

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 Monday 21st August 2023 at 19:00 to transact the business on the agenda below.

Gill Gray, Town Clerk

Date: 16th August 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 31 st July 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To receive the Minutes of the Heritage and Townscape Committee meetings held on 12 th June. To receive the Minutes of the Planning Committee meetings held on 17 th May, 14 th June, 12 th July and 9 th August 2023. To receive the Minutes of the Finance and General Purposes Committee meeting held on 17 th July 2023.	Attach 1 Attach 2a Attach 3a, 3b, 3c and 3d Attach 4
5	Payment Schedules: 5a To receive and note the payments for mid-August totalling £26,748.45 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 August, totalling £2,429.76 5c Council to confirm nomination of two signatories to authorise end of August payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-September payment schedules on Bankline.	Attach 5a & 5b
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 Councillors 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: To receive and note the Sandwich Town Council Statement of Accounts as at 31 st July 2023 (income & expenditure and budget)	Attach 6
11	Internal Audit of Sandwich Town Council Members to consider a report from the RFO regarding the Internal Audit of Sandwich Town Council account and to agree the appointment of an internal auditor to include confirmation of the work to be undertaken for the 2023/2024 internal audit for Sandwich Town Council: Decision required	Attach 7
12	Standing Orders Working Group Update Members to consider two reports from the Standing Orders Working Group with a proposed draft of newly revised Standing Orders for Council to consider and adopt: Decision required.	Attach 8a and 8b
13	Changing Places Members to receive and consider a report from the Town Clerk in relation to the proposed Changes Places Toilets project on Sandwich Quay that is funded by the Department of Levelling Up, Housing and Communities: Decision required.	Attach 9
14	Public Conveniences Update Members to receive a report from the Town Clerk in relation to the management and cleaning of the public conveniences and to consider the request for using the toilet/shower on the Quay for a small event: Decision required	Attach 10
15	Draft Code of Conduct and Social Media Policy Members to consider draft Code of Conduct and a draft Social Media Policy for Sandwich Town Council: Decisions required	Attach 11a and 11b
16	Information Technology Support Arrangements & Digital Communications Members are requested to note the report provided by Cllr E Csuka in relation to the progress on the procurement of a new website for the Town Council.	Attach 12
17	Draft Guildhall Square/Forecourt Hire Agreements including Market Regulations Members to consider a report from the Town Clerk including the draft market regulations, hire agreements including commercial for the Square/Forecourt, draft licenses, and proposed fees to include tables and chairs on the Square/Forecourt: Decisions required	Attach 13
18	King Street Traffic Regulation Order Proposal Members to consider a report that details arguments for and against the proposal to extend the closure of King Street to traffic on a Saturday to 4pm on a trial basis. Town Clerk has sought clarification from Kent County Council in relation to the implications including expenditure and likely timescales to submit the Traffic Regulation Order required: Decision required.	Attach 14
19	Peace Monument Proposal for Sandwich Members to consider a report from the Town Clerk in relation to a formal invitation received from the twin town of Ronse and NSB/FNC (The Royal	Attach 15

	Federation of Belgian Veterans) for Sandwich to be the first town in the UK to have a peace monument: Decision required.	
20	Outside Bodies Report Members to consider a report from Cllr E Csuka in relation to the STC representatives on outside bodies and the relationship with two outside bodies: Decisions required	Attach 16
21	Date of next Full Council Meeting: 25th September 2023	



**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. 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. Due to travel commitment and apologies shared for non-attendance no report.</p>	
STC.07.23.10	<p>Updates from Councillors: 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. 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. Cllr M Moorhouse recently attended the Dover Area Committee, topics discussed were M20 roadworks, planning, climate change. 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. 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. 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: 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. 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> <ul style="list-style-type: none"> 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>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</p> <p>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</p> <p>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</p> <p>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. 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 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: 21 st August 2023	

**Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on:
Monday 12th June 2023 at 18.30 hours**



Chair: Cllr C Ungerson
 Councillors: I Black, P Carter, E Csuka, J Franklin, S Mallett, D Marie, L Ripley, and V Tomlins
 Co-optee
 Members: Mrs C George
 Observers: Cllr N Gray, Cllr M Moorhouse and 1 resident
 Officer: Gill Gray – Interim Town Clerk and the public conveniences attendant

HT.06.23.1	<p>Elect a Chair It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that Cllr C Ungerson be elected Chair of the Heritage and Townscape Committee The organisers for Le Weekend were thanked by Members and Cllr C Ungerson welcomed the new Town Councillors who joined the H&T Committee. Some of the items on the Agenda were for information purposes for the benefit of new Town Councillors and had been considered by the Committee in 2022. Cllr C Ungerson advised that Item 7, Quay Public Conveniences to be moved to be heard after Item 4.</p>	
HT.06.23.2	<p>Apologies for absence received: Apologies were received from: None</p>	
HT.06.23.3	<p>Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.</p>	
HT.06.23.4	<p>To consider Co-optees It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that Carole George was co-opted to join the H&T Committee. Cllr V Tomlins joined the meeting. There are three co-optees for the H&T Committee, in the absence of a permanent Market Manager it was debated that Mr Styles should be approached to consider a temporary position on the Committee. It was moved by Cllr E Csuka and seconded by Cllr P Carter and RESOLVED: that Cllr D Marie to approach Mr Styles and ask if he would consider being a co-opted member of the H&T Committee to be reviewed when the position of Market Manager is determined. Interim Town Clerk to approach Mr Heaven to seek whether he is agreeable to be a co-opted member of the H&T Committee and report back to the Chair, Cllr C Ungerson.</p>	
HT.06.23.5	<p>Minutes of the Heritage and Townscape Committee: It was moved by Cllr J Franklin and seconded by Cllr V Tomlins and RESOLVED: that the Minutes of the Heritage and Townscape Committee held on Monday 13th March 2023 were received. Five Members abstained.</p>	

HT.06.23.6	<p>Public Participation: There were no requests received for public participation.</p>	
HT.06.23.7	<p>Report on the Quay Public Conveniences The public conveniences attendant reported on the current situation with the trial of opening the toilets on Sandwich Quay. The following points were communicated.</p> <ul style="list-style-type: none"> • Since November 2021, the pay machines and doors to the shower and disabled toilets have been vandalised more than 3 times. • Some members of the public are abusive about the fact that they had to pay for public toilets, using a bank card. • Since the trial of the Sandwich Quay public conveniences starting on 6th May 2023 the public have voiced lots of positive comments. • The public conveniences have been opened longer hours during event weekends which has been working well. • A sensor light is in operation in the shower and disabled toilet, this could be an addition for the other toilet facilities. • The disabled toilet and shower cubicles are still on a payment to use system. • The flower box, phone box and telegraph pole do present a problem on site for wheelchair users. <p>There was concern expressed that visitors using the mooring facilities on Sandwich Quay were paying Dover District Council and did expect 24-hour facilities. The water and toilet provision were not supplemented by DDC; Town Clerk to approach DDC to explore this issue. Carole George advised that new planters were planned and being provided by DDC free of charge, the location of the existing planter near to the phone box can be moved to provide more room for wheelchair users.</p> <p>The was a short debate about the extension of the trial period and the possibility of making this a permanent arrangement, the budget will need to be considered and the decision ratified. There was concern about access for the disabled toilet, the purchase of a RADAR key is necessary, this is a national scheme. The Town Clerk to investigate if the current central control can be deactivated and the disabled toilet can be accessed anytime using a RADAR key.</p> <p>It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that the Committee recommends an extension to the trial period of opening the public conveniences to Council to run to the end of September 2023.</p>	
HT.06.23.8	<p>Report on the Tourism Information Working Group The Committee considered and noted the report, in particular the debate focussed on the location of the Tourist Information centre. It was agreed that a decision was necessary and that this should be an agenda item for Council.</p> <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the decision for the location of the TIC needs to be an Agenda item for STC.</p>	
HT.06.23.9	<p>Report on the Sandwich Waterways Working Group The Committee considered and noted the report, the debated focussed on the dredging operation and the situation in relation to the disposal of silt. It was agreed that there should be direct</p>	

	<p>communication with the Environment Agency and DDC, there should be a waterway representative to meet with the Internal Drainage Board. The following actions were agreed:</p> <ul style="list-style-type: none"> • A single point of contact from the H&T Committee, that person to consult with Environment Agency and Internal Drainage Board. • To approach DDC to ascertain the locations where silt is deposited and to clarify if there is risk of contamination. <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that Cllr M Moorhouse is the main point of contact with DDC, Environment Agency and Internal Drainage Board and report back to Committee via the Town Clerk</p>	
HT.06.23.10	<p>Town Wall Cllr C Ungerson voiced concern about a wall that runs along the boundary of the Empire Cinema, it was clarified that this was not part of the Town Wall. Town Clerk to investigate the historical documentation and the quotations obtained for the cost of repairs and to ascertain if this is a party wall. The lease for the Empire Cinema should also be checked and any likely costs for the planning process to undertake any repairs. The tender process to be re-activated by the Town Clerk once all the facts were established and Members provided with the evidence.</p>	
HT.06.23.11	<p>Bowling Street Lights Cllr C Ungerson reported on the situation in Bowling Street where heritage lights were not replaced for 2 streetlights by KCC. The lights installed are of a modern appearance and are not in keeping with the street scene. A resident has approached KCC and was informed that the cost for a heritage light replacement would be £10,000.00 per lamp column. Town Clerk to contact KCC and DDC to investigate the situation and report back to Committee. There has been a survey undertaken by the Sandwich Society on LED lights, there are mixed lights, the wrong luminescence used in some cases. The condition of street furniture was debated and the need for identifying what belongs to DDC and KCC, this could be a potential collaboration approach to improve the appearance of street furniture for Sandwich. A survey was undertaken by the Town Team and Town Clerk to seek the details from Carole George.</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the next H&T Committee will have an Agenda item to debate the street furniture for Sandwich</p>	
HT.06.23.12	<p>Climate Emergency Report Members considered a report from the Sandwich Environment Conservation Group with details of resources to support STC in terms of Climate and Biodiversity following the declaration of a Climate Emergency.</p> <p>It was moved by Cllr D Marie and seconded by Cllr C Ungerson and RESOLVED: that Cllr S Mallett will look at the potential practical actions that STC can take forward from the report provided by the SECG and report back to Committee.</p>	
HT.06.23.13	<p>Proposals for Development of the area known as Sandwich Moat Park Members considered the report that proposes the development of the area that was the moat around Sandwich, this would be an asset for Sandwich and East Kent.</p>	

	<p>It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that Cllr S Mallett would consider the details in the report and form recommendations and to report back to the Committee.</p>	
HT.06.23.14	<p>Sandwich Quay Concept Study</p> <p>Members considered a report that was commissioned by DDC and written by Marina Projects. The report was welcomed, and it was agreed that this was important to explore the future of the Sandwich Quay. It was agreed that there does not appear to have been any progress and that the Port and Haven Commissioners and DDC are the key organisations to take the recommendations forward. There were interesting ideas around parking, for residents and the report was useful as it identified a number of issues. The other points discussed were:</p> <ul style="list-style-type: none"> • Money secured from developments via S106 or CIL • DDC play area projects and additional funds for tennis club and allotments. • Communication links with KCC and DDC were important and other organisations were helpful and supportive with the ambitions. • A centre focal point for Sandwich is required and improved access routes from Sandwich Quay to the Guildhall • The flood risk for the town remains a concern; DDC to be approached. <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that a meeting should be sought with DDC, inviting Nadeem Aziz, Roger Walton, Cllr Moorhouse to represent STC with DDC officers to discuss the report and seek progress in a collaborative approach.</p>	
HT.06.23.15	<p>Meeting closed at 20.07 hours.</p> <p>Date of next Heritage and Townscape Committee Meeting: 10th July 2023</p>	

Minutes of Sandwich Town Council Planning Committee Meeting held in the Council Chamber on: Wednesday 17th May 2023



Chair: Cllr J Franklin
 Councillors: S Mallett, D Marie, M Pennington and C Wiles
 Co-optee
 Members: Mr J Hennessy and Mrs J Summerhayes
 Observers: 5 residents
 Officer: Gill Gray – Interim Town Clerk

P.05.23.1	Elect a Chair Cllr Wiles proposed Cllr Franklin for Chair of the Planning Committee, it was seconded by Cllr Marie and RESOLVED : that Cllr Franklin was duly elected as Chair of the Planning Committee.
P.05.23.2	Elect a Vice-Chair As per Terms of Reference for the Planning Committee the Mayor, Cllr P Carter was elected Vice-Chair of the Planning Committee.
P.05.23.3	Apologies for absence received: Apologies were received from: Cllr P Carter due to work commitment, Cllr W Fortescue due to work commitment, Cllr M Moorhouse due to DDC meeting and Cllr D Friend (DDC) due to DDC meeting.
P.05.23.4	Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.
P.05.23.5	To consider Co-optees for the Planning Committee It was RESOLVED : that Mr Hennessy, Mrs Summerhayes and Nicky Warden were co-opted members of the Planning Committee for the ensuing civic year.
P.05.23.6	Minutes of the Planning Committee: It was moved by Cllr Wiles and seconded by Cllr Marie and RESOLVED : that the Minutes of the Planning Committee held on Wednesday 19 th April 2023 were noted. There were no matters arising from the minutes.
P.05.23.7	Public Participation: There was one request to speak received in relation to the site of DDC Planning Ref: 22/01341 – 95 St Georges Road, Sandwich, CT13 9LE. The residents provided a report on the impact to the surrounding area if the proposed development is permitted. The main points of concern were: <ul style="list-style-type: none"> • Impact on their quality of life • Loss of mature trees which is confirmed in the ecology report. • Further loss of trees and a hedgerow as detailed in a tree report. • Impact on the Conservation Area (HE2) and loss of biodiversity

	<ul style="list-style-type: none"> • Risk of surface and ground water flooding for the site and nearby properties • Archaeological importance of the site, damage may be caused to potential artefacts – heritage assets and the local landscape character (NE2) • Limited parking on the proposed site • Potential breach of the draft local plan Strategic Policy 4 on residential windfall developments 	
P.05.23.8	<p>Planning Applications: Application plans and papers can be viewed via the Dover District Council website.</p> <p>a) Ref: 23/00166 Location: 2 Johns Green, Sandwich, CT13 0DE Proposal: Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/21/01811 (application under Section 73) for the erection of a detached bungalow, cycle shed, recycle store, associated parking and turning area</p> <p>It was moved by Cllr Wiles and seconded by Cllr Marie and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly objects to this application on the grounds that the variation proposed is for a pitched roof with insufficient details provided.</p> <p>b) Ref: 23/00176 Location: 57 New Street, Sandwich, CT13 9BD Proposal: Removal of debris to permit repair, renovation, and reconstruction of roof to main building</p> <p>It was RESOLVED: that this item is deferred to seek clarification from DDC as it does not appear on the DDC website.</p> <p>c) Ref: 22/01341 Location: Land next to 95 St George's Road, Sandwich, CT13 9LE Proposal: Erection of a detached dwelling, new vehicular access associated parking and landscaping</p> <p>It was moved by Cllr Wiles and seconded by Cllr Marie and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly objects to this application, siting material planning consideration including loss of light to neighbouring properties, negative impact on biodiversity and loss of trees.</p> <p>d) Ref: 23/00550 Location: 99 St Georges Road, Sandwich, CT13 9LE Proposal: Holm Oak- re-pollard back to the previous pruning points, False Acacia -crown reduce back to previous pruning points and reshape, both the subject of Tree Preservation Order No 3 of 1997</p>	

It was moved by Cllr Franklin and seconded by Cllr Wiles and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports the application.

e) Ref: 23/00420

Location: White Mills Wake and Aqua Park, Ash Road, Sandwich, CT13 9JB

Proposal: Development comprising engineering and excavation works to facilitate the creation of a shallow artificial training lake for water sports activities associated with the wider site, the change of use of the land to enable 23 pitches for tents/touring caravans and seven static caravans, erection of single storey facilities building, additional parking and drainage.

Two requests to speak on this item were permitted by the Committee; one representative from the Sandwich Environmental Conservation Group spoke against the development and one of the owners of the site attended to speak in support of the proposal.

It was RESOLVED: that the Town Council comments: RECOMMENDATION: Supports with comments –

- **The caveat that no static caravans should be situated on the site.**
- **The River Stour Internal Drainage Board comments need to be addressed.**
- **The locations of the wildlife ponds need to be clarified.**

f) Ref: 23/00465

Location: Wayfarers, St Barts Road, Sandwich, CT13 0AW

Proposal: Alterations to elevations following approval of change of use (23/00046)

It was moved by Cllr Marie and seconded by Cllr Pennington and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports the application.

g) Ref: 23/00513

Location: Manwood Grange, Sandown Road, Sandwich, CT13 9LA

Proposal: Prior approval for the change of use from boarding schoolhouse to State-Funded School (Use Class F1(a))

It was moved by Cllr Marie and seconded by Cllr Franklin and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports the application.

h) Ref: 23/00469

Location: 154 St Georges Road, Sandwich, CT13 9LD

Proposal: Erection of side and rear extension with new driveway arrangement (existing garage to be demolished)

	<p>It was moved by Cllr Wiles and seconded by Cllr Franklin and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports the application.</p> <p>i) Ref: 23/00486 Location: 36 High Street, Sandwich, CT13 9EG Proposal: Replacement ground and first floor windows with double glazed windows</p> <p>It was RESOLVED: that this item is deferred to seek clarification from DDC as it does not appear on the DDC website.</p> <p>j) Ref: 23/00516 Location: 2 The Ramparts, Knight rider Street, Sandwich, CT13 9ER Proposal: Variation of Condition 2 (approved plans) to allow amendments to garage and access of planning permission DOV/21/00496 (S73) Erection of ground and first floor infill extensions, new dormer to third floor, alterations to first floor terrace, extension of existing garage incorporating gym/parking and soft and hard landscaping (existing extension and external steps to be demolished).</p> <p>It was moved by Cllr Wiles and seconded by Cllr Franklin and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports the application.</p> <p>k) Ref: 23/00597 Location: Land West Of Montagu Road, Discovery Park, Sandwich Proposal: Variation of condition 2 (approved plans) to amend design and layout and removal of condition 11 (roof plant) of planning permission 21/01447 (S73) Erection of a drive thru restaurant, bin store and associated parking (Class E use)</p> <p>It was moved by Cllr Marie and seconded by Cllr Franklin and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports the application.</p>	
P.04.23.7	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted. Members raised concerns that the (Ref 23/00098) erection of side roof dormer roof extension and juliette balcony had been granted permission by DDC; Interim Town Clerk to explore the legal precedence for this decision with the DDC planning officer. It was RESOLVED: that the planning decisions were received and noted.</p>	
P.04.23.8	<p>Street Furniture Applications: To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982. LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982</p>	

	<p style="text-align: center;">STREET FURNITURE CONSENT</p> <p style="text-align: center;">DOVER DISTRICT COUNCIL in pursuance of the provisions of the Highways Act 1980, Section 115</p> <p style="text-align: center;">HEREBY GIVES NOTICE THAT AN APPLICATION TO PLACE TABLES & CHAIRS ON THE HIGHWAY AT THE LOCATION DETAILED BELOW HAS BEEN RECEIVED.</p> <p>Furniture: 4 tables and 8 chairs Timings: 08:30 to 17:00 Monday to Sunday Location: The Sandwich Bakery Company Ltd, 12 King Street, Sandwich, CT13 9BT</p> <p>It was moved by Cllr Wiles and seconded by Cllr Franklin and RESOLVED: that the Town Council comments on this application as the proposed location of Austins Lane has narrow pavements and is likely to cause problems on the public highway for drivers and pedestrians. The Town Council does support the business, but this proposal is not practical.</p>	
P.04.23.9	<p>Licensing: To consider any licensing notices and issues received from Dover District Council. No new applications have been received.</p>	
P.04.23.10	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council. None to consider.</p>	
P.04.23.11	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications. Members considered the correspondence from DDC in relation to an appeal that has been made to the Secretary of State against the conditions attached to the consent for 22/00548. Upgrade of 2No existing advertisement hoardings to display internally illuminated digital posters at address north of TW Services, Ramsgate Road, Sandwich. It was RESOLVED: that the Town Council has no further comment or representation to make to the Planning Inspectorate on this matter.</p>	
P.04.23.12	<p>Verbal update from our Dover District Councillor on matters relating to planning. No update received as Cllr Friend sent his apologies for the meeting.</p>	
P.04.23.13	<p>Meeting closed at 19.47 hours. Date of next Planning Committee Meeting: 14th June 2023</p>	



**Minutes of Sandwich Town Council Planning Committee Meeting
held in the Council Chamber on:
Wednesday 14th June 2023**

Chair: Cllr J Franklin
 Councillors: P Carter, W Fortescue, S Mallett, D Marie, M Moorhouse, M Pennington and C Wiles
 Co-optee
 Members: Mrs J Summerhayes
 Observers: Cllr D Friend and 1 resident
 Officer: Gill Gray – Interim Town Clerk

P.06.23.1	Apologies for absence received: Apologies were received from: Mr Hennessey	
P.06.23.2	Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
P.06.23.3	Minutes of the Planning Committee: It was moved by Cllr M Moorhouse and seconded by Cllr J Franklin and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 17th May 2023 were approved. There was one query in relation to the tables and chairs licence recently debated for the Toll Bridge, it was reported that the application stipulated 3 tables and 6 chairs and there were concerns that this was being exceeded. The Interim Town Clerk to raise this matter with the Toll Bridge and DDC.	
P.06.23.4	Public Participation: There were no requests received for public participation.	
P.06.23.5	Planning Applications: Application plans and papers can be viewed via the Dover District Council website. Planning Application Ref No – 23/00635 Proposal: Erection of single storey front/rear extensions and outbuilding for ancillary use and alterations to canopy roof (existing conservatory and outbuilding demolished) Location: 10 Ash Road, Sandwich, CT13 9JA Cllr M Pennington joined the meeting. It was moved by Cllr J Franklin and seconded by Cllr M Moorhouse and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application. Planning Application Ref No – 23/00654 Proposal: Insert 2no ventilation airbricks to front elevation Location: 12 Millwall Place, Sandwich, CT13 9BQ	

It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: RECOMMENDATION: No comment.

Planning Application Ref No – 23/00562

Proposal: Change of use from community hall/meeting place class F2 (b) to flat with associated alterations
Location: 14 Delf Street, Sandwich, CT13 9BZ

It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application.

Planning Application Ref No – 23/00707

Proposal: Erection of a log cabin for ancillary use
Location: 53 St Georges Road, Sandwich, CT13 9LE

It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application.

Planning Application Ref No – 23/00605

Proposal: Erection of a single storey rear extension
Location: Allwoodly , Johns Green, Sandwich, CT13 0DE

It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application.

Planning Application Ref No – 23/00634

Proposal: Display of various illuminated and non-illuminated logo signs
Location: Land West Of Montagu Road, Discovery Park, Sandwich, CT13 9FA

It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application. 2 Members abstained.

Planning Application Ref No – 23/00638

Proposal: Structural repairs to internal timber structure, to include replacement joists to part ground floor.
Location: The Admiral Owen , 8 High Street, Sandwich, Kent

It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application with comments as follows: the plans are not clear, and it is important that the Conservation Officer is consulted, and the materials used are sympathetic and the same specification as the existing for this important Listed Building.

