

**Minutes of the Ordinary Meeting of Sandwich Town Council
held in the Council Chamber on:
Monday 25th September 2023 at 19:00**



Chair: Cllr P Carter
Councillors: I Black, D Carter, E Csuka, J Franklin, N Gray, S Mallett, D Marie, M Moorhouse, L Ripley, V Tomlins, and C Wiles
Officer: Gill Gray Town Clerk and eight residents.

<p>STC.09.23.1</p>	<p>Chair's opening remarks: The Mayor reported on items including:</p> <ul style="list-style-type: none"> • Thanking Cllr C Ungerson for organising the recent Jewish refugees visit to Sandwich. • New appointment of Assistant Caretaker after interviews • Interviews for the role of Assistant Clerk/RFO due to take place on Thursday 28th September. • Battle of Britain Day commemoration on 15th September 2023. • Walkabout in Cow Leas Meadow on 16th September 2023 to discuss tree planting with Volunteer Tree Warden. • Attending official opening of Arts Week at St Marys Church • Attending the Institution of the Rev. S Hamilton the new rector for St Clements Church • The recent noise complaint from residents in relation to the event held at the White Mills Wake and Aqua Park will be considered by Council when further information from DDC is received 	<p>Action:</p>
<p>STC.09.23.2</p>	<p>Apologies for absence received: Apologies were received and accepted from: Cllr P Breen – travel commitment, Cllr W Fortescue – travel commitment, Cllr M Pennington – convalescing and Cllr C Ungerson – travel commitment. Cllr S Chandler (KCC) and Cllr D Friend (DDC).</p>	
<p>STC.09.23.3</p>	<p>Declarations of interest: The following declarations of interest were received: Cllr I Black – Item 17 – Committee membership Cllr J Franklin – Item 15 – Request from Rotary Club of Sandwich</p>	
<p>STC.09.23.4</p>	<p>Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 21st August 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. Cllr E Csuka requested an update on progress for the bus stands in front of the Guildhall; Town Clerk to chase for the safety audits from DDC Project Officer. Cllr D Marie and Cllr I Black added that once the paperwork was received a meeting should be organised with Stagecoach. The other items outstanding include a report with a budget for allotments and costs relating to the public conveniences. Cllr I Black raised concern that there were trains not stopping at</p>	

	<p>Sandwich that were now using the new station the Parkway and this should be addressed by writing a letter to SE Rail and Network Rail; Town Clerk to work with Cllr I Black to draft a letter. Cllr C Wiles raised concern that there was no update from the KCC Councillor on the situation with the site Wayfarers, the Town Clerk to chase for an update.</p> <p>It was moved by Cllr D Marie and seconded by Cllr E Csuka and RESOLVED: that the minutes of the STC meeting held on 21st August 2023 be approved as a true and accurate record.</p> <p>To receive the minutes of the Heritage & Townscape Committee meeting held on 10th July 2023. Cllr D Marie queried when the formation of a Tourism Forum will be reported to Council, the Town Clerk confirmed for the October meeting.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr M Moorhouse and RESOLVED: that the minutes of the H&T Committee meeting held on 10th July 2023 be received. Two Members abstained.</p> <p>To receive the minutes of the Planning Committee meetings held on 13th September 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the minutes of the Planning Committee meetings held on 13th September 2023 be received. Four Members abstained.</p> <p>To receive the minutes of the Finance & General Purposes Committee meeting held on 17th July 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the minutes of the F&GP Committee meeting held on 17th July 2023 be received. Three Members abstained.</p>	
STC.09.23.5	<p>Payment Schedules:</p> <p>5a Council received the mid-month payments for mid-September, totalling £25,843.82.</p> <p>It was moved by Cllr D Marie and seconded by Cllr N Gray and RESOLVED: To receive and note the payments for mid-September 2023 totalling £25,843.82.</p> <p>5b Council received the schedule of payments for September, totalling £1,926.24.</p> <p>It was moved by Cllr D Marie and seconded by Cllr N Gray and RESOLVED: To receive and approve the schedule of payments for September 2023, totalling £1,926.24.</p> <p>5c Council considered nominations for two signatories to authorise end of August payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr P Carter and Cllr C Wiles are nominated to authorise the end of September 2023 payment schedules on Bankline.</p> <p>5d Council considered nominations for two signatories to authorise mid-October payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr P Carter and Cllr C Wiles are nominated to authorise the mid-October 2023 payment schedules on Bankline.</p>	
STC.09.23.6	<p>Public Participation:</p> <p>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</p>	

