

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 31st July 2023 at 19:00 to transact the business on the agenda below.

Gill Gray, Interim Town Clerk

Date: 22nd July 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 26 th June 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	Attach 1
5	Payment Schedules: 5a To receive and note the payments for mid-July totalling £26,267. 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 July, totalling £2,801.82 5c Council to confirm nomination of two signatories to authorise end of July payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-August payment schedules on Bankline.	Attach 2a & 2b
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	PC Matt Hawkes At the invitation of the Mayor, PC Matt Hawkes is invited to attend and provide a short presentation to Council on the new Kent Police Neighbourhood Beat Officer approach.	
8	Verbal Report from our Dover District Councillors on matters relating to Sandwich	

9	Verbal Report from our Kent County Councillor on matters relating to Sandwich	
10	Updates from Councillors: To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council	
11	Financial Information: To receive and note the Sandwich Town Council Statement of Accounts as at 30 th June 2023 (income & expenditure and budget)	Attach 3
12	Kent County Council Consultations Members are 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: Decisions required. 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	Attach 4
13	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 5
14	Update on Meetings for August 2023 Members to receive revised meeting schedule from Interim Town Clerk, to note and approve the movement of STC/STBF to avoid Bank Holiday: Decision required.	Attach 6
15	Maddox Bequest Members to receive and consider a report from the RFO regarding opening a Discretionary Managed Account. Decision required.	Attach 7
16	Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. Information relating to a particular employee under the authority. 16a To consider a report and consider recommendation from Personnel Sub-Group in relation to one employee: Decision required. 16b Members to consider a report from the Interim Town Clerk and to debate a proposed staff restructure with details of individual salaries, budget implications and a breakdown of proposed hours for each role: Decision required.	Encl 1 Encl 2
17	Date of next Full Council Meeting: to be confirmed (agenda item 14)	



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

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

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

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

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

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

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

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

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

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

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Sandwich Town Council - Payment Schedule 2023/24 - M64 July 2023

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
31/07/2023	105	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - July 2023	Town Clerk & Office Staff	Minute Ref: STC 06.23.12 (f)	£2,283.00	£0.00	£2,283.00	
31/07/2023	105	Salaries - Sandwich Town Council	Quay Conveniences Salaries - July 2023	Quay Conveniences - Salaries	Minute Ref: STC 06.23.12 (f)	£791.00	£0.00	£791.00	
31/07/2023	105	Salaries - Sandwich Town Council	Cable Market Conveniences Salaries - July 2023	Cable Market Conveniences - Salaries	Minute Ref: STC 06.23.12 (f)	£791.89	£0.00	£791.89	
31/07/2023	105	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - July 2023	S144 Salaries	Minute Ref: STC 06.23.12 (f)	£901.33	£0.00	£901.33	
31/07/2023	105	Salaries - Sandwich Town Council	Contribution to Cleaning Staff	Contribution to Cleaning Staff	Minute Ref: STC 06.23.12 (f)	£983.16	£0.00	£983.16	
31/07/2023	105	Salaries - STBF Guildhall	Guildhall Cleaning and Cleaning - July 2023	Guildhall	Minute Ref: STC 06.23.12 (f)	£5,948.48	£0.00	£5,948.48	
31/07/2023	105	Salaries - STBF Guildhall	Guildhall Administration Salaries - July 2023	Guildhall	Minute Ref: STC 06.23.12 (f)	£2,561.09	£0.00	£2,561.09	
31/07/2023	105	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - June 2023	STBF	Minute Ref: STC 06.23.12 (f)	£3,051.71	£0.00	£3,051.71	£17,982.85
31/07/2023	106	S Wetherall	Mining Coal Less Meadow	Coal Less	Interim Clerk	£235.00	£0.00	£235.00	£295.00
31/07/2023	107	The Royal British Legion	One wreath with badge inserts	Miscellaneous	Interim Clerk	£27.50	£0.00	£27.50	£27.50
31/07/2023	108	HMRC	Payment of Class 1A National Insurance Contributions for 06/05/2022 - 05/05/2023	Office Expenses (incl. telephone)	Minute Ref: STC 06.23.12 (f)	£347.15	£0.00	£347.15	£347.13
31/07/2023	109	KCS Education Supplies	Photocopying Paper and Post-it notes	Office Expenses (incl. telephone)	Interim Clerk	£111.95	£22.36	£134.34	
31/07/2023	110	KCS Education Supplies	Coloured copier paper	Office Expenses (incl. telephone)	Interim Clerk	£25.08	£5.20	£30.28	£185.52
31/07/2023	110	Hoppers	Aftersave services - defibrillator - Guildhall Forecourt	Miscellaneous	Interim Clerk	£199.00	£37.80	£236.80	£226.80
31/07/2023	111	Mr B Finch	Mayoral mileage to and from Guildhall and Mayoral Events - June	Mayoral Travel	Interim Clerk	£150.85	£0.00	£150.85	
31/07/2023	111	Mr B Finch	Attending the Mayor to Mayoral events - June	Mayors' Attendat & Uniform	Interim Clerk	£288.82	£0.00	£288.82	£350.87
31/07/2023	112	Wilde Business Services	Photocopier charges	Photocopier (Rent & Usage)	Interim Clerk	£57.74	£11.54	£69.28	£99.28
31/07/2023	113	Mark Ansell	Business Cards for Mayor and Cllr Marie	Miscellaneous	Interim Clerk	£200.00	£0.00	£200.00	£200.00
31/07/2023	114	Global Cleaning Supplies	Toilet rolls and cleaning supplies for the Quay Conveniences	Quay Conveniences	Interim Clerk	£163.48	£36.69	£200.17	
31/07/2023	115	Global Cleaning Supplies	Toilet rolls for Quay Conveniences	Quay Conveniences	Interim Clerk	£79.82	£15.88	£95.80	£118.07
31/07/2023	118	McCollie Ford Williams	Audit of 2023/24 accounts	Audit Fees	Minute Ref: STC 02.06.22 (b)	£1,405.00	£281.00	£1,686.00	£1,686.00
31/07/2023	117	Interim Clerk	Interim Clerk services for Sandwich Town Council 01/06/2023 - 30/09/2023	Staffing Contingency	STC 38.12.22 (f)	£3,900.00	£0.00	£3,900.00	£3,900.00
31/07/2023	118	New Appointments Group	VIC cover week ending 30/09/2023	Staffing Contingency	Interim Clerk	£374.88	£74.98	£449.86	£449.86
31/07/2023	119	Green Insurance Group	Insurance for Bay Hall	Bay Hall	Minute Ref: STC 06.23.18	£980.78	£0.00	£980.78	£980.78
31/07/2023	120	Bills	Recycling Services - June 2023	Office Expenses (incl. telephone)	Interim Clerk	£26.58	£5.82	£32.50	£32.50
31/07/2023	121	Mr K A Chapman	Wreath service for Marks Wall Nature Reserve 30-05-23 - 05-06-23	Marks Wall Nature Reserve	Interim Clerk	£208.39	£0.00	£208.39	£208.33
31/07/2023	122	Training Highway	Small Media Administration x3 pages - May 2022 to May 2023	IT Expenses (incl. Website)	Interim Clerk	£180.00	£0.00	£180.00	£180.00
31/07/2023	123	Training Highway	4 Domain names (outstanding renewal)	IT Expenses (incl. Website)	Interim Clerk	£200.00	£0.00	£200.00	£200.00
31/07/2023	124	Training Highway	IT Contract - removal of 50% discount on Services Belieres - STC	IT Expenses (incl. Website)	Interim Clerk	£108.00	£0.00	£108.00	£108.00
31/07/2023	124	Training Highway	IT Contract - removal of 50% discount on Services Belieres - Museum (to be reimbursed by Museum)	IT Expenses (incl. Website)	STC Minute Ref: 32.08.22 (b)	£108.00	£0.00	£108.00	£986.00
			Total			£28,714.50	£481.56	£29,196.06	£29,196.06