Planning Application Ref No – 23/00701

	<p>Proposal: Repaint external joinery. Replace pantiles with plain tiles to match the existing roof. Location: Thrums , 21 King Street, Sandwich, CT13 9BL</p> <p>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application.</p>	
P.06.23.6	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted. Members noted that the planning application for 1 Potter Street has been granted planning permission and it was agreed that the Town Clerk to speak to the Planning Officer who dealt with the planning application at DDC and to gain an understanding behind the decision despite the objection raised by the Town Council. It was RESOLVED: that the planning decisions were received and noted.</p>	
P.06.23.7	<p>Street Furniture Applications: To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982. No new applications have been received.</p>	
P.06.23.8	<p>Licensing: To consider any licensing notices and issues received from Dover District Council. No new applications have been received.</p>	
P.06.23.9	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council. None to consider.</p>	
P.06.23.10	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications. Dover District Council Local Plan 2040 – Sustainability Appraisal Consultation opportunity, Members were invited to comment, the closing date for comments is 6th July 2023. It was RESOLVED: that Cllr S Mallett would read the DDC Local Plan 2040 Sustainability Appraisal and report back to the Committee with any relevant comments and to submit if relevant the comments to the Town Clerk prior to 6th July 2023.</p>	
P.06.23.11	<p>Verbal update from our Dover District Councillor on matters relating to planning. Cllr Friend reported that the tables and chairs street furniture application from the Sandwich Bakery Company will be heard at DDC on 20th June 2023.</p>	
P.06.23.12	<p>Meeting closed at 18.55 hours. Date of next Planning Committee Meeting: 12th July 2023</p>	

**Minutes of Sandwich Town Council Planning Committee Meeting
held in the Council Chamber on:
Wednesday 12th July 2023**



Chair: Cllr P Carter
 Councillors: D Marie, M Moorhouse, M Pennington and C Wiles
 Co-optee
 Members: Mrs J Summerhayes and Mr Hennessy
 Observers: Cllr D Friend and 2 residents
 Officer: Gill Gray – Interim Town Clerk

P.07.23.1	Apologies for absence received: Apologies were received from: Cllr W Fortescue, Cllr J Franklin. Cllr S Mallett was absent.	
P.07.23.2	Declarations of interest: There was one declaration from Cllr C Wiles in respect of business to be transacted on the agenda; Planning application number 23/00710.	
P.07.23.3	Minutes of the Planning Committee: It was moved by Cllr M Pennington and seconded by Cllr C Wiles and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 14th June 2023 were approved. There was one query in relation to the Aqua Park and the provision of wildlife ponds; it was agreed that Cllr D Marie and Cllr S Mallett will visit the site to investigate further.	
P.07.23.4	Public Participation: There were no requests received for public participation.	
P.07.23.5	Planning Applications: Application plans and papers can be viewed via the Dover District Council website. Planning Application Ref No – 23/00755 & 23/00756 Proposal: 755 – Formation of rear vehicular access, parking, rear wall/gate, insertion of rooflights, replacement windows/door and roof covering. 756 – Internal works and external works. Location: 15 Church Street, St Mary, Sandwich, CT13 9HL It was moved by Cllr M Moorhouse and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly supports this planning application. Planning Application Ref No – 23/00775 Proposal: Erection of a single storey rear extension. Location: 21 St Georges Road, Sandwich, CT13 9LF It was moved by Cllr M Moorhouse and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments:	

	<p>RECOMMENDATION: Strongly supports this planning application.</p> <p>Planning Application Ref No – 23/00828 Proposal: Erection of a single storey rear extension (existing extension to be demolished). Location: 23 Sandwood Road, Sandwich, CT13 0AQ</p> <p>It was moved by Cllr M Moorhouse and seconded by Cllr M Pennington and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly supports this planning application.</p> <p>Planning Application Ref No – 23/00887 Proposal: Erection of partitions, blocking of existing openings and creation of new openings to form staff facilities. Location: Bell Hotel, 1 Upper Street, Sandwich, CT13 9EF</p> <p>It was moved by Cllr C Wiles and seconded by Cllr M Pennington and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly supports this planning application with comments that the advice and report from Kent Fire and Rescue Service are adhered to in relation to the detail of fire doors.</p> <p>Planning Application Ref No – 23/00852 Proposal: Erection of a frame mounted dust extraction system (retrospective). Location: Sandwich Industrial Estate, Building 3, Ramsgate Road, Sandwich, CT13 9LY</p> <p>It was moved by Cllr M Moorhouse and seconded by Cllr D Marie and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly supports this planning application.</p> <p>Planning Application Ref No – 23/00710 Proposal: Prior approval for the change of use from nursery to residential dwelling. Location: School House Nursery, School Road, Sandwich, CT13 9HT</p> <p>It was moved by Cllr P Carter and seconded by Cllr M Pennington and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application. The recorded vote was Cllr D Marie and Cllr M Moorhouse were against. Cllr P Carter used his casting vote to decide the decision. Cllr C Wiles did not take part in the voting for this item.</p>	
P.07.23.6	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted. It was RESOLVED: that the planning decisions were received and noted.</p>	
P.07.23.7	<p>Street Furniture Applications:</p>	

	To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982. No new applications have been received.	
P.07.23.8	Licensing: To consider any licensing notices and issues received from Dover District Council. No new applications have been received.	
P.07.23.9	Enforcement: To consider any enforcement notices and issues received from Dover District Council. None to consider.	
P.07.23.10	Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications. None to consider.	
P.07.23.11	Verbal update from our Dover District Councillor on matters relating to planning. Cllr M Moorhouse reported that the Aqua Park hotel/spa application was due to be heard at the DDC Planning Committee on Thursday 13 th July at 6pm and was open to the public. Cllr Friend reported on various items including: <ul style="list-style-type: none"> • Forecourt/Square and use by individuals and groups going forward. • Tables and chairs licence application explanation which needs to be explored by STC. 	
P.07.23.12	Meeting closed at 19.12 hours. Date of next Planning Committee Meeting: 9th August 2023	

**Minutes of Sandwich Town Council Planning Committee Meeting held in the Council Chamber on:
Wednesday 9th August 2023**

Chair: Cllr J Franklin
 Councillors: P Carter, D Marie, M Moorhouse, M Pennington and C Wiles
 Co-optee
 Members: Mr Hennessy
 Observers: Two residents
 Officer: Gill Gray – Town Clerk

P.08.23.1	Apologies for absence received: Apologies were received from: Cllr C Wiles, Cllr W Fortescue, Mrs Summerhayes, and Nikky Warden.
P.08.23.2	Declarations of interest: There were none.
P.08.23.3	Minutes of the Planning Committee: It was moved by Cllr P Carter and seconded by Cllr M Pennington and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 12 th July 2023 were approved. Cllr M Moorhouse joined the meeting.
P.08.23.4	Public Participation: There were no requests received for public participation.
P.08.23.5	Planning Applications: Application plans and papers can be viewed via the Dover District Council website. Planning Application Ref No – 23/00922 Proposal: Installation of new rainwater goods to north-east elevation Location: 7 Bowling Street, Sandwich, CT13 9HA It was moved by Cllr M Moorhouse and seconded by Cllr P Carter and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly supports this planning application. Planning Application Ref No – 23/00593 Proposal: Erection of a shed, pergola, internal garden walls, replacement wall and trellis (retrospective) Location: 16 Loop Street, Sandwich, CT13 9HE It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly supports this planning application. Planning Application Ref No – 23/00176 Proposal: Enabling works for the removal of failed fabric from the interior of the listed building to facilitate the erection of structural scaffolding. Location: 57 New Street, Sandwich, CT13 9BD

**It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the Town Council comments:
RECOMMENDATION: Strongly supports this planning application.**

Planning Application Ref No – 23/00420

Proposal: Development comprising engineering and excavation works to facilitate the creation of a shallow artificial training lake for water sports activities associated with the wider site, the change of use of the land to enable 23 pitches for tents/touring caravans and seven static caravans, erection of single storey facilities building, additional parking and drainage.

Location: White Mills Wake And Aqua Park, Ash Road, Sandwich, CT13 9JB

It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the Town Council comments:

RECOMMENDATION: Supports this planning application with the following comments that the Town Council does not support static caravans on site, the IDB report and conditions should be addressed, the noise from the site should be curtailed after 8pm, wildlife ponds to be installed and planting as detailed in design/application completed. One Member abstained.

Planning Application Ref No – 23/00948

Proposal: Installation of four mechanical extract ducts to roof

Location: Florey Chain House, Spitfire Way, Discovery Park, Sandwich

It was moved by Cllr M Moorhouse and seconded by Cllr P Carter and RESOLVED: that the Town Council comments:


RECOMMENDATION: Strongly supports this planning application.

P.08.23.6

Planning Decisions:


The most recent new Planning Decisions taken by Dover District Council were received and noted.

It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the planning decisions were received and noted.

<p>P.08.23.7</p>	<p>Street Furniture Applications: To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982.</p> <p>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 STREET FURNITURE CONSENT</p> <p>DOVER DISTRICT COUNCIL in pursuance of the provisions of the Highways Act 1980, Section 115 HEREBY GIVES NOTICE THAT AN APPLICATION TO PLACE TABLES & CHAIRS ON THE HIGHWAY AT THE LOCATION DETAILED BELOW HAS BEEN RECEIVED.</p> <p>Furniture: 12 Tables 38 chairs Timings: 09:00 to 18:00 each day Location: Guildhall Forecourt, Outside The Sandwich Shop, 15a Cattle Market</p> <p>Written representations are invited concerning this application for a period of 28 days from the date of this notice and should be made to: Post: Licensing Section, Dover District Council, White Cliffs Business Park, Dover, CT16 3PJ or Email: licensing@dover.gov.uk or  online: https://forms.dover.gov.uk/xfp/form/1136</p> <p>Representations must include your name, address, and grounds of the representation in order to be accepted. Copies of all representations will be included in the papers presented to the Regulatory Committee and will therefore be passed into the public domain. Please note that there is an existing Street Furniture Consent in place.</p> <p>Email: licensing@dover.gov.uk DATED: 28th July 2023 LAST DATE FOR REPRESENTATIONS: 25th August 2023</p> <p>Members debated the street furniture application for an application to place 12 tables and 38 chairs on the highway in the location Guildhall Forecourt, outside The Sandwich Shop, Cattle Market, Sandwich. Following a short debate, it was agreed: It was RESOLVED: that the application from The Sandwich Shop for 12 tables and 38 chairs was not supported on the Guildhall Forecourt, outside The Sandwich Shop but a reduced number of tables to 8 and a reduction in the number of chairs up to 32 chairs were proposed. Town Clerk to send the representation to DDC.</p>
<p>P.08.23.8</p>	<p>Licensing: To consider any licensing notices and issues received from Dover District Council. No new applications have been received.</p>
<p>P.08.23.9</p>	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council. None to consider.</p>

<p>P.08.23.1 0</p>	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications. Town Clerk shared the update on plans for Sea Link, the Great Grid upgrade – Suffolk to Kent – notice of formal consultation between October and December 2023. It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the details were noted.</p>
<p>P.08.23.1 1</p>	<p>Verbal update from our Dover District Councillor on matters relating to planning. Cllr Friend did not attend the meeting but had shared details of an appeal for land south of Whitefriars Meadow, Sandwich with the Town Clerk – APP/X2220/W/23/3324453. The Town Clerk sought clarification and the hearing is scheduled to take place on 7th November 2023. The deadline for additional comments is 11th August 2023; the previous objections raised by STC on 18th November 2021 with all comments will be shared with the Planning Inspector who will consider them fully when deciding the appeal.</p>
<p>P.08.23.1 2</p>	<p>Meeting closed at 18.59 hours. Date of next Planning Committee Meeting: 13th September 2023</p>

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Minutes of Sandwich Town Council Finance and General Purposes Committee Meeting held in the Council Chamber on 17th July 2023 at 18:30 hours		
<p>Chair: Cllr C Wiles Councillors: Cllrs P Carter (Mayor), J Franklin, D Carter, C Ungerson, M Pennington, P Breen, E Csuka Officer: Town Clerk Observing Councillors: Cllr S Mallett and Cllr M Moorhouse</p>		
FG.07.23.1	Apologies for absence received: Cllr N Gray sent apologies due to a travel commitment.	
FG.07.23.2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None received.	
FG.07.23.3	Minutes of the Finance and General Purposes Committee: Members received minutes of the Finance and General Purposes Committee held on 19 th June 2023. Cllr Csuka to draft a Business Continuity Plan for the F&GP Committee meeting in September. Town Clerk to provide a report with an update on the play areas for the F&GP Committee meeting in September. Town Clerk to seek clarification on the following items: <ul style="list-style-type: none"> • Benches on the Butts and future maintenance position • Funding contribution from Southern Water explanation from DDC in relation to suspended parking • if partial refurbishment option for play area what is the expected life of items not replaced • When and how will full consultation be undertaken It was moved by Cllr P Carter and seconded by Cllr M Pennington and RESOLVED: to receive and approve the minutes of the meeting of F&GP Committee on 19th June 2023 and the actions agreed.	
FG.07.23.4	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	

	<p>with the topic to be addressed, must be given to the Interim Clerk prior to 09.00 on the Friday preceding the meeting)</p> <p>There were no speakers.</p>	
FG.07.23.5	<p>Report of the IT and DC Working Group The Committee considered the report from Cllr Csuka and the recommendations contained therein. The purpose of the report to agree a proposal for undertaking a Tender exercise to procure a new website for the Town Council. Cllr S Mallett provided a verbal report on the options identified to date for live streaming. It was agreed that there will be control from the STC office for information sharing on any new website platform.</p> <p>Town Clerk to ensure that all tenders for new website are prepared for evaluation report to go to STC September meeting. Town Clerk to check if all historic minutes are available as there are gaps that appear to be on the website prior to 2021. Cllr P Carter to seek advice from the History Society on using Zoom to record meetings and livestream.</p> <p>It was moved by Cllr P Carter and seconded by Cllr M Pennington and RESOLVED: that the Tender exercise to be run to procure a new website for the Town Council. That the Requests to Bid, using the Tender document be issued to the five website providers. That the evaluation of bids and the selection of a preferred website provider should be referred to STC for a decision due to financial commitment.</p> <p>Cllr C Ungerson commented that the iPads were not an ideal device for Cllrs to use, following a short debate: It was moved by Cllr P Carter and seconded by Cllr P Breen and RESOLVED: that the IT&DC Working Group will consider the options including the replacement of devices and using two factor authentication for Office 365 for the Council.</p>	
FG.07.23.6	<p>Financial Risk Assessment and Management Scheme Update Cllr E Csuka provide a verbal report update on the progress of a review of the risks that fall under the headings, property, insurance, security, finance, and financial administration. The template is being redesigned and the final draft should be completed by 11th August 2023. The reviewed and updated Financial Risk Assessment and Management Scheme proposed will be presented to the F&GP Committee meeting held in September 2023.</p>	
FG.07.23.7	<p>Priorities for F&GP Committee for 2023/2024 Cllr C Wiles presented a report with recommended actions for prioritising for F&GP Committee in 2023/2024. A debate followed with the following ideas/actions identified:</p> <ul style="list-style-type: none"> • An evaluation is needed for the use of space in the Guildhall • It was suggested that the H&T Committee could be delegated the care of assets for STC • Health and safety concerns should be addressed urgently; items included routinely on future Agendas 	

	<ul style="list-style-type: none"> • Funding bids sought to support management of STBF assets • The grants process for STBF needs a review as it is not sustainable; this will need to be a separate Committee under STBF • It was agreed that the sequence of priorities were important for STC and a deep dive of finance twice a year should be undertaken • A governance pipeline could be implemented and a worksheet to evidence the progress and timeline • September will be the commencing of budget setting for 2024/2025 • Review the statutory declarations for the AGAR • A Forward Plan to be draft with priorities for the F&GP Committee meeting in September; Cllr Wiles to draft <p>It was moved by Cllr C Wiles and seconded by Cllr P Carter and RESOLVED: that the report was received and the additional priorities identified be incorporated.</p>	
FG.07.23.8	<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, former employee, or applicant to become an employee of, or a particular officeholder, under the authority</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the public were excluded from the remainder of the meeting as the information related to an existing employee(s) and interim staffing arrangements.</p>	
FG.07.23.9	<p>Staffing Interim Arrangements Update Town Clerk provided an update to Members on the current interim staffing arrangements for the Guildhall and other activities that STC manage including public conveniences and the market. It was moved by Cllr P Carter and seconded by Cllr D Carter and RESOLVED: that an interim administration support role was agreed with the proposed five hours a day from Monday to Friday; Town Clerk to recruit as soon as possible.</p>	
FG.07.23.11	<p>Meeting closed 20:14 hours</p>	
FG.07.23.10	<p>Date and time of Next Meeting: Monday 18th September 2023 at 18:30 within the Guildhall.</p>	

Sandwich Town Council - Payment Schedule 2022/24 - Mid August 2023

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
21/08/2023	143	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - August 2023	Town Clerk & Office Staff	Minute Ref: STC 06.23.12 (i)	£4,272.87	50.00	£4,272.87	
21/08/2023	148	Salaries - Sandwich Town Council	Quay Conveniences Salaries - August 2023	Quay Conveniences - Salaries	Minute Ref: STC 06.23.12 (i)	£463.54	50.00	£463.54	
21/08/2023	148	Salaries - Sandwich Town Council	Cadda Market Conveniences Salaries - August 2023	Cadda Market Conveniences - Salaries	Minute Ref: STC 06.23.12 (i)	£463.54	50.00	£463.54	
21/08/2023	148	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - August 2023	S144 Salaries	Minute Ref: STC 06.23.12 (i)	£755.45	50.00	£755.45	
21/08/2023	148	Salaries - STBF - Guildhall	Contribution to Consulting Staff - August 2023	Contribution to Consulting Staff	Minute Ref: STC 06.23.12 (i)	5882.42	50.00	5882.42	
21/08/2023	148	Salaries - STBF - Guildhall	Guildhall Consulting and Cleaning - August 2023	Guildhall	Minute Ref: STC 06.23.12 (i)	58,146.30	50.00	58,146.30	
21/08/2023	149	Salaries - Sandwich Toll Bridge Fund	Guildhall Administration Salaries - August 2023	Guildhall	Minute Ref: STC 06.23.12 (i)	£5,081.84	50.00	£5,081.84	
21/08/2023	149	KCS Education Supplies	Administration Salaries - August 2023	Guildhall	Minute Ref: STC 06.23.12 (i)	£4,359.86	50.00	£4,359.86	
21/08/2023	150	Interim Clerk	Salary Disposal fees - Public Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	595.99	50.00	595.99	£20,203.12
21/08/2023	151	Temporary Public Conveniences Assistant	Interim Clerk Services three days a week 01/07/2023 - 31/07/2023	Staffing Contingency	STC 28.12.23 (i)	£2,875.00	50.00	£2,875.00	£2,875.00
21/08/2023	151	Temporary Public Conveniences Assistant	Temporary Public Conveniences Assistant 07/07/2023 - 31/07/2023	Quay Conveniences - Salaries	Town Clerk	5521.00	50.00	5521.00	
21/08/2023	152	HR Solve It	Temporary Public Conveniences Assistant	Quay Conveniences - Salaries	Town Clerk	5021.00	50.00	5021.00	£1,042.00
21/08/2023	153	The National Abolition Society	HR support services	Cadda Market Conveniences - Salaries	Town Clerk	£712.50	50.00	£712.50	£855.00
21/08/2023	154	Global Cleaning Supplies	Membership renewal	Peninsula / HR Services	Town Clerk	555.00	50.00	555.00	506.00
21/08/2023	154	Global Cleaning Supplies	4 packs of 12 Mini-jumbo roller rolls for the Quay Conveniences	Black Lane / Sandown Road Abolitions	Town Clerk	£79.92	50.00	£79.92	£191.81
21/08/2023	155	Business Stream	4 packs of 12 Mini-jumbo roller rolls for the Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£79.92	50.00	£79.92	£420.70
21/08/2023	156	WBS Copiers and Printers	Water Charges - Quay Conveniences 21/04/2023 - 20/07/2023	Quay Conveniences - Other Expenditure	STC Minute Ref: 06.23.12 (ii)	£46.59	50.00	£46.59	£56.26
21/08/2023	157	New Appointments Group	Photocopier charges 23/06/2023 - 21/07/2023	Photocopier (Rent & Usage)	STC Minute Ref: 06.23.12 (ii)	£374.88	50.00	£374.88	£446.88
21/08/2023	158	New Appointments Group	Photocopier charges 23/06/2023 - 21/07/2023	Staffing Contingency	Town Clerk	5374.88	50.00	5374.88	5996.72
21/08/2023	159	Sandwich Toll Bridge Fund Guildhall Account	VC cover week ending 25/07/2023	Staffing Contingency	Town Clerk	5374.88	50.00	5374.88	£13.80
21/08/2023	160	Mt K A Chapman	Reimbursement for 4 possible purchased for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£268.33	50.00	£268.33	£268.33
21/08/2023	161	Bills	Warden services for Marks Wall Nature Reserve 01-07-23 - 03-08-23	Marks Wall Nature Reserve	Town Clerk	£26.82	50.00	£26.82	£55.50
			Recycling Services - July 2023	Office Expenses (incl. telephone)	Town Clerk	£26.82	50.00	£26.82	£26,748.46
				Total	Total	£26,304.19		£26,304.19	

Sarnsbitch Town Council - Payment Schedule 2022/23 - August 2023

Date of Meeting	Print No.	Paysee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Memoranda to Main Statement)
21/08/2023	162	Arts Society	Mayor's contribution towards prizes in Sarnsbitch Art Society Competition	Mayor's Hospitality (including Civic Events)	Town Clerk	£25.00	£0.00	£25.00	£25.00
21/08/2023	163	Co-Operative Sarnsbitch	Nepkins for Deputy Supper afternoon tea	Mayor's Hospitality (including Civic Events)	Town Clerk	£12.00	£0.00	£12.00	£12.00
21/08/2023	164	Enn Next	Electricity Charges - Fishergate 01/07/2023 - 31/07/2023	Mayor's Hospitality (including Civic Events)	STC Minute Ref: 06.23.12 (N)	£256.05	£0.00	£256.05	£256.05
21/08/2023	165	Peninsula	HR Services - instalment payment for face to face meeting	Peninsula / HR Services	STC Minute Ref: 32.06.22 (V)	£62.91	£16.59	£79.49	£79.49
21/08/2023	166	Peninsula	HR Services - August 2023	Peninsula / HR Services	STC Minute Ref: 06.23.12 (N)	£122.00	£23.18	£145.18	£145.18
21/08/2023	167	Ken Wood Jewellers	Repair of Deputy Mayors Badge	Miscellaneous	Town Clerk	£35.00	£0.00	£35.00	£35.00
21/08/2023	168	Phoenix Link	Phone Charges - July 2023	\$144 (Other Expenditure)	STC Minute Ref: 32.06.22 (V)	£60.75	£10.16	£70.90	
21/08/2023	169	Phoenix Link	Phone Charges - July 2023	Office Expense (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£50.79	£10.15	£60.94	
21/08/2023	169	S Washwell	Phone Charges - July 2023	Office Expense (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£50.76	£10.15	£60.91	£162.72
21/08/2023	170	Sage Global Services Ltd	Morning of Cow Lees Meadow - August	Cow Lees	Town Clerk	£250.00	£0.00	£250.00	£250.00
21/08/2023	171	New Appointments Group	Sage Payroll - August	IT Expense (incl. Website)	STC Minute Ref: 32.06.22 (V)	£16.00	£3.60	£19.60	£22.80
21/08/2023	172	Hawkinge Town Council	VIC cover week ending 04/08/2023	Staffing Contingency	Town Clerk	£274.88	£74.98	£349.86	£449.86
21/08/2023	173	Sarnsbitch Toll Bridge Fund Guldhall Account	Deputy Mayor's visit to the Kent Bells of Britain Museum, Handings, with lunch	Mayoral Expense	Town Clerk	£45.00	£0.00	£45.00	£45.00
21/08/2023	174	British Gas	Reimbursement for room hire income incorrectly paid to STC via town DDC	Miscellaneous	Town Clerk	£95.00	£0.00	£95.00	£95.00
21/08/2023	175	Busheas Stream	Gas Charges - Bag Hill 30/05/2023 - 08/05/2023	Bay Hill	STC Minute Ref: 32.06.22 (V)	£85.26	£0.00	£85.26	£81.26
21/08/2023	176	Highways Business Services	Water Charges - Fishergate 04/04/2023 - 04/07/2023	Fishergate	STC Minute Ref: 32.06.22 (V)	£17.26	£0.00	£17.26	£17.26
21/08/2023	177	Highways Business Services	Office 365	IT Expense (incl. Website)	STC Minute Ref: 32.06.22 (V)	£36.10	£7.62	£43.72	£46.62
21/08/2023	177	Highways Business Services	Office 365 / IT Support and MDM and Email Management	IT Expense (incl. Website)	STC Minute Ref: 32.06.22 (V)	£101.40	£20.28	£121.68	£121.68
21/08/2023	177	Highways Business Services	Office 365 / IT Support and MDM and Email Management	IT Expense (incl. Website)	STC Minute Ref: 32.06.22 (V)	£101.40	£20.28	£121.68	£243.36
21/08/2023	178	New Appointments Group	VIC cover week ending 18/05/2023	Guldhall - IT (to be reimbursed)	Town Clerk	£374.88	£74.98	£449.86	£449.86
				Staffing Contingency	Total	£2,167.41	£272.35	£2,439.76	£2,439.76

