

Sandwich Town Council Ordinary Meeting of the Council



Agenda

Chair: Cllr P Carter

Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, W Fortescue, N Gray, S Mallett, D Marie, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson

Councillors are hereby summoned to attend a meeting of Full Council in the Council Chamber, Guildhall on 22nd May 2023 at 19:00 to transact the business on the agenda below.

Gill Gray, Interim Town Clerk
Date: 17th May 2023

1	Chair's opening remarks:	
2	Apologies for absence received:	
3	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4	Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 24 th April 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To approve the Minutes of the Annual Town Council Meeting held on 11 th May 2023	Attach 1 Attach 2
5	Payment Schedules: 5a To receive and note the payments for mid-May totalling £18,761.40 Those payments which are not supported by a minute reference have been authorised by Officers with delegated powers of expenditure. 5b To receive and approve the schedule of payments for May, totalling £5,520.67. 5c Council to confirm nomination of two signatories to authorise end of May payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-June payment schedules on Bankline.	Attach 3a and 3b
6	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)	
7	Verbal Report from our Dover District Councillor on matters relating to Sandwich	
8	Verbal Report from our Kent County Councillor on matters relating to Sandwich	

9	Updates from Councillors: To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council	
10	Financial Information: 10a To receive the petty cash statement as at 31 st March 2023 10b & c To receive and note the Sandwich Town Council statement of accounts as at 30 th April 2023 (income and expenditure and budget)	Attach 4a, 4b and 4c
11	Bank Account Signatories To receive and consider a report from the RFO regarding bank account signatories: Two decisions required	Attach 5
12	Mayors Expenses To receive and consider a report from the RFO regarding payment of expenses related to the King's Coronation: Decision required	Attach 6
13	Bay Hall Insurance To receive and note a report from the RFO regarding insurance for Bay Hall, to note.	Attach 7
14	Collaboration Commitment Members are invited to personally commit to working in a collaborative manner with each other as set out in the report: Decision required	Attach 8
15	Maddox Working Group Members to consider the report from the Maddox Working Group and agree the appointment of Councillors to the WG following the elections. There are various activities required and agreement to progress is requested with delegated authority: Decisions required	Attach 9
16	Standing Orders Working Group Terms of Reference Members are invited to consider the draft Terms of Reference for the Standing Orders Working Group: Decision required	Attach 10
17	Kent Resilience Team The Kent Resilience Team are setting up a Community Resilience Group Meeting and the Chair of the Group has suggested that a representative from Sandwich Town Council might like to join due to the work undertaken by STC on coastal flooding: Decision required	
18	Highways Improvement Plan for STC Cllr Moorhouse seeks a debate on the Highway Improvements Plan for STC.	Attach 11
19	Guildhall Forecourt Working Group Members to consider a report from Cllr Wiles: Decision required	Attach 12
20	Proposed Action Plan for STC Members to consider a report from Cllr Wiles: Decision required	Attach 13
21	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: Decision required	
22	Digital Communications and Information Technology Arrangements Members to consider a report from Cllr Csuka: Decision required	Enclosure 1
23	Old School House Update	Enclosure 2

	Members to consider a report from Cllr Csuka: Decision required	
24	Date of next Full Council Meeting: Monday 26th June 2023	

**Minutes of the Ordinary Meeting of Sandwich Town Council
held in the Council Chamber on:
Monday 24th April 2023 at 19:00**




Chair: Cllr J Franklin
Councillors: D Carter, P Carter, D Friend, N Gray, K Heaven, D Marie,
M Moorhouse, M Pennington, H Sampson, D Sivrikaya, V Tomlins, C Wiles and
C Ungerson – Cllr S Chandler (KCC)

Officer: Gill Gray PSLCC Interim Town Clerk and eleven residents.

STC.04.23.1	<p>Chair's opening remarks: The Mayor welcomed Councillors and members of the public to the meeting and asked for one minutes silence to honour the late John Bragg. Cllr J Franklin reported on recent attendance to the English Heritage opening ceremony at Richborough Fort, attending the St Georges Day Parade with the scouts, and requested that any Cllrs that are not standing again for the re-election to please return their iPad to the Town Clerk office at the Guildhall.</p>	Action:
STC.04.23.2	<p>Apologies for absence received: Apologies were received and accepted from: Cllr P Graeme due to personal reasons and Cllr A Fox due to personal reasons. Cllr D Carter will join the meeting late.</p>	
STC.04.23.3	<p>Declarations of interest: The following declarations of interest were received: Cllr C Wiles declared an interest in Item 12 – as he is related to a person who works at the Sandwich Infant School Cllr H Sampson declared an interest in Item 12 – as he is a school governor for Sandwich Infant School.</p>	
STC.04.23.4	<p>Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 27th March 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. Cllr Ungerson proposed an amendment which was read to Council. Cllr D Carter joined the meeting. It was moved by Cllr P Carter and seconded by Cllr D Friend and RESOLVED: that the minutes of the STC meeting held on 27th March be amended with the proposed addition from Cllr C Ungerson and be signed and approved as a true record of the meeting. Cllr M Moorhouse raised concerns on the following matters:</p> <ul style="list-style-type: none"> • Road sign for King Street – Interim Town Clerk to action and progress • Parking fees and the charging period • Precept increases by DDC. • Highways maintenance budget • Guildhall forecourt associated items 	
STC.04.23.5	<p>Payment Schedules:</p>	

	<p>It was moved by the Mayor Cllr J Franklin and seconded by Cllr D Friend and RESOLVED: that the proposed schedule of meetings for 2023/2024 was adopted with the movement of the STC/STBF meeting in August to avoid a bank holiday and some additional civic dates. One Member abstained.</p>	
STC.04.23.12	<p>School House, School Road, Sandwich Cllr C Wiles and Cllr H Sampson left the meeting. Council received a report and statement from the Sandwich Infant School Chair of Governors which was read by the Mayor. Members were concerned about the imminent disposal of the Old School House by KCC and wanted to support the Sandwich Infant School. Following a short debate, it was agreed that the Interim Town Clerk would write a letter to the Cabinet Member for Education and Skills to seek a withdrawal of the property from the auction at Clive Emson's on 4th May 2023.</p> <p>It was RESOLVED: that the Interim Town Clerk to write a letter on behalf of STC to the Cabinet Member for Education and Skills to request that the Old School House is withdrawn from auction on 4th May 2023. Furthermore, STC seeks to negotiate a rental proposal on behalf of Sandwich Infant School or explore other viable options.</p>	
STC.04.23.13	<p>Vehicle Crime and Anti-Social Behaviour Concerns Council received a report from Cllr M Moorhouse who raised concerns about the lack of police presence in the town including PCSO and the use of CCTV. Cllr M Moorhouse proposed that clarification is needed:</p> <ul style="list-style-type: none"> • To fully understand CSU role at DDC • Request audit of CCTV cameras in Sandwich • Liaise with Deal Town Council and explore a joint approach. • Neighbourhood Policing approach needs to be better understood. • A single point of contact would be beneficial. • A senior Police officer or representative from PCC to talk about crime prevention. <p>Cllr D Friend added that a pre meeting could be arranged for Members to hear about the CSU role at DDC, CCTV cameras and how it links to Kent Police. Cllr D Friend added the importance of the Community Warden role that KCC provides.</p> <p>It was RESOLVED: that the points raised by Cllr Moorhouse with the addition of a letter sent to the Police Crime Commissioner to seek assurances that a police presence is maintained in the town to be actioned by the Interim Town Clerk.</p>	
STC.04.23.14	<p>The Cinque Ports Mayor's Bowls Tournament 2023 Council received a report from the Mayor and Members were asked to note the dates for the event taking place at Folkestone Bowls Club. Members agreed that this will be for the new Mayor to consider after the elections.</p> <p>It was RESOLVED: to defer the decision to attend the event until the new Mayor is sworn in following the elections.</p>	
STC.04.23.15	<p>Kent and National Associations Membership Renewal 2023/2024</p>	

