

**Minutes of the Ordinary Meeting of Sandwich Town Council
held in the Council Chamber on:
Monday 22nd May 2023 at 19:00**



Chair: Cllr P Carter
Councillors: I Black, D Carter, E Csuka, J Franklin, S Mallett, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Wiles and Cllr D Friend (TDC)
Officer: Gill Gray PSLCC Interim Town Clerk and three residents.

STC.05.23.1	<p>Chair's opening remarks:</p> <ul style="list-style-type: none"> • The Mayor Making event was a remarkable success on 15th May 2023 and thanks to all the staff for their hard work. • Apologies to the new Town Councillors for the delay, IT support setting up emails and iPads which should be ready very soon. • Welcomes ideas from new and returning Councillors, please copy in the Mayor when emailing. • Thanks to Cllr Wiles for getting the recruitment process underway for the permanent Town Clerk role. • It is proposed to gather feedback from the ATM on Wednesday and then consider an Extra Ordinary meeting if necessary to potentially form a Working Group for the matter of the threat to the Richborough Waste Transfer station. 	Action:
STC.05.23.2	<p>Apologies for absence received: Apologies were received and accepted from: Cllr W Fortescue due to travel commitment, Cllr P Breen due to travel commitment, Cllr N Gray due to travel commitment, Cllr D Marie due to work commitment, Cllr C Ungerson due to travel commitment and Cllr S Chandler (KCC) as prior commitment in her diary.</p>	
STC.05.23.3	<p>Declarations of interest: The following declarations of interest were received: Cllr Franklin declared an interest in Item 5. Cllr Wiles declared an interest in Item 23.</p>	
STC.05.23.4	<p>Minutes of the Full Council Meeting: To receive the Minutes of the Ordinary Meeting of STC held on 24th April 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. It was RESOLVED: that the minutes of the STC meeting held on 24th April be received. Matters arising: Cllr M Moorhouse enquired about progress with the sign for King Street, requested an update on progress with the letter to the PCC and queried that the two names of the unsuccessful contractors were omitted from the minutes for the Monks Wall Nature Reserve works, interim Town Clerk to amend accordingly. In future all quotes to have Company Registration Number if applicable and date and expiry of the quotation.</p>	

	<p>Cllr E Csuka enquired if a response had been received from the letter sent by STC to the Cabinet Member for Education and Skills in relation to the Old School House; interim Town Clerk confirmed that no response has been received to date.</p> <p>To approve the Minutes of the Annual Town Council Meeting held on 11th May 2023 and to consider matters arising from those minutes not covered elsewhere in this Agenda.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr M Pennington and RESOLVED: that the minutes of the ATCM held on 11th May 2023 be signed and approved as a true record of the meeting. One Member abstained.</p> <p>Matters arising: Cllr Franklin sought to ensure that the Allotments Working Group is not forgotten, it will be an item for the next STC agenda for consideration.</p>	
<p>STC.05.23.5</p>	<p>Mayors Expenses for Coronation</p> <p>It was agreed that Item 12 to be considered before the payment schedules as one payment relates to Item 12.</p> <p>Cllr Franklin left the meeting.</p> <p>Following a short debate and considering the report from the RFO it was clear that there was insufficient time to approve the expenditure before the event.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr M Pennington and RESOLVED: that the expenses for the outgoing Mayor to attend the coronation ceremony for HM King Charles III on 6th May 2023 be approved for reimbursement at a cost of £229.90 – breakdown and details of the Mayoral budgets were provided to Members in the RFO report. One Member abstained.</p> <p>Cllr Franklin returned to the meeting.</p>	
<p>STC.05.23.6</p>	<p>Payment Schedules:</p> <p>5a Council received the mid-month payments for mid-May, totalling £18,761.40.</p> <p>It was moved by Cllr Wiles and seconded by Cllr Franklin and RESOLVED: To receive and note the payments for mid-May 2023 totalling £18,761.40. Three Members abstained.</p> <p>5b Council received the schedule of payments for May, totalling £5,520.67. Cllr Black requested an induction for the finances and Cllr Csuka asked for budget projections/forecasting for future meetings. Interim Town Clerk assured Members that training will be offered to Members in due course.</p> <p>It was moved by Cllr Moorhouse and seconded by Cllr Pennington and RESOLVED: To receive and approve the schedule of payments for May 2023, totalling £5,520.67. Four Members abstained.</p> <p>5c Council considered nominations for two signatories to authorise end of May payment schedules on Bankline.</p> <p>It was moved by Cllr Csuka and seconded by Cllr Wiles and RESOLVED: that Cllr P Carter and Cllr J Franklin are nominated to authorise the end of May 2023 payment schedules on Bankline.</p> <p>5d Council considered nominations for two signatories to authorise mid-June payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr Wiles and Cllr P Carter are nominated to authorise the mid-June 2023 payment schedules on Bankline.</p>	