	<p>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 representative from the Sandwich Shop attended the meeting to speak about the proposed fees for tables and chairs on the Guildhall Forecourt/Square and how this will potentially negatively impact the business. Town Clerk to request a copy of the objection and the Council to respond in the form of a letter to the comments.</p>	
STC.09.23.7	<p>Verbal Report from our Dover District Councillor on matters relating to Sandwich.</p> <p>Cllr M Moorhouse reported that the next DDC meeting is on 18th October 2023. The following matters were mentioned:</p> <ul style="list-style-type: none"> • Mosquito problem • New green garden waste scheme • Play areas in Sandwich. • Calling in of planning application for former Wayfarers site in relation to proposed fencing 	
STC.09.23.8	<p>Verbal Report from our Kent County Councillor on matters relating to Sandwich.</p> <p>No report received. Town Clerk to contact KCC Cllr S Chandler to request a written report if KCC Member is unable to attend a STC meeting. Town Clerk to seek an update on the urgent road related matter for the junction of Delf Street and Harnet Street.</p>	
STC.09.23.9	<p>Updates from Councillors:</p> <p>Cllr D Marie reported on the following:</p> <ul style="list-style-type: none"> • A new Neighbourhood Watch committee was formed at DDC and attended in capacity as STC representative. • Roadshows will be taking place soon including KCC Road Safety to address concerns about speeding vehicles. • Dover Disability Association AGM 16.10.23 <p>Cllr E Csuka reported on the following:</p> <ul style="list-style-type: none"> • Joined Cllr L Ripley to host the first Drop-In Clinic at Age Concern with local PC. • Next Drop-In scheduled for 20.10.23 at Jubilee Centre and hosted by Cllr I Black and Cllr V Tomlins • Met with residents from Whitefriars Meadow and advised attendance to planning appeal hearing. • Met with residents from Wantsum Lees who have concerns about an event that caused noise nuisance held at the Whitemills Wake and Aqua Park <p>Cllr S Mallett reported on the following:</p> <ul style="list-style-type: none"> • Christmas Lights progress including meeting of the committee to agree tasks; there is an Age Concern activity on same day so liaising to ensure no clashes. • The Mayor is invited to formally switch on the lights this year; Town Clerk to provide promotion for the event on STC Website and Facebook page. 	
STC.09.23.10	<p>Report from PC and Community Warden for Sandwich</p> <p>No reports submitted.</p> <p>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that Item 16 be moved on the Agenda and debated next.</p>	

STC.09.23.11

Draft Guildhall Square/Forecourt Hire Agreements including Market Regulations

The Town Clerk shared the draft Market Rules and a short debate followed which captured the following:

- That the new Council had inherited debt from the previous administration and there needs to be income generated from the Guildhall Forecourt/Square to meet the £12,000 per annum to meet the costs of the PWB Loan repayments.
- Vehicles should not be on the site unless essential, the movement of them should be restricted preferably until 1pm
- The market stall fees to be reviewed with all other fees for next year's budget consideration.
- The number of market stalls to continue to be boosted to attract more footfall.
- A meeting to be arranged with the market stall holders in October.
- The charge for electricity to be reviewed following advice from RFO.
- Vehicles not permitted on the York Stone without prior permission from the Market Manager – this to be recorded in the Market Rules.

It was moved by Cllr P Carter and seconded by Cllr N Gray and RESOLVED: that the Market Rules were agreed and adopted.

There followed a debate on the proposals for hire agreements and fees for community/commercial events as well as licenses for occupation on the Guildhall Forecourt/Square. There were various concerns raised and it was proposed that the item be deferred pending a meeting with event organisers/local businesses to discuss the proposals with evidence provided. The fees need to be more clearly defined, for example the area and times specified. Cllr S Mallett suggested that cooking with electric should be banned.