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/07/23

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	£567.20
Quay Conveniences	£785.61
Green Waste Bags	£178.33
Drill Hall	£7,300.00

Refunded From Functions

Deputies supper donations	£20.00
Curfew Ringers Supper	£10.00

Internal Transfers / Adhoc Income

Refund from Photocopying	£0.20
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S144 (Visitor Information Centre & Tourism)

Visitor Information Centre	£63.90
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Forecourt Income

Current Markets	£1,410.00
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Miscellaneous Income

Difference between HMRC payments and amounts paid (timing difference)	£5,166.50
Room Hire income from DDC - to be moved to STBF GH a/c	£85.00
Maddox Fund - dividends	£6,316.76
Refund - STBF Salaries	£12,461.06
Refund - STBF Guildhall Salaries	£53,547.47
50% contribution from STBF Guildhall towards professional fees	£943.25
Refund from Maidstone Borough Cnl re cancelled boat trip on 26th April	£40.00
Refund from STBF for purchase of silicone for Guildhall repair	£5.35
	367,439.16

TOTAL**£816,135.50****EXPENDITURE****Vat Paid**

VAT	3,319.52
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Mayoral and Civic Functions

Mayoral Expenses	249.90
Mayoral Travel	500.44
Mayor's Hospitality (Including Civic Events)	213.35
Mayor's Attendant & Uniform	318.63
Cinque Port Functions & Subscription	367.50

Staffing

Town Clerk & Office Staff	28,773.81
Contribution to Caretaking Staff	2,542.93
Staffing Contingency	10,668.22
Staff Recruitment	195.00
Officers Travel & Parking Expenses	623.34

Administration

Petty Cash	130.00
Peninsula Business (HR)	696.41
Office Expenses (incl. telephone)	1,343.26

Audit Fees	1,405.00	
Subscriptions & Memberships	1,654.58	
IT Expenses (incl. Website)	3,208.15	
Photocopier (Rental & Usage)	487.66	
Bank Charges	212.77	
<u>Insurance</u>		
Insurance - Public Conveniences and Boatmans' Chapel	224.00	
Other Insurances (ie/ Liability & Slander)	4,563.61	
<u>Public Conveniences</u>		
Quay Conveniences - Salaries	3,261.54	
Cattle Market Conveniences - Salaries	2,617.10	
Quay Conveniences - Other Expenditure	4,354.48	
Cattle Market Conveniences - Other Expenditure	227.60	
<u>S144 (Visitor Information Centre & Tourism)</u>		
S144 Salaries	3,014.62	
S144 (Other Expenditure)	201.11	
<u>Sandwich Open Spaces / Other Properties</u>		
Black Lane / Sandown Road Allotments	118.49	
Boatman's Hill Chapel - Water Rates & Maintenance	163.77	
Cow Leas	568.36	
Flowers, cleaning & maintenance of the War Memorial	30.00	
Drill Hall / Quayside Market	9,440.86	
Fishergate	2,514.20	
Bay Hall	3,725.11	
<u>Reserves - Ring-fenced</u>		
Monks Wall Nature Reserve	833.32	
<u>Miscellaneous / Unexpected Expenditure</u>		
20's Plenty for Us - stickers and banners	187.80	
Thomson Snell & Passmore - professional fees	1,886.50	
Portable road closed sign for King Street	47.50	
One wreath with badge inserts	27.50	
Defibrillator aftercare service - Guildhall forecourt defib	189.00	
Stationary for Market Manager	4.39	
<u>Guildhall and Forecourt</u>		
Contribution towards running of the Guildhall	113,750.00	
<u>Guildhall Forecourt Project</u>		
Thursday Market Manager	450.00	
Loan Repayment	6,016.74	
		215,328.07
<u>Items relating to Sandwich Toll Bridge Fund Account</u>		
STBF Salaries	12,461.06	
		12,461.06
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>		
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	22,886.43	
STBF Guildhall Salaries - Guildhall Administration	28,542.76	
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	1,445.20	
Silicone for repair in Guildhall (to be reimbursed)	5.35	

Phone Charges (Guildhall share to be reimbursed)	201.12	
IT Support (Guildhall share to be reimbursed)	405.60	
		<u>53,486.46</u>
		<u>281,275.59</u>

Balance at Bank as per Bank Reconciliation as at 31/07/23		<u>£534,859.91</u>
TOTAL		<u><u>£816,135.50</u></u>

Bank Reconciliation as at 31/07/23		
Current a/c		<u>£536,841.94</u>
Less: Outstanding payments		<u>£1,982.03</u>
TOTAL		<u><u>£534,859.91</u></u>

OUTSTANDING PAYMENTS

107 The Royal British Legion (One wreath with badge inserts)	£27.50
127 Dover District Council (Parking permit for temporary visitor information assistant)	£95.00
128 Highways Business Services (Office 365)	£46.92
129 Highways Business Services (IT Services for Councillor)	£243.36
130 Training Highway (IT contract - removal of 50% discount)	£216.00
134 New Appointments Group (VIC cover - week ending 07/07/23)	£337.39
135 New Appointments Group (VIC cover - week ending 14/07/23)	£449.86
136 The Strand Wine Co (Wine for Civic Service)	£6.00
137 Interim Clerk (Snacks for Civic Service)	£27.50
140 PJ Smith (Test light and supply new fittings - Quay Conveniences)	£165.00
141 Confederation of the Cinque Ports (Annual Subscription)	£367.50
	<u>£1,982.03</u>

Monks Wall Nature Reserve

<u>Balance Brought Forward 01/04/23</u>	£59,357.66
<u>Expenditure</u>	
Warden Fees 01/03/2023 - 02/06/2023	<u>£833.32</u>
	<u>£833.32</u>
Balance as at 31/07/23	<u><u>£58,524.34</u></u>

SANDWICH TOWN COUNCIL - GENERAL A/C - Balance B/Fwd 01/04/23 £448,696.34

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	£249.90	£2,250.10
Mayoral Travel	£1,800.00		£1,800.00	£500.44	£1,299.56
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£213.35	£3,286.65
Mayor's Attendant & Uniform	£8,970.00		£8,970.00	£318.63	£8,651.37
Cinque Port Functions & Subscription	£380.00		£380.00	£367.50	£12.50
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	£28,773.81	£38,606.19
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£2,542.93	£5,697.07
Staffing Contingency	£2,000.00		£2,000.00	£10,668.22	-£8,668.22
Staff Recruitment	£3,500.00		£3,500.00	£195.00	£3,305.00
Staff Training	£2,000.00		£2,000.00	£0.00	£2,000.00
Officers Travel & Parking Expenses	£1,100.00		£1,100.00	£823.34	£276.66
Staff Salaries bonus pot	£670.00		£670.00	£0.00	£670.00
<u>Administration</u>					
Petty Cash	£130.00		£130.00	£130.00	£0.00
HR & Payroll	£1,280.00		£1,280.00	£896.41	£583.59
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£1,343.26	£5,416.74
Audit Fees	£3,500.00		£3,500.00	£1,405.00	£2,095.00
Subscriptions & Memberships	£1,930.00		£1,930.00	£1,654.58	£275.42
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£3,208.15	£11,791.85
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£487.66	£1,512.34
Bank Charges	£800.00		£800.00	£212.77	£587.23
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	£3,261.54	£5,108.46
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£2,617.10	£5,752.90
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£4,354.48	£5,995.52
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	£3,014.62	£15,755.38
S144 (Other Expenditure)	£2,470.00		£2,470.00	£201.11	£2,268.89
<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	£568.36	-£218.36
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	£30.00	£2,370.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,440.86	£8,999.14
Fishergate	£7,000.00		£7,000.00	£2,514.20	£4,485.80
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	£3,725.11	£209,643.23
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£833.32	£58,524.34
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		£2,500.00	£0.00	£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
Portable road closed sign for King Street	£0.00		£0.00	47.50	-£47.50
One wreath with badge inserts	£0.00		£0.00	27.50	-£27.50
Defibrillator aftercare service - Guildhall forecourt defib	£0.00		£0.00	189.00	-£189.00
Stationary for Market Manager	£0.00		£0.00	4.39	-£4.39
<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	£450.00	£2,550.00
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	£12,461.06	-£12,461.06
Items relating to Sandwich Toll Bridge Fund Guildhall Account					
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00		£0.00	£22,886.43	-£22,886.43
STBF Guildhall Salaries - Guildhall Administration	£0.00		£0.00	£28,542.76	-£28,542.76
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00		£0.00	£1,445.20	-£1,445.20
Silicone for repair in Guildhall (to be reimbursed)	£0.00		£0.00	5.35	-£5.35
Phone Charges (Guildhall share to be reimbursed)	£0.00		£0.00	201.12	-£201.12
IT Support (Guildhall share to be reimbursed)	£0.00		£0.00	405.60	-£405.60
TOTAL	£446,388.53	£282,725.04	£729,113.57	£277,956.07	£451,157.50
Income	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Income to Date	Balance to Date
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
Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£59,357.66	£59,357.66	£0.00
Precept	£278,538.53		£278,538.53	£278,538.53	£0.00
Outside Sources					
Black Lane Allotment Rents & Water Contribution	£5,290.00		£5,290.00	£567.20	-£4,722.80
Sandown Road Allotment	£300.00		£300.00	£0.00	-£300.00
Quay Conveniences	£5,800.00		£5,800.00	£785.61	-£5,014.39
Green Waste Bags	£1,500.00		£1,500.00	£178.33	-£1,321.67
Cow Leas Lease	£200.00		£200.00	£0.00	-£200.00
Drill Hall	£21,900.00		£21,900.00	£7,300.00	-£14,600.00
P22 Electricity Charge	£300.00		£300.00	£0.00	-£300.00
Refunded From Functions					
Deputies supper donations	£600.00		£600.00	£20.00	-£580.00
Curfew Ringers Supper	£450.00		£450.00	£10.00	-£440.00
Internal Transfers / Adhoc Income					
Museum payment for stock from Visitor Information Centre	£150.00		£150.00	£0.00	-£150.00
Refund from Photocopying	£60.00		£60.00	£0.20	-£59.80
Monks Wall Nature Reserve					
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£0.00	£0.00
£144 (Visitor Information Centre & Tourism)					
Visitor Information Centre	£1,000.00		£1,000.00	£63.90	-£936.10
Forecourt Income (to be used for repayment of loan and other maint of Forecourt)					
Current Markets	£8,000.00		£8,000.00	£1,410.00	-£6,590.00
Miscellaneous Income					
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£5,166.50	£5,166.50
Room Hire income from DDC - to be moved to STBF GH a/c	£0.00		£0.00	£85.00	£85.00
Maddox Fund - dividends	£0.00		£0.00	£6,316.76	£6,316.76
Refund - STBF Salaries	£0.00		£0.00	£12,461.06	£12,461.06
Refund - STBF Guildhall Salaries	£0.00		£0.00	£53,547.47	£53,547.47
50% contribution from STBF Guildhall towards professional fees	£0.00		£0.00	£943.25	£943.25
Refund from Maidstone Borough Cnl re cancelled boat trip on 26th April	£0.00		£0.00	£40.00	£40.00
Refund from STBF for purchase of silicone for Guildhall repair	£0.00		£0.00	£5.35	£5.35
TOTAL	£446,388.53	£282,725.04	£729,113.57	£816,135.50	£87,021.93
Bank reconciliation as at 31/07/23	£534,859.91				

Report to Councillors and Members of: Sandwich Town Council

Meeting scheduled for 21st August 2023

Report from: Responsible Finance Officer

Date: 16th August 2023

Subject: Appointment of Internal Auditor 2023/24

Classification: General

Purpose of report:

To request that the Council approves the appointment of an internal auditor and confirms the work to be undertaken by the internal auditor.

Regulation 5 of The Accounts and Audit Regulations 2015 states that:

"A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance." The same Regulations require a local authority to review the effectiveness of internal audit on an annual basis.

A local council must appoint an internal auditor who is independent of the day-to-day transactions of the council and its members. The auditor should not be a member of the council. The auditor may be anyone who, in the opinion of the council is competent to carry out the work and does not have to be a qualified person. They can be paid for their services.

The Council considered a quote from McCabe Ford Williams, for auditing the 2023/24 town council accounts, at their meeting on 26/06/23 (minute ref: STC 06.23.12 (viii)). 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 Finance & General Purposes Committee.

As there was no Finance & General Purposes Committee in August, the Town Clerk and I felt that this should be included on the Town Council agenda for August, as it was important to engage an internal auditor as soon as possible.

Methods used to identify suitable Internal Auditors included searching the Internal Audit Forum directory for local council auditors who cover East Kent and contacting Kent Association of Local Councils for a list of approved auditors.

Using the above sources, I have contacted the following auditors:

1. The Parkinson Partnership LLP (An AAT licensed Accountant)
2. Mulberry and Co (Chartered Certified Accountants, Registered Auditors & Chartered Tax Advisers)
3. BB Business Associates Ltd
4. Tim Light FMAAT
5. Martin Thomas and Co Accountants
6. Martin Fielder-White MinstAM (AdvDip)

Unfortunately, from the above list I have only received two alternative quotes (one from Mulberry & Co and one from Martin Thomas and Co Accountants). The other companies either were not currently performing internal reviews / audits, or they were only experienced in auditing smaller parish council accounts.

Mulberry and Co

Please see the attached email and information provided from Mulberry and Co. The information indicates a thorough, two stage audit, and demonstrates that Mulberry and Co have good knowledge of local town and parish council accounts. They have estimated that the audit would take 4 – 8 hours. I believe the STC audit would take the maximum number of hours, perhaps more. Therefore, I think a conservative estimate would be 8 hours at a cost of £65 per hour, therefore £520.

Mulberry and Co prefer to provide an in-person service, so please note that travel from Godalming could add another £200 to the cost. We would be able to request a remote audit, but they may suggest that it is not possible, especially for the first audit.

They also offer a three-year contract, which would be at the stated hourly rate.

Martin Thomas and Co Accountants

Martin Thomas and Co Accountants have provided a quote of £1,120 to undertake the audit. They are familiar with local council audits and state the checks that they would undertake in the attached letter.

McCabe Ford Williams

McCabe Ford Williams have quoted £1,450 (net of vat) for the internal audit of the 2023/24 accounts.

Sandwich Town Council opted to appoint McCabe Ford Williams, based in Dover, in June 2019, and they have since carried out the audits of Sandwich Town Council's accounts from 2019/20 to 2022/23.

McCabe Ford Williams have also been carrying out independent reviews of the Sandwich Toll Bridge Fund over the previous few years and understand how the charity and town council accounts relate to each other.

McCabe Ford Williams also audit Deal and Dover Town Council's accounts and are very experienced with the regulations surrounding local town and parish councils and The Governance and Accountability Return for Smaller Authorities.

They have an electronic portal for secure document exchange, and this has worked very well.

Personally, as RFO, I have found McCabe Ford Williams to be helpful and thorough throughout each audit, which has been important as the level of audit has been much more extensive during the last few years.

I have also attached the list of checks undertaken by McCabe Ford Williams.

Recommendations:

- **Please can the Council appoint an internal auditor to undertake the audit of Sandwich Town Council's 2023/24 accounts. Note that by doing so they are also approving the list of checks suggested by that chosen auditor.**
- **Please note that if choosing Mulberry and Co, an indication of whether a one-year or three-year contract is approved, will be required.**

Mulberry & Co.

Finance Officer

From: Councils <Councils@mulberryandco.co.uk>
Sent: 02 August 2023 14:59
To: Finance Officer
Subject: Quote for internal audit provision

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Karen

Thank you for your enquiry regarding the provision of internal audit services.

As part of a range of services we offer to town and parish councils we provide an internal audit service, which is conducted in accordance with current guidelines and accounting practices as set out in the Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide.

Generally we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with the non-financial aspects of the audit (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.).

The second (final audit) focuses on the financial aspects, checking of the Annual Governance and Accountability Return (AGAR) and the supporting information being submitted to the external auditors.

Our clients have generally found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit.

Mulberry & Co have been conducting and providing training on local authority internal audit for over 15 years and are chartered certified accountants and chartered tax advisors. Our team currently completes 200 audits per annum from small councils with income and expenditure below £25,000 to larger Town Councils with income exceeding £3 million.

We charge based on an hourly rate and are currently charging £65 per hour + VAT together with travel costs at £0.45p per mile. We do not charge for travel time.

As with other service providers to local authorities, we are now able to offer a long-term 3-year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 rate will be fixed for the three-year period of your updated engagement letter.

The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, but I would estimate that a full year's auditing would be conducted in approximately 4-8 hrs, although your assigned internal auditor will be happy to discuss this with you in more detail.

All our reports are delivered via a secure password protected on-line portal. These reports will be in .pdf format and can be printed or emailed as desired.

If you decide to appoint us, please confirm whether you would like to take advantage of the 3 year fixed fee offer.

If you have any further questions, please do not hesitate to contact me.

Kind regards,

Andy
Andy Beams
Local Authority Consultant



Mulberry & Co
Mobile 07428 647069
Office 01483 423 054

[Training Programme for Local Councils](#)

WARNING: This message is intended only for the person to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient of this message you are requested to destroy it immediately. Unauthorised use of this communication and its attachments is not permitted. When addressed to our clients any opinions or advice contained within this communication are subject to the terms and conditions expressed in the engagement letter.

Mulberry & Co Chartered Certified Accountants, Registered Auditors & Chartered Tax Advisers. 9 Pound Lane, Godalming, Surrey, GU7 1BX

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender on the details above. To view how we hold your data please view our privacy policy by visiting our website.

Internal Audit

2023/24

16 AUGUST 2023

Mulberry & Co



**Mulberry & Co
Accountants**

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Introduction

We are writing to confirm your 2023/24 internal audit arrangements. Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to Members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

Mulberry & Co recommend that councils have at least two internal audits per annum with one in the autumn (interim) and one after the council financial year-end. In some cases, your council may well have additional interim audits where there are significant areas to focus upon, or your financial arrangements are of a more complex nature.

The interim audit(s) will generally focus on the governance and accountability functions of the council, with the accurate completion of the Annual Governance and Accountability Return (AGAR) and supporting information for the external auditor the primary focus for the year-end audit.

At the conclusion of each review, we provide the council with a detailed written report confirming our findings and making recommendations where applicable for the improvement of internal processes, and providing assurance that the council's systems are fit for purpose.

Location of audit

We aim to carry out a minimum of one internal audit visit on site during the year to allow greater opportunity to effectively test processes and procedures. If this visit does not highlight any specific concerns, we may then offer the option to complete the year-end internal audit remotely.

Please note that bookings are available on a first come first served basis, and we will try to accommodate all reasonable requests for specific dates and times.

LAWS AND REGULATIONS

Regulation 5 (1) of the Accounts and Audit Regulations 2015 imposes a duty on local councils to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal audit standards or guidance.' For parish and town councils, this guidance is set out in the NALC publication "Governance and Accountability for Smaller Authorities in England."

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Onsite audits

An onsite audit is our preferred method for conducting the interim visits, due to the volume of transactional information which may be needed for review. Your auditor will attend on site at the agreed date and time. Please ensure you have access to the information listed (appendices, page 12) for the visit. If information is available electronically, there is no need to print this specifically for the audit. Assuming all information is available at that time of the audit, we will aim to complete our report within 48 hours of the visit.

Remote audits

If you request a remote audit, we respectfully request that information be provided to us at least one week in advance of your booked date and time. This allows the internal auditor the opportunity to conduct their initial review in advance of a scheduled telephone or video conversation during which further questions may arise and additional sample testing documents may be requested. The information (appendices, page 12) can be emailed or uploaded via your OpenSpace account.

Please ensure you provide the correct contact telephone number or video conference link when you book your date and time.

The remote audit report will then be finalised, pending receipt of any additional information requested, issued to the council via your Openspace account.

Who is to carry out the work?

Audit work will be carried out by one of our trained team members. You will be advised which team member will carry out the audit at the time of booking, although we reserve the right to assign a different team member at short notice if necessary.

How long will an audit take?

This is dependent on the scale and complexity of your council's accounts. We aim to conduct the detailed governance review work at the interim audit, so that at the year-end our work is focused on the Annual Governance and Accountability Return (AGAR) and the information being presented to the external auditor.

As a guide, we generally allow four to six hours for a full year's auditing for a small/medium sized Parish Council, but we are happy to discuss this in more detail prior to the audit visit. Appendix 1 details the core testing we will carry out, although we may conduct further tests as required.

Engagement letter

Our engagement letters are issued electronically via our OpenSpace secure server. This letter sets out the basis of our professional engagement and is required under the ethical guidelines of The Association of Chartered Certified Accountants. The contents of the letter describe our respective responsibilities and key deadlines. Please contact us if the contents of this letter are not in accordance with your understanding of our terms of appointment or you do not have an engagement letter.

Your engagement letter for the 2023/24 council year has been uploaded to your OpenSpace account. Please can I remind you to log on to electronically by going to www.irisopenspace.co.uk. By electronically signing the engagement letter, you agree that we can start work immediately and that you agree to our terms and conditions. **Please note we cannot start work until the engagement letter has been approved.**

Fees and services

We base our charges on an hourly rate as detailed in your engagement letter, plus £0.45p per mile for travel expenditure. All our fees and charges are subject to VAT at the prevailing rate.

Your right to complain

If you feel unhappy at any time about the service that we provide to you or the amount that we charge, I hope that you will first raise your concerns with me. Whether or not you wish to do this, we operate a formal complaints procedure, which you have the right to use at any time.

If you require any further information, or have any queries, please do not hesitate to contact us.

Kind regards

Mark Mulberry

Audit Plan

Audit assertions	Recommended minimum testing
Appropriate books of account have been kept properly throughout the year.	<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<ul style="list-style-type: none"> • Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

<p>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> • Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable • Ensure that budget reports are prepared and submitted to council / committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances • Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process • Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts
<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<ul style="list-style-type: none"> • Review “aged debtor” listings to ensure appropriate follow up action is in place • Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored. • Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates) • Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised • Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time • Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income • Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked
<p>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> • A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.