Sunderbich Town Council - Payment Schedule 2023/24 - July 2023

Date of Invoicing	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
31/07/2023	125	Dover District Council	Treadleperson's parking waiver - re war memorial work	Flowers, cleaning & maintenance of the War Memorial	Interim Clerk	£15.00	£0.00	£15.00	£15.00
31/07/2023	126	Dover District Council	Treadleperson's parking waiver - re war memorial work	Flowers, cleaning & maintenance of the War Memorial	Interim Clerk	£15.00	£0.00	£15.00	£15.00
31/07/2023	127	Dover District Council	Parking permit for temporary visitor information assistant	Officers Travel & Parking Expenses	Interim Clerk	£79.17	£0.00	£79.17	£80.00
31/07/2023	128	Highways Business Services	Office 365	IT Expenses (incl. Website)	Interim Clerk	£26.10	£7.82	£33.92	£40.00
31/07/2023	129	Highways Business Services	IT Services for Council	IT Expenses (incl. Website)	Interim Clerk	£202.90	£40.56	£243.46	£243.36
31/07/2023	130	Trailing Highway	IT Contract - removal of 50% discount on Services Balance - STC	IT Expenses (incl. Website)	STC Minute Ref: 32.08.22 (iv)	£100.00	£0.00	£100.00	£100.00
31/07/2023	131	Trailing Highway	IT Contract - removal of 50% discount on Services Balance - Museum (to be reimbursed by Museum)	IT Expenses (incl. Website)	STC Minute Ref: 32.08.22 (iv)	£100.00	£0.00	£100.00	£100.00
31/07/2023	131	Phoenix Link	Phone Charges - June 2023	S144 (Other Expenditure)	STC Minute Ref: 32.08.22 (iv)	£50.17	£10.03	£60.20	£60.20
31/07/2023	131	Phoenix Link	Phone Charges - June 2023	Other Expenses (incl. telephone)	STC Minute Ref: 32.08.22 (iv)	£50.17	£10.03	£60.20	£60.20
31/07/2023	132	Phoenix Link	Phone Charges - June 2023	Guilshall	STC Minute Ref: 32.08.22 (iv)	£50.17	£10.03	£60.20	£60.20
31/07/2023	132	Phoenix Link	Phone Charges - June 2023	Guilshall	STC Minute Ref: 32.08.22 (iv)	£50.17	£10.03	£60.20	£60.20
31/07/2023	133	Co-Operative Sandwich	Pasty Cash	Pasty Cash	Interim Clerk	£30.00	£0.00	£30.00	£30.00
31/07/2023	134	New Appointments Group	Shirts / drink for civic service reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£22.80	£0.00	£22.80	£22.80
31/07/2023	135	New Appointments Group	VIC cover week ending 07/07/2023	Staffing Contingency	Interim Clerk	£251.16	£58.23	£309.39	£307.39
31/07/2023	136	The Strand Wine Co	VIC cover week ending 14/07/2023	Staffing Contingency	Interim Clerk	£374.89	£74.98	£449.87	£449.88
31/07/2023	137	Interim Clerk	Wine for Civic Service Reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£5.00	£0.00	£5.00	£5.00
31/07/2023	138	Sage Global Services Ltd	Shirts for Civic Service Reception	Mayor's Hospitality (Including Civic Events)	Interim Clerk	£27.50	£0.00	£27.50	£27.50
31/07/2023	139	Interim Clerk	Sage Payroll - July	IT Expenses (incl. Website)	STC Minute Ref: 32.08.22 (iv)	£10.00	£2.80	£12.80	£12.80
31/07/2023	140	P.J. Smith	Reimbursement re purchase of rationary for market	Miscellaneous	Interim Clerk	£4.99	£0.00	£4.99	£4.99
31/07/2023	141	The Consideration of the Claque Ports	Test light and apply new fittings - Quay Convenience	Quay Convenience - Other Expenditure	Interim Clerk	£185.00	£0.00	£185.00	£185.00
31/07/2023	142	Peninsula	Annual Subscription for the Consideration	Quay Convenience - Other Expenditure	Interim Clerk	£387.50	£0.00	£387.50	£387.50
31/07/2023	143	Eon Next	HR Services - reinstatement payment for fees to fees meeting	Claque Port Functions & Subscription	Interim Clerk	£52.91	£10.89	£63.80	£63.80
31/07/2023	144	Trailing Highway	Electricity - Rhyergate	Peninsula Business Services	STC Minute Ref: 32.08.22 (iv)	£242.49	£12.12	£254.61	£254.61
31/07/2023	144	Trailing Highway	IT Support - July 2023	Peninsula Business Services	STC Minute Ref: 32.08.22 (iv)	£101.40	£0.00	£101.40	£101.40
31/07/2023	144	Trailing Highway	IT Support - July 2023	IT Expenses (incl. Website)	STC Minute Ref: 32.08.22 (iv)	£101.40	£0.00	£101.40	£101.40
				Guilshall - IT (to be reimbursed)	STC Minute Ref: 32.08.22 (iv)	£101.40	£0.00	£101.40	£101.40
				Guilshall - IT (to be reimbursed)	STC Minute Ref: 32.08.22 (iv)	£101.40	£0.00	£101.40	£101.40