	It was RESOLVED: that the item be moved to the end of the STBF Agenda when the confidential matters can all be considered together.	
STC.04.23.21	Date of next Full Council Meeting: 22nd May 2023	

<p>Minutes of the Annual Town Council Meeting of Sandwich Town Council held in the Council Chamber on: Thursday 11th May 2023 at 19:00</p>		
<p>Chair: Cllr P Carter Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, S Mallett, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson and Cllr D Friend (DDC) Officer: Gill Gray PSLCC Interim Town Clerk, Cllr D Friend (DDC) and eight residents.</p>		
ATCM.05.23.1	<p>Chair's opening remarks: The Mayor welcomed Councillors and members of the public to the meeting and shared a report with the following items:</p> <ul style="list-style-type: none"> • Cllr Franklin thanked Councillors for their support. • Staff were thanked for their hard work. • Sadness at the loss of the Lord Warden, Lord Boyce; Memorial Service at Westminster Abbey in July • The great loss in September 2022 of HM the Queen • Recent attendance to the Coronation of King Charles III at Westminster Abbey 	Action:
ATCM.05.23.2	<p>Election of Mayor It was moved by Cllr Franklin and seconded by Cllr Tomlins and RESOLVED: that Cllr P Carter was elected Mayor for the ensuing civic year of 2023/2024</p>	
ATCM.05.23.3	<p>Declaration of Acceptance of Office Cllr P Carter read the Declaration of Acceptance of Office as duly elected the Right Worshipful Mayor of Sandwich for 2023/2024</p>	
ATCM.05.23.4	<p>Election of Deputy Mayor It was moved by Cllr P Carter and seconded by Cllr Breen and RESOLVED: that Cllr Clare Ungerson was duly elected as Deputy Mayor for the ensuing civic year of 2023/2024</p>	
ATCM.05.23.5	<p>Declaration of Acceptance of Office Cllr Ungerson read the Declaration of Acceptance of Office as duly elected Deputy Mayor of Sandwich for 2023/2024</p>	
ATCM.05.23.6	<p>Declarations of Acceptance of Office by Councillors Town Clerk confirmed that all the declarations of acceptance of office for Councillors have been signed and received. The Mayor thanked Cllr Franklin for his service as Mayor last year and also the staff who have worked hard.</p>	
ATCM.05.23.7	<p>Apologies for absence received: Apologies were received and accepted from: Cllr W Fortescue due to work commitment, Cllr N Gray due to travel commitment, Cllr D Marie due to work commitment, Cllr M Moorhouse due to meeting at DDC and Cllr S Chandler (KCC)</p>	
ATCM.05.23.8	<p>Declarations of interest: The following declarations of interest were received: None.</p>	
ATCM.05.23.9	<p>Minutes of the Full Council Meeting:</p>	

	<p>To approve 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.</p> <p>It was moved by Cllr Franklin and seconded by Cllr D Carter and RESOLVED: that the minutes of the STC meeting held on 24th April be signed and approved as a true record of the meeting.</p> <p>Cllr Breen stated that it would be preferable to have any payments and expenditure shown for future meetings with a budget comparison for monitoring purposes.</p>	
ATCM.05.23.10	<p>Minutes of the Planning Committee:</p> <p>To receive the draft minutes of the Planning Committee held on 19th April 2023.</p> <p>It was moved by Cllr Franklin and seconded by Cllr Wiles and RESOLVED: that the draft minutes of the Planning Committee were received</p>	
ATCM.05.23.11	<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 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>None.</p>	
ATCM.05.23.12	<p>Review of Terms of Reference for Committees and Schedule of Delegations (SO5jv and vi)</p> <p>Following a short debate by Members it was agreed that the TORs were received and adopted but with a view to review them at the meeting on 26th June 2023 or as soon as is practicable thereafter.</p> <p>It was moved by Cllr Black and seconded by Cllr Breen and RESOLVED: that the TOR to be reviewed at the meeting on 26th June 2023 or as soon as is practicable.</p>	
ATCM.05.23.13	<p>Appointment of Members to Committees (SO 5j vii)</p> <p>Members debated the Committee Membership report provided by the Interim Town Clerk. The following Members are appointed to the F&GP Committee: The Mayor, Cllrs DC, JF, NG, MP, CU, EC, CW and PB. The following Members are appointed to the H&T Committee: The Mayor, Cllrs CU, JF, DM, SM, EC, IB, VT and LR. The following Members are appointed to the P Committee: The Mayor, Cllrs CW, JF, DM, MM, SM, MP and WF. The following Members are appointed to the Monks Wall Sub-Committee: The Mayor, MP, SM, DM and JF.</p> <p>It was moved by Cllr Franklin and seconded by Cllr Csuka and RESOLVED: that the appointments to the Committees were agreed.</p> <p>It was moved by Cllr P Carter and seconded by Cllr Franklin and RESOLVED: that the Chair for each Committee or Sub-Committee will be elected at the first meeting of each Committee or Sub-Committee.</p>	
ATCM.05.23.14	<p>Appointment of New Committees</p> <p>To note that no further Committees were proposed at the ATCM but the Interim Town Clerk to make recommendations to the meeting on 22nd May 2023 in relation to a proposal for a HR Committee.</p>	

