offering support to Sandwich Town Council in the period leading up to a change of website. Cllr Marie stated that as staffing resources are very low at the moment, the timescale should not be a strict as indicated in the report. The Mayor also stated that this shouldn't be a priority whilst staffing levels were so low.

RESOLUTION: To approve the Recommendations in the report from Cllr Ungerson, which are:

- (i) **That Council officers consult with KALC about up-to-date information concerning website providers.**
- (ii) **That they research some local examples of good websites (e.g Wingham Parish Council, Sutton Parish Council) and find out who their website providers are.**
- (iii) **That they draft a tender document, for approval by STC, for a website provider.**

- (iv) That they draw up a list of a minimum of four website providers whom STC will invite to tender.
- (v) That the whole process should be completed as quickly as possible, aiming for completion, and successful website launch, by the end of March 2023.
- (vi) That, in the meantime, until the launch of the new website, the current website is kept up to date.

Cllr D Friend returned to the room.

(iv) CO-OPTION OF COUNCILLOR

This item was considered after agenda item 10, in the Non-Confidential section of the agenda.

Council received and considered an application for Co-option of Councillor for the Parish of Sandwich (North Ward).

RESOLUTION: To approve the Co-optee, Ms Vicky Tomlins as a Councillor for Sandwich Town Council.

37.12.22 DATE OF NEXT MEETING

Extraordinary meeting - date and time to be confirmed.

Next Ordinary meeting - Wednesday 30th January at 7pm, within the Guildhall

Signed.....

Date.....