				Total	Total	£2,842.81	£239.01	£3,081.82	£3,081.82

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 30/06/23

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
<u>Precept</u>	£278,538.53	
<u>Outside Sources</u>		
Black Allotment Rents & Water Contribution	£567.20	
Quay Conveniences	£633.75	
Green Waste Bags	£143.33	
Drill Hall	£5,475.00	
<u>Refunded From Functions</u>		
Deputies supper donations	£20.00	
<u>Internal Transfers / Adhoc Income</u>		
Refund from Photocopying	£0.20	
<u>S144 (Visitor Information Centre & Tourism)</u>		
Visitor Information Centre	£63.90	
<u>Forecourt Income</u>		
Current Markets	£815.00	
<u>Miscellaneous Income</u>		
Difference between HMRC payments and amounts paid (timing difference)	£4,161.17	
Refund - STBF Salaries	£9,409.35	
Refund - STBF Guildhall Salaries	£44,847.95	
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	
		345,663.98
TOTAL		£794,360.32

EXPENDITURE**Vat Paid**

VAT	2,552.43
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Mayoral and Civic Functions

Mayoral Expenses	249.90
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Mayoral Travel	349.59
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Mayor's Hospitality (Including Civic Events)	180.85
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Mayor's Attendant & Uniform	78.81
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Staffing

Town Clerk & Office Staff	26,490.81
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Contribution to Caretaking Staff	1,879.77
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Staffing Contingency	6,337.30
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Staff Recruitment	195.00
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Officers Travel & Parking Expenses	544.17
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Administration

Petty Cash	100.00
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Peninsula Business (HR)	630.08
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Office Expenses (incl. telephone)	578.45
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Subscriptions & Memberships	1,606.70
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IT Expenses (incl. Website)	2,338.05
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Photocopier (Rental & Usage)	429.92
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Bank Charges	162.85
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Insurance

Insurance - Public Conveniences and Boatmans' Chapel	224.00
Other Insurances (ie/ Liability & Slander)	4,563.61
<u>Public Conveniences</u>	
Quay Conveniences - Salaries	2,469.64
Cattle Market Conveniences - Salaries	1,825.21
Quay Conveniences - Other Expenditure	3,926.08
Cattle Market Conveniences - Other Expenditure	227.60
<u>S144 (Visitor Information Centre & Tourism)</u>	
S144 Salaries	2,113.29
S144 (Other Expenditure)	150.94
<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	343.36
Drill Hall / Quayside Market	9,440.86
Fishergate	2,271.71
Bay Hall	2,734.33
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	624.99
<u>Miscellaneous / Unexpected Expenditure</u>	
Miscellaneous / Unexpected Expenditure:	
20's Plenty for Us - stickers and banners	187.80
Thomson Snell & Passmore - professional fees	1,886.50
Portable road closed sign for King Street	47.50
<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
	<hr/>
	198,241.10
<u>Items relating to Sandwich Toll Bridge Fund Account</u>	
STBF Salaries	9,409.35
	<hr/>
	9,409.35
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>	
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	16,917.95
STBF Guildhall Salaries - Guildhall Administration	25,961.67
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)	150.95
	<hr/>
	44,481.12
	<hr/>
	252,131.57
	<hr/>
Balance at Bank as per Bank Reconciliation as at 30/06/23	£542,228.75
TOTAL	£794,360.32
	<hr/>
Bank Reconciliation as at 30/06/23	
Current a/c	£542,228.75
Less: Outstanding payments	£0.00
TOTAL	£542,228.75
	<hr/>