ATCM.05.23.15	<p>Review of Standing Orders and Financial Regulations (SO 5j ix) Following a short debate by Members it was agreed that a Working Party be formed to consider the SOs and Financial Regulations and TORs. The SOs and Financial Regulations were received and adopted with the view that there will be a full review by the Council at the meeting on 26th June 2023 or as soon as is practicable thereafter.</p> <p>It was moved by Cllr Breen and seconded by Cllr Csuka and RESOLVED: that the Working Party membership will be five Town Councillors: Cllrs MP, IB, PB, EC. The Interim Town Clerk to provide draft TOR for the next meeting and the review of the SOs and Financial Regulations to be considered by the Council at the meeting on 26th June 2023 or as soon as is practicable thereafter.</p>	
ATCM.05.23.16	<p>Delegated Powers for Adhoc Expenditure Members considered a report from the RFO and sought approval to transfer spending powers to ensure continuity of service.</p> <p>It was moved by Cllr Franklin and seconded by Cllr Wiles and RESOLVED: that the spending powers are moved from the PA to the Interim Town Clerk. Financial Regulations Appendix 1 to be updated accordingly.</p>	
ATCM.05.23.17	<p>Arrangements with other local authorities, not-for-profit organisations, and businesses (SO5j x) Members noted a report will be produced to the Council at the meeting on 26th June 2023.</p>	
ATCM.05.23.18	<p>Representation on Outside Bodies Members debated the Outside Bodies Membership report provided by the Interim Town Clerk. Members were appointed to the proposed schedule with Cllr Pennington added to the vacancy on the Dover Joint Transportation Board and Cllr Moorhouse taking the place of Cllr P Carter as the primary representative for KALC Dover Area.</p> <p>It was moved by Cllr Ungerson and seconded by Cllr Pennington and RESOLVED: that the report was adopted, and the outside bodies membership were agreed with the two alterations for the DJTB and KALC Dover Area.</p>	
ATCM.05.23.19	<p>General Power of Competence (SO 5j xii) Members considered the report for the adoption of the GPC.</p> <p>It was moved by Cllr Ungerson and seconded by Cllr Franklin and RESOLVED: that Sandwich Town Council were satisfied they met the relevant criteria and are eligible to exercise the GPC under Section 8 of the Localism Act 2011.</p>	
ATCM.05.23.20	<p>Inventory of Land and Other Assets including buildings and office equipment (SO 5j xiii) Members noted a report will be produced to the Council at the meeting on 26th June 2023.</p>	
ATCM.05.23.21	<p>Arrangements for Insurance cover in respect of all insurable risks Members received the insurance details in relation to:</p> <ul style="list-style-type: none"> • STC/STBF – Zurich for main insurance cover • STC/STBF – Beazley for Art and Civic Insignia • STC/STBF – BHIB for Cyber Security cover 	

	<p>Cllr Breen enquired about the insurance cover for the Bay Hall property as part of the Maddox estate; Interim Town Clerk to provide the details at the next meeting.</p> <p>It was moved by Cllr Franklin and seconded by Cllr Wiles and RESOLVED: that the insurance details were received. Interim Town Clerk to provide details of the insurance for the Bay Hall property for the next meeting.</p>	
ATCM.05.23.22	<p>Subscriptions to Other Bodies (SO 5j xv)</p> <p>Members to note that the 2023/2024 subscription to KALC and NALC was authorised by Council at the meeting on 24th April 2023 and a report on other subscriptions will be produced to Council at the meeting on 26th June 2023.</p>	
ATCM.05.23.23	<p>Complaints Procedure (SO 5j xvi)</p> <p>Members considered the Complaints Procedure; it was noted that this needs a review as was first adopted on 4th March 2013. The review to be undertaken by Council at the meeting on 26th June 2023.</p> <p>It was moved by Cllr Franklin and seconded by Cllr Ripley and RESOLVED: that the Complaints Procedure was adopted with a view to review at the Council meeting on 26th June 2023.</p>	
ATCM.05.23.24	<p>Freedom of Information and Data Protection (SO 5j xvii)</p> <p>Members noted that the Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business and provides information on Freedom of Information on the Town Council website.</p> <p>It was moved by Cllr Pennington and seconded by Cllr Tomlins and RESOLVED: that the Council continues to adopt GDPR practices which are essential and an integral part of the Council day-to-day business.</p>	
ATCM.05.23.25	<p>Press/Media (SO 5j xviii)</p> <p>Members noted the Press/Media procedure and agreed that this now requires a review, and a Social Media Policy will need to be considered as well.</p> <p>It was moved by Cllr Wiles and seconded by Cllr Ungerson and RESOLVED: that the Press/Media procedure requires a review and that a Social Media Policy will need to be considered as well for the Council.</p>	
ATCM.05.23.26	<p>Employment Policies and Procedures (SO 5j xix)</p> <p>To note that the Interim Town Clerk to make recommendations to the meeting on 22nd May 2023 in relation to HR including employment policies and procedures.</p>	
ATCM.05.23.27	<p>Expenditure incurred under Section 137 LGA 1972 (SO 5j xx)</p> <p>Members to note that a report will be produced to the Council at the meeting on 26th June 2023.</p>	
ATCM.05.23.28	<p>Meetings in Period to next Annual Town Council Meeting (SO 5j xxi)</p> <p>Members considered the proposed schedule for meetings that include dates to the end of April 2024.</p> <p>It was moved by Cllr Franklin and seconded by Cllr Ungerson and RESOLVED: that the meeting schedule for 2023/2024 civic year were adopted and agreed.</p>	
ATCM.05.23.29	<p>Date of next Full Council Meeting: 26th June 2023</p>	

Sandwich Town Council - Payment Schedule 2023/24 - Mid May 2023

Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
22/05/2023	35	Salaries - Sandwich Town Council	Sandwich Town Council - Mayor's Attendant - May 2023	Mayor's Attendant & Uniform	STC Minute Ref: 32.08.22 (ii)	£78.81	£0.00	£78.81	
22/05/2023	35	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - May 2023	Town Clerk & Office Staff	STC Minute Ref: 32.08.22 (ii)	£2,171.33	£0.00	£2,171.33	
22/05/2023	35	Salaries - Sandwich Town Council	Quay Conveniences Salaries - May 2023	Quay Conveniences - Salaries	STC Minute Ref: 32.08.22 (ii)	£804.45	£0.00	£804.45	
22/05/2023	35	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - May 2023	Cattle Market Conveniences - Salaries	STC Minute Ref: 32.08.22 (ii)	£804.46	£0.00	£804.46	
22/05/2023	35	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - May 2023	S144 Salaries	STC Minute Ref: 32.08.22 (ii)	£897.44	£0.00	£897.44	
22/05/2023	35	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - May 2023	Contribution to Caretaking Staff	STC Minute Ref: 32.08.22 (ii)	£852.52	£0.00	£852.52	
22/05/2023	35	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - May 2023	Guildhall	STC Minute Ref: 32.08.22 (ii)	£5,872.70	£0.00	£5,872.70	
22/05/2023	35	Salaries - STBF Guildhall	Guildhall Administration Salaries - May 2023	Guildhall	STC Minute Ref: 32.08.22 (ii)	£1,928.09	£0.00	£1,928.09	
22/05/2023	35	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - May 2023	Guildhall	STC Minute Ref: 32.08.22 (ii)	£586.29	£0.00	£586.29	
22/05/2023	35	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - May 2023	STBF	STC Minute Ref: 32.08.22 (ii)	£3,203.31	£0.00	£3,203.31	£16,811.40
22/05/2023	51	Interim Clerk	Interim Clerk services 03-04-23 to 30-04-23 (3 days a week)	Staffing Contingency	STC 36.12.22 (i)	£2,150.00	£0.00	£2,150.00	£2,150.00
					Total	£18,761.40	£0.00	£18,761.40	£18,761.40

