

**Minutes of the Ordinary Meeting of Sandwich Town Council  
held in the Council Chamber on:  
Monday 26<sup>th</sup> June 2023 at 19:00**



Chair: Cllr P Carter  
 Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, W Fortescue, N Gray, S Mallett, D Marie, M Pennington, L Ripley, V Tomlins, C Wiles, C Ungerson and Cllr D Friend (TDC) and Cllr S Chandler (KCC)  
 Officer: Gill Gray PSLCC Interim Town Clerk, two representatives from Stagecoach, the KCC Community Warden and ten residents.

STC.06.23.1	<p><b>Chair's opening remarks:</b></p> <ul style="list-style-type: none"> <li>• The Mayor thanked those who supported the Civic Service on Sunday 25<sup>th</sup> June 2023</li> <li>• The Councillors who are attending and undertaking the work for the Working Groups were thanked.</li> <li>• The Mayor reported on the two recent visits to Brightlingsea.</li> <li>• The Mayor recently chaired the Extraordinary meeting held in relation to the Richborough Waste and Recycling site and the proposed threat of closure.</li> <li>• The event Le Weekend and the Medieval Weekend were greatly appreciated, and the volunteers and organisers were thanked.</li> <li>• The Mayor attended the Raising of the Armed Force Day flag in Deal.</li> <li>• The Mayor attended the public meeting organised at St Mary's Centre which was to raise awareness of the threat to the Richborough Waste and Recycling site.</li> <li>• The Mayor reported on his recent meeting with the new PC for Sandwich</li> <li>• The Mayor reminded Members of the need to stem the flow of work for officers, in particular the interim Town Clerk and RFO</li> <li>• It is with regret that the resignation of the Town Sergeant has been received, he will be sadly missed.</li> </ul> <p>Cllr D Marie joined the meeting.</p>	<b>Action:</b>
STC.06.23.2	<p><b>Apologies for absence received:</b>          Apologies were received and accepted from: Cllr M Moorhouse – travel commitment.</p>	
STC.06.23.3	<p><b>Declarations of interest:</b>          The following declarations of interest were received:          None.</p>	
STC.06.23.4	<p><b>Minutes of the Full Council Meeting:</b>          To approve the Minutes of the Ordinary Meeting of STC held on 22nd May 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.</p>	

	<p><b>It was moved by Cllr J Franklin and seconded by Cllr D Marie RESOLVED: that the minutes of the STC meeting held on 22<sup>nd</sup> May 2023 be approved as a true and accurate record.</b></p> <p>Matters arising: Cllr E Csuka requested that an action log should be formed to capture actions from all the minutes of meetings. Town Clerk to reinstate this for Council. Cllr I Black raised concerns about the recent crime incidents and urged that the new PC to be invited to all meetings and if unable to attend a written report is provided. The Mayor confirmed that the invitation had been extended to the new PC and a list of problems were shared at the recent meeting. Cllr E Csuka added that the action for the Mayor and Cllr N Gray was still outstanding in relation to the Old School House. Cllr Csuka to share the contact details supplied via Facebook to the Mayor. Cllr I Black enquired about progress with the proposed Collaboration Commitment and the Town Clerk confirmed that KALC advice had been shared with Cllr Breen, Cllr Csuka, and the Mayor. Cllr M Pennington requested that the KALC advice be shared with all Members. Cllr P Breen invited Members to contact the Town Clerk within one week to confirm if they are willing to sign the Collaboration Commitment; this will not be shared with anyone else. Cllr P Breen requested that written reports be made available from KCC and DDC Councillors each month. Cllr Ungerson queried the same DDC Councillor report; the Mayor explained that at the last meeting an alternating arrangement has been introduced.</p> <p>To approve the Minutes of the Extraordinary Town Council Meeting held on 5<sup>th</sup> June 2023 and to consider matters arising from those minutes not covered elsewhere in this Agenda.</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr L Ripley and RESOLVED: that the minutes of the Extraordinary STC meeting held on 5<sup>th</sup> June 2023 be signed and approved as a true record of the meeting. One Member abstained.</b></p> <p>Matters arising: Cllr E Csuka confirmed that information gathered at the public meeting has resulted in work underway, Cllr M Moorhouse, Cllr L Ripley and Cllr E Csuka are considering ideas alongside the consultation.</p> <p>To note the draft minutes of the Finance and General Purposes Committee meeting held on 19<sup>th</sup> June 2023.</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr D Marie and RESOLVED: that the draft minutes of the F&amp;GP Committee meeting held on 19<sup>th</sup> June 2023 were noted.</b></p>	
STC.06.23.5	<p><b>Payment Schedules:</b></p> <p><b>5a</b> Council received the mid-month payments for mid-June, totalling £23,366.93.</p> <p><b>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: To receive and note the payments for mid-June 2023 totalling £23,366.93. One Member abstained.</b></p> <p><b>5b</b> Council received the schedule of payments for June, totalling £1,209.68.</p> <p><b>It was moved by Cllr E Csuka and seconded by Cllr P Breen and RESOLVED: To receive and approve the schedule of payments for June 2023, totalling £1,209.68. Two Members abstained.</b></p>	