OUTSTANDING PAYMENTS

£0.00

Monks Wall Nature Reserve

Balance Brought Forward 01/04/23

£59,357.66

Expenditure

Warden Fees 01/03/2023 - 29/05/2023

£624.99

£624.99

Balance as at 30/06/23

£58,732.67

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	£349.59	£1,450.41
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£180.85	£3,319.15
Mayor's Attendant & Uniform	£8,970.00		£8,970.00	£78.81	£8,891.19
Cinque Port Functions & Subscription	£380.00		£380.00	£0.00	£380.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00
Election Expenses	£6,000.00		£6,000.00	£0.00	£6,000.00
<u>Staffing</u>					
Town Clerk & Office Staff	£67,380.00		£67,380.00	£26,490.81	£40,889.19
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£1,879.77	£6,360.23
Staffing Contingency	£2,000.00		£2,000.00	£6,337.30	-£4,337.30
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	£544.17	£555.83
Staff Salaries bonus pot	£670.00		£670.00	£0.00	£670.00
<u>Administration</u>					
Petty Cash	£130.00		£130.00	£100.00	£30.00
HR & Payroll	£1,280.00		£1,280.00	£630.08	£649.92
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£578.45	£6,181.55
Audit Fees	£3,500.00		£3,500.00	£0.00	£3,500.00
Subscriptions & Memberships	£1,930.00		£1,930.00	£1,606.70	£323.30
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£2,338.05	£12,661.95
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£429.92	£1,570.08
Bank Charges	£800.00		£800.00	£162.85	£637.15
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	£2,469.64	£5,900.36
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£1,825.21	£6,544.79
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£3,926.08	£6,423.92
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	£2,113.29	£16,656.71
S144 (Other Expenditure)	£2,470.00		£2,470.00	£150.94	£2,319.06
<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	£343.36	£6.64
Donkey Paddock	£2,000.00		£2,000.00	£0.00	£2,000.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00		£2,400.00	£0.00	£2,400.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,440.86	£8,999.14
Fishergate	£7,000.00		£7,000.00	£2,271.71	£4,728.29
Play Areas	£6,600.00		£6,600.00	£0.00	£6,600.00
Telephone Boxes	£250.00		£250.00	£0.00	£250.00
Bay Hall	£7,000.00	£206,368.34	£213,368.34	£2,734.33	£210,634.01
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£624.99	£58,732.67
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
<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	£9,409.35	£-9,409.35
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Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00		£0.00	£16,917.95	£-16,917.95
STBF Guildhall Salaries - Guildhall Administration	£0.00		£0.00	£25,961.67	£-25,961.67
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	150.95	£-150.95

TOTAL

£446,388.53	£282,725.04	£729,113.57	£248,579.14	£479,534.43
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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	£633.75	£-5,166.25
Green Waste Bags	£1,500.00		£1,500.00	£143.33	£-1,356.67
Cow Leas Lease	£200.00		£200.00	£0.00	£-200.00
Drill Hall	£21,900.00		£21,900.00	£5,475.00	£-16,425.00
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	£0.00	£-450.00
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
S144 (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	£815.00	£-7,185.00
Miscellaneous Income					
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£4,161.17	£4,161.17
Refund - STBF Salaries	£0.00		£0.00	£9,409.35	£9,409.35
Refund - STBF Guildhall Salaries	£0.00		£0.00	£44,847.95	£44,847.95
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	£794,360.32	£65,246.75
Bank reconciliation as at 30/06/23					£542,228.75

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 31st July 2023
Report from: Interim Town Clerk
Date: 22nd July 2023
Subject: KCC Consultations
Classification: General

Purpose of report:

To consider the various consultation opportunities from Kent County Council and to agree whether Town Councillors who are interested respond individually or the Town Council does a collective response from the corporate body.

Content:

The following consultation opportunities are available from Kent County Council:



Budget consultation 2024 to 2025



We want to hear your views on what services you want to see prioritised, and whether you would be prepared to pay more Council Tax to protect them.

Every year we set a budget to determine how much money will be spent on services.

We need to manage the challenge of significant spending demands and cost increases within the funding available, which mainly comes from Council Tax and the government. This requires tough choices about priorities for the future.

We want to hear from as many residents as possible.

[Have your say on the Budget 2024 to 2025](#)

Consultation opens on new Family Hub Services in Kent

Kent Family Hub services consultation



We want your help to shape Family Hub Services in Kent

We are seeking residents' views on the design of new Family Hub Services in the county in an 8-week consultation closing on 13 September 2023.