	<ul style="list-style-type: none"> • Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings
<p>Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> • Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours • Ensure that appropriate tax codes are being applied to each employee • Where free or paid for software is used, ensure that it is up to date. • For the test sample of employees, ensure that tax is calculated appropriately • Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions) • For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities • Ensure that the correct employers' pension percentage contribution is being applied • Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies
<p>Asset and investments registers were complete and accurate and properly maintained.</p>	<p><u>Tangible fixed assets</u></p> <ul style="list-style-type: none"> • Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets

	<ul style="list-style-type: none"> • Physically verifying the existence and condition of high value, high risk assets may be appropriate • Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement • Additions and disposals records should allow tracking from the prior year to the current • Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority <p><u>Fixed asset investments</u></p> <ul style="list-style-type: none"> • Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9. <p><u>Borrowing and lending</u></p> <ul style="list-style-type: none"> • Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired • Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5 • Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website) • Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt
<p>Periodic and year-end bank account reconciliations were properly carried out.</p>	<ul style="list-style-type: none"> • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8 • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy
<p>Accounting statements prepared during the year were prepared on the correct accounting basis</p>	<ul style="list-style-type: none"> • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an

<p>(receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<p>Income and Expenditure basis to facilitate budget reporting in that vein</p> <ul style="list-style-type: none"> • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end • Check the AGAR for completion and accuracy • Trace the source of the amounts entered to the AGAR
<p>If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.</p>	<ul style="list-style-type: none"> • The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • That it has been published, together with all required information on the council's website and noticeboard
<p>The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements</p>	<ul style="list-style-type: none"> • This test applies only to those councils covered by the £25,000 External Audit exemption • Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities
<p>The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations</p>	<ul style="list-style-type: none"> • Examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection. • Check whether councils have minuted the relevant dates at the same time as approving the AGAR
<p>The authority has complied with the publication requirements for 2021/22 AGAR</p>	<ul style="list-style-type: none"> • Confirm the Notice for the Exercise of Public Rights and Sections 1 and 2 of the AGAR are published on the council website. • Check the External Auditor Report and Certificate and Notice of Conclusion of Audit are published on the council website.
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<ul style="list-style-type: none"> • Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements • Confirm that the council is the sole trustee on the Charity Commission register • Confirm that the council is acting in accordance with the Trust deed • Confirm that the charity meetings and accounts are recorded separately from those of the council • Review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Information to prepare for internal audit

Interim audit (Autumn 2023)

1	Ensure your website is updated with the information contained in Appendix A.	
2	Is your council having an interim audit during Autumn 2023?	<p>Yes – refer to the correct column of information in Appendix A.</p> <p>No – consider the benefit of an interim audit and contact the office to book a date and time. If you decide not to have an interim audit, go to step 4.</p>
3	Is your interim audit on site?	<p>Yes – prepare the information in Appendix A electronically and/or paper based and have available for the booked date and time.</p> <p>No – prepare the information in Appendix A electronically and email to councils@mulberryandco.co.uk or upload to your OpenSpace account <u>at least one week</u> in advance of your scheduled date.</p>

Final audit (April to June 2024)

4	Ensure your website is updated with the information contained in Appendix A.	
5	Did your council having an interim audit during Autumn 2023?	Yes/No – refer to the correct column of information in Appendix A.
6	Is your final audit on site?	<p>Yes – prepare the information in Appendix A (as appropriate) electronically and/or paper based and have available for the booked date and time.</p> <p>No – prepare the information in Appendix A (as appropriate) electronically and email to councils@mulberryandco.co.uk or upload to your Openspace account <u>at least one week</u> in advance of your scheduled date.</p>

APPENDIX A – Information required for review at internal audit

*Items marked * to be published on council website*

	Information required for review	Interim audit	Year-end if interim held	Year-end if interim <i>not</i> held
*	Financial Regulations and Standing Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	Register of Members' Interests (or link to principal authority page)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	Minutes, agendas and non-confidential supporting papers for all council and committee meetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	Data to comply with either the relevant Transparency Act Regulations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	2022/23 signed Annual Governance and Accountability Return (AGAR)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	2022/23 Notice of Elector's Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	2022/23 External Auditor's Certificate and Notice of Conclusion of Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	Pages 4, 5 and 6 of the AGAR's for the period 2018/19 to date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Minute references of review of Financial Regulations and Standing Orders	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2	Minute references of review of risk assessments and risk management policies	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
3	Minute references of review of 2022/23 internal audit report	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
4	Minute reference of review and acceptance of 2022/23 External Auditor's Certificate and Notice of Conclusion	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
5	Minute reference of review of fees and charges levied by the council	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
6	If using electronic accounting package - nominal ledger print (all cost centres / account codes)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
7	Copy of cashbooks year to date (either Excel spreadsheet or from your accounting package)	<input checked="" type="checkbox"/>		
8	Report showing income and expenditure compared to budget year to date	<input checked="" type="checkbox"/>		
9	List of earmarked reserves year to date	<input checked="" type="checkbox"/>		
10	Copy of last submitted VAT return and evidence of receipt of refund amount	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
11	Copy of insurance certificate and policy schedule	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
12	Copy of financial risk assessments	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

	Information required for review	Interim audit	Year-end if interim held	Year-end if interim <i>not</i> held
13	Copy of draft 2024/25 budget (if available) or detail of timescale for budget and precept setting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
14	Petty cash cashbook (if applicable) and copy of vouchers	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
15	Payroll summaries and pay slips for two consecutive calendar months	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
16	Copy of fixed asset register showing additions and deletions since 31 March 2023	<input checked="" type="checkbox"/>		
17	Copy of bank reconciliations and bank statements for three consecutive months	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
18	Confirmation of charity numbers where council acts as sole managing trustee (if applicable)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
19	Copy of signed Acceptance of Office form for last appointed councillor	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
20	Comments on any issues raised at previous internal audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21	Completed Annual Governance and Accountability Return (AGAR)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
22	Full audit trail to support the amounts in boxes 1 to 7 on the AGAR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23	Report detailing income and expenditure versus budget to 31 March 2024		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
24	If using electronic accounting package - nominal ledger print (all cost centres / account codes)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25	Detail of earmarked reserves and general reserve balances on 31 March 2024		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
26	Bank reconciliations for all bank accounts for 31 March 2024, together with bank statement pages		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
27	Completed variance analysis to explain differences as required by the External Auditor		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
28	Explanation of the difference between boxes 7 & 8 on the AGAR (where applicable)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
29	PWLB statement dated 31 March 2024 and details of direct debit payments made in year		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
30	Copy of fixed asset register to 31 March 2024 matching total in box 9 on the AGAR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
31	Completed notice for the Exercise of Public Rights 2024		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Contact Us

- Email councils@mulberryandco.co.uk
- Phone 01483 423 054

MARTIN THOMAS & CO

Incorporating HELPING HAND SERVICES

3 Woodstock Road, Sittingbourne, Kent ME10 4HH.
Tel: 01795 - 477787 (Ans/Fax) Mobile: 07721 - 612374

Ms K Palmer
Responsible Finance Officer
Sandwich Town Council
The Guildhall
Sandwich
Kent CT13 9AH

Date : 15 August 2023

Our ref. QuoteSandwichTC

Your ref. Sandwich Town Council

Dear Ms Palmer,

Quote - Internal Audit for Sandwich Town Council

I have pleasure in providing my quote for the internal audit. This will include checking all bank accounts, invoices and the extracts to the accounts. Payroll details will be reviewed to make sure that these have been correctly processed and paid. Checking the AGAR return is correct and relevant boxes completed. It also includes checking that all statutory requirements have been met and reviewing minutes of the council meetings.

My quote for the work is £1,120.00

Agreed work over the above work charged at £56.00 per hour.

My normal policy is for the quoted price to be fixed for two years and thereafter be increased by approximately the compound rate of inflation and again held for two years.

Yours sincerely

Martin Thomas

Proprietor: Martin Thomas E Mail: martin@martinthomasaccountant.co.uk

Accounts, Taxation, Payroll, MTD & Auto Enrolment

McCabe Ford Williams – audit checks:

- 1. Checking the bank reconciliation at the year end.**
- 2. Ensuring the cash book is kept up to date.**
- 3. Checking debtors and creditors at the year end.**
- 4. Checking the payroll procedures.**
- 5. Ascertaining the financial systems in place.**
- 6. Sample checking the procedures surrounding income and bankings for the year.**
- 7. Sample checking the procedures surrounding purchases and payments for the year.**
- 8. Reviewing a sample of minutes to ensure that the correct financial procedures appear to have been followed and that the financial effects of decisions reached were accurately recorded in the Council's records.**
- 9. Reviewing the Council's risk assessments.**
- 10. Reviewing actual results against budget.**
- 11. Reviewing the asset register.**
- 12. Checking the figures on the annual return back to the accounting records and other supporting documentation.**

Report to Councillors and Members of: Sandwich Town Council

Meeting scheduled for 21st August, 2023

Report from: Standing Orders Working Group

Date: 14th August 2023

Subject: Standing Orders Working Group Recommendations

Classification: General

Purpose of report:

STC councillors are asked:

- 1) To review the final draft of the Standing Orders, and to confirm that, once the changes agreed during this review are incorporated, these Standing Orders will be adopted as the Council's definitive Standing Orders;
- 2) To request any amendments;
- 3) To confirm the date for **implementation** of the new Standing Orders will be 25th September 2023, when they replace the current Standing Orders;
- 4) Councillors are asked to consider whether the following list of procedures etc., should be the next priorities for the working group to examine:
 - a) The Financial Regulations;
 - b) Terms of Reference and the schedule of delegations;
 - c) The arrangements, remits etc. of committees, sub-committees and Working Groups;
 - d) Introductory guide to Standing Orders and guide for the public when speaking at town council meetings;
 - e) Frequency of STC, STBF, Committee and Sub committee meetings;
 - f) STBF Standing Orders;
 - g) The layout of the room at council meetings, a politer system to alert speakers their allocated time is at an end, and better acoustic arrangements;
 - h) Sit or stand at full STC meetings.

Content:

1. The Working group has met on many occasions. It has used the NALC guidance for statutory wording (**Bold type in the document**), and a number of other sources and discussions for the other elements. The objective was to create "a fully legally compliant, concise, clear, user-friendly set of Standing Orders, capable of easy updating as required" They also needed to cover "any aspects unique to Sandwich". STC had resolved to adopt a model specifically for Sandwich rather than follow the NALC Template, and to adopt a document map which would allow other policies etc. to link into the SO's, but any changes to these documents would not require changes to the SO.
2. The WG worked on a consensus rather than a voting basis, cognisant that the final decision on any non-statutory matter would be up to STC. Written comments were received from Cllrs Chandler, Friend, Marie, Moorhouse, Ungerson and Wiles. We also had direct input from Christina Glynn, Gill Gray and Bob Scruton. The WG would like to thank all who contributed.
3. The Working Group (WG) proposes this draft to STC for its consideration. Do Councillors

wish to make any other amendments or additions to the SO draft?

4. September 2023 is the proposed date for adoption of the new SOs.
5. The WG proposes that, once any amendments resulting from this meeting are incorporated into the text, that the Group's work is suspended, and the Group is re-established in September 2023 to progress to the priorities suggested above, plus any other priorities STC may determine at this stage.

Recommendations:

1. To **decide on the fit** of the current draft for STC as it moves forward;
2. To **recommend any further changes**;
3. And to **agree the implementation date**;
4. To **decide** on the next priorities for the working group.

Sandwich Town Council

Standing Orders



Document Name	Standing Orders
Document Reference	
Version Date	14th August 2023 – Draft for STC approval
Authors	Standing Orders Working Group 2023
Date adopted & minute reference	
Date for Next Review	May 2024

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1 Introduction

1.1 Use of Standing Orders

1.1.1 These Standing Orders incorporate the statutory Standing Orders applying to Town, Parish and Community-level councils, and additional clauses which we, the Council, feel will enable and promote the following:

- a) Smooth running of meetings;
- b) Appropriate and positive engagement by the community in meetings;
- c) Clarity on the role of the Chair of the Council, Vice-Chair and committee Chairs;
- d) Rules on voting;
- e) Information management, including minutes and accessible information under relevant law;

1.1.2 **Statutory clauses are integrated into the relevant sections of these Standing Orders and are shown in bold typeface.**

1.1.3 Throughout these Standing Orders 'written' is deemed to include email or other digital forms of communications.

1.1.4 The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form, and they shall be published as part of the Council's scheme of Publication.

1.1.5 Where the Council defines policies, should there be any ambiguity, inconsistencies or conflict between those policies, these Standing Orders shall take precedence.

2 Roles

2.1 Chair and Vice-Chair of the Council

- 2.1.1 A Chair of the Council is required by the Local Government Act 1972 (LGA 1972) (Part 1, Section 15), and will fulfil the roles and responsibilities required by that Act.
- 2.1.2 The Council will elect a Vice-Chair who will fulfil the roles and responsibilities required by that Act in the event that the Chair is not available.
- 2.1.3 The Chair and Vice-Chair have only such powers as are granted under the LGA 1972 - the roles confer no other special privileges.
- 2.1.4 The Chair and Vice-Chair of the Council are elected by members of the Town Council at the Annual Meeting of the Council in May. The Council has resolved to have the status of a town and that the Chair and Deputy Chair are called the Mayor and Deputy Mayor.
- 2.1.5 The investiture ceremony of the Mayor and Deputy Mayor will take place at an annual Mayor making meeting of the Town Council to be held in May. The Mayor will have the following duties with the Deputy Mayor deputising as required:
- a) To chair meetings of the full Council;
 - b) To be the civic figurehead for the town;
 - c) To attend ceremonial events on behalf of Sandwich Town Council;
 - d) To complete tasks assigned to the Mayor under these Standing Orders.
- 2.1.6 The Mayor and Deputy Mayor of the Council have no direct powers or privileges beyond those of an ordinary Councillor.

2.2 Statutory provisions relating to the Chair and Vice-Chair

- 2.2.1 **The Chair of the Council unless she/he/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- 2.2.2 **The Vice-Chair of the Council, if there is one, unless she/he/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- 2.2.3 **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, s/he/they shall preside at the meeting until a successive Chair of the Council has been elected. The**

current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- 2.2.4 In an election year, if the current Chair of the Council has been re-elected as a member of the Council, s/he/they shall preside at the meeting until a new Chair of the Council has been elected. S/he/they may exercise an original vote in respect of the election of the new Chair of the Council and may give a casting vote in the case of an equality of votes.**
- 2.2.5 Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council if there is one.**
- 2.2.6 The Chair of the Council, if present, shall preside at a meeting. If the Chair of the Council is absent from a meeting, the Vice-Chair of the Council, if there is one, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

2.3 Proper Officer

- 2.3.1 The Proper Officer shall be known as the Town Clerk; The Responsible Finance Officer (RFO) is appointed by the Council. The RFO has a statutory role with a remit as described in the Council's Financial Regulations.**
- 2.3.2 The Proper Officer shall either be (i) the Town Clerk, or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. In the event of a short term absence, the Chair or Vice-Chair shall nominate another member of staff to deputise for the Town Clerk. In the event of a long term absence or resignation, an interim Town Clerk shall be nominated by the Council.**
- 2.3.3 The Proper Officer, and other Officers of the Council will hold (or be working towards) such qualifications as to confer upon the Council the General Power of Competence.**
- 2.3.4 The Proper Officer shall:**
- a) at least three clear days before a meeting of the Council, or a committee, (excluding Sunday and Bank holidays) serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email);**

- b) **provide, in a conspicuous place, public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee, excluding Sunday and Bank holidays, (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them); (The minimum three clear days' notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning);**
- c) **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in that office;**
- d) **receive and retain copies of byelaws made by other local authorities;**
- e) **provide a copy of the Council's Standing Orders to a Councillor as soon as possible after he has delivered his acceptance of office form;**
- f) **facilitate inspection of the minutes of meetings by local government electors. When minutes of the meeting necessarily include Confidential Items, those items shall be redacted before the minutes are made available to the public;**
- g) **implement decisions of the Council via delegated authority;**
- h) **have overall managerial responsibility for service delivery;**
- i) **have overall managerial responsibility for staff recruitment (including the drafting of job descriptions) and management, while alterations to the corporate staff structure and changes to staff grading will be resolved by the committee responsible for human resources;**
- j) **Advise the Council and committees on the legality and correctness of actions and policies and interpretation of standing orders in order that a first-class system of governance is established;**
- k) **Liaise with other bodies in order to identify and keep abreast of important issues in the town;**
- l) **The Proper Officer shall give similar notice for sub-committee and working group meetings as in 2.3.4.a and b above. The Proper Officer will endeavour to give 5 days notice of meetings of the Council, committees, sub-committees or working groups.**

3 Structure of the Council

3.1 Committees

- 3.1.1 The Council shall, at its Annual Meeting, or otherwise as required and subject to a proper motion, appoint such committees, as it deems necessary, and confirm their remit, Terms of Reference, levels of authority, meeting dates and membership.
- 3.1.2 Each committee shall have the number of members determined by the Council such that it can effectively conduct its business and achieve a quorum.
- 3.1.3 The Mayor shall be an ex-officio member of each committee unless otherwise agreed at the Annual Meeting of the Council.
- 3.1.4 At their first meeting, Committee members will elect a Chair and Vice-Chair of their respective committee, who shall hold office until the next Annual meeting of the Council, unless a motion is passed at full Council to remove them.
- 3.1.5 Committees are empowered to take decisions within the powers and duties defined in their Terms of Reference document including establishing a sub-committee or working group. For the committee with responsibility for HR matters, not all items of business need to be treated as confidential and, so, non-confidential matters can be discussed without the need to close the meeting to the public.
- 3.1.6 Town Councillors other than committee members may attend meetings of each committee, may participate fully in discussions, but may not vote.

3.2 Removal, addition of and changes to committees

- 3.2.1 If a committee is no longer required to fulfil its stated Terms of Reference, the Full Council may vote to disband the committee, or reserve its powers and allocated its duties to other committees or the full Council.
- 3.2.2 The Council may form further committees at any Full Council meeting and may appoint members to those committees at that time. The newly appointed Chair/Vice-Chair of any committee will only hold office until the next Annual Meeting of the Council, at which point all committee membership will be subject to review.
- 3.2.3 The Council may review and amend the membership and Terms of Reference of committees by resolution in any Full Town Council meeting.

3.3 Appointment of non-Councillors to committees

- 3.3.1 The Council recognises the role that members of the wider community can play in the business of the Council.
- 3.3.2 **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.** Non-Councillors may be appointed by vote of the members of that committee, on the basis that;
- They add additional expertise to the work of the committee;
 - They have been subject to a selection process which may be defined by the Council;
 - They have declared any interests, pecuniary or otherwise, in a way consistent with requirements on elected members of the Council;
 - They are not permitted to vote on any matter.
- 3.3.3 Any relationship of a proposed non-Councillor appointee to a committee to an elected Councillor shall be reported to the Proper Officer in any case prior to their acceptance of appointment.
- 3.3.4 **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.** Unless the Council determines otherwise, all members of an advisory committee and an advisory sub-committee may be non-Councillors.
- 3.3.5 A register of non-Councillor members of committees will be maintained by the Proper Officer.

3.4 Composition of committees

Committee	Number of Town Councillors with voting rights	Quorum of Town Councillors with voting rights	Non-Councillors. No voting rights
Town Council	16	9	Nil
Committee	9	5	Up to 3
Sub-Committee	5 from Committee	3	Up to 3
Working Group	5	3 Councillors or 2 Councillors & 1 Co-opted member	Up to 4

3.5 Reports to Council from committees

- 3.5.1 Committees shall report key items to the Council on a regular basis.
- 3.5.2 Where necessary, recommendations can be taken to Council for approval before the minutes of the committee meeting are approved.

4 Meetings

4.1 Notice of meetings

- 4.1.1 Section 2.3.2 gives full guidance as to the notice of meetings. (i.e. a minimum of 3 working days).
- 4.1.2 The Agenda of the meeting shall be agreed by the chair of the meeting and the Proper Officer. The Proper Officer shall ensure statutory requirements are included as agenda items subject to editing for legal compliance. Agenda items or motions submitted by members of committees or Councillors shall be included without amendment.
- 4.1.3 **Subject to standing order 4.1.3., a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. [Further detail is given in the Sandwich Town Council Filming and Recording Policy and the Sandwich Town Council Behaviour Policy].**
- 4.1.4 **A person present at the meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

4.2 Statutory Annual Meeting of the Council

4.2.1 **The Annual Meeting shall be held;**

- a) **In an election year the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office;**
- or
- b) **In a year which is not an election year the Annual Meeting of the Council shall be held on such day in May as the Council may decide.**

4.2.2 **If no other time is fixed, the Annual Meeting of the Council shall take place at 6.00pm.**

4.2.3 **The first business conducted at the Annual Meeting of the Council shall be the election of the Chair of the Council and the Vice-Chair of the Council if there is one.**

4.2.4 **Following election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:**

- a) **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by committees;
- e) Review of delegation arrangements to committees, sub-committees, working groups, staff and other local authorities;
- f) Review of the terms of reference for committees, sub-committees and working groups;
- g) Appointment of members to existing committees, sub-committees and working groups;
- h) Appointment of any new committees, sub-committees or working groups in accordance with standing order 4.
- i) Review and adoption of appropriate Standing Orders and financial regulations.
- j) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- k) Review of representation on or work with external bodies and arrangements for reporting back;
- l) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- m) Review of inventory of land and other assets including buildings and office equipment;
- n) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- o) Review of the Council's and/or staff subscriptions to other bodies;
- p) Review of the Council's complaints procedure;
- q) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;
- r) Review of the Council's policy for dealing with the press/media;
- s) Review of the Council's employment policies and procedures;
- t) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- u) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council;
- v) Comply with the requirements of 6.6.6 by writing to County and District Councillors listing the County or District Councils' services to be reported on;

4.3 Other meeting requirements

- 4.3.1 In addition to the Annual Meeting of the Council, at least three other ordinary meetings should be held in each year on such dates and times as the Council may decide. The Council will hold a minimum of three other meetings in the year; those other meetings shall be held at such an hour and on such days as the Council may determine.**

- 4.3.2 The Chair of the Council may convene an Extraordinary meeting of the Council at any time.**
- 4.3.3 If the Chair does not call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- 4.3.4 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- 4.3.5 Wherever possible, meeting venues shall be fully accessible for all people to attend meetings and the layout shall be appropriate for participation.**
- 4.3.6 Meetings will finish within 2 hours except by agreement of all Councillors present and the Proper Officer.**
- 4.3.7 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by clear resolution at the meeting and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. The minutes may not be changed without subsequent resolution by the committee and Chair.**
- 4.3.8 Minutes shall include a summary record of public participation at a meeting if no copy of speech is given to be attached.**
- 4.3.9 Minutes shall include an action list which shall be tracked under matters arising at the following meeting.**
- 4.3.10 Draft Minutes shall be issued expeditiously after any meeting and not later than two weeks.**

4.4 Quorum requirements

- 4.4.1 No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- 4.4.2 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.**
- 4.4.3 In the event that a member declares a disclosable interest in respect of a specific agenda item, such that the meeting becomes inquorate, that item will be deferred to the next meeting, or to such and other meeting as will be determined by the Council or the committee.**
- 4.4.4 To that end, all members of meetings will be asked to disclose interests as early as possible in proceedings to allow for agendas to be adjusted.**

4.5 Voting

- 4.5.1 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- 4.5.2 **Unless standing orders provide otherwise, voting on a question shall be by a show of hands .At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and with voting rights gave his/her/their vote for or against that question. At Sandwich Town Council, a card system is used to facilitate the show of hands.**
- 4.5.3 The Code of Conduct adopted by the Council shall apply to Councillors and non-Councillors in respect of the entirety of meetings.
- 4.5.4 **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not s/he/they gave an original vote.**
- 4.5.5 **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- 4.5.6 A member of the Council who is not an assigned member of that committee or acting as an official substitute (as approved by the committee Chair), is entitled to attend and discuss items on the agenda at any committee meeting, but only as a non-voting member.

4.6 Absence from Council meetings

- 4.6.1 When the appointed Chair or Vice-Chair are absent, the first business shall be to elect a Chair for the meeting. Substitute committee members shall not be permitted to act as Chair.
- 4.6.2 Councillors who miss six consecutive months of any full Council or Committee meetings of which they are a member must have the reason approved by Council within the six-month period, or cease to be a member of the council under the provisions of the LGA 1972. The Council can also extend the 6-month period with good reason under this clause.

4.7 Absence from committee meetings and substitutions

- 4.7.1 If a committee member knows that that they will be absent from a meeting, they may, by prior agreement with the Chair of that committee, request that another member of the Council acts as their substitute on that committee for that meeting only. Such an arrangement is deemed desirable if the meeting would otherwise not be quorate.

- 4.7.2 The absent member shall in any case be recorded as giving apologies for that meeting, and a note of the substitution made in the record.