Sandwich Town Council - Payment Schedule 2023/24 - End of May 2023

Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
22/05/2023	38	Training Highway	IT Support - May 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40	£101.40
22/05/2023	36	Training Highway	IT Support - May 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£101.40	£0.00	£101.40	£202.80
22/05/2023	37	Training Highway	IT Support - May 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£40.00	£0.00	£40.00	£40.00
22/05/2023	38	KCS Education Supplies	2 x Boxes of photocopying paper	Office Expenses (incl. telephone)	Interim Clerk	£75.98	£15.20	£91.18	£91.18
22/05/2023	39	Co-Operative Sandwich	Food and Juice for Mayor Making event	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£40.25	£0.00	£40.25	£40.25
22/05/2023	40	Interim Clerk	Cake for Mayor Making event	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£58.00	£0.00	£58.00	£58.00
22/05/2023	41	A Hulgen	Thursday Market Manager - fees for April 2023	Thursday Market Manager	Interim Clerk	£200.00	£0.00	£200.00	£200.00
22/05/2023	42	Training Highway	IT Contract - removal of 50% discount on Services Balance - STC	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£108.00	£0.00	£108.00	£108.00
22/05/2023	42	Training Highway	IT Contract - removal of 50% discount on Services Balance - Museum (t	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£108.00	£0.00	£108.00	£108.00
22/05/2023	43	Cllr Jeff Franklin	Reimbursement of Suit Hire cost for Mayor's attendance of Coronation 06	Mayor's Expenses	Interim Clerk	£98.90	£0.00	£98.90	£98.90
22/05/2023	44	Mr J Martin	Accommodation and breakfast for Mayor re attendance of Coronation 06-07	Mayor's Expenses	Interim Clerk	£100.00	£0.00	£100.00	£100.00
22/05/2023	44	Mr J Martin	Mayor's Coach travel to Coronation 06-05-23	Mayor's Travel	Interim Clerk	£30.00	£0.00	£30.00	£130.00
22/05/2023	45	Sage Global Services Ltd	Sage Payroll	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (iv)	£17.00	£3.40	£20.40	£20.40
22/05/2023	46	Eon Next	Electricity Charges - Fishergate 01/04/2023 - 30/04/2023	Fishergate	STC Minute Ref: 32.06.22 (iv)	£266.08	£13.35	£280.33	£280.33
22/05/2023	47	Biffa	Recycling Services - April	Office Expenses (incl. telephone)	Interim Clerk	£29.58	£5.92	£35.50	£35.50
22/05/2023	48	Business Stream	Water Charges - Quay Conveniences	Quay Conveniences - Other Expenditure	STC Minute Ref: 32.06.22 (iv)	£188.70	£0.00	£188.70	£188.70
22/05/2023	49	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve 04/04/2023 - 27/04/2023	Monks Wall Nature Reserve	Interim Clerk	£208.33	£0.00	£208.33	£208.33
22/05/2023	50	Petty Cash	Petty Cash Withdrawn 05-05-23	Petty Cash	Interim Clerk	£100.00	£0.00	£100.00	£100.00
22/05/2023	52	Castle Shredding Limited	Security shredding 8 bags of paperwork	Office Expenses (incl. telephone)	Interim Clerk	£48.00	£5.00	£53.00	£53.00
22/05/2023	53	Phoenix Link	Phone Charges - April 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (iv)	£50.39	£10.08	£60.47	£60.47
22/05/2023	53	Phoenix Link	Phone Charges - April 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (iv)	£50.39	£10.08	£60.47	£181.40
22/05/2023	53	Phoenix Link	Phone Charges - April 2023	Guildhall	STC Minute Ref: 32.06.22 (iv)	£50.39	£10.07	£60.46	£181.40
22/05/2023	54	Doner District Council	Parking permit for Seasonal Visitor Assistant	Officers Travel & Parking Expenses	Interim Clerk	£79.17	£15.83	£95.00	£95.00
22/05/2023	54	Peninsula	HR Services - April 2023	Peninsula Business Services	STC Minute Ref: 32.06.22 (iv)	£121.59	£24.32	£145.91	£145.91
22/05/2023	55	Global Cleaning Supplies	Cleaning Stock for Quay Conveniences	Quay Conveniences - Other Expenditure	Interim Clerk	£209.08	£41.81	£250.89	£250.89
22/05/2023	56	New Appointments Group	Temporary Cover VIC Assistant	Staffing Contingency	Interim Clerk	£306.72	£81.34	£388.06	£388.06
22/05/2023	57	Monitor Cleaning Services Ltd	Legionnaires testing at Quay Conveniences	Quay Conveniences - Other Expenditure	Minute Ref: STC 04.23.17	£1,897.52	£339.50	£2,037.02	£2,037.02
22/05/2023	58	Monitor Cleaning Services Ltd	Deep Clean at Quay Conveniences	Quay Conveniences - Other Expenditure	Minute Ref: STC 04.23.17	£400.00	£80.00	£480.00	£480.00
					Total	£4,984.77	£605.90	£5,590.67	£5,590.67

PETTY CASH - SANDWICH TOWN COUNCIL EXPENSES**STATEMENT TO 31st March 2023**

Cash as at 01/04/22	£92.35
Stamps as at 01/04/22	£24.08
	<u>£116.43</u>
Petty cash withdrawn	£30.00
TOTAL	£146.43

Stamps used from tin	£19.95
Spent Cash (Postage pre bought)	£75.86
Spent Cash (Not pre bought postage + other items)	£37.50
SUB-TOTAL	<u>£133.31</u>

Unused Stamps	£2.90
Cash in hand	£10.22
	<u>£13.12</u>
TOTAL	<u>£146.43</u>

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 30/04/23

INCOME

Balance Brought Forward 01/04/23 including MWNR Balance (£59,357.66) and other reserve balances (£16,999.04)	£448,696.34
	£448,696.34

Precept £278,538.53

Outside Sources

Black Allotment Rents & Water Contribution	£397.20
Quay Conveniences	£113.04
Green Waste Bags	£34.39
Drill Hall	£1,825.00

Miscellaneous Income

Difference between HMRC payments and amounts paid (timing difference)	£7,578.73
Refund - STBF Salaries	£3,355.48
Refund - STBF Guildhall Salaries	£28,448.00
50% contribution from STBF Guildhall towards professional fees	£943.25
	321,233.62