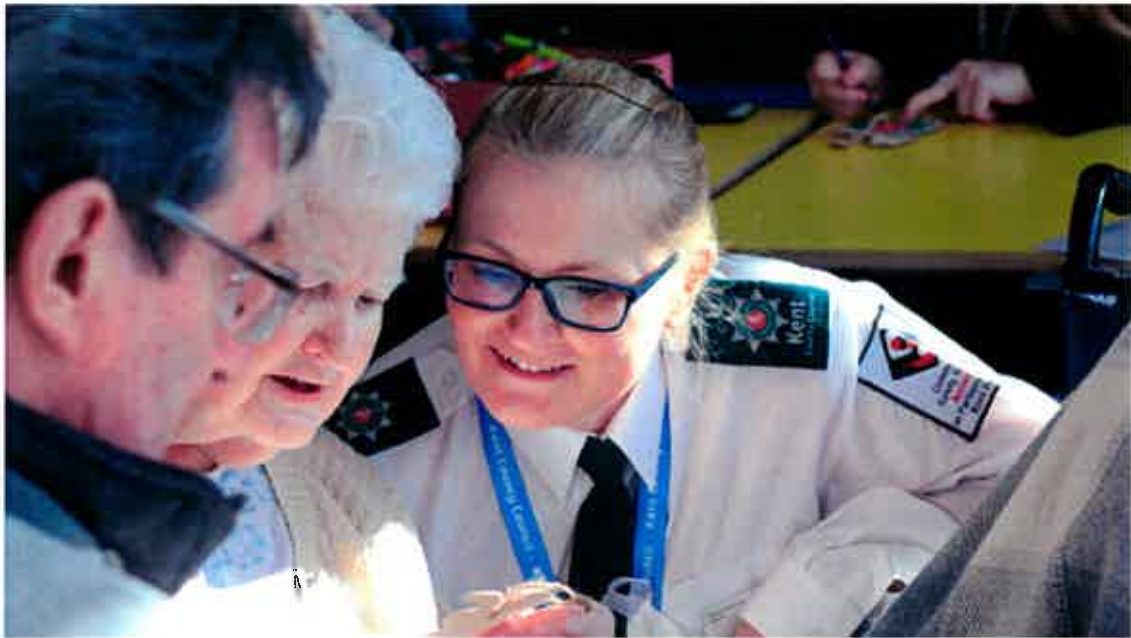
Kent was identified as a Transformation Authority and selected by the government as a Trailblazer for the national Family Hubs and Start for Life Programme in October 2022. The programme will support the council to transform Children's Centre services, Youth Services, Health Visiting, and work alongside Community-based midwifery care, bringing them together and making them easier to access.

Family Hub Services will offer support to children and families from conception through to age 19, or up to 25 for children with special education needs or disabilities.

This consultation also includes a proposal to stop funding the youth clubs and activities currently commissioned by KCC but run by non-KCC organisations. This is due to the financial pressures the council is facing. This means that some activities and clubs would stop unless the organisations are able to find alternative funding. We are keen to hear from service users how the proposed changes might affect them.

[Shape the Family Hubs and Start for Life Offer](#)

Kent Community Warden Service Review



To help meet the financial challenge the Council is facing, the Community Warden service has been asked to reduce its annual budget by £1 million by 2024 to 2025.

To achieve this level of saving, we will need to redesign the service.

Most of the service's £2.4 million budget provides the salaries of community wardens. To reduce the service budget by the required £1 million, staffing reductions are needed.

Visit our consultation website to find out more below.

[Have your say on the Community Warden Service review](#)

The Local Transport Plan



We would like to hear your views on our emerging Local Transport Plan.

Your feedback will help us to understand the transport challenges faced in Kent and ensure our ambition for the future of Kent's transport network is stretching but realistic, focusing on the right outcomes and objectives to make journeys better within our county whilst supporting the delivery of net zero by 2050.

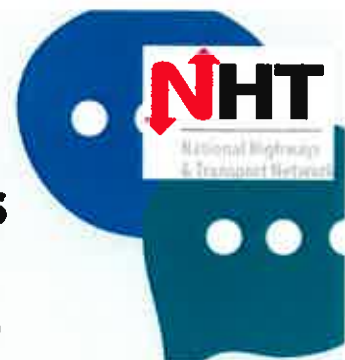
[Tell us your thoughts on the Local Transport Plan](#)

National Highways and Transport survey 2023 to 2024

The National Highways and Transport Network have asked us to get your views on what you think of transport and highways services in your area.

There are 6 independent surveys in total, feel free to take one or all of them. Each survey will only take a couple of minutes of your time.

**Tell us
your
views**



[Take part in the National Highways and Transport survey](#)

Improving health and care in Kent and Medway

Help us create plans to improve health and care in Kent and Medway

NHS organisations, local councils, care organisations and the voluntary sector in Kent and Medway are working together to improve health and care for you.

An interim Integrated Care Strategy has been launched, which sets out what we want to achieve, but we need your views .