	<p><b>5c</b> Council considered nominations for two signatories to authorise end of June payment schedules on Bankline.  <b>It was RESOLVED: that Cllr P Carter and Cllr J Franklin are nominated to authorise the end of June 2023 payment schedules on Bankline.</b></p> <p><b>5d</b> Council considered nominations for two signatories to authorise mid-July payment schedules on Bankline.  <b>It was RESOLVED: that Cllr C Wiles and Cllr P Carter are nominated to authorise the mid-July 2023 payment schedules on Bankline.</b></p>	
STC.06.23.6	<p><b>Public Participation:</b>  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>One resident spoke about anti-social behaviour in Sandwich and the distress that it causes to the community who take a pride in the town.</p> <p>One resident outlined the problems and concerns with the proposed highway plan and TRO for Woodnesborough Road and spoke of the need for action.</p> <p>One resident spoke about the need for greater transparency in respect of how the Council manages its assets and in particular the use of them. Also, the need for more information sharing with the community.</p>	
STC.06.23.7	<p><b>Stagecoach Representatives</b>  Two representatives from Stagecoach attended the meeting and provided responses to queries that were raised by STC prior to the meeting in relation to the situation with the bus stands located at Cattle Market. It was agreed that a site meeting to be arranged with Kent Highways, DDC, Stagecoach and STC. STC to request all three safety audits undertaken for the bus stands positions and Town Clerk to contact DDC to request regular parking enforcement on New Street.</p>	
STC.06.23.8	<p><b>Verbal Report from our Dover District Councillor on matters relating to Sandwich.</b>  Cllr D Friend reported on the following matters:</p> <ul style="list-style-type: none"> <li>• Update on Richborough Household Waste Recycling Centre and proposed closure</li> <li>• Recent car fires on Honfleur Road and actions taken by DDC.</li> <li>• Consultation on Air Quality Action Plan commenced by DDC.</li> <li>• Tables and chairs licence for Sandwich Bakery Company approved.</li> <li>• Update on social housing and Bulwarks Play Area, with more details to follow</li> </ul>	
STC.06.23.9	<p><b>Verbal Report from our Kent County Councillor on matters relating to Sandwich.</b>  Cllr S Chandler reported on the following matters:</p>	

	<ul style="list-style-type: none"> <li>• Supports and will facilitate a meeting with Stagecoach in relation to the bus stands on New Street</li> <li>• White Cliffs of Dover recent facelift</li> <li>• The leader of KCC recent planning reform challenge to central government</li> <li>• Agreed to take away actions for two residents where the public participation section related to KCC: the cleaning of the highway and challenge to the Traffic Regulation Order for Woodnesborough Road</li> <li>• Review of Community Warden services</li> <li>• Update on the Richborough Household Waste Recycling Centre and confirmation that proposed closure is strongly objected to by KCC Committee; consultation to commence in July 2023</li> <li>• The opportunity later this year to be consulted on the KCC budget for 2024/2025 as tough decisions are inevitable, Members urged to feedback</li> </ul>	
STC.06.23.10	<p><b>Updates from Councillors:</b> Cllr D Marie reported on his recent attendance to Town Team meeting where various were discussed including tourism, parking problems, Sandwich Quay report and events.</p> <p>Cllr I Black reported on the progress with the Standing Orders Working Group and hoped a final draft copy to be available for the STC July meeting.</p>	
STC.06.23.11	<p><b>Financial Information:</b> Council to receive the petty cash statement as at 30<sup>th</sup> April 2023. <b>It was moved by Cllr J Franklin and seconded by Cllr N Gray and RESOLVED: that the petty cash statement as at 30<sup>th</sup> April 2023 be received.</b></p>	
STC.06.23.12	<p><b>Finances and Annual Governance Annual Return 2022/2023</b></p> <p><b>i</b></p> <p><b>(i) To receive and note the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> May 2023 (income &amp; expenditure, budget, and petty cash).</b> <b>It was RESOLVED: that the Statement of Accounts as at 31<sup>st</sup> May 2023 were received and noted. One Member abstained.</b></p> <p><b>ii</b></p> <p><b>(ii) As per the Financial Regulations, please consider and reconfirm that staff salary payments should continue to be made by BACS.</b> <b>It was RESOLVED: that the staff salary payments to continue to be paid by BACS. One Member abstained.</b></p> <p><b>iii</b></p> <p><b>(iii) As per the Financial Regulations, please consider and reconfirm that payment by variable direct debits is acceptable in relation to payments for electricity, gas, water, internet/broadband, phone charges, HR, and photocopier contracts and that standing orders are acceptable for IT support.</b> <b>It was RESOLVED: that the payment of variable direct debits was reconfirmed in relation to payments for</b></p>	