TOTAL**£769,929.96****EXPENDITURE****Vat Paid**

VAT 1,014.41

Staffing

Town Clerk & Office Staff	22,853.64
Contribution to Caretaking Staff	571.43
Officers Travel & Parking Expenses	95.00

Administration

Peninsula Business (HR)	82.91
Office Expenses (incl. telephone)	94.53
Subscriptions & Memberships	1,606.70
IT Expenses (incl. Website)	627.35
Photocopier (Rental & Usage)	301.38
Bank Charges	63.22

Insurance

Insurance - Public Conveniences and Boatmans' Chapel	224.00
Other Insurances (ie/ Liability & Slander)	4,563.61

Public Conveniences

Quay Conveniences - Salaries	867.96
Cattle Market Conveniences - Salaries	260.00
Quay Conveniences - Other Expenditure	296.00
Cattle Market Conveniences - Other Expenditure	227.60

S144 (Visitor Information Centre & Tourism)

S144 Salaries	564.60
S144 (Other Expenditure)	50.16

Sandwich Open Spaces / Other Properties

Black Lane / Sandown Road Allotments	118.49
Boatman's Hill Chapel - Water Rates & Maintenance	163.77
Cow Leas	20.00
Drill Hall / Quayside Market	9,440.86

Fishergate	1,781.43
Bay Hall	2,734.33
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	208.33
<u>Miscellaneous / Unexpected Expenditure</u>	
Miscellaneous / Unexpected Expenditure:	
20's Plenty for Us - stickers and banners	187.80
Thomson Snell & Passmore - professional fees	1,886.50
<u>Guildhall and Forecourt</u>	
Contribution towards running of the Guildhall	113,750.00
<u>Guildhall Forecourt Project</u>	
Thursday Market Manager	250.00
Loan Repayment	6,016.74
	<hr/>
	170,922.75
<u>Items relating to Sandwich Toll Bridge Fund Account</u>	
STBF Salaries	3,355.48
	<hr/>
	3,355.48
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>	
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	5,142.86
STBF Guildhall Salaries - Guildhall Administration	22,458.23
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	846.91
Phone Charges (Guildhall share to be reimbursed)	50.17
	<hr/>
	28,498.17
	<hr/>
	202,776.40
	<hr/>
Balance at Bank as per Bank Reconciliation as at 30/04/23	£567,153.56
TOTAL	£769,929.96
	<hr/>
Bank Reconciliation as at 30/04/23	
Current a/c	£577,651.38
Less: Outstanding payments	£10,497.82
TOTAL	£567,153.56
	<hr/>
OUTSTANDING PAYMENTS	
5 Dover District Council (2023-24 Business Rates - Fishergate)	£1,781.43
6 Dover District Council (2023-24 Council Tax - Bay Hall)	£2,699.65
16 Public Works Loan Board (Guildhall Square refurbishment loan)	£6,016.74
	<hr/>
	£10,497.82
<u>Monks Wall Nature Reserve</u>	
<u>Balance Brought Forward 01/04/23</u>	£59,357.66
<u>Expenditure</u>	
Warden Fees 01/03/2023 - 03/04/2023	£208.33
	<hr/>
	£208.33
	<hr/>
Balance as at 30/04/23	£59,149.33

Expenditure	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Expenditure to Date	Balance to Date
<u>Mayoral and Civic Functions</u>					
Mayoral Expenses	£2,500.00		£2,500.00	£0.00	£2,500.00
Mayoral Travel	£1,800.00		£1,800.00	£0.00	£1,800.00
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£0.00	£3,500.00
Mayor's Attendant & Uniform	£8,970.00		£8,970.00	£0.00	£8,970.00
Cinque Port Functions & Subscription	£380.00		£380.00	£0.00	£380.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00
Election Expenses	£6,000.00		£6,000.00	£0.00	£6,000.00
<u>Staffing</u>					
Town Clerk & Office Staff	£67,380.00		£67,380.00	£22,853.64	£44,526.36
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£571.43	£7,668.57
Staffing Contingency	£2,000.00		£2,000.00	£0.00	£2,000.00
Staff Recruitment	£3,500.00		£3,500.00	£0.00	£3,500.00
Staff Training	£2,000.00		£2,000.00	£0.00	£2,000.00
Officers Travel & Parking Expenses	£1,100.00		£1,100.00	£95.00	£1,005.00
Staff Salaries bonus pot	£670.00		£670.00	£0.00	£670.00
<u>Administration</u>					
Petty Cash	£130.00		£130.00	£0.00	£130.00
HR & Payroll	£1,280.00		£1,280.00	£82.91	£1,197.09
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£94.53	£6,665.47
Audit Fees	£3,500.00		£3,500.00	£0.00	£3,500.00
Subscriptions & Memberships	£1,930.00		£1,930.00	£1,606.70	£323.30
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£627.35	£14,372.65
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£301.38	£1,698.62
Bank Charges	£800.00		£800.00	£63.22	£736.78
Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£3,000.00
<u>Insurance</u>					
Guildhall Insurance including contents	£600.00		£600.00	£0.00	£600.00
Insurance - Public Conveniences, Boatman's Chapel and Fishergate	£760.00		£760.00	£224.00	£536.00
Other Insurances including Public Liability	£3,390.00		£3,390.00	£4,563.61	£-1,173.61
<u>Public Conveniences</u>					
Quay Conveniences - Salaries	£8,370.00		£8,370.00	£867.96	£7,502.04
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£260.00	£8,110.00
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£296.00	£10,054.00
Cattle Market Conveniences - Other Expenditure	£1,000.00		£1,000.00	£227.60	£772.40
<u>S144 (Visitor Information Centre & Tourism)</u>					
S144 Salaries	£18,770.00		£18,770.00	£564.60	£18,205.40
S144 (Other Expenditure)	£2,470.00		£2,470.00	£50.16	£2,419.84
<u>Sandwich Open Spaces / Other Properties</u>					
Black Lane / Sandown Road Allotments	£3,600.00		£3,600.00	£118.49	£3,481.51
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00		£120.00	£163.77	£-43.77
Cow Leas	£350.00		£350.00	£20.00	£330.00
Donkey Paddock	£2,000.00		£2,000.00	£0.00	£2,000.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00		£2,400.00	£0.00	£2,400.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,440.86	£8,999.14
Fishergate	£7,000.00		£7,000.00	£1,781.43	£5,218.57
Play Areas	£6,600.00		£6,600.00	£0.00	£6,600.00
Telephone Boxes	£250.00		£250.00	£0.00	£250.00
Bay Hall	£7,000.00	£206,368.34	£213,368.34	£2,734.33	£210,634.01
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£208.33	£59,149.33
IT Reserve	£3,000.00	£10,500.00	£13,500.00	£0.00	£13,500.00
Highways Improvement Plan (H.I.P's) Reserve	£2,500.00	£4,359.04	£6,859.04	£0.00	£6,859.04
Drill Hall Reserve	£1,000.00	£2,140.00	£3,140.00	£0.00	£3,140.00
<u>Reserves- General</u>					
Operating Funds to be kept in Reserve	£40,000.00		£40,000.00	£0.00	£40,000.00
<u>Other Services</u>					
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£1,400.00
Disability Access Strategy	£2,500.00				
<u>Miscellaneous / Unexpected Expenditure:</u>					
Miscellaneous / Unexpected Expenditure:	£7,498.53		£7,498.53	£0.00	£7,498.53
20's Plenty for Us - stickers and banners	£0.00		£0.00	£187.80	£-187.80
Thomson Snell & Passmore - professional fees	£0.00		£0.00	£1,886.50	£-1,886.50
<u>Guildhall and Forecourt</u>					
Heating, Lighting, Water & Rates	£14,620.00		£14,620.00	£0.00	£14,620.00
Contribution towards running of the Guildhall	£113,750.00		£113,750.00	£113,750.00	£0.00
<u>Guildhall Forecourt Project</u>					
Thursday Market Manager	£3,000.00		£3,000.00	£250.00	£2,750.00
Loan Repayment	£12,040.00		£12,040.00	£6,016.74	£6,023.26