[Take part in improving health and care in Kent and Medway](#)

Recommendations:

- 1. That Council debates the KCC consultation opportunities and agrees which to respond to and how that response will be delivered and by whom.**

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 31st July, 2023
Report from: Standing Orders Working Group
Date: 24th July 2023
Subject: Standing Orders Working Group Recommendations
Classification:
Purpose of report:
<p>STC councillors are asked</p> <ol style="list-style-type: none"> 1. To review the current draft (ver 20.3) 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 decide on some issues the Working Group have no fixed view on, 3. to note and agree some new proposals for the Standing Orders, 4. to request any amendments, 5. and to confirm the date for implementation of the new Standing Orders will be 25th September 2023, when they replace the current Standing Orders 6. Councillors are asked to consider whether the following list of procedures etc., should be the next priorities for the working group to examine <ul style="list-style-type: none"> • The Financial regulations • The schedule of delegations • The arrangements, remits etc. of committees, sub-committees and Working Groups
<p>Content:</p> <p>1. The Working group has met on 8 occasions. It has used the NALC guidance for statutory wording and elements (in 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.</p> <p>The WG proposes this draft to STC for its consideration.</p> <p>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.</p> <ul style="list-style-type: none"> • 3.1.4 It was thought by some that the appointment of committee chairs should be determined by the committee at its first meeting, and not at the annual Town council meeting when the committees were established. This would allow committee members to decide who might be the most appropriate chair in that year, rather than having a chair imposed. • 3.1.6 There was some dissatisfaction about the way committee membership had been imposed, and the WG considered this clause went some way to address this issue. • 3.3.6 The WG recommends this approach to STC but accepts other ways to describe the issues are available. Are STC content with the numbers and voting/non-voting issues and the presentation in columns? • 4.3.9 Does the council wish this approach? The Town Clerk does not believe it should be in the minutes. The WG strongly recommend action points form a part of the minutes • 4.6.1 A councillor who is unable to attend a committee etc. meeting may request a

substitute attend: however the WG believe substitutes, who have no voting rights, should not chair the meeting under any circumstances.

- 5.1.3 Public participation was discussed at some length, including input from the Town Clerk. This proposal will increase the time for participation, decrease the notice period required for speakers to request to speak, give some order of priority, and also (in 5.1.8) require STC to tell speakers what the council will do. The WG believe the proposals reflect a desirable ethos.
 - Related to this subject, but not in SOs are 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.
- 6. Sit or stand at council meetings? Committees etc. do not require standing whilst speaking. Given the present room layout and the lack of microphones to hear speakers clearly, some of the WG believed that standing might be appropriate until these matters were resolved. Other disagreed completely. What does the Council wish to do, bearing in mind how STC might wish to be perceived by the electorate going forward?
- 6.6 Councillors from DDC and KCC. Some dissatisfaction about the current absence of clarity was expressed. The WG saw that reform was essential, given the changed political groupings at District and County in relation to STC, and some of the recent issues that had emerged. These proposals have not yet been discussed in detail with the externals, but they have been sent to them in advance of this meeting. Longer reports etc., will of course impact on the time available for other council business. Clause 4.2.4.v is also affected.
- 8.2.1 pecuniary interests and action at a meeting. The (undated and unreferenced) Code of conduct makes a number of provisions, but the WG believes this is covered in general by the requirement to seek a dispensation at the start of the meeting.

3. The Council is asked to note and approve the following issues, which do have universal support from the WG members.

- 2.1.4.d Responsibilities of the Mayor
- 2.3.2 Clarity about who is the Proper Officer, and what to do in that officer's absence
- 2.3.4.L The WG believe all council meetings, committees etc. should have the same public notice, and where possible, that notice should be longer than the statutory period for Council meetings
- 4.3.7 The WG believe the current arrangements are vague at times: amendments must be spelled out in detail before any vote is taken, must be formally recorded, and minutes formally signed off on completion of the process.
- 4.3.8 and 5.1.8 Complement 5.1.3
- 4.5.6 Complements 3.1.6
- 8.4 Seeks to make it clear when a councillor represents the STC in any official capacity
- 9.1.2 and 3 allow changing sums in the legislation to be adopted in the SOs without the need for a rewrite of the SOs.
- In addition the Town Clerk has clarified some aspects and commented on
 - 1.1.4 Scheme of publications
 - 4.6.2 Under the Local Government Act of 1972 any member who fails to attend an authority for six consecutive months shall cease to be a member of that authority, unless the authority accepts the reason for failure to attend

4. Do Councillors wish to make any other amendments or additions to the SO draft?

5. Date for adoption of the new SOs. We propose September 2023

6. 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 in point 6 of purpose above, plus any other priorities

STC may determine at this stage.

Recommendations:

- To **decide on the fit** of the current draft for STC as it moves forward,
- To **recommend any further changes**,
- And to **agree the implementation date**

- To **decide** on the next priorities for the working group.

ITB draft 1

Draft ver 20.3

Sandwich Town Council

Standing Orders



Version Draft for STC Review 20.3	Date 24th July.
Drafted	Standing Orders Working Group Jun/ July 2023
Reviewed (At Annual Town Council Meeting)	July 31 st 2023
Adopted by Council	
Next Review Due	

Note:

Items in Italics to be brought to the attention of the Council

Items in Bold are Statutory requirements

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Draft

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 Chair of the Council is 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.
- 2.1.3 The Chair of the Council has no direct powers or privileges beyond those of an ordinary Councillor.
- 2.1.4 The Mayor and Deputy Mayor will be elected at the annual Mayor making meeting of the Town Council 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*
- 2.1.5 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
- 2.1.6 The Chair and Vice-chair have only such powers as are granted under the LGA 1972 - the roles confer no other special privileges.

