

**Minutes of the Ordinary Meeting of Sandwich Town Council
held in the Council Chamber on:
Monday 31st July 2023 at 19:00**



Chair: Cllr P Carter
Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, W Fortescue, S Mallett, D Marie, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Wiles, C Ungerson
Officer: Gill Gray PSLCC Interim Town Clerk, PC Matt Hawkes and seven residents.

STC.07.23.1	<p>Chair's opening remarks: The Mayor reported on items including:</p> <ul style="list-style-type: none"> • Recent attendance to Lord Warden Memorial Service • Rules of the Council Chamber, including no personal comments • The need to be open and transparent about declarations of interest. • The duration of meetings and the importance of trying to keep within a two-hour window 	Action:
STC.07.23.2	<p>Apologies for absence received: Apologies were received and accepted from: Cllr N Gray – travel commitment. Cllr D Friend (DDC) and Cllr S Chandler (KCC).</p>	
STC.07.23.3	<p>Declarations of interest: The following declarations of interest were received: Cllr P Breen declared an interest in relation to Item 15 due to the proximity to property owned.</p>	
STC.07.23.4	<p>Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 26th June 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. It was moved by Cllr E Csuka and seconded by Cllr M Pennington RESOLVED: that the minutes of the STC meeting held on 26th June 2023 be approved as a true and accurate record. One Member abstained. Matters arising: Cllr P Breen requested that an action log should be formed to capture actions from all the minutes of meetings. Town Clerk to reinstate this for Council. The meeting with Stagecoach was proposed for 16.08 or 22.08; 22.08 am was preferred date – Town Clerk to confirm with DDC that Cllrs P Breen, D Marie, and C Wiles will attend to represent STC. Members to report back to Council. Tables and chairs licence application for the Sandwich Shop will be included on the next Planning Committee Agenda. The handover of the Guildhall Forecourt/Square now completed, the next Working Group meeting to cover outstanding items; Cllr P Breen preparing a report. Town Clerk to seek clarification on the Allotments budget for 2023/2024 with RFO. The Mayor been in contact with the new owner of the Old School House; to be raised as an item for the August Agenda for STC.</p>	<p>1 2 3 4 5 6 7</p>

	<p>Cllr I Black raised concerns about the safety audits for the two play areas and a third Stagecoach audit were still awaited. Cllr E Csuka sought progress with the Guildhall Square WG report from Cllr D Marie. Cllr C Ungerson explained that Terms of Reference were required for the Disability Access Strategy Steering Group.</p>	8 9
STC.07.23.5	<p>Payment Schedules: 5a Council received the mid-month payments for mid-July, totalling £26,267.00. It was moved by Cllr M Pennington and seconded by Cllr D Marie and RESOLVED: To receive and note the payments for mid-July 2023 totalling £26,67.00. 5b Council received the schedule of payments for July, totalling £2,801.82. It was moved by Cllr M Pennington and seconded by Cllr D Marie and RESOLVED: To receive and approve the schedule of payments for July 2023, totalling £2,801.82. 5c Council considered nominations for two signatories to authorise end of July payment schedules on Bankline. It was RESOLVED: that Cllr P Carter and Cllr D Marie are nominated to authorise the end of July 2023 payment schedules on Bankline. 5d Council considered nominations for two signatories to authorise mid-August payment schedules on Bankline. It was RESOLVED: that Cllr P Carter and Cllr D Marie are nominated to authorise the mid-August 2023 payment schedules on Bankline.</p>	
STC.07.23.6	<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) 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. One resident spoke about concerns with governance and the reinstatement of the Thursday market and the pitch fees review. One resident spoke about the value that the Gazen Salts Nature Reserve adds to the local community and in particular those who volunteer. There will be an open day for Gazen Salts on 26th August with free activities for everyone.</p>	
STC.07.23.7	<p>PC Matt Hawkes At the invitation of the Mayor, PC Matt Hawkes report a short update to Council. This included an overview of the District neighbourhood policing model now rolled out, Thursday surgeries on the Forecourt, outlining the main concerns including noise, arson, theft from cars. PC Hawkes urged everyone to report all incidents as this will build a picture and ensure that resources are assigned where required. The main reporting tools are phoning 999 for emergencies and high-risk incidents, phoning 101 for non-urgent reports – you can also report online and use an internet chat on the Kent Police website.</p>	