Items relating to Sandwich Toll Bridge Fund Account

STBF Salaries	£0.00		£0.00	£3,355.48	-£3,355.48
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Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00		£0.00	£5,142.86	-£5,142.86
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STBF Guildhall Salaries - Guildhall Administration	£0.00		£0.00	£22,458.23	-£22,458.23
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STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00		£0.00	£846.91	-£846.91
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TOTAL

£446,388.53	£282,725.04	£726,613.57	£201,711.82	£524,901.75
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Income

	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Income to Date	Balance to Date
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STC Balance carried forward from 2022/23 (less MWNR balance)	£122,300.00	£223,367.38	£345,667.38	£389,338.68	£43,671.30
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Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£59,357.66	£59,357.66	£0.00
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Precept

	£278,538.53		£278,538.53	£278,538.53	£0.00
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Outside Sources

Black Lane Allotment Rents & Water Contribution	£5,290.00		£5,290.00	£397.20	-£4,892.80
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Sandown Road Allotment	£300.00		£300.00	£0.00	-£300.00
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Quay Conveniences	£5,800.00		£5,800.00	£113.04	-£5,686.96
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Green Waste Bags	£1,500.00		£1,500.00	£34.39	-£1,465.61
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Cow Leas Lease	£200.00		£200.00	£0.00	-£200.00
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Drill Hall	£21,900.00		£21,900.00	£1,825.00	-£20,075.00
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P22 Electricity Charge	£300.00		£300.00	£0.00	-£300.00
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Refunded From Functions

Deputies supper donations	£600.00		£600.00	£0.00	-£600.00
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Curfew Ringers Supper	£450.00		£450.00	£0.00	-£450.00
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Internal Transfers / Adhoc Income

Museum payment for stock from Visitor Information Centre	£150.00		£150.00	£0.00	-£150.00
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Refund from Photocopying	£60.00		£60.00	£0.00	-£60.00
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Monks Wall Nature Reserve

Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£0.00	£0.00
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S144 (Visitor Information Centre & Tourism)

Visitor Information Centre	£1,000.00		£1,000.00	£0.00	-£1,000.00
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Forecourt Income (to be used for repayment of loan and other maint of Forecourt)

Current Markets	£8,000.00		£8,000.00	£0.00	-£8,000.00
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Miscellaneous Income

Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£7,578.73	£7,578.73
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Refund - STBF Salaries	£0.00		£0.00	£3,355.48	£3,355.48
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Refund - STBF Guildhall Salaries	£0.00		£0.00	£28,448.00	£28,448.00
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50% contribution from STBF Guildhall towards professional fees	£0.00		£0.00	£943.25	£943.25
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TOTAL

£446,388.53	£282,725.04	£729,113.57	£769,929.96	£40,816.39
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Bank reconciliation as at 30/04/23

£567,153.56

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 22nd May 2023
Report from: Responsible Finance Officer
Date: 17th May 2023
Subject: Bank Account Signatories
Classification: Non-Confidential
<u>Purpose of report:</u>
To request more Councillors to volunteer to become signatories for the Sandwich Town Council and Sandwich Toll Bridge Fund NatWest Bank accounts.
The list of signatories should be the same for both organisations.
<u>Bankline Authorisation</u>
Sandwich Town Council and Sandwich Toll Bridge Fund use NatWest Bankline to authorise most of their payments, including salaries, by BACS.
Some payments are authorised as direct debits and standing orders. Occasionally, cheques are still requested by creditors in place of a BACS payment.
Internal transfers between accounts are also set up and authorised at the same time as BACS payments.
<u>Monthly Timetable</u>
Each month there are two standard BACS / Internal Transfer runs – one which takes place mid-month, which includes staff salaries along with urgent invoices, and one at month-end consisting of invoices that are received later in the month.
Bank authorisation is required to be made by two Councillors, as stipulated in the Sandwich Town Council and Toll Bridge Fund financial regulations and in the mandates submitted to the NatWest.
Two authorisations take place:
<ul style="list-style-type: none">• The first normally between the 13th and 16th of each month.• The second take place in the couple of days following the monthly Council / Trustee Meeting.
Each bank signatory signs for all accounts.

More Signatories Recommended

Currently we have five Councillors who are set up as signatories on our NatWest bank accounts.

Please could I request that another 3 or 4 Councillors volunteer to be a bank signatory, so that we have a good availability of signatories at all times?

Please do think about your availability at those times mentioned above. Authorisation can take place at home on the Councillor iPad, or in the Guildhall office. Training will be given!

Recommendations:

- 1. Three or four Councillors are requested to volunteer to be a Bank Signatory.**
- 2. That all other Councillors and staff no longer serving the Council (or Charity) should be removed immediately as signatories on the Bank Mandate.**

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 22nd May 2023****Report from: Responsible Finance Officer****Date: 17th May 2023****Subject: Mayors Expenses****Classification: Not Confidential****Purpose of report:**

To approve payment of Mayor's expenses for attendance at the King's Coronation.

Content:

Expenses totalling £229.90 were incurred by the out-going Mayor, who attended the King's Coronation on the 6th May. These expenses comprise:

£99.90 Suit hire

£100 Accommodation and breakfast (arranged by the Cinque Ports Association)

£30 Coach Travel (arranged by the Cinque Ports Association).

Mayoral budgets are set up each year to cover the cost of the Mayor / Mayoress and Deputy Mayor / Mayoress plus a Town Sergeant or driver, attending various events representing Sandwich Town Council. Travel costs are also budgeted for.

Approval of attendance and the costs involved are usually made in advance of the event, but due to very late notice of this invitation (3 days), items were not put on the payment schedule in advance for approval before the event.