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, other than when agenda items are considered pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted, when minutes remain confidential;**
- 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 Human Resources Committee;**
- 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 the Annual Town Council meeting, or otherwise as required and subject to a proper motion, appoint such committees as it deems necessary, and confirm the 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 Chair of the Council shall be an ex-officio member of each committee unless otherwise agreed at the Annual Town Council meeting.
- 3.1.4 *Committee members will elect a Chair and Vice-chair of their respective committee, who shall hold office until the next Annual Town Council Meeting, 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. 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 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 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 Town Council meeting, 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 a 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;**

- a) They add additional expertise to the work of the committee;
- b) They have been subject to a selection process which may be defined by the Council;
- c) They have declared any interests, pecuniary or otherwise, in a way consistent with requirements on elected members of the Council;
- d) 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.

3.3.6 *Composition of Committees: For agreement by STC*

<i>Committee</i>	<i>Councillors With Voting Rights</i>	<i>Quorum</i>	<i>Non-Councillors No Voting Rights</i>
<i>Town Council</i>	16	9	<i>Nil</i>
<i>Committee</i>	9	5	<i>Up to 3</i>
<i>Sub-Committee</i>	<i>5 from Committee</i>	3	<i>Up to 3</i>
<i>Working Group</i>	5	<i>3 Councillors or 2 Councillors & 1 Co-opted member</i>	<i>Up to 4</i>

4 Meetings

4.1 Notice of meetings

4.1.1 Section 2.3.2 gives full guidance as to the Notice of meetings. (eg a minimum of 3 working days).

4.1.2 **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].**

4.1.3 **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

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 standing committees.
- e) Review of delegation arrangements to standing committees, other Committees, Working Groups, staff and other local authorities.
- f) Review of the terms of reference for committees.
- g) Appointment of members to existing standing committees, other committees and Working Groups.
- h) Appointment of any new committees 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 setting out the list of 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 participate fully in meetings.**
- 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.**
- 4.3.8 Minutes shall include a summary record of public participation at a meeting.**
- 4.3.9 *Minutes shall include an action list which shall be tracked under matters arising at the following meeting.***

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 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.

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) ahead of the start time of that meeting;
 - 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:*
 - 1) *Residents.*
 - 2) *Matters related to items on the agenda.*
 - 3) *Matters which the Council has direct control over.*
 - 4) *Other matters relevant to the Council's business.*
 - 5) *Other matters of wider relevance to the Council e.g. climate change,*
 - 6) *Anything else with the earliest request received being heard first.*
 - d) Speakers are 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.
- 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 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 eg a written reply, or action allocated to a Councillor, a Committee or an Officer.

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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 or an officer;
- g) Note the minutes of a Committee or sub-committee;
- h) Consider a report and/or any recommendations made by a committee, sub-committee, 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 a motion / agenda item / report on the basis of;
- a. Lack of clarity or legibility;
 - b. Irrelevance to the Terms of Reference of the meeting;
 - c. Unlawful or improper subject or wording.
- 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 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 requested 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 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 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 formal request County and District Councillors to submit a written report to the Council at least every three months covering the services for which each are accountable. The written report shall 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, complaints, petitions 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 to be reported on shall be confirmed by the Proper Officer.

7 Confidential matters

7.1 Handling confidential information

7.1.1 Every member of the Council, Proper Officer, Staff and co-optees to 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 Human Resources Committee 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 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:
- make representations,
 - answer questions and
 - 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:**
- 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 or a sub-committee 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

Sandwich Town Council and Sandwich Toll Bridge Fund Trustee Schedule of Meetings and Civic Events 2023-2024

Date	Meetings	Civic Events	Notes
17/04/23	Heritage and Townscape		Cancelled 29/03/23
19/04/23	Planning		
24/04/23	STC & STBF		
04/05/23	Local Elections		
11/05/23	Annual Meeting of the Council and Mayor Making	Mayor Making	Guildhall
17/05/23	Planning		
22/05/23	STC & STBF		
24/05/23	Annual Town Meeting		
12/06/23	Heritage and Townscape		
14/06/23	Planning		
19/06/23	Finance and General Purposes		
26/06/23	STC/STBF		
10/07/23	Heritage and Townscape		
12/07/23	Planning		
17/07/23	Finance and General Purposes		
31/07/23	STC/STBF		
09/08/23	Planning		
14/08/23	Heritage and Townscape		Cancelled
18/08/23	Mayor Deputy's Supper		
21/08/23	Finance and General Purposes		Cancelled
21/08/23	Quarterly Meeting of STC/STBF		
11/09/23	Heritage and Townscape		
13/09/23	Planning		
15/09/23	Battle of Britain Day		

18/09/23	Finance and General Purposes		
25/09/23	STC/STBF		
09/10/23	Heritage and Townscape		
11/10/23	Planning		
16/10/23	Finance and General Purposes		
30/10/23	STC/STBF		
08/11/23	Planning		
11/11/23	Armistice Day		
12/11/23	Remembrance Day Service		
13/11/23	Heritage and Townscape		
20/11/23	Finance and General Purposes		
27/11/23	Quarterly Meeting of STC/STBF		
04/12/23	Heritage and Townscape		
06/12/23	Planning		
11/12/23	Finance and General Purposes		
18/12/23	STC/STBF		
08/01/24	Heritage and Townscape		
10/01/24	Planning		
15/01/24	Finance and General Purposes		
29/01/24	STC/STBF		
07/02/24	Planning		
12/02/24	Heritage and Townscape		
19/02/24	Finance and General Purposes		
26/02/24	STC/STBF		
04/03/24	Planning		
11/03/24	Heritage and Townscape		
18/03/24	Finance and General Purposes		

25/03/24	STC/STBF		
03/04/24	Planning		
08/04/24	Heritage and Townscape		
22/04/24	Finance and General Purposes		
29/04/24	STC/STBF		

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 31st July 2023****Report from: Responsible Finance Officer****Date: 26th July 2023****Subject: Maddox Fund****Classification: General****Purpose of report:**

Councillors are asked to consider again whether they wish to open a Discretionary Managed Account with EFG Harris Allday to hold the shares bequeathed by Georgina Maddox.