iv	<p>utilities, internet/broadband, phone charges, HR, and photocopier contracts; standing orders acceptable for IT support. One Member abstained.</p> <p>(iv) To consider the findings of the review of the effectiveness of the system of internal control (Page 3 of the Annual Governance &amp; Accountability Return for the year ended 31<sup>st</sup> March 2023), and a covering letter from the internal auditor. Concerns were raised in relation to some areas. It was RESOLVED: that the system of internal control and letter from the internal auditor with findings were considered by Members. Five Members abstained.</p>	
v	<p>(v) To review and approve the Financial Risk Assessment and Management Scheme for year ending 31<sup>st</sup> March 2023. It was RESOLVED: that the Risk Assessment and Management Scheme for year ending 31<sup>st</sup> March 2023 was deferred for approval pending consideration by F&amp;GP Committee.</p>	
vi	<p>(vi) To approve the Annual Governance Statement by resolution (Section 1/Page 4 of the Annual Governance &amp; Accountability Return for the year ended 31<sup>st</sup> March 2023). Town Clerk to read these at the meeting; Town Clerk and the Mayor to sign and date plus minute reference. It was RESOLVED: that the Governance Statements for year ending 31<sup>st</sup> March 2023 1 to 9 were approved with a yes response to each; the Mayor and Town Clerk signed and dated.</p>	
vii	<p>(vii) To approve the Accounting Statements for 2022/23 (Section 2/Page 5 of the Annual Governance &amp; Accountability Return for the year ended 31<sup>st</sup> March 2023). To be signed by the Mayor. It was RESOLVED: that the Accounting Statements for 2022/2023 were approved. Three Members abstained and one Member was against.</p>	
viii	<p>(viii) To receive and consider a report from Responsible Finance Officer, regarding the Internal Audit of Sandwich Town Council Account and to review the appointment of an internal auditor and confirm the work to be undertaken for the 2023/2024 internal audit. It was RESOLVED: that the appointment of an internal auditor and the confirmation of the work to be undertaken for the 2023/2024 internal audit was deferred pending consideration by F&amp;GP Committee.</p>	
STC.06.23.13	<p><b>Guildhall Square Working Group</b> Cllr D Marie provided an update on progress to date in the form of a report. The draft minutes from the last meeting were share with Members. A further report to be provided at the STC meeting in July.</p>	
STC.06.23.14	<p><b>Disability Access Strategy for Sandwich</b></p>	

	<p>Cllr C Ungerson reported on the proposal to reinstate the Disability Access Strategy Working Group; a short debate took place.</p> <p><b>It was RESOLVED: that the Disability Access Strategy for Sandwich Working Group was reinstated and the membership and Terms of Reference to be agreed at the next STC meeting in July.</b></p> <p><b>It was RESOLVED: to break for a period of five minutes at 9.05pm. Meeting recommenced at 9.10pm.</b></p>	
STC.06.23.15	<p><b>Community Warden Kent County Council Report</b></p> <p>The Community Warden provided a verbal report on the KCC Community Warden Scheme, the methods of working and potential changes that may impact on work supporting local communities. A review of the service is underway and there is a potential threat that it will not continue beyond May 2024. The consultation was opening soon in July/August, and everyone were urged to respond.</p>	
STC.06.23.16	<p><b>Traffic Regulation Order – Woodnesborough Road, Burch Avenue and St Barts Road, Sandwich</b></p> <p>Members considered the details of the Traffic Regulation Order and noted that the consultation deadline was 12 noon on 26<sup>th</sup> June, but the Town Clerk had secured an extension for the Council to comment.</p> <p><b>It was RESOLVED: that the Town Council comments: In relation to the TRO Amendment No 105 and 4:</b></p> <p><b>Supports the proposals for St Barts Road and Burch Avenue Objects to the proposals for Woodnesborough Road due to the impact on the huge loss of parking spaces for residents, which will cause parking problems on neighbouring roads. The other concern is that parked vehicles function as traffic calming along Woodnesborough Road; without any traffic calming measures there will be speeding vehicles.</b></p>	
STC.06.23.17	<p><b>Allotments Working Group</b></p> <p>Members considered the reinstatement of the Allotments Working Group and the membership with a view to scheduling the meetings on a regular basis. Following a short debate, it was agreed that this item be deferred subject to the consultation with the RFO to understand the budget situation.</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr D Marie and RESOLVED: that consultation with the RFO is undertaken by the Town Clerk to clarify the position with the budget for the Allotments Working Group; Town Clerk to report back to Members.</b></p>	
STC.06.23.18	<p><b>Bay Hall Insurance</b></p> <p>Members considered a report from the RFO which included three quotations for the property insurance for Bay Hall. The three quotations were provided by: Greens Insurance, BHIB Insurance and Gallagher.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr N Gray and RESOLVED: that Bay Hall property insurance will continue with Greens Insurance at a premium of £920.78 for the period 13<sup>th</sup> July 2023 to 12<sup>th</sup> July 2024.</b></p>	
STC.06.23.19	<p><b>Dover Neighbourhood Watch Association AGM</b></p>	