Draft

5 Public involvement in meetings

- 5.1.1 Public involvement is central in the promotion of democratic government. Access to meetings is a right for all members of our community, both in terms of physical access to the meeting itself, and wider accessibility of Council proceedings.
- 5.1.2 **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from all or part of a meeting shall be by resolution which shall give reasons for the public's exclusion.**
- 5.1.3 At the Chair's discretion, individual members of the public shall be provided with the opportunity to speak for not more than 5 minutes each on a subject which is relevant to the business of the Council as determined by the Chair of the meeting, subject to:
- a) A request being made to the Clerk of that meeting to speak, including the subject of the question or statement being made (which may be via email) before the start time of that meeting; For full town Council meetings, this shall be noon on the day of the meeting. For all other meetings, four hours in advance;
 - b) Disclosure of any relevant interest they have in relation to the matter they wish to discuss (for example, membership of an interest group, proximity to a proposed development or such);
 - c) The total time allocated to public questions and statements will not exceed 20 minutes except at the discretion of the Chair of the meeting. Up to 4 persons will normally be allowed to speak during the public participation session. Order of priority shall be:
 - I. Residents who have not previously spoken at a meeting;
 - II. Matters related to items on the agenda;
 - III. Matters which the Council has direct control over;
 - IV. Other matters relevant to the Council's business;
 - V. Other matters of wider relevance to the Council e.g. climate change;
 - VI. Anything else with the earliest request received being heard first;
 - VII. Residents who wish to raise other points.
 - d) Speakers shall be encouraged to give a copy of their speech to the Town Clerk either before the meeting or at the end of their time slot, to facilitate clear minuting of the matter. In such cases, the copy of the speech is to be attached to the minutes of the meeting; the Town Clerk may edit the written speech for legal compliance.
- 5.1.4 Where it is apparent that multiple individuals wish to speak on the same subject, and taking account of differing views, the Chair may request that a

spokesperson be selected by those speakers to represent them, rather than allow all individuals to speak.

- 5.1.5 At the discretion of the Chair, members of the public may be invited to speak during an agenda item where they could provide additional information.
- 5.1.6 **The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- 5.1.7 Where a meeting is to be recorded or broadcast in any format, clear notice will be given of this to members and to the public.
- 5.1.8 The Chair will indicate the follow-up that will be given to each Public Speaker e.g. a written reply, or action allocated to a Councillor, a committee, sub-committee, working group or an Officer. At the discretion of the Chair, individual Councillors can respond to statements or questions from members of the public.

6 Conduct of meetings and debate

6.1 Motions not requiring notice

6.1.1 Motions in respect of the following matters may be moved without written notice to the Proper Officer to:

- a) Appoint a person to preside at the meeting;
- b) Correct an inaccuracy or approve the accuracy of the minutes of the previous meeting;
- c) Dispose of business, if any, remaining adjourned from the previous meeting;
- d) Alter the order of business on the agenda for reasons of urgency or expediency;
- e) Put a motion to the vote in relation to any agenda topic;
- f) Refer by formal delegation a matter to a committee, sub-committee, a working group, or an officer, professional advisor, expert or consultant
- g) Note the minutes of a committee, sub-committee or working group
- h) Consider a report and/or any recommendations made by a committee, sub-committee, working group, officer, professional expert, advisor or consultant;
- i) Authorise legal deeds to be sealed by the Council's common seal and witnessed;
- j) Amend the wording of a motion before it is put to the vote;
- k) Give leave to withdraw a motion or an amendment before it is put to the vote;
- l) Defer consideration of a motion and proceed to the next business on the agenda;
- m) Conduct a consultation with residents who are directly affected by any specific measure;
- n) Exclude the public and press (See Section 7.3 of these Standing Orders);
- o) Not-hear or eject from the meeting a person for disorderly conduct. (See Section 6.5);
- p) Require a written report;
- q) Extend the time-limits for public participation;
- r) Suspend any Standing Order except those which are mandatory by law;
- s) Temporarily suspend, close or adjourn the meeting;
- t) Appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

6.2 Motions requiring notice

- 6.2.1 All motions except those listed under Section 6.1 require written notice of no less than 1 clear day to be given to the Proper Officer prior to scheduled date of publication of the notice, to allow its inclusion in the Agenda such that it will have public notice.
- 6.2.2 The Proper Officer shall maintain a record of all motions received for a meeting.
- 6.2.3 Motions to amend Standing Orders, or to remove the Chair, Vice-Chair or assignment of membership to a committee are reserved to Full Council, and the Chair of the Council will be informed of the receipt of such motions without undue delay.
- 6.2.4 The Proper Officer, in consultation with the Chair or conveners of a meeting, may only reject or amend a motion / agenda item / report on the basis of;
a. Irrelevance to the Terms of Reference of the meeting; or
b. Unlawful or improper subject or wording.
In such cases, the Proper Office shall agree any changes or explain reason for rejection with the proposer.
- 6.2.5 The Proper Officer will set out in the Summons for each meeting all notices of motion or recommendation in an order agreed with the Chair of the meeting.
- 6.2.6 Any motion may be withdrawn by the member proposing it, or a deferral sought, up to and including during the meeting, by written or verbal notice to the Chair.
- 6.2.7 Any motion which is not moved during the meeting without notice having been given under 6.2.6 will be considered withdrawn and not automatically be deferred.
- 6.2.8 Any motion which falls under the Terms of Reference of a committee will be referred by the Council to that committee unless the Chair deems it to be a matter of urgency, or the matter has been referred to the full Council by that committee.
- 6.2.9 Every motion, recommendation and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

6.3 Rules of debate

- 6.3.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the Chair of the meeting.
- 6.3.2 All motions require a proposer and seconder. The Chair may require the motion to be provided in writing.

- 6.3.3 Once proposed, any member may request an amendment to the words of the Motion. The proposer may only propose the withdrawal or amendment of the motion by agreement with the seconder.
- 6.3.4 Amendments shall not rescind the original motion proposed.
- 6.3.5 One motion or amendment will be discussed at a time.
- 6.3.6 The Chair will determine the order of speakers and will, at their discretion set a time-limit on both individual contributions and the whole debate.
- 6.3.7 Members and other permitted contributors will conduct themselves appropriately and respectfully to each other and according to Nolan Principles.
- 6.3.8 The proposer of a motion or amendment shall have the right to reply prior to the matter being put to the vote.
- 6.3.9 A member raising a point of order will refer to the specific provision of these Standing Orders. The decision of the Chair on a point of order is final.
- 6.3.10 When a motion is under debate no other motion shall be moved except the following:
- a) To amend the motion;
 - b) To put the motion to the vote;
 - c) To adjourn the debate and proceed with business;
 - d) To refer a motion to a committee or to the Council, as appropriate for consideration;
 - e) To take any actions on exclusion from the meeting subject to Section 6.5 or Section 7.1;
 - f) To suspend any standing order, except those which reflect statutory requirements.
- 6.3.11 Any member may move to put the motion to a vote, providing that the Chair is satisfied that sufficient time has been allowed for debate and allowing for the Proposer's rights under section 6.3.8.
- 6.3.12 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- 6.3.13 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

6.4 Temporary suspension of Standing Orders

- 6.4.1 All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

6.5 Disorderly Conduct

- 6.5.1 No person including members shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or if a member, in such a manner as to bring the Council into disrepute.
- 6.5.2 Any member deemed by the Chair to be unfit to take part in proceedings, through alcohol or other substances, will be asked to leave the meeting and further action may be taken under the Code of Conduct.
- 6.5.3 If, in the opinion of the Chair, a person has acted in a manner contrary to that required, the Chair shall express that opinion to the Council and thereafter any member may move that the person named be no longer heard or that the person named leaves the meeting, and the resolution, if seconded, shall be put forthwith and without discussion.
- 6.5.4 If any of the resolutions mentioned in Standing Order 6.5 are contravened, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them as set out in the Sandwich Town Council Behaviour Policy.

6.6 County and District Councillors representing Sandwich Ward

- 6.6.1 The Town Clerk will extend a standing invitation to the relevant County and District Councillors to attend Council meetings. Each committee shall, in their Terms of Reference, decide on the invitation of District or County Councillors.
- 6.6.2 The County and District Councillors will be requested to provide an oral report if in attendance, and, if they so wish, to provide additional written material.
- 6.6.3 If Councillors are not in attendance, they are invited to provide a written report to the meeting.
- 6.6.4 There are 2 relevant District Councillors: At each Council meeting, on an alternating basis, one of the District Councillors will provide a report unless specifically requested by the District Councillors, or by the Town Council, a written report may also be submitted if the other councillor wishes.
- 6.6.5 Town Councillors may ask the County and District Councillors for further details on the oral or written reports given, and, may ask for supplementary information relevant to the Town and the County/District.

- 6.6.6 At the Annual Meeting of the Council, the Council shall formally invite County and District Councillors to submit a written report to the Council at least every three months covering the services for which each council is accountable. The written report is expected to include:
- a) A review of key issues, decisions and votes made;
 - b) A look-ahead for key issues that would have an impact on Sandwich;
 - c) An update on issues or requests made to the Councillor by Sandwich residents;
 - d) A statement on the financial performance of the District or County council against budget.

The list of services from each council to be reported on shall be confirmed by the Proper Officer.

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7 Confidential matters

7.1 Handling confidential information

7.1.1 Every member of the Council, Proper Officer, Staff and co-optees to committees, sub-committees or working groups shall comply with the Council's Policy on Confidentiality.

7.2 Information Security

7.2.1 Councillors and Officers of the Council shall take all due precautions to ensure the security and integrity of information that they receive or create in the course of their duties.

- a) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
- b) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and the encryption of personal data.**
- c) **The Council shall have in place, and under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's Retention Policy shall confirm the period for which this information (including personal data) shall be retained or if this is not possible the criteria used to determine that period e.g. the Limitation Act 1980).**
- d) **The Agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- e) **Councillors, staff, Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- f) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- g) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken. The Council shall ensure that**

information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

- h) The Council shall maintain a written record of its data processing activities.**

7.3 Confidentiality within meetings

- 7.3.1 The press and public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion; 'That in accordance with the Public Bodies (Admission to Meetings) Act 1960, such that it would be prejudicial to the Public Interest by reason of the confidential nature of the business to be transacted, the meeting resolves that the public and press will be temporarily excluded'.**
- 7.3.2 Such resolutions shall only be permissible within these Standing Orders where;**
- a. The Council has a duty under Law (for example as employer) to individuals whose personal data or other confidential information is required to be, or is likely to be discussed;**
 - b. The Council is otherwise bound by law or compliance with a contract that requires a matter to be discussed confidentially in line with the 1960 Act.**
- 7.3.3 Records of matters discussed in confidential session will remain confidential while the reason for confidentiality remains extant, subject to the Freedom of Information Act 2000, the Data Protection Act 1998 and other relevant laws of England and Wales.**
- 7.3.4 Discussion in relation to any aspect of employee relations with Town Council staff, collectively or individually, shall be referred to a meeting of the committee responsible human resources in accordance with the Terms of Reference for that committee.**

8 Code of conduct and declaration of interests

8.1 Code of conduct

- 8.1.1 All members of Sandwich Town Council are bound by the 'Code of Conduct for Members'.
- 8.1.2 Suspected breaches of the Code of Conduct will be referred to Dover District Council Monitoring Officer and reported to the Council.
- 8.1.3 **Upon notification by the District or Unitary Council that a Councillor or non-Councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take against that individual. Such action excludes disqualification or suspension from office.**
- 8.1.4 The Council reserves the right to suspend or permanently remove, by motion at a meeting, any office held by that member including Chair, Vice-Chair or membership of a committee, where it deems that doing so is necessary for the protection of the dignity of the office held or failure to do so would bring the Council into disrepute. This may be irrespective of any final decision by the Monitoring Officer.

8.2 Disclosure of interests

- 8.2.1 A Councillor with voting rights who has a disclosable pecuniary or significant interest in relation to any item of business being transacted at a meeting may, after disclosing that interest, and after seeking the granting of a dispensation
- a. make representations;
 - b. answer questions;
 - c. give evidence relating to the business being transacted but must, thereafter, leave the meeting before the vote, or not engage in the voting process if it is not practical to leave.

8.3 Dispensations in respect of disclosable interests

- 8.3.1 **Dispensation requests shall be in writing and submitted to the Proper Officer** or if this is not possible, verbally at the start of the meeting for which the dispensation is required.
- 8.3.2 **A dispensation may be granted in accordance with the above if having regard to all relevant circumstances the following applies:**
- a) **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion**

- of the meeting transacting the business as to impede the transaction of the business or**
- b) granting the dispensation is in the interests of persons living in the Council's area or**
 - c) it is otherwise appropriate to grant a dispensation.**

8.4 Other Restrictions on Councillor activities

- 8.4.1 No Councillor shall claim to represent the Council without a resolution authorising them to do so.**
- 8.4.2 Unless authorised by a resolution, no Councillor shall inspect any land and/or premises/which the Council has a right or duty to inspect/investigate; or issue orders/ instructions or directions.**
- 8.4.3 No Councillor shall represent their personal view in any forum or meeting as the expressed view of the Council unless such has been expressed by a resolution of the Council in a meeting.**
- 8.4.4 Unless authorised by a resolution, no individual Councillor will act in the name or on behalf of the Council, a committee, a sub-committee or working group unless delegated to do so by Council.**

9 Financial controls and deeds

9.1 Financial regulations

- 9.1.1 Responsible finance materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender (section 9.1.2).
- 9.1.2 **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2006 apply to the contract and, if either of those Regulations apply, the Council must comply with UK Government public procurement rules. NALC's procurement guidance contains further details.**
- 9.1.3 **A public contract regulated by the Public Contracts Regulation 2015 with an estimated value in excess of £25,000 but less than the relevant threshold in Section 9.1.2 is subject to Regulations 109 – 114 of the Public Contracts Regulations 2015, which includes a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement).**

9.2 Execution and sealing of legal deeds

- 9.2.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 9.2.2 **Subject to Section 9.2.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

10 Responsibility to provide information

- 10.1.1 In accordance with the Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests on information held by the Council.**
- 10.1.2 The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements – England) Regulation 2015.**

Draft

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 21st August 2023****Report from: Town Clerk****Date: 16th August 2023****Subject: Changing Places Toilets Project****Classification: General****Purpose of report:**

To consider the position now for the Town Council as there is limited time to complete the proposed project which was due to be funded by the Department of Levelling Up, Housing and Communities. The deadline for completion of any project is 31st March 2024.

Content:

The Town Council resolved on 27th June 2022 (Minute Ref: 33.06.22) that Council/Trustee reluctantly rejected the grant award due to the unrealistic 5th July timeframe, the original proposal involved the Guildhall site. Following this meeting it appears that another contractor was identified, and Dover District Council approached INNOVA for a quotation on behalf of the Town Council and the proposal to consider the Quay public conveniences.

The problems with the project have included:

- no project manager from STC available,
- the requirement for a planning application and permission to be secured which would create a delay in commencing the project,
- the alternative shower space within the Quay public conveniences was identified as not meeting with the minimum space required for a Changing Rooms refit.

Other options were considered including a modular changing solution (stand-alone), but this option was more expensive and not potentially suitable for a conservation area. The DDC officer also stated that it was not likely that the funding would be transferrable at that late stage.

Due to all the identified reasons above it is now not practical to complete a project by 31st March 2024. The proposed project plan has not been approved by Changing Places and this is now the final six months for the funding scheme. The DDC officer is now being asked to share a progress update on the project with the Changing Places office.

Recommendations:

Council is asked to RESOLVE: that STC formally decline the grant award for the Changing Places Toilet Project.

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 21st August 2023****Report from: Town Clerk****Date: 16th August 2023****Subject: Quay and Cattle Market Public Conveniences****Classification: General****Purpose of report:**

To consider a report and update from the Town Clerk for the Quay and Cattle Market Public Conveniences.

Content:

The trial opening of the toilets on Sandwich Quay for the summer period has been well received by residents and visitors alike. Taking into consideration certain practical implications it was proposed that the pilot project should proceed on Saturday 29th April, which was the beginning of 2023 festival season, ending on Sunday 28th May, inclusive. This was then extended for the remainder of the summer season with a view to reviewing the situation at the end of August 2023.

During this time, certain restrictions have determined that the existing disabled toilet and shower facilities have continued to operate, with clear signage indicating that there are facilities free of charge on the other side of the building.

The ladies and gentlemen's toilets on the Quay have been unlocked at 09:00 and locked at 17:00. They continue to be inspected and cleaned throughout the day but are not manned by members of staff. The Cattle Market toilets have remained open and inspected and cleaned each day of the week.

On the Festival weekends the facilities have and will open and operate in the same manner throughout the day but will be manned by a member of staff between 6pm and 8pm.

There is obviously a cost implication to this project, and I am asking Members if they want the public conveniences to remain open after the end of August and if so, the hours they wish to see the public conveniences available for the autumn/winter and into the early spring period until early 2024.

The Town Council has received a request from an event organiser who is holding a small event to coincide with Heritage Open Day on Sandwich Quay and has asked to borrow the key to the toilet/shower room overnight. This is proposed for the nights of 15th and 16th September, the event organiser has confirmed the area will be left clean and tidy ready for public use afterwards. The event organiser wishes to add they have a small budget and cannot afford to hire portable toilets for this event.

Recommendations:

To seek a decision from Members on the management of the public conveniences on the Sandwich Quay and Cattle Market and to consider staffing arrangements.

To seek agreement for a small event being held on Sandwich Quay to have access to the toilet/shower room on the Heritage Open Days event overnight on 15th and 16th September 2023.

Sandwich Town Council

Kent Code of Conduct for Members

Adopted:

Review due:

Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from your Clerk, the Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, it is a criminal offence if, without reasonable excuse, you:
 - (a) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member
 - (b) Fail to disclose the interest at meetings where the interest is not entered in the authority's register
 - (c) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the authority's register and is not the subject of a pending notification
 - (d) Take part in discussion or votes, or further discussions or votes, at meetings on matters in which you have the interest which are being considered at the meeting.
 - (e) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date when you become aware that you have such an interest in a matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority.
 - (f) knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Authority that you have failed to comply with the Code will be dealt with under the arrangements adopted by Dover District Council for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

THE CODE

1. Interpretation

In this Code:

“Associated Person” means (either in the singular or in the plural):

- (a) a family member or any other person [or body?] with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- (c) any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).

“Authority” means [name of Authority].

“Authority Function” means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

“Code” means this Code of Conduct.

“Co-opted Member” means a person who is **not an elected** member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
- (b) and represents the Authority on, any joint committee or joint sub-committee of the Authority; and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting.

“Disclosable Pecuniary Interest” means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or

- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

"Interests" means Disclosable Pecuniary Interests and Other Significant Interests.

"Meeting" means any meeting of:

- (a) the Authority;
- (b) any of the Authority's or its committees, sub-committees, joint committees and/or joint sub-committees.

"Member" means a person who is a member of the Authority and includes a Co-opted Member.

"Other Significant Interest" means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) in any business of the Authority which:

- (a) may reasonably be regarded as affecting the financial position of yourself and/or an Associated Person to a greater extent than the majority of:
 - (i) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in other cases) other council tax payers, ratepayers or inhabitants of the Authority's area; or
- (b) relates to the determination of your application (whether made by you alone or jointly or on your behalf) for any approval, consent, licence, permission or registration or that of an Associated Person;

and where, in either case, a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice your judgment of the public interest.

"Register of Members' Interests" means the register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

"Sensitive Interest" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:

- (a) act in accordance with the Authority's reasonable requirements; and
- (b) ensure that such resources are not used improperly for political purposes (including party political purposes).

- (2) You must not:

- (a) bully any person;

- (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
- (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
- (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the written consent of a person authorised to give it; or
 - (ii) you are required by law to do so; or
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Authority;
- (e) prevent another person from gaining access to information to which that person is entitled by law;
- (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
- (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

Registering Disclosable Pecuniary Interests

4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer before the end of 28 days beginning with the day you become aware of the existence of the interest.

Declaring Interests

5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.
- (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest (and you are aware that you have such an interest) in any matter to be considered, or being considered, at the Meeting, you must:

- (a) disclose the Interest; and
 - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation:
 - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
 - (e) not seek improperly to influence a decision about that business.
- (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority, you must:
- (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
 - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
 - (c) not seek improperly to influence a decision about the matter.
- (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the Meeting for the same purpose. Having made your representations, given evidence or answered questions you must:
- (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (b) withdraw from the Meeting room in accordance with the Authority's Standing Orders.

Sensitive Interests

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, before the end of 28 days beginning with the day you become aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the Monitoring Officer asking that the information be included in the Register of Members' Interests.
- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you hold an interest in the matter under discussion.

Gifts and Hospitality

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Clerk of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you

have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.

- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the Clerk does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

Dispensations

- 8.(1) The Authority or any committee, or sub-committee of the Authority, or the Clerk (where authorised) may, on a written request made to the Clerk (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Authority or any committee, or sub-committee of the Authority, or the Clerk (where authorised) [considers that:
 - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
 - (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
 - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
 - (d) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

SELFLESSNESS: You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

INTEGRITY: You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

ACCOUNTABILITY: You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

OPENNESS: You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

HONESTY: You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

LEADERSHIP: Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

“the Act” means the Localism Act 2011

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

“director” includes a member of the committee of management of an industrial and provident society

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

“M” means a member of the relevant authority

“member” includes a co-opted member

“relevant authority” means the authority of which M is a member

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1), or section 31(7), as the case may be, of the Act

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act (the Member's spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Interest	Description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a

	<p>body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge):</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>



Sandwich Town Council Social Media Policy

Adopted:

Review due:

1. Policy Statement

1.1 This policy is intended to help Town Councillors, Council staff and volunteers make appropriate decisions about the use of social media such as emails, blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn, and other relevant social media websites.

1.2 This policy outlines the standards the Town Council requires Councillors, Council staff and volunteers to observe when using social media, the circumstances in which the Town Council will monitor the use of social media and the action to be taken in respect of breaches of this policy.

1.3 This policy supplements and should be read in conjunction with all other policies and procedures adopted by the Council as and when introduced, such as the Equalities and Diversity Policy, Press and Media Policy, Email Policies, Request for Information Policy, Anti-Harassment Policy, Data Protection Policy, Disciplinary Procedure, Members Code of Conduct and Standing Orders.

1.4 This policy does not form part of any contract of employment, and it may be amended at any time.

2. Who is covered by this policy?

2.1 This policy covers all individuals working at all levels within the Town Council, including all elected and co-opted Councillors, the Town Clerk, all other staff, and volunteers.

3. The scope of this policy

3.1 The Town Council has overall responsibility for the effective operation of this policy. All individuals mentioned at 2.1 are expected to always comply with this policy to protect the

reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners, and community.

3.2 Behaviour required by the policies and procedures adopted by the Council shall apply to online activity in the same way it does to other written or verbal communication.

3.3 Councillors must be aware that their role means they are more likely to be seen as acting in an official capacity when blogging or networking.

It must be remembered that communications on the internet are permanent and public. When communicating in a "private" group it should be ensured that the Council would be content with the statement should it be made public. Be honest and open but be mindful of the impact your contribution might have on people's perceptions of the council.

3.3. All individuals mentioned at 2.1 should ensure that they take the time to read and understand this policy. You are personally responsible for the content you publish. Any breach should be reported to the Town Clerk.

3.4 Questions regarding the content or application of this policy should be directed to the Town Clerk.

4. Rules for using social media

4.1 Social media may be used to:

- Distribute agendas, post minutes and dates of meetings.
- Advertise events and activities.
- Promote good news stories with a linked website or press page.
- Advertise job vacancies.
- Retweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announce new information.
- Post or share information from other Town Council related community groups such as schools, sports clubs, community groups and charities.
- Refer resident queries to the clerk and all other Councillors.
- Share any other information that is relevant to the community.

4.2 Material published by the Council is, for obvious reasons, restricted in terms of content. It must not:

- a) Contain party political material
- b) Persuade the public to a particular political view
- c) Promote the personal image of a particular Councillor or party
- d) Promote an individual Councillor's proposals, decisions or recommendations or personalise issues

4.3 When using social media (including email) all individuals mentioned at 2.1 must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative. All individuals mentioned at 2.1 must not:

- Hide their identity using false names, pseudonyms or as anonymous.
- Present personal opinions as that of the Town Council
- Present themselves in a way that might cause embarrassment to the Council.
- Post content that is contrary to the democratic decisions of the Town Council
- Post content that is critical of others within the Council, including all elected and co-opted Councillors, the Town Clerk and all other employees and volunteers
- Post controversial or potentially inflammatory remarks.
- Post using the Town Council logo, or any other Council related material on a personal account.
- Engage in personal attacks, online fights, and hostile communications.
- Use an individual's name unless given written permission to do so.
- Publish photographs or videos of minors without parental permission.
- Post any information that infringes copyright of others.
- Post any information that may be deemed libel.
- Post online activity that constitutes bullying or harassment.
- Bring the Town Council into disrepute, including through content posted in a personal capacity.
- Post offensive language relating to race, sexuality, disability, gender, age, religion, or belief.
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence.