The shares have not yet been transferred into Sandwich Town Council's name. The solicitors are currently in the process of closing the estate, at which point the shares will need to be transferred into an account in the name of Sandwich Town Council.

Council Resolved in June 2023 (Minute ref: STC 06.23.21 4) that the Maddox shares received to date, which are held by the fund manager, should be left as they are (i.e. a discretionary managed account in the name of Sandwich Town Council should not be opened). As such the shares remain in a general account in the name of the estate.

At the earlier Maddox Working Group meeting held on 13th June 2023, the RFO was asked to follow up queries with EFG Harris Allday:

The RFO was asked to find out if the council will incur a fee for retaining the funds in their current location. The stockbroker replied with the following:

Sandwich Town Council will not incur a fee for retaining the funds in their current location. However, it is at the discretion of the Executors as to how long they are willing for the account to remain open. I have spoken to Williamson & Barnes recently and I understand they are at the latter stages of finalising the estate so I imagine they would look to be distributing the remaining investments shortly.

The RFO also asked if any dividends received from the shares will be set aside for Sandwich Town Council, or if the Council not receive these because an official account has not been opened. The reply was as follows:

All dividends will be set aside and will be transferred to Sandwich Town Council upon completion of the estate.

Please also see the email attached to this report from EFG Harris Allday which restates the information previously given to the Maddox Working Group.

The solicitor dealing with the Maddox Estate has since stated that the current lack of an investment account in Sandwich Town Council's name is a worrying situation as they are due to close the estate and will need to transfer the shares into an account in the name of Sandwich Town Council.

Further update re dividends:

Sandwich Town Council has been paid £6,316.76 in dividends from the shares received on 17th July 2023 into the Sandwich Town Council account. This relates to dividends received from shares allocated to the council on 26th January 2023. The total dividends were £9,426.73, however Bay Hall expenses of £3,109.97 arising since 21/08/2021 have been deducted.

The solicitor stated in an email that the current situation means that the dividends are being paid to the estate even though the estate no longer owns them, which causes the solicitor difficulty with working out manual apportionments.

Action Required:

Please can the council consider again whether they are happy to open a Discretionary Managed account with EFG Harris Allday?

Recommendations:

Please can Councillors consider the following:

1. Do Councillors wish to open a Discretionary Managed Account with EFG Harris Allday for a minimum term of 12 months at a commission fee of 0.6%?
2. If so, please re-confirm that Councillors are happy for the signatories to remain as Cllr P Carter, Cllr Franklin, Cllr Gray and Cllr Marie.
3. EFG Harris Allday have offered to transpose the information from the previous account form, completed in February 2023, onto the new form. Are Councillors happy for them to do this?
4. If Councillors do not wish to open the account described above, please can Councillors confirm their preferred arrangements.

Finance Officer

To: Finance Officer
Subject: FW: Investment Account Application - Sandwich Town Council

From: SHELTON, Liam [REDACTED]
Sent: Thursday, July 20, 2023 3:30 PM
To: Town Clerk <townclerk@sandwichtowncouncil.gov.uk>
Cc: Cleary, Richard <Richard.Cleary@efgha.com>; Finance Officer <finance@sandwichtowncouncil.gov.uk>
Subject: FW: Investment Account Application - Sandwich Town Council

Dear Gill,

As discussed on our recent telephone call, before we can transfer the investments from Ms Maddox's estate, we first need to setup an account in the name of Sandwich Town Council. I have been in discussion with Karen in regards to what may be required to setup the account as we are obligated to complete further due diligence due to the account being for a council.

As per our call, we would only be able open the account on our Discretionary Managed Service. This is where we would manage a portfolio of investments with consideration to the Council's current circumstances and long term goals. We would write to Councillors on a quarterly basis to confirm any changes we have made and the current positioning of the investments. The Councillors can decide whether they would like more focus to be placed upon capital appreciation or income; if income, we can distribute the income on a regular basis.

If the Councillors are happy with the above approach, I will prepopulate the necessary account opening paperwork and send it across for signing. Alternatively, we would be happy to arrange a meeting in Sandwich to assist with the completion of the forms.

Again, I would be happy to answer any questions the councillors may have.

Kind regards,

Liam

Liam Shelton
Investment Assistant

EFG Private Bank - Harris Allday Division
Church Mews, Ombersley
Ombersley WR9 0EW
Phone +44 (0)121 214 2215

[REDACTED]
www.efgha.com

Classification: EFG Confidential

From: SHELTON, Liam
Sent: 06 July 2023 11:48
To: 'Finance Officer' <finance@sandwichtowncouncil.gov.uk>
Subject: RE: Investment Account Application - Sandwich Town Council