STC.05.23.7	<p>Public Participation: A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Interim Town Clerk prior to 16:00 on the Friday preceding the meeting)</p> <p>A resident spoke about the importance of women and young girls feeling safe in the town and urged the Town Council to seek assurances that a local Police presence will continue to be maintained. The number of police officers seems to be determined on the level of crimes in the area. The visible presence of police can aid prevention of crime and deter anti-social activity. There needs to be lobbying of the local MP, Dover Commander for Kent Police, and other authorities to raise the issue. Sandwich is a busy town, there are boat moorings, a reliable train service to London and varied bus routes. A visible police presence is essential to show visitors to the town who attend the numerous events that safety in Sandwich is paramount. There needs to be an initiative-taking approach with special constables as a suggestion to supplement a permanent police presence in the town.</p>	
STC.05.23.8	<p>Verbal Report from our Dover District Councillor on matters relating to Sandwich Cllr Moorhouse reported that following the recent elections Labour have now taken control of the District Council. The next Full Council at DDC will take place on 19th July and Cllr Moorhouse has been appointed to the Licensing Committee at DDC. Cllr Friend reported that the recent election results now means that the Conservatives are in opposition and will hold the new Labour administration to account for campaign promises. Cllr Friend confirmed he has joined the Shadow Cabinet and the Overview and Scrutiny Committee. Cllr Friend added he has taken the portfolio of Social Housing, Port Health, Skills, and Education in the Shadow Cabinet. Cllr Friend continues with casework and the latest concern is the threat of closure of the Richborough Household Waste and Recycling Centre. Cllr Black seeks to amend the SOs to enable a dialogue to take place between STC and KCC/DDC Cllrs.</p>	
STC.05.23.9	<p>Verbal Report from our Kent County Councillor on matters relating to Sandwich No report as Cllr Chandler communicated her apologies for the meeting.</p>	
STC.05.23.10	<p>Updates from Councillors: The Mayor and the Mayoress attended Mayor Making at Folkestone and will be attending the Mayor Making ceremony at Faversham next week. Cllr Csuka advised that Faversham TC are actively challenging the threatened closure of their waste transfer site and the Mayor will have an opportunity to learn how they are approaching this issue. Cllr Mallett reported on a recent Sandwich Twinning Association meeting for Le Weekend attended by Cllr Marie, volunteers are needed for the event.</p>	

	<p>Cllr Mallett is a Parish Cllr for Woodnesborough and added that an objection has been raised in relation to a planning application proposal for a log store on Sandwich/Ash Road.</p> <p>Cllr Franklin reported attendance during the National Mills weekend to the White Mill, all volunteers who are undertaking splendid work to restore.</p>	
STC.05.23.11	<p>Financial Information:</p> <p>10a Council to receive the petty cash statement as at 31st March 2023.</p> <p>10b & c Council to receive and note the STC statement of accounts as at 30th April 2023 (income, expenditure, and budget)</p> <p>It was moved by Cllr Wiles and seconded by Cllr Pennington and RESOLVED: that the petty cash statement as at 31st March 2023 be received; the STC statement of accounts as at 30th April 2023 to received and noted. Three Members abstained.</p>	
STC.05.23.12	<p>Bank Account Signatories</p> <p>Members considered a report from the RFO regarding bank account signatories.</p> <p>It was moved by Cllr Wiles and seconded by Cllr Moorhouse and RESOLVED: that Cllrs Csuka, Pennington, and Ripley be added as bank signatories for STC/STBF NatWest bank accounts; all ex-Cllrs and staff no longer employed by STC or Charity be removed immediately as signatories on the Bank Mandate. One Member abstained.</p>	
STC.05.23.13	<p>Bay Hall Insurance</p> <p>Members considered the report from the RFO, and it was agreed that three quotes should be sought, and a report prepared for the June meeting, the current insurance expires on 12th July 2023.</p> <p>It was moved by Cllr Moorhouse and seconded by Cllr Franklin and RESOLVED: that three quotes to be sought for the renewal of property insurance for Bay Hall, Strand Street, and a report to be submitted to Council for the June meeting.</p>	
STC.05.23.14	<p>Collaboration Commitment</p> <p>Members considered the draft collaboration commitment proposed by Cllr Breen.</p> <p>It was moved by Cllr P Carter and seconded by Cllr Pennington and RESOLVED: that the proposed collaboration commitment document is passed by the interim Town Clerk to KALC for comment before Council consider the proposal.</p>	
STC.05.23.15	<p>Maddox Working Group</p> <p>Members considered a report from the Maddox Working Group and were asked to agree the appointment of Cllrs to the MWG following the recent elections. The MWG requests that they have delegated authority to draft a survey for organisations, undertake executor liaison and property care essential works.</p> <p>It was debated at length and concerns were aired about the need for change of use before any community activities can be considered, the costs of any works and health and safety considerations. A condition survey was suggested, and a local architect has offered to assist without charging a fee. A further suggestion was a feasibility study and the need for a charity to hold the Maddox legacy assets. A scoping document to be draft for the next meeting.</p>	