4.4 Anyone who feels that they have been harassed or bullied or are offended by material posted or uploaded by elected and co-opted Councillors, employed staff or volunteers should inform either the Town Clerk or The Mayor.

4.5 Never disclose commercially sensitive, personal, private, or confidential information. Never publish anyone else's contact details. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Town Clerk.

4.6 Do not upload, post, or forward any content belonging to a third party unless you have that third party's consent.

4.7 If Councillors blog or tweet personally, and not in their role as a Councillor, they must not act, claim to act, or give the impression that they are acting as a representative of the Town Council. They should not include web links to official Town Council websites as this may give or reinforce the impression that they are representing the Town Council.

4.8 Safeguarding issues are paramount because social media sites are often misused by offenders. Safeguarding is everyone's business – if you have any concerns about other site users, you have a responsibility to report these.

5. Monitoring use of social media websites

5.1 The Town Clerk will be the nominated person to act as moderator. They will be responsible for monitoring the content on Town Council social media accounts, ensuring it complies with the Social Media Policy.

5.2 The Town Clerk will have authority to remove any posts from the Council's social media accounts if they are deemed to be inflammatory or of a defamatory or libelous nature. Such a post may also be reported to the Hosts (i.e., Facebook) and the Town Council for its records.

5.3 Any account used for Town Council business and correspondence will be subject to any request under the Freedom of Information Act 2000.

5.4 All Town Council social media sites in use should be checked on a regular basis to ensure that appropriate security settings are in place.

5.5 Individual Councillors are responsible for what they post. They are personally responsible for any online activity conducted via their published e-mail address, which is used for Council business. Councillors are strongly advised to have separate Council and personal email addresses.

5.6 All individuals mentioned at 2.1 should be aware that any use of social media websites (whether accessed for Council purposes or not) may be monitored and, where breaches of this policy are found, action may be taken.

5.7 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give risk to legal liability against an individual and the Council.

5.8 Residents and Councillors should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

5.9 If a matter is raised in any form of social media that needs further consideration by the Town Council it may be raised at a Town Council meeting, either during the Public Participation agenda item or as an agenda item for consideration by a quorum of Councillors. Any response agreed by the Council will be recorded in the minutes of the meeting.

5.10 Reports of any concerns regarding content placed on social media sites should be reported to the Town Clerk for referral to the Council as required.

5.11 Misuse of social media that is contrary to this policy and other policies could result in action being taken. This action will depend on whether the misuse has been undertaken by a Councillor, a member of staff or a volunteer. What measures might be appropriate will first be considered by the Town Clerk and The Mayor and, where necessary, consultation with other relevant bodies will be undertaken, e.g., the Town Council, the Dover District Council Monitoring Officer and in certain situations the police.

6. Conduct

6.1 Councillors are reminded that in respect of social media, they are governed by the Code of Conduct for Councillors. You are acting in your "official capacity" and any conduct may fall within the Code whenever you:

- Conduct business of the Authority; or
- Act as a representative of the Authority, or
- Claim to act or give the impression you are acting as a representative of the Authority.

6.2 Breaches of this policy may amount to a breach of the Council's Code of Conduct. Other violations of this policy, such as breaching the Data Protection Act, could lead to fines being issued and possible criminal or civil action being taken against the Council, or the individual(s) involved.

6.3 The Council reserves the right to request the removal of any content that is deemed to be in breach of the code of conduct for members.

7. Social Media Issues Which are specific to Councillors

7.1 Councillors have the same legal duties online as anyone else, but failures to comply with the law may have more serious consequences. There are certain restrictions on using social media websites for electoral campaigning and extra care also needs to be taken when writing on planning, licensing, and other regulatory matters.

7.2 This section looks at some issues that are particularly relevant to the life and work of a Councillor and builds on the principles set out in Section 3.

7.3 Personal use of social media This guide considers the use of social media by Councillors in the context of social media accounts and Members' "public" accounts.

7.4 It is sometimes hard for Councillors to separate their public and private lives. The Council is of the view that Councillors should operate separate "public" and "private" social media accounts to maintain their personal privacy.

7.5 Councillors should refrain from mentioning anything Council-related on their private social media accounts as the Code of Conduct can still apply.

7.6 Allow disagreements but avoid arguments - Some comments may be inappropriate but deleting the comments of people who disagree with Members will often backfire. Councillors cannot stop them from posting the same comments elsewhere, then linking back to a Councillor's site and saying the Council is gagging those who disagree. It is not necessary to respond to everything. Comments can be ignored if necessary.

8. Electoral periods

8.1 The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature, including web advertising.

8.2 Members' Code of Conduct - Councillors should not use their private social media accounts to express opinions which might give the impression they are acting as a Councillor, as this online activity may be subject to the Code of Conduct.

8.3 Aspects of the Councillors' Code of Conduct will apply to online activity in the same way it does to other written or verbal communication. Councillors should comply with the general principles of the Code in what they publish and what they allow others to publish.

8.4 Councillors need to be particularly aware of the following sections of the Code:

- Treat others with respect.
- Avoid personal attacks and disrespectful, rude, or offensive comments.
- Comply with equality laws.
- Take care in publishing anything that might be considered sexist, racist, ageist or anti-faith.
- Refrain from publishing anything received in confidence.
- Ensure the Council, or the role of Councillor, is not brought into disrepute.

8.5 If there is any doubt about any online issues, the Town Clerk should be contacted.

9. Monitoring and review of this policy

9.1 The Full Council is responsible for reviewing this policy annually, or as and when required, to ensure it meets legal requirements and reflects best practice.

DRAFT

Report to Sandwich Town Council Members**Meeting scheduled for 21st August 2023****Report from: Cllr Emmet Csuka****Date of report: 14th August 2023****Subject: Information Technology (IT) Support Arrangements & Digital Communications****Classification: Ordinary Business****Purpose of report:**

Town Council members are asked to note:

- Progress on the Tender Exercise to procure a new website for the Town Council; and
- Plans for undertaking an evaluation of received bids, either at the next ordinary meeting of the Town Council or through an extraordinary meeting of the Town Council in September.

The Information Technology (IT) Support Arrangements and Digital Communications Working Group is responsible for delivering three key outcomes:

- A new Town Council Website;
- A new IT Support Managed Service for the Town Council; and
- To bring in-house the recording and live streaming of all Council meetings.

This report focuses on the Tender Exercise to procure a new Town Council Website.

The working group has now met on five occasions and, following the capture of user requirements for a new Town Council Website, an Invitation To Tender document was presented to the Finance & General Purposes Committee meeting on 12th July 2023.

(A copy of the Invitation To Tender Document is included at Annex 1)

This meeting confirmed that a Tender Exercise should be run to procure a new website for the Town Council. It also confirmed that the evaluation of bids and the selection of a preferred website provider should be undertaken by the full Town Council due to the financial commitment that will be required.

Following the Finance & General Purposes Committee meeting, the Town Clerk issued Invitations To Tender to the list of selected website providers on 7th August 2023, with a closing date of 25th August for the receipt of bids. The five website providers selected are:

- Zonkey (<https://www.zonkey.co.uk>)
- Aubergine262 (<https://www.aubergine262.com>)
- Vision ICT (<https://visionict.com>)
- Hugo Fox (<https://www.hugofox.com/parish-councils>)
- Highway Business IT Services (<https://hibits.co.uk>)

Members are encouraged to visit the websites of each provider and examples of Council websites that they currently support, ahead of the meeting to evaluate bids.

An Evaluation Criteria has been developed to support the Tender Exercise and supporting lower-level detail on how to assess the received bids will be available ahead of the meeting to evaluate bids.

(The Evaluation Criteria is included at Annex 2)

The Town Clerk will manage the evaluation of received bids and the implementation phase for delivering a new website, with the support of Cllr Csuka. A timeline for the workstream has been produced to highlight the key stages of the process.

(A copy of the timeline is included at Annex 3)

A decision will be taken by the Town Clerk on whether the evaluation of bids will be undertaken at the next full meeting of the Town Council or if this activity should be run separately in an extraordinary meeting of the Town Council.



Sandwich Town Council

Website Invitation To Tender

ABOUT SANDWICH TOWN COUNCIL

Sandwich Town Council has a Town Mayor and 15 Councillors. All Councillors are elected by the people of Sandwich in a single election, which is held every four years. The most recent election was in May 2023.

The everyday management of the Council is undertaken by the Town Clerk and a team of officers and staff.

Sandwich comes under the authority of Dover District Council and Kent County Council.

It currently lies within the South Thanet parliamentary constituency, but this will change to the Herne Bay and Sandwich parliamentary constituency when the new parliamentary constituency boundaries are adopted.

INTRODUCTION

The Sandwich Town Council's website has not been updated for many years and there is currently a lack of resource within the Council to update, edit and publish. It is widely recognised and accepted that the website needs to be upgraded/renewed as a matter of urgency.

There is a 30-day rolling contract with the current website provider. They have declared an intention to work with any new website provider to ensure any Council data and community content they hold in relation to the current website is appropriately archived (ensuring that access is retained as required).

The Council is seeking a contract for an initial period of 2 years, with the ability for the Council to extend this into a 3rd year, if required.

The Council intends to award a contract based on a weighting of price and quality objectives (50/50). The Tender is bound by the Council's financial regulations and the Council is not required to award a contract to the lowest price offer.

Tenders must be returned to townclerk@sandwichtowncouncil.gov.uk by 5pm, 25th August 2023.

The Tender should include:

- The initial cost for building a new website and the ongoing maintenance costs to support the running of the website.
- A method statement covering development, testing and implementation.

- Details of any licence fees payable, e.g. costs related to the domain name, the DNR and the DNS and SSL certification.
- Costs for relevant training (both on-site and remote) for Council Officers/ staff to administer their roles in supporting the website.
- Terms of payment.
- Details of your public liability insurance, professional indemnity insurance, financial security, audited accounts.
- Details of your previous relevant experience, number of full-time staff, your location, a list of other town or parish councils you currently work with and two references.
- Details to support the various compliance requirements listed in the specification below.

It is expected that a new website will be developed, tested and approved by the Council during September/ October 2023 and published by the end of November 2023.

In order to comply with the Local Government Transparency Code 2014, details of the winning contract may be published on the Council's website and minutes. The submission of a tender is deemed to be an acceptance of this requirement.

FURTHER INFORMATION

Further information can be obtained from Gill Gray, Town Clerk and Karen Palmer, Responsible Finance Officer. They can be contacted either by telephone: 01304 617197 or by email to: townclerk@sandwichtowncouncil.gov.uk

SPECIFICATION

The following specification has been prepared to enable and inform tenders to be submitted to the Council for the building of a new website.

- Domain Name

The domain name of sandwichtowncouncil.gov.uk requires special handling as it is a restricted, government only, name reserved for local authorities etc.

The domain name is administered by our current website provider and is hosted by Cloud Heroes. There will be ongoing costs to secure the name. The new provider will be expected to review and advise on the need to change the current domain name registrar (DNR) and domain name system (DNS) provider to ease ongoing changes and the future management of the DNS.

- Hosting Platform and Content Management

The website hosting platform must be UK based and will need to comply with current legislation requirements eg GDPR. It should be web based so that it can be easily managed, with the correct permissions, from any location with no bespoke software necessary.

A security sockets layer (SSL) Certificate is required (encrypted for security, indicated by green padlock icon) for security as it provides users with the added sense of interacting with a secure site.

The customer management system (CMS) offered to manage and publish web content should be an affordable off the shelf solution, which is easy to customise to meet the current and future needs of the Council.

Emails

Our email service is provided as part of the Microsoft Office 365 cloud-based solution. Email addresses, systems, existing costs etc. will remain unchanged.

Website Security

The website should have multiple security layers that meet the standards necessary for a local government website and should include the capability for the Whitelisting/ Blacklisting of unsuitable sites.

Website Capacity/ Operability

The website should have the capacity and resilience to deliver an uninterrupted solution with provision of daily (as a minimum) remote backups to avoid loss of data. It should be dynamic, capable of future updates supported by a clear process of change management & testing.

The bidder should demonstrate that their solution provides:

- Sufficient disk space, bandwidth and the number of pages available to meet current and future needs of the Council;
- User interface compatibility for all devices; and
- Operation Menai Bridge Readiness.

Website design and content

The website design should be easy to navigate with the inclusion of a search function, suitable drawdown menus and single click movement, forward and back, between pages. Examples of similar work undertaken for other Councils should be referenced.

The content of the website will include the following:

- Statutory content, including Council policies, budget and accounts and agendas, minutes, calendar etc.
- Pages for latest news (including banner and slider functionality); events etc.
- A dedicated area which details information about the Council, eg: Community assets, the Scope of responsibilities of the Town Council, Job Vacancies, annual reports, etc.
- A dedicated area which provides information on Councillors, Officers and staff with their contact details and photographs. For Councillors, this information will extend to include the committees they sit on, the outside bodies for which they are Council representatives, a register of interests and a biography.
- Links to social media and other sites, with the potential for Facebook, Twitter, Instagram feeds.
- Links to other relevant websites and portals which potentially could include Dover District Council website (direct to the Dover District Council planning portal, the ONS data portal) and other sites eg KCC, NALC, KALC, LGA, Environment Agency, Sandwich Museum archives, Police, local schools.

The website should incorporate a range of dynamic features, including:

- The ability for Council Officers/ staff to create community events, include a local directory of interest (visitor information) and create a headline banner.
- The ability to include a gallery facility for photographs.
- The ability for residents to contact the Council via the website, e.g., completing a contact form, reporting defects, completing a STBF grant application form etc.
- The ability for bookings to be made e.g., at The Guildhall for weddings and for the use of meeting rooms, market stalls, allotments.
- An integrated calendar to display upcoming events drawn from several sources and with multiple user access with different access / security levels to enable updating. The ability to draw "today's events" from the calendar to display on the front page of the website.
- The ability to cross-reference pages by multiple types (meta tags) so that pages can be automatically associated with similarly tagged pages.
- The ability to delegate the creation and maintenance of pages to a specific user or groups of users.

The website must allow access for Council Officers and staff to edit and manage content. This will enable them to, for example, edit and add pages and posts and to upload agendas, minutes, calendar, and news items.

- Regulatory & Technical Design Requirements:

The bidder must ensure the website design and content meets the necessary regulatory and technical design requirements for a local council website, including:

- Gov.UK Domain registration
- WCAG2.1aa compliance
- W3C compliance
- Transparency Code compliance
- GDPR compliance
- Accessibility Statement
- Privacy Policy
- FOI Publication Scheme

WEBSITE MAINTENANCE

An annual support contract is needed and must include occasional telephone support for staff using the system and creating new content. It is not intended to be an ongoing development service, but to support staff maximise the potential of the website.

STAFF TRAINING

The bid should also detail the relevant training that would be available for Council Officers/ staff to administer their role in supporting the website.



Sandwich Town Council

IT Managed Support Service

Evaluation Criteria

INTRODUCTION

The Council intends to award a contract based on a weighting of quality (technical merit) and price objectives (50/50). The Tender is bound by the Council's financial regulations and the Council is not required to award a contract to the lowest price offer.

Bidders will have their tender responses evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all requested information has been provided. Tender responses correctly completed will move to Stage 2 of the evaluation process.

Responses which, in the opinion of Sandwich Town Council, are not correctly completed in accordance with the requirements of the Invitation To Tender will not be taken forward to any subsequent stages of the evaluation process.

Stage 2: If a bidder successfully passes stage 1 of the evaluation process, then it will have its tender response assessed in accordance with the evaluation methodology detailed below.

The **Technical Merit criteria** carries a weighting of 50% of the overall achievable score. It consists of the following sub-criteria, with the weighting attached as detailed:

Relevant Experience	30%
Past Performance	10%
Technical Skills	30%
Management & Resources	10%
Methodology	20%

Scoring Model – The evaluation panel will score tender responses using the following scoring model:

Points	Interpretation
10	Excellent - Overall the response demonstrates that the bidder meets all areas of the requirement and provides all the evidence requested to a level of detail expected.

7	Good - Overall the response demonstrates that the bidder meets all areas of the requirement and provides all the evidence requested but contains some minor omissions in the level of information provided.
5	Adequate - Overall the response demonstrates that the bidder meets all areas of the requirement but not all of the evidence requested has been provided.
3	Poor - Overall the response fails to demonstrate that the bidder meets the requirement in one or more areas.
0	Unacceptable – The response does not demonstrate that the bidder is compliant with the requirement.

The **Price criteria** carries a weighting of 50% of the overall achievable score. A maximum price score of 10 will be awarded to the tender response offering the lowest “overall” price.

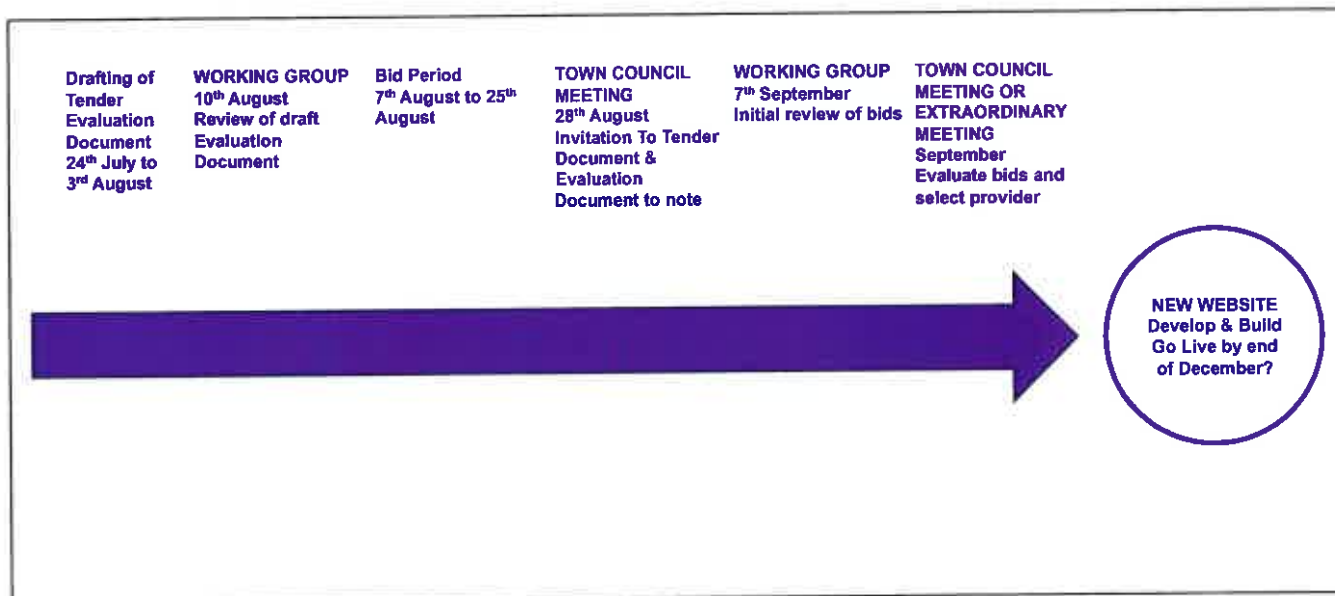
Other tender responses will be awarded a mark by application of the following formula: $\text{Lowest "overall" price tender} / \text{"overall" price of tender being evaluated} \times 10$.

Moderation and application of weightings

The evaluation panel will meet to review each of the tender response to moderate and agree the scores for each award criteria.

Final scores, in terms of a percentage of the overall score, will be determined by applying the relevant weighting factors set out above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100. The winning tender response will be agreed by the evaluation panel once all tender responses have been scored.

NEW TOWN COUNCIL WEBSITE DELIVERY TIMELINE



Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 21st August 2023
Report from: Town Clerk
Date: 16th August 2023
Subject: Guildhall Square/Forecourt
Classification: General
Purpose of report:
To consider the draft market regulations, hire agreements including commercial for the Guildhall Square/Forecourt, draft licenses, and proposed fees to include tables and chairs on the Square/Forecourt.
Content:
The Guildhall Square/Forecourt is now complete, and the site has been formally signed over to the Town Council. The event season is near completion and the Thursday Market has relocated and is back on the Guildhall Square/Forecourt on a weekly basis. The Interim Market Manager has advised that the weekly Market on 17 th August 2023 will be the last Market managed and therefore from Thursday 24 th August the Thursday Market will be managed by the Town Clerk for the future whilst the restructure and recruitment takes place.
The attached documents are draft, and I invite comments and feedback; there have been a few enquiries and it is therefore important that the regulations, hire agreements and fees are agreed so we can commence with generating income for STC.
It is hoped that in the coming weeks/months that promotion can be organised for the space and there is potential to hold local community events that are facilitated by STC.
There will be an official opening ceremony organised by DDC in due course where all stakeholders will be invited to attend.
Recommendations:
Members are asked to adopt market regulations, hire agreements, the proposal for licenses for tables and chairs that are placed on the Square/Forecourt and agree the fees that are applicable for each hire.

Town and Cinque Port of Sandwich

Sandwich Town Council
 Guildhall
 Cattle Market
 Sandwich
 Kent CT13 9AH



Tel: 01304 617197
councilenquiries@sandwichtowncouncil.co.uk

SANDWICH TOWN COUNCIL MARKET REGULATIONS DRAFT AUGUST 2023

INTRODUCTION

1. Definitions and Interpretation

In these regulations:

- 1.1 'The Council' means Sandwich Town Council.
- 1.2 The 'Market' means the Thursday market held on behalf of Sandwich Town Council.
- 1.3 'The Market Manager' means, for the time being, Interim Market Manager Mr Andy Laslett.
- 1.4 'Stall' includes a standing bench table place, gazebo, pitch, or space in the Market and used or intended to be used for the sale of goods.
- 1.5 'Goods' includes provisions, commodities and articles brought into the Market for the purpose of sale.

2. Contraventions of Regulations

- 2.1 These regulations govern the use of stalls/pitches in the Market by stallholders/traders.
- 2.2 Any stallholder who contravenes any of the regulations relating to the Market, at the absolute discretion of the Interim Market Manager / any officer of Sandwich Town Council, shall be refused permission to pitch a stall in the Market.

3. Operating Times, Fees and Measurement of Stalls

3.1 Prescribed Days, Hours and Fees

- 3.1.1 Market Day is Thursday.
- 3.1.2 The Market Hours are from 8.30am to 3pm. Packing up is not permitted until 1pm and stall holders may not leave the Market before 3pm, unless prior permission is obtained from the Interim Market Manager.
- 3.1.3 All vehicles are to be off the forecourt by 08.30 and will not return until trader has finished selling and has packed up their stall to point where loading is required. At the very earliest 1pm. [There needs to be provision for parking off site, the Square/Forecourt is not to be used regularly for parked vehicles on the setts].

3.1.3 Payment will be taken on the day of the Market each week and you will be able to pay using either cash or debit card (this can be done inside the Guildhall).

Up to a 3m x 3m pitch - £10.00 per day (essential vehicles from which trade is undertaken i.e., butcher, hot food will incur an additional £10).

Over a 3m x 3m and up to 6m x 6m - £30 per day (essential vehicles from which trade is undertaken will incur an additional £10)

Electricity hire - £1 per hour.

Cancellation charges – Full pitch fee (if Interim Market Manager is not notified by Noon on Monday of said week).

3.1.4 The use of gazebos and tables are at your own discretion. Tables are available to hire from the Town Council at a cost of £5.00 per day per table.

3.1.5 Traders are asked to note, accept, and agree that certain weekends and/or weekdays throughout the year will be designated to Festivals weekends or events. However, STC will advise of these dates in advance offering as much notice as possible.

3.2 Stall Area

3.2.1 The measurement of the stalls shall include only that area of ground immediately below its roof. Stallholders are asked not to extend passed their designated area of hire.

3.2.2 Where a stallholder wishes to extend the area of his/her stall for the display of items, he/she may do so only with the express permission of the Interim Market Manager and will incur an extra fee.