This financial year's Mayoral budgets are:

Mayoral and Civic Functions

Mayoral Expenses	£2,500.00
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Mayoral Travel	£1,800.00
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Decision Required:

Please can the Council decide whether these costs can be paid back to the out-going Mayor, and the Cinque Ports Association from the Mayoral budgets.

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 22nd May 2023****Report from: Responsible Finance Officer****Date: 17th May 2023****Subject: Bay Hall Insurance****Classification: Not Confidential****Purpose of report:**

To summarise the reasons for keeping Bay Hall separate from Sandwich Town Council's current main insurance policy.

In July 2022, Sandwich Town Council took ownership of Bay Hall, Strand Street. The insurance was passed over from the Solicitor's insurance provider, Millards Insurance, and the year's insurance has cost of £838.96. The policy ends on 12th July 2023.

Unfortunately, our current insurance company Zurich, which insures all properties for Sandwich Town Council and Sandwich Toll Bridge Fund, has only offered very basic insurance for this property, covering fire, lightening, explosive or aircraft related incidents. It is not in their current remit to take on and comprehensively insure any new empty properties, especially those in a state of disrepair.

Millards do offer a more comprehensive insurance cover for the property, with an insured value of £325,000.

Therefore, I would recommend keeping the building insured with a separate insurer with this level of cover until the building is permanently occupied.

Recommendation:

To keep the property insured with Millard insurance, unless the premium can be reduced by using another insurer, whilst keeping the same level of cover.

Sandwich Town Council Collaboration Commitment

All the Councillors elected to Sandwich Town Council on 4th May 2023 agree to work together in a collaborative manner.

In doing so, Councillors commit to:

- Working in the best interests of Sandwich at all times
- Respecting Councillors and their views, listening to each other
- Engaging in civil debate seeking consensus not conflict
- Supporting all resolutions passed, completing any actions and not undermining the resolution in any way
- Leaving political party politics out of Sandwich Town Council
- Not engaging in negative activity relating to the council or councillors on any social media

The Councillors agree to adhere to the Nolan Principles (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership), the Bell Principles of Public Life and abide at all times with the Council's Code of Conduct for Councillors in force at any time.

Clare Ungerson	Colin Wiles	Danielle Carter	Dean Marie
Emmet Csuka	Ian Black	Jeff Franklin	Lynne Ripley
Mark Moorhouse	Martyn Pennington	Nick Gray	Paul Carter
Peter Breen	Simon Mallett	Vicky Tomlins	William Fortescue

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 22nd May 2023
Report from: Maddox Working Group
Date: 16th May 2023
Subject: Maddox Bequest Interim Authorisations
Classification: General
Purpose of report:
<p>The Town Council has established a Working Group (WG) to deal with the Maddox bequest. Now the Council has resolved to exercise the General Power of Competence, it is empowered to proceed with the incorporation of a charity to hold the Maddox bequest assets. The WG will prepare a draft constitution for that charity which will be presented to the Council for approval.</p> <p>In the meantime, activities can be undertaken in parallel that are required anyway and these are set out below for approval by the Council.</p>
<p>1. Draft Survey of Organisations</p> <p>It was Georgina's wish that her house be used as a community hub for local organisations provided this was practical. Approval is sought from Council to draft a survey to be issued to local organisations to establish what needs they have of a new community hub in Sandwich. That survey, including a plan of the property and list of local organisations, will be presented to Council for approval prior to issue.</p> <p>2. Executor Liaison</p> <p>Council is asked to delegate powers to the Working Group to liaise with the Executor on behalf of the Council in respect of the completion of the estate administration.</p> <p>Following any communications with the Executors, a report detailing the status of the estate administration will be submitted to Council.</p> <p>3. Property Care and Custody</p> <p>Sandwich Town Council became owners of the property in July 2022 and £7,000 was set aside to do remedial work on the property. To date no maintenance activities have taken place on the property. Approval is now sought to:</p> <ol style="list-style-type: none"> a) Engage with heritage organisations to establish what work needs to be undertaken to restore and protect the section of the Sandwich Old Town Wall located in the grounds of the property. Any reports prepared will be presented to Council b) Engage the gardening services company previously employed by both Georgina and by the Executor up to a maximum cost of £5,000 while a procurement exercise is undertaken for the long term maintenance. The monies would come from the Maddox funds and given the urgency of the work needed, treated as emergency expenditure. The procurement exercise will follow requirements of standing orders.
Recommendations:
<p>That the Council confirm the appointment of Councillors to the Working Group following the election: Decision required</p> <p>That the Council support and approve the activities listed in 1,2,3 a) and 3 b) above: Decisions required</p>

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 22nd May 2023
Report from: Standing Orders Working Group
Date: 16th May 2023
Subject: Standing Orders Working Group Terms of Reference
Classification: General
Purpose of Report:
<p>At the STC meeting of 11/5/23, Agenda items 12 and 15 set out that the 'Terms of Reference for Committees and Schedule of Delegations' and, 'Review of Standing Orders and Financial Regulations' will be reviewed the Full Council meeting of 26/06/23.</p> <p>Concerns were expressed that the current documents are the result of many iterations, the documents are repetitive, hard to comprehend, not user-friendly and that the timetable to complete the review for the 26th of June meeting was impractical. It was agreed that the July 2023 Full Council meeting was more realistic, and it was resolved to set up a Working Group (WG).</p> <p>The WG were asked to submit Terms of Reference - this report completes that requirement.</p>
Terms of Reference:
<p><u>Objective</u> To produce a fully legally compliant, concise, clear, user-friendly set of "Standing Orders," capable of easy updating as circumstances change.</p> <p><u>Scope</u></p> <ol style="list-style-type: none"> 1. General Legal obligations of the Town Council including delegated powers of the Council. 2. Terms of Reference, delegated powers, and membership of committees 3. Standing Orders and Financial Regulations 4. The scope will address responsibilities and expected behaviours of Councillors and Officers; relationships between the Council and Charities; and timeline constraints on activities and documents contained within the Standing Order. An improved public participation process will also be proposed. <p><u>Working Group Membership</u> Councillors Black (Chair); Breen; Csuka, Gray and Pennington The WG agreed that the Town Clerk be invited to review and comment on drafts and that the need to co-opt external support be reviewed at each WG meeting.</p> <p><u>Possible Approaches:</u></p> <ol style="list-style-type: none"> 1. Continue to use the National Association of Local Councils (NALC) templates, or 2. Follow an "independent" approach recently adopted by a number of councils including Bradford on Avon, Frome and Portishead.
Recommendations:
<ol style="list-style-type: none"> 1. As the NALC approach would not eliminate the concerns expressed on the attached notes of the meeting, the WG strongly recommends that the independent approach is followed. Cllr Gray has already done considerable work investigating this approach and the WG agree that the approach should be followed. 2. Additionally, the WP recommends the establishment of a permanent Human Resources Committee to be included within the new Terms of Reference. 3. Sandwich Town Council is asked to approve the Terms of Reference, and the direction taken by the Working Party to date.