It was moved by Cllr C Wiles and seconded by Cllr M Moorhouse and RESOLVED: that the decision for the proposed hire agreements and fees chargeable for events/occupation on the Guildhall Forecourt/Square be deferred pending a meeting with Chairs of Event Groups and local businesses. Town Clerk to share a letter with Event Organisers and local businesses to arrange meetings with them to seek a compromise and understand individual event/business financial situations. That this includes businesses in the vicinity of the Guildhall Forecourt/Square. That no fees proposed will be chargeable until 1st January 2024. Two Members abstained.

There followed a debate on the proposed occupancy permit with fees for the Guildhall Forecourt/Square. **It was moved by Cllr D Marie and proposed that all fees for tables and chairs were deferred pending a discussion with local businesses. Cllr N Gray proposed an amendment to the motion that Council approves the charging of fees in principle; Cllr D Marie rejected this. The original proposed motion was seconded by Cllr S Mallett, and a vote was undertaken with the result that the motion failed.**

	<p>It was moved by Cllr C Wiles and seconded by Cllr N Gray and RESOLVED: that the fees are deferred pending a meeting with local businesses in the vicinity of the Guildhall Forecourt/Square to discuss the proposals and accept that in principle it is agreed that fees will be chargeable from 1st April 2024. Three Members abstained – Cllr D Carter, Cllr E Csuka and Cllr L Ripley. Two Members against – Cllr I Black and Cllr D Marie.</p>	
STC.09.23.12	<p>Financial Information: Council to receive and note the Sandwich Town Council Statement of Accounts as at 31st August 2023 (income and expenditure and budget). It was moved by Cllr D Marie and seconded by Cllr L Ripley and RESOLVED: that the Sandwich Town Council Statement of Accounts as at 31st August 2023 be received and noted.</p>	
STC.09.23.13	<p>Standing Orders Working Group Update Members considered a report from the Standing Orders Working Group with a proposed draft Code of Conduct for Council to consider. The Working Group were thanked for their work. It was moved by Cllr P Carter and seconded by Cllr I Black and RESOLVED: that the Code of Conduct be adopted by Council with immediate effect. Two Members abstained.</p>	
STC.09.23.14	<p>Maddox Bequest Members considered a report from the Responsible Finance Officer in relation to the Maddox Bequest and the proposal to open a Discretionary Managed Account with EFG Harris Allday to hold the shares bequeathed by Georgina Maddox. The risk profile to be shared with Council at the earliest opportunity. It was moved by Cllr E Csuka and seconded by Cllr J Franklin and RESOLVED: that the application form be submitted to open a Discretionary Managed Account with EFG Harris Allday, with the existing signatories – Cllrs P Carter, J Franklin, N Gray and D Marie with the caveat that the risk profile is agreed with Council. The account to be monitored for performance and reviewed after the minimum period of one year is completed. The investment account can be moved after one year provided the Charity has been created.</p>	
STC.09.23.15	<p>Monks Wall Nature Reserve Report Members considered a report from the Town Clerk in relation to the works that are taking place at the Nature Reserve. There were two requests for additional works that are required for the site and a letter was shared which has been received from the Environment Agency. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the quotation from Rhino Plant was accepted for essential works to mow and mulch at a cost of £2,460.00 plus VAT. That the additional ditch clearance work that is covered by the project funding and the cost claimed back from the RPA be approved at a cost of £2,249.40 plus VAT and works to be undertaken by MRF. That the Monks Wall Sub-committee meet with the Environment Agency following a letter which confirms registration of Monks Wall TFRA as a large raised reservoir.</p>	
STC.09.23.16	<p>Rotary Club of Sandwich Request</p>	