3.2.3 Stalls shall be constructed and erected as to prevent any damage to the surface of the forecourt. It is important that the surface of the forecourt/square is kept free from oil or grease; any incidents of spillage will be incur clean up charges as a result.

3.2.4 Stalls are to go back-to-back along the centre of the forecourt ensuring clear outside edges and pathways at all times. Due to certain traders requiring electricity, you will be given a specific location, which may well be where you currently trade. The Council request that you stick to this location at all times.

3.2.5 The entrance to the Museum must be clear of traders and Market customers at all times.

3.2.6 Stall holders should have their business name clearly displayed, and information about provenance of goods would be preferred. Presentation of stalls may affect position prominence within the Market.

4. Reservation and Allocation of Pitches

4.1 Reservation of Pitches

4.1.1 Any stallholder wishing to attend Sandwich Market on a regular basis may request that the Interim Market Manager reserves him/her a pitch on a weekly basis, subject to two weeks pitch fee being held as a deposit (repayable when the stall holder relinquishes their pitch and subject to any deductions that are due i.e., lack of attendance and litter clearance). Any such reservation of stall/pitches will be at the Interim Market Manager's discretion and he/she will take into account, amongst other matters, the stallholder's previous attendance and payment of stall fees.

4.1.2 No property belonging to stallholders shall be kept on the Market site or Guildhall building outside of Market days.

4.2 Time limit for reservation of pitch

4.2.1 A pitch which is reserved for a regular Stallholder will only be held until 08:30. If a stallholder is not present by this time, he will be deemed absent from the market. Unless Interim Market Manager has been informed and approved late arrival.

4.2.2 After the time as detailed in 4.3.1 above the Interim Market Manager may re-allocate the pitch to another stallholder.

4.3 Non-Attendance

4.3.1 Stallholders will deliver notice of absence for whatever reason to the Interim Market Manager by Noon on the Monday of said week prior to the planned absence. The Interim Market Manager will immediately advise Sandwich Town Council's Town Clerk.

4.4 Surrender of Pitches

Any regular Stallholder who wishes to give up his/her reserved pitch on any Market Day shall give two weeks' notice of his/her intent to the Interim Market Manager.

4.5 Names and Addresses

Both regular and casual stallholders will inform the Interim Market Manager of their name, address, email address and mobile telephone number, and in the case of regular stallholders, any change in contact details. These details will also be held by Sandwich Town Council. Both the Interim Market Manager and Council will adhere strictly to the Council Privacy Policy, which can be found on the Council's website at [SKM_C30818052412010 \(sandwichtowncouncil.gov.uk\)](http://SKM_C30818052412010_sandwichtowncouncil.gov.uk). Stallholders will only be contacted in relation to market matters and their private details will not be shared with any third party.

5. Prevention of Obstruction, Nuisance or Damage

5.1 Storage of goods

All stallholders' goods, wares, empty crates/packaging, and refuse shall be stored within the area allocated to the stallholder.

5.2 Vehicles

5.2.1 No stallholder shall bring onto the Market any vehicle without the permission of the Interim Market Manager.

5.2.2 No vehicle shall be left on the Market site without the permission of the Interim Market Manager and when so left shall not obstruct any pavement or footpath or shop front/museum

entrance. Neither shall it cause nuisance or inconvenience to any stallholder or adjacent occupiers of property.

5.3 Noise

5.3.1 The use of amplified music or voice on a stall may only take place with the specific permission of the Interim Market Manager. The use of loudspeakers for advertising for trade or business on the Market is prohibited.

5.3.2 Stallholders will ensure any authorised amplified music or voice shall not cause a nuisance to the public, adjacent occupiers of property, or other stallholders.

5.3.3 Stallholders shall immediately switch off and cease to use amplification, or shall reduce it, to a level set by the Interim Market Manager if so instructed.

5.4 Closure

Stallholders shall not clear or cleanse their stalls until 1pm except with the specific permission of the Interim Market Manager.

6. Hygiene

6.1 Litter

Stallholders shall keep their stalls, fittings, and the area around and beneath their stalls clean and free from litter at all times. Any refuse of any description shall be kept in an appropriate receptacle. The Stallholder has ultimate responsibility for removal of all litter arising and the Council will fine stallholders for litter and mess left behind.

6.2 Cleansing of stalls

6.2.1 Stallholders shall ensure that accumulations of refuse resulting from the operation of their stalls are regularly removed and placed in the appropriate receptacle or disposed of as instructed by the Interim Market Manager.

6.2.2 Stallholders shall upon the closure of the Market ensure that all refuse and litter is cleared and disposed of to the satisfaction of the Interim Market Manager, prior to leaving the Market site. You will be fined for any rubbish or mess that is left behind within your pitch area and until this is paid, repeat offenders may jeopardise their future at the Market.

7. Compliance with Statutory Requirements

7.1. Stallholders shall comply with all the relevant statutory requirements. All stallholders involved in the sale of food shall comply with the requirements of all relevant legislation including the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995.

7.2 Stallholders shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and all the relevant regulations.

8. Insurances

All stallholders (regular or casual) shall hold a valid insurance policy for public liability for claims of up to £5,000,000 (five million pounds). All stallholders will produce a copy of their current public liability insurance certificate for Sandwich Town Council (this can be emailed to townclerk@sandwichtowncouncil.gov.uk).

9 Compliance with Directions of Interim Market Manager

Stallholders shall comply with all directions of the Interim Market Manager / Sandwich Town Council officers.

10. Termination

All allocations of stalls/pitches are made on the express understanding that they may be terminated immediately by the Interim Market Manager in the event of any contravention by a stallholder of these regulations.

11. Goods Offered for Sale

Stallholders shall sell or offer for sale from their stalls/pitches only those goods approved beforehand by the Interim Market Manager /Sandwich Town Council Town Clerk.

12. Complaints

Any complaint with regard to these regulations or the operation of the Market must be made in writing to Sandwich Town Council and delivered to Head Caretaker, Mr J Barclay (and in his absence the Town Clerk, Gill Gray).

I (Stallholder) hereby agree to the terms and conditions as set out above.

Name of Hirer / Stallholders Name	
Contact details of Hirer/Stallholder including telephone number	
Stallholders Signature	
Date	
Town Clerk Name	
Town Clerk Signature	
Date	

Sandwich Town Council
Thursday Market Rules
(August 2023)

Principles

- Sandwich Market aims to be vibrant, diverse, and successful.
- Sandwich Town Council, stall holders and customers share responsibility for ensuring:
 - A vibrant, diverse, and successful Market
 - A safe Market which meets all Health and Safety requirements
 - A regular Market operating at full capacity and regular hours
 - An efficient and well-run Market

Market Rules and Regulations

These Market Rules and Regulations govern the use of the Market by Traders.

Any Trader who contravenes any of these Market Rules and Regulations may be refused permission to pitch a stall in the Market.

If a trader incurs 3 formal warnings the Market Officer (Town Clerk) has the right to let their pitch to another trader on a permanent basis.

The Council reserves the right to refuse an application without providing reasons.

Traders should be aware that it is a requirement that they have Public Liability Insurance in force before they attend the market to trade.

I. General Conditions:

1. The Market Officer's (Town Clerk) decision is final in all matters and can remove any trader at their discretion.
2. Traders must not, directly or through any other person, make any public or private statements, (whether orally, in writing, via electronic transmission, social media or otherwise) that disparage, denigrate or malign the Market, other traders, Sandwich Town Council or its Officers.
3. All traders will be expected to comply with the government guidelines.
4. Traders must ensure that during trading hours pitches are staffed, presentable and in keeping with the market at all times. Unattended stalls are NOT ALLOWED on the Market unless in special circumstances that has been agreed in advance with the Market Officer (Town Clerk).

5. All vehicles that are not being left on site, must have left the site before 08.30am. (April to October) 09.00am (November to March)
6. All traders must pay STC in advance for their pitch weekly by Thursday midday via electronic transfer. If this is problematic please speak to the Town Clerk as we do have payment facilities in the Guildhall. Receipts will be issued.
7. Refunds may only be given at the discretion of the Town Clerk in exceptional circumstances.
8. The Market Officer (Town Clerk) will allocate the location of stalls; her decision is final.
9. Proof of public liability cover must be seen by the market officer (insurance certificate), a food hygiene certificate (where applicable) and an LPG gas safe if using for an event.
10. Sandwich Town Council are not responsible for any losses or damages incurred by traders.
11. Traders cannot sub-let their pitches.
12. Smoking within or near market stalls is strictly prohibited.
13. For the avoidance of doubt, it is the Trader's responsibility to know and implement all current laws and regulations relating to their trading.
14. Pitches are not transferable between traders.

II. Eligible Goods:

1. Traders must only sell goods or services for which they have permission from Sandwich Town Council as specified in their application form.
2. On application traders may be asked by the Market Officer (Town Clerk) to supply additional description and/or photographs of the goods intended for sale.
3. Any additions/amendments to your stall must be made known to the Market Officer (Town Clerk) and a new application form will be reissued to sign.
4. The Market Officer (Town Clerk) will ask for any un-authorized goods to be removed from sale and display.
5. Sandwich Town Council do not allow the sale of guns, crossbows, axes, swords or knives. The sale of pets, fireworks and counterfeit goods is illegal.
6. All sexually explicit or pornographic items, including DVDs, magazines or any other material is strictly prohibited.

III. Trading Regulations:

1. It is the responsibility of all Traders to acquaint themselves with the Trading Regulation(s) regarding their own specialist area and abide by them.
2. Traders must ensure that they comply with all relevant legislation regarding the employment of minors.
3. Traders must ensure that all public/environmental, Health and Safety Regulations are always observed. Any accident caused through failure to observe statutory requirement or negligence is the responsibility of the Trader.
4. Any sale by auction, canvassing, market research or personal questionnaire or any stall advertising or promoting a political organisation/agenda is expressly prohibited.

IV. Health & Safety:

1. All goods/products must be displayed within their allocated pitch.

2. All stallholders must report accidents and injuries to the Market Officer (Town Clerk) who will keep a record.
3. Where food is being cooked or heated traders must ensure that there is adequate means of fighting fires within their stall and a fire blanket must also be available. Traders must ensure that all fire extinguishers are inspected annually by a competent person and a record kept that is available for Market Officer (Town Clerk) to check.
4. Traders must obtain the Market Officer's (Town Clerk) permission to use a generator. The Market Officer (Town Clerk) can refuse or ask the trader to stop using a generator if in the Market Officer's (Town Clerk) opinion they are a nuisance or annoyance to members of the public, fellow traders or detrimental to the efficient operation of the Market.
5. Petrol must be stored in sealed, purpose built made containers and at a safe distance from any heat source. When refuelling a generator, it must not be running.
6. Traders must obtain the Market Officer's (Town Clerk) permission to keep their dogs at their stall during the market day. It is the trader's responsibility that their dogs are not a nuisance or annoyance to any members of the public, fellow traders or detrimental to the efficient operation of the Market. The Council is not responsible for the action of any dog.
7. Vehicles can only be onsite if they are essential to the purpose of the items being sold, but they must be parked within the allocated pitch. Also, they may not move around the site between 08.00am to 14.00 (April to October) 09.00am to 14.00 (November to March).
8. Traders must use the same entrance and exit as the public between trading times.
9. There will be a market Officer present (Town Clerk). For any problems, traders should find one of the staff situated at the Town Council office, inside the Guildhall.
10. The market officer (Town Clerk) will be present onsite all day. Any problems traders should find one of the staff situated at the town council office inside the Guildhall.

V. The Employment of Young Persons:

1. Traders are required to comply with the provisions of any law relating to the employment of young children.
2. Traders must take full responsibility for their children present on the market site.

VI. Sale of Fresh Food:

1. All stallholders must comply with current Trading Standards and Environmental Health requirements and agree to comply with the recommendations made by Environmental Health Officers as to food processing, storage, handling and display.
2. The Trader's latest Food Hygiene inspection report and premises rating must be provided.
3. All fresh foods must be stored and displayed in accordance with current food hygiene regulations and all edible goods including greengrocery must be stored, displayed and sold at least 18 inches (0.5 metres) from the ground to protect all foodstuffs from the risk of contamination.
4. Handwashing or washing equipment required must be always available at the stall during trading.

VII. Refuse:

All Traders must always keep the stall/unit/pitch and the area immediately around it clean and free from litter both during and at the close of the day's trading. Refuse must be disposed of in a safe manner and taken away with them. **Failure to leave the site clean will incur a formal warning.**

VIII. Behaviour:

Responsibility for the adherence to the rules and for the behaviour of any person employed or manning a stall remains with the person to whom the pitch was allocated.

Traders must ensure that they, or any person working for them, does nothing which in the opinion of the Market Officer (Town Clerk) is a nuisance or annoyance to members of the public, fellow traders or detrimental to the efficient operation of the Market.

The following misconducts are not acceptable:

- Dishonesty
- Under the influence of alcohol or illegal substances
- Verbal abuse, use of foul or abusive language, harassment, intimidation and discrimination or bullying.
- Assaulting a member of public, Council staff or another trader
- Bringing the Council or the market into disrepute
- Failure to comply with the requirement of food regulations.

No Hawking. Goods must not be sold outside of the pitch area.

Mock auctions are not permitted.

Stallholders and any person employed to work on their stall must be dressed appropriately whilst trading on the market. Specifically, tops must be always worn.

IX. Sickness and Absence:

In cases of absence, responsibility for the adherence to the rules and for the behaviour of any person temporarily manning a stall remains with the person to whom the permission was allocated.

All Traders must give notice of any intended absence from the Market by email (townclerk@sandwichtowncouncil.gov.uk) or ringing the Market Mobile (07719670067) or by leaving a message before midday on the Tuesday before.

If a Trader does not make the Market Officer (Town Clerk) aware of any absences for any reason by midday on the Tuesday before, the Market Officer (Town Clerk) has the right to allocate their pitch to another trader for that week. If traders do not make the Market Officer (Town Clerk) aware on 2 consecutive weeks, the Market Officer (Town Clerk) has the right to allocate their pitch on a permanent basis.

Any trader that has more than 4 consecutive weeks off from the market will be asked to move to the casual waiting list and their regular pitch let to a trader who can attend on a regular basis. If exceptional circumstances exist, the Market Officer (Town Clerk) in conjunction with the RFO can override this rule.

X. Trading times:

1. The Market shall be held on every Thursday except for when Christmas Day, Boxing Day or New Year Day falls on a Thursday.
2. In exceptional circumstances the Council reserves the right to cancel the market.
3. Trading hours during which the Market will be open for trading shall be: 08:00 – 14:00 (April to October) 09.00am - 14.00 (November to March)
4. The setting up hours during which stalls may be erected shall be: 06:30 – 08:00 (April to October) 06.30 - 09.00 (November to March) and shall be dismantled between 14:00 – 15:00.
5. All stalls shall be wholly packed away before 15:00.

Traders must not leave the Market before 14:00 unless prior permission has been given by the Market Officer (Town Clerk). The hours during which vehicles can be brought onto the market for loading/unloading are: 06:30 – 08:00 & 14:00 -15:00. (April to October) 06.30 - 09.00 & 14:00 -15:00. (November to March)

6. Only the Market Officer (Town Clerk) has the authority to let vehicles on the market between 08.00 and 14:00 (April to October) 09.00 - 14.00 (November to March)
7. The Market Officer (Town Clerk) may at any time, at her absolute discretion, alter the layout of the Market. The Market Officer (Town Clerk) may also close the Market in the case of danger or emergency. The decision of the Market Officer (Town Clerk) as to what constitutes danger or emergency shall be final. In the event of such action Sandwich Town Council shall not be liable for any loss sustained by the Trader directly or indirectly.

XI. Market Fees:

The price is £. (5m x 2.7m) Stalls will not be more than 3 bays in size. (5m x 8m)

Fees must be paid electronically no later than **midnight on the Tuesday before**. Cash will only be handled by the staff inside the Guildhall where no other payment option is practical for the stallholder. Fees may be paid weekly, monthly, quarterly, or annually. Please advise the Market Officer (Town Clerk) of your decision on how frequently you will be paying.

XII. Severe weather or unforeseen circumstances:

1. All Traders are responsible for making the necessary preparations for the safe operation of their stall during the market day. This includes any stall or product covers and other safety precautions required.
2. If the Market Officer (Town Clerk) considers that the weather conditions are severe and may cause a major disruption to the safe operation on the market, the market will be closed.
3. In the case of inclement weather, reduced charge will NOT be offered.
4. Regarding weather conditions, Traders have time until 08:30 to decide whether to trade or leave.
5. **If a trader has paid but decides after midday on the Tuesday before to not attend but the market is deemed safe to go ahead, a refund WILL NOT be made.**
6. The Council reserves the right to close the market at short notice due to unforeseen circumstances.

XIII. Changes in market rules and regulations:

The Council reserves the right at any time and from time to time to amend, alter, omit from, add to, vary, replace, revoke or extend these Market Rules and Regulations in such manner or to such extent as it shall in its absolute discretion think fit and upon written notice of any such change in these Market

Rules and Regulations being given by the Council to each person, firm, company or body to whom a market pitch has been allocated.

The Market Rules and Regulations, as so changed, shall be binding upon such persons, firms, companies and bodies forthwith.

I, the undersigned, declare that I agree with and will comply with the rules of the Market as provided by Sandwich Town Council.

Signed..... Print Name

Date

Sandwich Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice for further information)

**CONDITIONS FOR REGULAR COMMERCIAL HIRE OF THE GUILDHALL
MARKET SQUARE/FORECOURT, SANDWICH, KENT**

Application for use of Market Square/Forecourt

Permission to use the Guildhall Market Square/Forecourt for any purpose can only be granted by the Sandwich Town Council or the Town Clerk.

A written request should be sent to the Council for use of the Market Square, you should detail the purpose, period of hire, and any extra provisions:

Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH
Email. enquiries@sandwichtowncouncil.gov.uk

Hirers must provide a copy of their Public Liability insurance and any other necessary certificates and licenses. Please note that completion of our form does not constitute a confirmed booking. Until you receive a confirmation form from the Town Council, this remains provisional. Commercial and semi-commercial hirers must provide an official purchase order where relevant before confirmation can be sent.

Conditions of Hire

1. The Market Square/Forecourt

The area of the 'Market Square' is that which is laid with York stone and setts. The surface with trees around the Market Square must not be obstructed in any way.

Use of the archway is only with prior approval of the Town Clerk. The loading areas are the responsibility of Dover District Council, the hirer should contact DDC directly if they wish to request use of them. The access route to Sandwich Centre for the Retired and Watts Yard must never be obstructed, this route is enforced by Dover District Council and Kent Police.

Hirers must be aware that they may be required to share the Market Square with other hirers. A regular pitch will be allocated to you. You must be courteous of other users of the Market Square and hirers of the Guildhall, any disputes may result in the Council refusing to allow you access to the Market Square in the future.

2. Risk Assessment & CRB Checks

It is the responsibility of the Hirer to carry out a risk assessment for their stall and to ensure that suitable Disclosure & Barring Service (DBS) checks are in place when minors are to be in attendance.

3. Use of Electricity

Access to electricity may be possible, with prior agreement of the Town Clerk. The hirer of the Market Square should provide the necessary electricity cables and take all responsibility for their safe usage.

4. Hirer

The Hirer should remain in charge of the stall at all times. The Hirer will be responsible for:

- The efficient supervision of the stall;
- The effective control of children;
- The preservation of good order and decency on the Market Square;
- Contacting the emergency services and Guildhall staff as necessary;
- Being courteous to other users of the Market Square.

5. Decorations & Advertising

No posters, boards, notices, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the Guildhall without the previous consent of the Guildhall staff.

No posters, boards, signs, flags etc. to be attached or fixed to any part of the Guildhall by means of bolts, nails, tacks, screws, pins or otherwise.

Fly posting is not to be carried out in contravention of the Town and County Planning legislation.

All advertising material for any stall to be held at the Guildhall shall be subject to the prior approval of the Clerk to the Council and any failure to obtain such prior approval shall entitle the Council to cancel the hiring and retain the whole of the fee.

6. Liquor Licence

The sale and consumption of alcohol is not permitted on the Market Square. If the intention of the event includes the sale and consumption of alcohol this must be agreed by the Councils. A Temporary Event Notice will then need to be arranged by the event organiser with the district council. Confirmation from Dover District Council that the Temporary Event Notice has been accepted will need to be brought to the Guildhall prior to the event.

7. Conveniences

There are public conveniences available in the Cattle Market 9am – 5pm.

8. Caretakers

The Guildhall staff caretakers do not have a duty to stay and monitor stalls on the Market Square, this is the responsibility of the hirer. In the event of a

problem the Caretakers should be contacted via their mobile phones, numbers of which you will be supplied with.

9. Liability

The Council will not be liable for death or injury to any person using a stall or for any losses, claims, demands, actions, proceedings, damages costs, expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of the Council.

The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought onto the Market Square by the Hirer for his own purposes or by any other persons or left or deposited with any officer or employee of the Council.

All personal possessions are left entirely at the risk of the Hirer and guests

The Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Market Square to be temporarily closed or the hiring to be interrupted or cancelled

The Council gives no warranty that the Market Square is legally or physically fit for any specific purpose.

10. Cancellation

If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give to the Council notice to that effect at the earliest opportunity.

The Council may cancel the hiring of the Market Square if it is rendered unusable for an event. The Hirer will be informed at the earliest opportunity. The Council is not liable to the Hirer in the event of cancellation for this reason.

11. Furniture

The Hirer must provide their own furniture, such as tables and chairs.

12. Rubbish, Refuse Collection and Surface Damage

The Hirer has responsibility for clearing and cleaning the Market Square immediately after the event. Collection of refuse waste must be arranged directly with Dover District Council. If there is a charge for collection of rubbish and refuse this is the liability of the Hirer and not the Council.

13. Breach by the Hirer

If the hirer is deemed to be in breach of any of the conditions detailed in this document the Council may charge to and recover from the hirer any expenses incurred by the Council in remedying any such failures including the cost of

employing attendants, workmen, cleaners or other persons as maybe appropriate.

If you are found to be conducting business on the Market Square that has not been agreed you will be in breach of this contract.

14. Complaints

Any complaint arising out of the hiring must be made in writing to the Town Clerk within 3 working day after the expiration of the period of hire.

15. Fees

The fee for hire of a pitch is £15 per day per organisation or if you wish to hire the whole space this can be considered. Please be advised that a deposit will be required for the hire of the Guildhall Square/Forecourt for an event.

Deposits are refundable provided no damage or cleaning issue arises or is caused to the site or no costs are incurred by the Council such as cleaning or refuse collection or an increased electricity charge.

Event Categories

Standard small event half day - £50.00 – Deposit £75.00

Small Commercial event half day or full day - £75.00/£150.00 – Deposit £150.00

Large Commercial event half day or full day - £150.00/£300.00 – Deposit £250.00

Community or Charity event - £25.00 – deposit depending on the event

Agreement

Town Clerk:

Date:

Signature:

Hirer:

Date:

Signature:

Useful Event Management Contact Details

Guildhall Caretakers

Vacancy

John Barclay 07852 684321

Guildhall Office

Telephone 01304 617197
Email enquiries@sandwichtowncouncil.gov.uk

Dover District Council

White Cliffs Business Park, Dover, CT16 3PJ, tel. 01304 821199

Event Planning Applications
Events Co-ordinator
Property Services
Tel. 01304 872458
Email. communityandleisure@dover.gov.uk

Temporary Events Notices (TENs for licensable activities)
Licensing Office
CT16 3PJ
Tel. 01304 872295
Email. licensing@dover.gov.uk

Out of Hours (for weekend street cleaning issues): 01304 821199



SANDWICH TOWN COUNCIL

Conditions for Regular Commercial Hire of the Guildhall Square/Forecourt for the "Thursday Market"

Please read this Hire Agreement carefully before completing and returning the Application Form.

Application for use of Square/Forecourt

Permission to use the Guildhall Forecourt for any purpose can only be granted by Officers of Sandwich Town Council.

A written request should be sent to the Council for use of the Forecourt, which should detail the purpose, period of hire, and any extra provisions:

Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH
Email. enquiries@sandwichtowncouncil.gov.uk

Hirers must provide a copy of their Public Liability insurance and any other necessary certificates and licenses.