	<p>It was moved by Cllr P Carter and seconded by Cllr Moorhouse and RESOLVED: that the confirmed appointments of Cllrs to the Maddox WG were Cllr Breen, Cllr Franklin, Cllr Gray and Cllr Marie. The RFO to be retained as a member of the MWG.</p> <p>The MWG request for delegated authority to undertake activities were deferred to the next meeting pending the production of a scoping document for Council to consider with clarification on the business case proposed. To include consult with the planners at DDC to discuss the potential for change of use and to instruct a local architect to undertake a condition survey free of charge.</p>	
STC.05.23.16	<p>Standing Orders Working Group Terms of Reference</p> <p>Members considered the draft Terms of Reference for the Standing Orders Working Group. The SOWG have considered the options for reworking the Standing Orders, Terms of Reference with Scheme of Delegations, and the Financial Regulations. They agree that an independent approach is favoured. The SOWG recommends the establishment of a HR Committee.</p> <p>It was moved by Cllr P Carter and seconded by Cllr Black and RESOLVED: that the SOWG will draft revised SOs, TORs with Scheme of Delegations and Financial Regulations for proposed recommendation to Council using an independent approach. That a permanent HR Committee is established for STC and included in the TORs. That the TORs for the SOWG are approved by Council.</p>	
STC.05.23.17	<p>Kent Resilience Team</p> <p>The Kent Resilience Team are setting up a Community Resilience Group Meeting and the Chair of the Group has asked if a representative from STC would like to join.</p> <p>It was moved by Cllr P Carter and seconded by Cllr Moorhouse and RESOLVED: that Cllr Mallett will represent STC on the CRGM and report back to Council following meetings.</p>	
STC.05.23.18	<p>Highways Improvement Plan for STC</p> <p>Cllr Moorhouse requested a debate on the STC Highway Improvements Plan. Cllr P Carter explained the process for producing the HIP report. Cllr Moorhouse requested that priority one to be removed as now addressed under the disability strategy. Cllr Moorhouse requests the identification of the budget for the STC HIP, Town Clerk to seek information from RFO.</p> <p>It was moved by Cllr Csuka and seconded by Cllr Moorhouse and RESOLVED: that STC seeks engagement with KCC in the initial stage to get an informed approach for STC and potential costs for any schemes to better inform decisions.</p>	
STC.05.23.19	<p>Guildhall Forecourt Working Group</p> <p>Members considered a report from Cllr Wiles in relation to the Guildhall Forecourt Working Group.</p> <p>It was moved by Cllr Black and seconded by Cllr Csuka and RESOLVED: that the membership of the GFWG was agreed as Cllrs Marie (Chair), Breen, Mallett, Ungerson and Wiles with Steve Laslett as a co-optee. That the GFWG be given delegated authority to prepare and implement an action plan for the Guildhall Forecourt including handover, lettings,</p>	

	<p>equipment, signage, safety, and the market. This proposal was confirmed by Cllr Wiles as having no budgetary implications and therefore the interim Town Clerk confirmed no powers of expenditure were delegated to the GFWG. One Member abstained.</p>	
STC.05.23.20	<p>Proposed Action Plan for STC Members considered a report from Cllr Wiles in relation to an Action Plan for STC for six-month period. It was moved by Cllr Moorhouse and seconded by Cllr Wiles and RESOLVED: that the proposed Action Plan be adopted by Council and will be reviewed in six months. Four Members abstained.</p>	
STC.05.23.21	<p>Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may 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. 1. Information relating to information of a commercially sensitive nature It was RESOLVED: that the confidential matters be moved to follow the end of the STBF meeting. It was moved by Cllr Moorhouse and seconded by Cllr Ripley and RESOLVED: that the public be asked to leave the meeting due to the following items containing information of a commercially sensitive nature.</p>	
STC.05.23.22	<p>Digital Communications and Information Technology Arrangements It was RESOLVED: that a Working Group be formed to review IT and digital communication arrangements, Membership agreed as Cllrs Breen, P Carter, Csuka and Mallett. Town Clerk to be part of the membership of the DC&IT WG who will form recommendations to be reported to the F&GP Committee. The scope of activities in the report Enc 1 were agreed and a role for the newly formed HR Committee to agree roles, responsibilities and any training identified as a direct result. One Member abstained.</p>	
STC.05.23.23	<p>Old School House Update It was RESOLVED: that Cllr P Carter and Cllr Gray have delegated authority from Trustee to enact recommendation as per Enc 2 report without the requirement for a Working Group at this stage.</p>	
STC.05.23.24	<p>Meeting closed at 9.24pm</p>	
STC.05.23.25	<p>Date of next Full Council Meeting: 26th June 2023</p>	