	<p>Members considered a report from the Town Clerk in relation to the request from the Rotary Club of Sandwich to site a defibrillator inside the old telephone kiosk adjacent to Delf Street. A short debate captured the following points:</p> <ul style="list-style-type: none"> • There has been some renovation work undertaken by the Community Caretakers, but this is now something that should be completed inhouse with the support of volunteers if they are available and in agreement – Town Clerk to request that the renovation kit is returned to the Town Council. • There are already nine defibrillators registered in the Town and the phone kiosk is not a suitable location for a defibrillator. • The phone kiosk is Grade Two listed and needs careful renovation with specific British standard materials. • The intention for the phone kiosk was originally to be used as a Tourist Information booth. <p>It was moved by Cllr C Wiles and seconded by Cllr L Ripley and RESOLVED: that the renovation of the Grade Two listed phone kiosk should be undertaken by STC with the Community Caretaker being involved as part of the team if in agreement. Town Clerk to request that the renovation kit is returned to STC. Town Clerk to contact the Rotary Club of Sandwich to advise the request to site a defibrillator in the phone kiosk is not agreed. One Member abstained.</p>	
STC.09.23.17	<p>Committee Membership Review</p> <p>Members considered a report from the Town Clerk in relation to Committee membership and considered a request from Cllr I Black to join the F&GP Committee. Cllr I Black left the meeting during this debate. It was discussed that as Cllr M Pennington was not in attendance to meetings at the moment then the nomination of Cllr I Black be agreed.</p> <p>It was moved by Cllr D Carter and seconded by Cllr E Csuka and RESOLVED: that Cllr M Pennington be temporarily removed from the Committee membership and Cllr I Black be confirmed as joining F&GP Committee until Cllr M Pennington returned when the situation can be reviewed. One Member abstained. Cllr I Black rejoined the meeting.</p>	
STC.09.23.18	<p>Peace Monument Proposal for Sandwich</p> <p>Members considered a report from the Town Clerk which included an update on the proposal for a Peace Monument for Sandwich. There is a planned unveiling ceremony planned for Friday 27th October 2023 and the Town Clerk is collaborating with the Mayor and President of NSB/FNC UK to organise the ceremony; formal invitations to follow. The location on the Guildhall Forecourt/Square is an interim location pending further debate by Council. Other sites to be considered are the Quay and the entrance to the Guildhall Museum. Town Clerk to seek initial in principle thoughts on the alternative locations.</p> <p>It was moved by Cllr D Carter and seconded by Cllr L Ripley and RESOLVED: that the interim location be agreed next to the right-hand side of the tunnel entrance to the main Guildhall doors. That the contents of the report were noted. Two Members voted against the interim location.</p>	

STC.09.23.19	<p>Draft Terms of Reference for Disability Access Strategy Working Group Members considered a report from Cllr C Ungerson that detailed draft Terms of Reference for the Disability Access Strategy Working Group. It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the draft Terms of Reference for the Disability Access Strategy Working Group be adopted.</p> <p>It was RESOLVED: that the confidential matters be considered after the STBF meeting and agreed that the meeting was suspended for eight minutes to permit a short break. Item 21 Outside Bodies Report be considered in the meeting and not considered as a Confidential Matter.</p>	
STC.09.23.20	<p>Outside Bodies Report Members considered a report from the Town Clerk that detailed a timeline of correspondence with the Sandwich United Charity since 21st August 2023. Following concerns about the lack of STC appointed trustees and the denial of four nominations from STC on SUC a letter has been draft with the assistance of Cllr N Gray and it is proposed that concerns are raised with the Charity Commission. It was moved by Cllr M Moorhouse and seconded by Cllr L Ripley and RESOLVED: that the draft letter be sent to the Charity Commission to seek an investigation whilst objecting to the action taken by the trustees of Sandwich United Charity. That a copy of the letter be shared with the trustees of Sandwich United Charity. One Member voted against – Cllr D Marie</p>	
STC.09.23.21	<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. Information relating to a particular employee under the authority. It was moved by Cllr P Carter and seconded by Cllr I Black and RESOLVED: that the public be asked to leave the meeting due to the following item containing information relating to a particular employee under the authority.</p>	
STC.09.23.22	<p>Staffing Structure Update It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the recruitment of a permanent Reception and Administration officer be approved.</p>	
STC.09.23.23	<p>Meeting closed at 9.25pm</p>	
STC.09.23.24	<p>Date of next Full Council Meeting: 30th October 2023</p>	