Conditions of Hire

1. The Square/Forecourt

The area of the Square or 'Forecourt' is that which is laid with York stone and setts. The surface with trees planted around the Square/Forecourt must not be obstructed in any way.

Use of the archway is only with prior approval of the Town Clerk. The loading areas are the responsibility of Dover District Council, the hirer should contact DDC directly if they wish to request use of them. The access route to Sandwich Centre for the Retired and Watts Yard must never be obstructed, this route is enforced by Dover District Council and Kent Police.

Hirers must be aware that they may be required to share the Square/Forecourt with other hirers. A regular pitch will be allocated to you. You must be courteous of other users of the Square/Forecourt and hirers of the Guildhall; any disputes may result in the Council refusing to allow you access to the Square/Forecourt in the future.

2. Risk Assessment & CRB Checks

It is the responsibility of the Hirer to carry out a risk assessment for their stall and to ensure that suitable Disclosure & Barring Service (DBS) checks are in place when minors are to be in attendance.

3. Use of Electricity

Access to electricity may be possible, with prior agreement of the Market Manager. The hirer of the Square/Forecourt should provide the necessary electricity cables and take all responsibility for their safe usage.

4. Hirer

The Hirer should remain in charge of the stall at all times. The Hirer will be responsible for:

- The efficient supervision of the stall
- The effective control of children
- The preservation of good order and decency on the Forecourt
- Contacting the emergency services and Guildhall staff as necessary
- Being courteous to other users of the Square/Forecourt
- Health & Safety of their stall (following all government guidance, i.e. Covid19 guidance).

5. Decorations & Advertising

No posters, boards, notices, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the Guildhall without the previous consent of the Guildhall staff.

No posters, boards, signs, flags etc. to be attached or fixed to any part of the Guildhall by means of bolts nails tacks screws pins or otherwise.

Fly posting is not to be carried out in contravention of the Town and County Planning legislation.

All advertising material for any stall to be held at the Guildhall shall be subject to the prior approval of the Clerk to the Council and any failure to obtain such prior approval shall entitle the Council to cancel the hiring and retain the whole of the fee.

6. Liquor Licence

The sale and consumption of alcohol is not permitted on the Forecourt. If the intention of the event includes the sale and consumption of alcohol this must be agreed by the Councils. A Temporary Event Notice will then need to be arranged by the event organiser with the district council. Confirmation from Dover District Council that the Temporary Event Notice has been accepted will need to be brought to the Guildhall prior to the event.

7. Conveniences

There are public conveniences available in the Car Park.

8. Market Manager / Caretakers

The Market Manager and Guildhall staff caretakers do not have a duty to stay and monitor stalls on the Square/Forecourt, this is the responsibility of the hirer. In the

event of a problem the Market Manager (in the first instance) or the Caretakers should be contacted via their mobile phones, numbers of which you will be supplied with.

9. Liability

The Council will not be liable for death or injury to any person using a stall or for any losses, claims, demands, actions, proceedings, damages costs, expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of the Council.

The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought onto the Forecourt by the Hirer for his own purposes or by any other persons or left or deposited with any officer or employee of the Council.

All personal possessions are left entirely at the risk of the Hirer and guests

The Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Forecourt to be temporarily closed or the hiring to be interrupted or cancelled

The Council gives no warranty that the Square/Forecourt is legally or physically fit for any specific purpose.

10. Cancellation

If the Hirer wishes to cancel the hiring in whole or in they must do so as stipulated in the Market Regulations.

The Council may cancel the hiring of the Forecourt if it is rendered unusable for an event. The Hirer will be informed at the earliest opportunity. The Council is not liable to the Hirer in the event of cancellation for this reason.

11. Furniture

The Hirer must provide their own furniture, such as tables and chairs.

12. Rubbish & Refuse Collection and Care of Surface

The Hirer has responsibility for clearing and cleaning the Forecourt immediately after the event. Collection of refuse waste must be arranged directly with Dover District Council. If there is a charge for collection of rubbish and refuse this is the liability of the Hirer and not the Council. The surface should be left free of dirt, debris and stains when leaving the site. Any damage caused to the surface of the Square/Forecourt will be addressed and the hirer will be charged for the cleaning and/or repair; this includes any deposits of oil or grease on the York stone or setts.

13. Breach by the Hirer

If the hirer is deemed to be in breach of any of the conditions detailed in this document the Council may charge to and recover from the hirer any expenses incurred by the Council in remedying any such failures including the cost of employing attendants, workmen, cleaners or other persons as maybe appropriate.

If you are found to be conducting business on the Square/Forecourt that has not been agreed you will be in breach of this contract.

14. Complaints

Any complaint arising out of the hiring must be made in writing to the Town Clerk within 3 working days after the expiration of the period of hire.

15. Fee

Up to a 3m x 3m pitch - £25.00 per day (including vehicles from which trade is undertaken i.e., butcher, hot food). (Between 14th January 2021 and 1st April, fee will be £20.00 per 3m x 3m pitch)

Over a 3m x 3m and up to 6m x 6m - £50 per day (Between 14th January 2021 and 1st April, fee will be £40.00 per 6m x 6m pitch)

Electricity hire - £1 per hour.

Useful Event Management Contact Details

Town Clerk

Mrs Gill Gray 01304 617197

Guildhall Caretaker

John Barclay 07852 684321

Guildhall Office

Telephone 01304 617197
Email enquiries@sandwichtowncouncil.gov.uk

Dover District Council

White Cliffs Business Park, Dover, CT16 3PJ, tel. 01304 821199

Event Planning Applications
Events Co-ordinator
Property Services
Tel. 01304 872458
Email. communityandleisure@dover.gov.uk

Temporary Events Notices (TENs for licensable activities)
Licensing Office
CT16 3PJ
Tel. 01304 872295
Email. licensing@dover.gov.uk

Out of Hours (for weekend street cleaning issues): 01304 821199

Agreement of signatories

The Hirer agrees to:

1. Sign to indicate his/her agreement to the Standard Conditions laid out for in Regular Commercial Hire Agreement.
2. Abide by the Terms of the Market Regulations, which may be updated periodically.
3. Hirers must provide a copy of their Public Liability insurance and any other necessary certificates and licenses to the Market Manager

Name of Hirer	
Date	
Signature	
Town Clerk	
Date	
Signature	
Confirmation of sight of relevant Insurance, Certificates and Licences	
Town Clerk	
Date	
Signature	

Please complete and return this Agreement to:

Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH
Email. enquiries@sandwichtowncouncil.gov.uk
01304 617197

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 21st August 2023****Report from: Town Clerk****Date: 16th August 2023****Subject: Proposed King Street TRO****Classification: General****Purpose of report:**

To consider details of arguments for and against a proposal to extend the closure of King Street to traffic on a Saturday to 4pm.

Content:

The Town Council has received two letters from different business on King Street with arguments for and against extending the hours that the King Street is closed to traffic on a Saturday. These are attached to this report for your consideration.

The Town Clerk has contacted Kent County Council and the advice is that the proposal to extend the hours of the King Street closure would need to be considered by the East Kent Highways Team who charge £2,850.00 for the Traffic Regulation Order and there would be costs that would be added for any work they would need to do including signage, markings etc.

These are the details that can be found on the Kent County Council website:

Permanent traffic orders

A traffic regulation order (TRO) is a legal document that helps manage traffic flow, speed limits and where you can park.

A TRO is required for:

- parking places
- waiting, loading, and unloading bays
- yellow lines
- one-way streets
- prohibitions of vehicles
- vehicle weight restrictions
- bus lanes
- cycle lanes.

Each TRO is advertised and consulted on. Anyone can object to, or support, any of the proposed traffic orders.

Your comments must be submitted before the end of the consultation period, which is clearly stated in each order.

At the end of the consultation period, all feedback will be considered for a decision on the implementation of the order.

A final recommendation is made by councillors at a Joint Transportation Board meeting held by district councils.

If there are amendments to the TRO this may need further consultation.

Recommendations:

Members are invited to consider the representations from both parties of business owners on King Street and the implications for expenditure and likely timescales: Decision required.

The Worshipful, the Mayor of Sandwich, Councillor Carter
The Guildhall
Sandwich
Kent
CT13 9AH

Business Owners
King Street
Sandwich
CT13 9BT

7th August 2023

Dear Mr Mayor,

I am writing to you on behalf of business owners in King Street – specifically those who oppose further closures to King Street on a Saturday.

Our first concern is access for disabled customers. The drop off bay is frequently used by the elderly and those who are less able to walk. The lay by is available for 30 minutes only which allows it to be used regularly by the aforementioned group of customers. Sandwich has an ageing population and in a town with uneven and narrow footpaths, the ability to be dropped close to a destination is vital for many shoppers. Closing the road takes this ability away from those wishing to visit a large number of businesses.

There is also the issue of businesses being able to receive deliveries during times that the road is closed. There are no rear entrances for us to use and we have no control over when deliveries will arrive. Missed deliveries can be costly in both having to arrange a redelivery, as well as the potential for services not being able to be offered due to a missed delivery. Furthermore, there are businesses that are innovating and additionally operate online by providing a click and collect service. Some of these supply large items that require collection. How are these customers able to do so if the road is closed?

Finally, I note that those supporting a trial wish for this to be implemented immediately. Unless for urgent repairs, road closures of this kind require due process and legal approval and are not something whereby a decision can just be passed in a hurry. Furthermore, consideration should also be given to any delay that emergency responders would encounter, especially in a town that is largely made up of one-way streets. Everyone is keen for their business to succeed, however something like this requires due diligence to avoid an idea doing the exact opposite of what supporters of the closure are trying to achieve. It is also worth mentioning that whenever the road is shut for events in the town or repairs, there is quite often a noticeable *drop* in the number of customers coming into our businesses.

We want *all* businesses to succeed and in turn allow Sandwich to thrive. However, this can only be achieved through thorough consultation, innovation and teamwork, and not by implementing what is, on the part of those supporting the closure, quite frankly the lazy option that will only be to the detriment of both businesses and the customers whom we serve closing an essential route through the town.

Yours sincerely,



Dear Mr Mayor,

I am writing to you on behalf of the business owners in King Street.

You are aware that on Saturday morning King Street is closed to traffic however we would like to conduct an experiment by keeping King Street closed until 4 pm. We have noticed that the closure of the road in the morning encourages a greater level of footfall and therefore potential shoppers and business income. We believe that any initiative that might improve shopping potential is worth trialling.

We also believe that closing the road all day on a Saturday would allow stalls/activities to take place in the car park lay-by alongside St Peters Church Gardens. This is especially important during festival weekends.

King Street does not encourage the pedestrian shopper or browser and is often describes as a rat-run for vehicles. Our local businesses are in desperate need of a boost if we are to survive and attract residents and visitors to explore and shop in the Town.

If at all possible we would like to begin this experiment during the month of August, while Sandwich enjoys two festival weekends. We are unsure what permission would be required but if we could gain the support of Sandwich Town Council, and/ or perhaps the Town Clerk to authorise this experiment we would be most grateful. We apologise for giving such short notice for this submission but with the Guildhall Forecourt now complete and the Town opening up hopefully, with summer visitors and festivals looming, it would appear to be exactly the right time to trial this idea.

Yours faithfully,

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 21st August 2023****Report from: Town Clerk****Date: 16th August 2023****Subject: Peace Monument Proposal for Sandwich****Classification: General****Purpose of report:**

To consider a formal invitation received from the twin town of Ronse and The Royal Federation of Belgian Veterans for Sandwich to be the first town in the UK to have a peace monument.

Content:

It is important to remember that Sandwich is twinned with Ronse. Ronse takes that twinning very seriously. Ronse, in partnership with The Royal Federation of the Belgian Veterans (NSB/FNC), has a peace monument, alongside thirty-five other towns and cities in Belgium. There are five more currently in the pipelines, in addition to one each in the Royal Military Academy in Holland and Ethiopia. It would be wonderful if Sandwich became the first UK town to have a peace monument. The NSB/FNC, Ronse, have a stone which they wish to donate to Sandwich for such an occasion. The peace monument can be on its own plot or located against a wall. On the monument is a peace dove and plaque with an inscription, for example: This peace monument is erected by Sandwich Town Council in partnership with the twin town of Ronse and the NSB/FNC Ronse and the UK.

So why have a peace monument? We live in increasingly dangerous, frightening, and volatile times. It can be a symbol, celebrated annually, of what all humanity should be striving for against the backdrop of war and terrorism. It is not a pacifist symbol, but one which highlights and promotes peace in the world. Also, it is a powerful symbol for all citizens, especially young people, to encourage and celebrate peace. As such, Sandwich can have the honour of becoming the leading town in the UK to prioritise such an important symbol and message to the World.

After speaking to the Mayor, the proposal if agreed would be to place the peace monument on the Guildhall Square/Forecourt; the monument could be placed on the left-hand side where the arch starts subject to DDC permissions including planning. The peace monument is the same size as a gravestone – 3' high, 2' wide and 4" thick.

The Town Clerk has sought advice from the Planning team at DDC and awaits a response.

Recommendations:

Members to consider the proposal and an urgent decision is required as this offer is time sensitive: Decision required.

Report to Members of Sandwich Town Council
Meeting scheduled for 21st August 2023
Report from: Cllr Emmet Csuka
Date of report: (original date 16th July 2023) updated 11th August 2023
Subject: Sandwich Town Council Representatives on Outside Bodies 2023/24
Classification: Ordinary Business

Purpose of report:

An important role for many Town Councils is to support and advise Outside Bodies. Outside Bodies include trusts, companies, charities, school governing bodies, industrial and provident societies and community associations. Councillors may be involved as director, trustee, governor or member (with or without voting powers).

Sandwich Town Council is represented on several such Outside Bodies and, under the Council's Constitution, appointments to Outside Bodies are made by the Full Council. Under the Council's current Terms of Reference, the power to appoint representatives to outside bodies is exclusively reserved to the full Council and cannot be delegated to any committee or individual. (See TORs 1.1 no. 14 on page 2).

At the Annual Town Council Meeting on 11th May 2023, proposals for Council representation on several Outside Bodies were presented and discussed. The list presented to the meeting can be found at Annex 1.

At this meeting, two of the Charities listed were not considered for appointing members to, these were Sandwich United Charity and Gazen Salts Nature Reserve.

Subsequent checks have shown that the governing documents for both Charities, which both organisations are legally required to act in accordance with, should include nominated representatives from Sandwich Town Council as members of their respective governing committees.

Sandwich United Charity

In the case of the Sandwich United Charity, four Trustees should be appointed by Sandwich Town Council, each serving for a period of four years. This legal requirement is stated in the Sandwich United Charity Scheme which was sealed 22nd November 1995 and is held by the Charity Commission for England and Wales. An extract from the scheme is included at Annex 2.

Two appointed Trustees, Harry Sampson and Mrs. M A Russell were nominated at the Sandwich Town Council Meeting on 27th September 2021. The motion presented to the meeting was to appoint two nominated members to SUC for **the coming year**, and the Resolution recorded simply states "Mrs M A Russell and Cllr H Sampson to be appointed". As such, these appointments, therefore, came to an end in September 2022.

The two previous nominations, Cllr. Daniel Friend and Roger Daw were originally appointed in May 2018 and 2014 respectively. There are no Town Council meeting minutes during 2021 or 2022 which include a motion to re-nominate either appointee. These two nominations, therefore, came to an end in 2018.

The only reference to the two is in the minutes for the Town Council meeting on 31st October 2022. The minutes noted "that Cllr Friend and Mr Daw are in the middle of a four-year term on the SUC body, along with Cllr Sampson and Mrs Russell, who were council appointed."

Therefore, there are currently no Trustees of the Charity that have been appropriately nominated by the Town Council. If any of the above-named have separately been co-opted by the Trust as one of the seven co-opted Trustees this will not affect the vacancies that exist for four Trustees nominated by the Town Council.

Gazen Salts Nature Reserve

In the case of the Gazen Salts Nature Reserve, four members of their governing committee should be serving Councillors, nominated by Sandwich Town Council. This legal requirement is stated in the Articles of Association for Gazen Salts Nature Reserve that is held by the Charity Commission for England and Wales. An extract from these Articles is included at Annex 3.

Currently, no serving Councillor has been nominated by Sandwich Town Council to be a member of their governing committee.

The Charity has advised that it is taking steps to change its' status from a Community Interest Company (CIC) to a Charitable Incorporated Organisation (CIO). As part of this process, the governing committee for the Charity is required to pass a resolution to do this and, as such, this will require the involvement of the four nominated Town Councillors, as committee members, to legally comply with their agreed governance.

The Charity Commission have been contacted and have advised that a change from a CIC to a CIO is a significant event in the life of a Charity and this requires the decision to do this being taken by a governing committee that is quorate and constituted in line with the Charity's governing document. The absence of four nominated Town Councillors, in their roles as members of the Charity's Committee, will make such a vote invalid.

Recommendations:

1. That, for the Sandwich United Charity, the Town Council should nominate 4 Trustees to the Charity for a four-year term.

If agreed, the Town Clerk should write to the secretary of the Charity and inform them of the four nominations.

2. That, for the Gazen Salts Nature Reserve, the Council should nominate 4 serving Councillors to become members of their Committee.

If agreed, the Town Clerk should write to the secretary of the Charity to inform them of the four nominations.

3. At any point that any Councillor, who is nominated as either a Trustee of the Sandwich United Charity or a member of the Gazen Salts Nature Reserve Committee, ceases to serve as a Councillor, then the Council should nominate a new Councillor to take their place.

ANNEX 1

SANDWICH TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2023/24

Council to consider the following representatives currently appointed to outside bodies as follows:

OUTSIDE BODY	CURRENT COUNCILLORS <small>(2022/23)</small>	NOTES
White Mill Folk Museum Trust (Six representatives required)	Cllr D Carter Cllr P Carter Cllr J Franklin Cllr M Moorhouse Cllr M Pennington TBC Cllr V Tomlins	
Sandwich United Charity (Two representatives in place)	Cllr Dan Friend in place until 2026 and Mr Harry Sampson in place until 2025.	
Sandwich Festival Association (Two representatives required)	Cllr D Marie Cllr I Black	
Dover, Deal & District Citizens Advice Bureau (One representative required)	Cllr V Tomlins	
Dover Joint Transportation Board (Two representatives, only one can attend)	Cllr I Black (main representative) One vacancy	Representatives are non-voting
Public Rights of Way (One representative required)	Cllr P Breen	
Dover District Council Local Development Framework (One representative required)	Cllr M Moorhouse	
Sandwich Community		

Lights Committee (One representative required)	Cllr D Marie	
Sandwich Port & Haven Commissioners (Two representatives required)	Cllr N Gray Cllr W Fortescue	Three year post ending August 2025
White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee (One representative required)	Cllr L Ripley	
Town Team (Two representatives required)	Cllr D Marie Cllr S Mallett	Mayor, Deputy Mayor and Town Clerk have open invitations to attend
Sandwich Dementia Action Alliance (One representative required)	Cllr C Ungerson	
Deal & Sandwich Coastal Communities Team (Two representatives, only one can attend)	Cllr M Moorhouse (primary) Cllr I Black	
Sandwich In Bloom (One representative required)	Cllr L Ripley	
Delf Stream Working Group (Two representatives required)	Cllr D Marie Cllr P Breen	
Kent Association of Local Councils Dover Area	Cllr P Carter	

Committee (Two representatives required)	Cllr M Moorhouse	
Land Allocations Local Plan (Two representatives required)	Cllr C Wiles Cllr S Mallet	
Gazen Salts	N/A	No representative requested
Fairtrade	Cllr L Ripley Cllr V Tomlins	
Sandwich Folk and Ale	Cllr D Marie	
White Cliffs Community Rail Partnership	Cllr I Black	

ANNEX 2

Scaled 22nd November 1995

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County - Kent
Former Borough - Sandwich
Charities - Hospital of St. Bartholomew and other Charities

I HAVE DELIBERATELY CERTIFY THAT THIS IS AN AUTHENTIC COPY OF SANDWICH UNITED CHARITY TRUST DEED AS WITNESSED BY ME ON 10th FEBRUARY 1995

M.B.
TRUSTEE
SANDWICH UNITED CHARITY

CD016n
205.89477614

Scheme including appointment of Trustees

CHARITY COMMISSION

In the matter of the following Charities, in the former Borough of Sandwich, in the County of Kent:-

1. The Charity known as the Hospital of St. Bartholomew;
2. The Charity of Sir Henry Furness;
3. The Charity known as the Hospital of St. John;
4. The Charity of James Master;
5. The Charity called The Sandwich Charity School Eleemosynary Trust;
6. The Charity known as the Hospital of St. Thomas;
7. The Charity of Elizabeth Nicholass;
8. The two Charities together called The Walter J. Aldhurst Trust;
9. The Charity of Edwin Rigden;

being nine of the Charities called the Sandwich United Charities, regulated by a Scheme of the Charity Commissioners of the 29th September 1933;

10. The Charity of John James Caspell, founded by will proved with codicil thereto in the Principal Registry on the 17th June 1948;
11. The Charity of William Robert Harrison;

being the remaining Charity of The Sandwich United Charities; and
In the matter of the Charities Act 1993.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established as the Scheme for the regulation of the above-mentioned Charities:-

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S C H E M E

1. **Administration of Charities.** (1) The above-mentioned Charities and the property thereof specified in the schedule hereto and all other the property (if any) of the Charities shall be administered and managed together as one Charity (hereinafter referred to as the Charity) subject to and in accordance with the provisions of this Scheme by the body of Trustees hereinafter constituted

(2) The name of the Charity shall be the Sandwich United Charity or such other name as the Trustees of the Charity from time to time by resolution may decide with the prior approval of the Charity Commissioners.

2. **Extinguishment of yearly payment.** The Trustees may transfer the 126 Income Units in the Charities Official Investors Fund being part of the 53,692.95 Units specified in the said schedule and belonging to the Charity numbered 1 above to the Trustees of the Charity called Sir Roger Manwood's Grammar School, Sandwich in full and complete satisfaction of the rights to receive the yearly sum of £40 from the said Charity numbered 1 under the provisions of a Scheme made under the Endowed Schools Acts on the 28th June 1892, which the said yearly sum is comprised in an Order made by the Commissioners on the 23rd May 1905 under the Board of Education Act 1899 s(2).

3. **Investment of Cash.** All sums of cash now or at any time belonging to the Charity, other than sums of cash needed for immediate working purposes, shall be invested in trust for the Charity.

TRUSTEES

4. **Trustees.** (1) The body of Trustees shall consist when complete of eleven competent persons being -

Four Nominated Trustees and
Seven Co-opted Trustees.

(2) The Trustees shall be persons who through residence, or occupation or employment, or otherwise have special knowledge of the Town of Sandwich.

5. **Nominated Trustees.** Except at first as hereinafter provided the Nominated Trustees shall be appointed by Sandwich Town Council. Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the Town Council. The chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the Town Council.

6. **First Nominated Trustees.** The following persons shall be the first Nominated Trustees and subject to the provisions hereinafter contained for determination of trusteeship shall hold office as if they had been appointed by the Town Council under this Scheme, for the following periods respectively:

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ANNEX 3

adjourned meeting if he or she owes any money to the Charity.

- 32 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.
- 33 Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity. The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity. Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly apportioned by the organisation.

The Committee

- 34 The first members of the Committee shall be those persons notified to Companies House as the first directors of the Charity.
- 35 A member of the Committee must be a natural person aged 18 years or older.
- 36 Subject to Article 34, the Committee (all the members of which must at all times be members of the Charity) shall be constituted as follows:-
- (a) Nominated members: four members of the Town Council for the Town and Cinque Port of Sandwich nominated by the Town Council.
 - (b) Elected members: not fewer than four but (unless otherwise determined by resolution of the members of the Charity) not more than eight members of the Charity.
 - (c) Co-opted members: such members of the Charity as shall be from time to time co-opted as members of the Committee by the Committee, but at no time exceeding three in number.
- 37 No one may be appointed a member of the Committee if he or she would be disqualified from acting under the provisions of Article 46.
- 38 A member of the Committee may not appoint an alternate member or anyone to act on his or her behalf at meetings of the Committee.