STC.07.23.8	<p>Verbal Report from our Dover District Councillor on matters relating to Sandwich.</p> <p>Cllr M Moorhouse recently attended the Waterways update – DDC representative River Stour Internal Drainage Board meeting where there was concern about neglect. An audit was conducted on 6th July 2023, the findings for Sandwich to be reported in due course. Cllr M Moorhouse has been appointed DDC representative for Pegwell Nature Reserve Steering Group not met since Covid, but it is hoped they can meet later this year. Meetings with DDC officers to explore collaboration between STC and DDC. Attendance to Planning Committee at DDC where large Betteshanger development was refused. DDC two main decisions which were to bring forward the 2050 Net Zero and to increase the building of energy efficient homes, there will be 800 built during this four-year administration period.</p>	
STC.07.23.9	<p>Verbal Report from our Kent County Councillor on matters relating to Sandwich.</p> <p>Due to travel commitment and apologies shared for non-attendance no report.</p>	
STC.07.23.10	<p>Updates from Councillors:</p> <p>Cllr E Csuka reported on the Ash Road noise issue, the road is closed until September for six weeks. An update is needed on this road closure for a gas related matter. Town Clerk to contact KCC officer.</p> <p>Cllr C Ungerson recently attended two events in her capacity as Deputy Mayor, the first was the Memorial Dover Patrol and the second was opening an Arts Society Arts Exhibition.</p> <p>Cllr M Moorhouse recently attended the Dover Area Committee, topics discussed were M20 roadworks, planning, climate change.</p> <p>Cllr D Marie recently attended the newly refurbished Jubilee Centre, the Folk and Ale Festival was a successful event, and the last event of the season will take place on the August Bank Holiday weekend to include the famous Duck Race. Cllr D Marie also attended the NHW Committee and proposed a Sandwich wide NHW scheme. There will be roadshows set up in due course.</p> <p>Cllr E Csuka and Cllr L Ripley recently met with the Age Concern manager and propose monthly drop-in clinic with the PC and Community Warden. The day proposed is a Thursday to coincide with the market, a rota will be needed.</p> <p>Cllr C Wiles reported an invitation was extended to all STC Cllrs for the Gazen Salts Nature Reserve open day on 26th August 2023.</p>	<p>10</p> <p>11</p> <p>12</p>
STC.07.23.11	<p>Financial Information:</p> <p>Council to receive and note the Sandwich Town Council Statement of Accounts as at 30th June 2023 (income and expenditure and budget). The Mayor was disappointed that the RFO had not received more interest in the training offered to Members.</p> <p>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Sandwich Town Council Statement of Accounts as at 30th June 2023 be received and noted. Four Members abstained.</p>	
STC.07.23.12	<p>Kent County Council Consultations</p>	

	<p>Members were invited to consider the following Kent County Council consultation opportunities and debate whether they propose an individual response from each interested Town Councillor or favour a Town Council formal response or even both approaches:</p> <p>a) Budget Consultation 2024 to 2025 b) New Family Hub Services in Kent c) Kent Community Warden Service Review – there are printed copies available of this for Members to complete if preferred. d) The Local Transport Plan e) National Highways and Transport Survey 2023 to 2024 f) Improving Health and Care in Kent and Medway</p> <p>It was RESOLVED: that the consultations would be shared individually by the Town Clerk with all STC Cllrs and invite those interested to take part in completing the surveys.</p>	13
STC.07.23.13	<p>Standing Orders Working Group Update Members considered two reports from the Standing Orders Working Group with a proposed draft of newly revised Standing Orders for Council to consider and adopt. There followed a lengthy debate and key points raised were:</p> <ul style="list-style-type: none"> • Quorum for Committees • The issue of ex-officio and the election of vice-chair for each Committee • Clarification between Sub-Committee and Working Groups • The relationship with DDC and KCC Cllrs • Motions and draft minutes • Public participation and length of time to speak and number of participants. • The timing for the Annual Town Meeting • Limiting number of meetings per year <p>Members advised to feedback to SO WG by Thursday 09:00 hours on draft SOs. Cllr I Black advised that another meeting of the SO would be required, and further feedback could be incorporated to the last meeting of the SO WG before STC meets on 21st August 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr I Black and RESOLVED: that the item be deferred until the 21st of August STC meeting.</p>	14
STC.07.23.14	<p>Update on Meetings for August 2023 Members received the revised meeting schedule to move the STC/STBF meeting to avoid the Bank Holiday Monday. Cllr D Marie raised the point that usually there are no meetings in the month of August, this to be considered for the next civic year.</p> <p>It was moved by Cllr C Ungerson and seconded by Cllr M Moorhouse and RESOLVED: that the revised meeting schedule was received.</p>	15
STC.07.23.15	<p>Maddox Bequest Members considered a report from the RFO regarding opening a Discretionary Managed Account for the Maddox Fund. A debate followed and the following key points were raised:</p> <ul style="list-style-type: none"> • Members felt a review was needed before a final decision is taken. • A separate account would provide transparency. • Members sought clarification on the expenses to date. 	

	<ul style="list-style-type: none"> • Members were keen to understand the ethical approach for purchasing shares. • Could the shares be cashed in as an alternative option? • A meeting to be requested, RFO to arrange for Members of the Maddox WG to meet with the Trust Fund Manager <p>It was moved by Cllr P Carter and seconded by Cllr V Tomlins and RESOLVED: that the RFO to arrange a meeting for Members of the Maddox WG with the Trust Fund Manager. The item to be deferred pending the meeting. Meeting was reconvened at 9.34pm.</p>	16
STC.07.23.16	<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.</p> <p>1. Information relating to a particular employee or applicant to become an employee under the authority.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr M Pennington and RESOLVED: that the confidential matters be moved to follow the end of the STBF meeting. It was moved by Cllr M Pennington and seconded by Cllr E Csuka and RESOLVED: that the public be asked to leave the meeting due to the following items containing information relating to an employee or applicant to become an employee.</p>	
STC.07.23.17	<p>Staffing Matters</p> <p>A Members considered a report from Personnel Group in relation to one employee. It was RESOLVED: that the recommendation in the IRG report be adopted, and an honorarium payment awarded.</p> <p>B Members considered a report from the Interim Town Clerk in relation to a proposed staff restructure. It was RESOLVED: that the item be deferred and the Town Clerk to redraft the report taking account of feedback received from Members.</p>	17 18
STC.07.23.18	Meeting closed at 10.20pm	
STC.07.23.19	Date of next Full Council Meeting: 21st August 2023	