Highway Improvements Team working in Partnership with Sandwich Town Council Highway Improvement Plan

Submission Date: October 2021

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these **MUST** be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member
1			26.02.21 (Virtual) 07.10.21 (Virtual)	Sue Chandler - MEM Sue.Chandler@kent.gov.uk
Please list below the funding opportunities/Sources for HIP initiatives/Measures				
Are you an active member of the Speed Watch Scheme?		Yes <input type="checkbox"/>	Are you an active member of the Lorry Watch Scheme?	Yes <input type="checkbox"/>
		No <input type="checkbox"/>		No <input type="checkbox"/>
Name of HIP Representative		Contact Telephone Number		Email Address
Name of Clerk		Contact Telephone Number		Email Address
Name of Chair		Contact Telephone Number		Email Address
KCC Project Manager Team	Community & Engagement Team (EAST)	Contact Telephone Number	03000 418181	east.highwayimprovements@kent.gov.uk

- Please note the Priority column **MUST** be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. **PLEASE DO NOT ALTER IN ANY WAY.** Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually – **Sandwich's review is on or after October each year.**

Highway Improvements Team working in Partnership with Sandwich Town Council Highway Improvement Plan

Live Priorities Record

Priority	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1.	Pillory Gate & Aynsley Court		A small alleyway that requires a dropped crossing point to allow accessibility.		LW to ascertain exact location of dropped crossing point. KCC to meet with our Footway Engineer specialist to discuss options/materials (end of November 2021) & speak to District Manager to obtain agreement if we can lay a fillet in the carriageway channel to create a ramp.
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Highway Improvements Team working in Partnership with Sandwich Town Council Highway Improvement Plan

Historical Priorities Record

No	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments
	<p>a) Sandown Road between the Tennis Club and St. Georges' Road</p> <p>b) Corner of St. Barts Outside residential home</p> <p>c) Jct. of St. Barts Road/Woodnesborough Road.</p> <p>d) Moat Sole</p> <p>e) Fordwich Place (one side only)</p> <p>f) Whitefriars (junction – refuge collection)</p> <p>g) Potter Street</p> <p>h) St. Georges Road (currently TTRO for Gold Open)</p>		<p>Parking issues: Proposal for Double Yellow Lines.</p> <p>Alternating parking, or parking bays along one side</p>	Alternating parking, or parking bays along one side	Scheme in progress
	Strand Street/Potter Street		Removal of bollard on corner of these roads to allow for accessibility.		Bollard to remain
	Milk Alley / Seven Post Alley		<u>Accessibility improvements</u>		Principle Heritage Officer (Alison Cummings) at Dover District Council has advised we are unable to make any improvements.

Highway Improvements Team working in Partnership with Sandwich Town Council Highway Improvement Plan

	New Street		<p>A flashing speed limit sign or repeater sign on New Street will be deferred until evidence from the SpeedWatch Scheme is gathered, that supports purchase of such a device.</p>	<p>Speed limit repeater signage not feasible as street lit.</p> <p>SID literature attached for further information.</p> <p>Deferred until evidence from Speedwatch to support the installation of signage.</p>
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Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 22nd May 2023
Report from: Cllr Colin Wiles
Date: 17th May 2023
Subject: Guildhall Forecourt Working Group
Classification: General
Purpose of Report:
To approve members of the Guildhall Forecourt Working Group, and to ask that the Working group be given full delegated authority to draw up and implement an action plan for the new Guildhall forecourt.
1. Introduction and key points
The Council has set up a working group to consider an action plan for the new Guildhall Forecourt. The estimated completion date for the forecourt upgrade is mid-June, but it is looking likely that this might slip.
An action plan is urgently required to cover the following key issues:
<ul style="list-style-type: none"> • The handover of the site to STC, covering the key points as attached prepared by Cllr Breen. • The operational aspects of events due to be held on the forecourt – bookings, safety, conditions of hire etc • The revamped Thursday market, covering such aspects as finding new traders, publicity, promotion and signage. • A launch event for the new forecourt.
2. Membership
It is proposed that the membership of the Working Group should be as follows:
Cllrs Marie (lead), Wiles, Breen, Mallett and Ungerson. Steve Laslett should be co-opted to the working group and advice should also be sought from Annemarie Huigen.
3. Completion date/events
The key forthcoming events are Le Weekend 10/11 June and the Folk and Ale Festival 26 June to 2 nd July. It is critical that the forecourt is completed for the Folk and Ale festival which is the premier event in the Sandwich calendar. If not, the Festival Committee will need to make alternative arrangements. It is hoped that the project manager will be able to come to Council on the 24 th May to provide an update.

Recommendations:

In view of the tight timescales, it is recommended that:

- Membership of the working group should be Cllrs Marie (lead), Wiles, Breen, Mallett and Ungerson with Steve Laslett as a co-optee.
- The Working group be given full delegated authority to draw up and implement an action plan for the new Guildhall forecourt covering all aspects of handover, lettings, equipment, signage, safety, and the revamped market.

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 22nd May 2023
Report from: Cllr Colin Wiles
Date: 17th May 2023
Subject: First Six Months of the New Council – Action Plan
Classification: General
Purpose of Report:
To discuss the suggested action plan and present a final version to the Annual Town meeting on the 24 th May.
<p>The following suggested action plan would be a statement of intent to show that the new Council is determined to work together, to achieve some “quick fixes” and that it means business. If the public present at the meeting approve the plan, as amended, then it will provide us with a certain degree of validation for the next six months.</p> <ol style="list-style-type: none"> 1. Appoint a qualified permanent Town Clerk, restructure the staff team and clarify Guildhall opening times 2. Re-tender all IT services and create a new high quality website 3. Improve STC communications so that Sandwich residents are kept fully up to date with all civic news 4. Carry out a review of all assets owned by STC and the Toll Bridge Fund and review and improve the grant criteria for Toll Bridge Fund grant payments 5. Set up a standalone charity for the Georgina Maddox legacy, that will honour Georgina’s wishes 6. Review Terms of Reference, Standing Orders, Public Participation policy and other key policies, including putting in place a policy relating to us of social media and responding to climate change 7. DDC and KCC councillors attending STC meetings should be available for questions from STC councillors <u>and</u> key DDC officers and councillors will be invited to attend STC meetings to provide updates on key issues such as the Guildhall forecourt, planning enforcement and Sandwich Waterways 8. To push for the removal of the unsafe bus stand that has been placed outside the Guildhall 9. To implement an urgent review into re-opening the tourist office without delay in its old location, recruiting volunteers as appropriate to staff this facility. 10. Continuing the work of the Disability Working Group in order to improve accessibility in the town.
Recommendations:
Council is asked to discuss the above and confirm an action plan.