	<p>It was moved by Cllr D Marie and seconded by Cllr C Wiles and <b>RESOLVED:</b> that Cllr D Marie be nominated to attend the Dover District NHW Association AGM with the intention of the Town Council joining the NHW.</p>	
STC.06.23.20	<p><b>Membership on Outside Bodies</b>  It was moved by Cllr P Carter and seconded by Cllr D Marie and <b>RESOLVED:</b> that Cllr J Franklin be nominated to join Cllr W Fortescue as the two nominations for the Port and Haven Commissioners that will be considered for formal appointment by Dover District Council. One Member abstained.</p>	
STC.06.23.21	<p><b>Maddox Working Group Report</b>  It was moved by Cllr C Wiles and seconded by Cllr D Marie and <b>RESOLVED:</b> that the following recommendations were approved:</p> <ol style="list-style-type: none"> <li>1. The Council approve Cllr Csuka as a member of the Maddox Working Group.</li> <li>2. The Council approve Margaret Thomas and Lester Thompson as Working Group co-optees.</li> <li>3. The Council delegate power to Cllr Gray to write to the executor, seek a meeting and report back to Council on his findings.</li> <li>4. The Council direct that the Maddox shares received to date which are held by the fund manager should be left as they are i.e., a discretionary fund account should not be opened.</li> <li>5. That the Mayor is confirmed and remains a signatory to the Fund Manager account.</li> <li>6. The Council approve the issue of the Survey in attachment 2 and direct on number of weeks for respondees to submit, 8 weeks is agreed.</li> <li>7. The Council approve payment of up to £200 to Dover District Council for preplanning advice on the change of use from residential to community hub.</li> <li>8. The Council delegate power to the Maddox Working Group Chair and Interim Town Clerk to incur expenditure on any minor items up to a total cost of £2,000. Any such expenditure to be properly incurred, allocated to the Maddox account, and reported to STC.</li> </ol>	
STC.06.23.22	<p><b>Confidential Matters:</b>  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.</p> <ol style="list-style-type: none"> <li>1. Information relating to a particular employee or applicant to become an employee under the authority.</li> </ol> <p>It was moved by Cllr D Marie and seconded by Cllr C Wiles and <b>RESOLVED:</b> that the confidential matters be moved to follow the end of the STBF meeting. It was moved by Cllr P Carter and seconded by Cllr D Marie and <b>RESOLVED:</b> that the public be asked to leave the meeting due to the following</p>	

	<b>items containing information relating to an employee or applicant to become an employee.</b>	
STC.06.23.23	<p><b>Staffing Matters</b></p> <p><b>A</b> Members considered a report from Personnel Group in relation to the proposed appointment of a permanent Town Clerk for Sandwich Town Council.</p> <p><b>It was RESOLVED: that all the recommendations be adopted, and that Gill Gray be appointed as permanent Town Clerk for Sandwich Town Council with her appointment to commence on 1<sup>st</sup> August 2023.</b></p> <p><b>B</b> Members considered a report from Cllr P Carter in relation to a proposed staff bonus; Members supported the recommendation.</p> <p><b>It was RESOLVED: that an honorarium payment be approved for the outstanding efforts from the RFO during the absence of a Town Clerk.</b></p>	
STC.06.23.24	<b>Meeting closed at 10.26pm</b>	
STC.06.23.25	<b>Date of next Full Council Meeting: 31<sup>st</sup> July 2023</b>	