

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 25th September 2023 at 19:00 to transact the business on the agenda below.


Gill Gray, Town Clerk

Date: 20th September 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 21 st August 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To receive the Minutes of the Heritage and Townscape Committee meetings held on 10 th July 2023. To receive the Minutes of the Planning Committee meeting held on 13 th September 2023.	Attach 1 Attach 2a Attach 3a
5	Payment Schedules: 5a To receive and note the payments for mid-September totalling £25,843.82 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 September, totalling £1,926.24. 5c Council to confirm nomination of two signatories to authorise end of September payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-October payment schedules on Bankline.	Attach 4a & 4b
6	Public Participation: A 20-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda and other matters if time permits. Individual representations should not exceed 5 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk prior to noon on the day of the meeting)	

7	Verbal Report from our Dover District Councillors on matters relating to Sandwich	
8	Verbal Report from our Kent County Councillor on matters relating to Sandwich	
9	Updates from Councillors: To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council	
10	Report from PC and Community Warden for Sandwich To receive reports from PC Matt Hawkes and/or Community Warden Peter Gill if appropriate.	
11	Financial Information: To receive and note the Sandwich Town Council Statement of Accounts as at 31 st August 2023 (income & expenditure and budget)	Attach 5
12	Standing Orders Working Group Update Members to consider a report from the Standing Orders Working Group with a proposed draft of Code of Conduct for Council to consider and adopt: Decision required.	Attach 6
13	Maddox Bequest Members to consider a report from the Responsible Finance Officer in relation to the Maddox Bequest and the proposal to open a Discretionary Managed Account with EFG Harris Allday to hold the shares bequeathed by Georgina Maddox: Decision required.	Attach 7
14	Monks Wall Nature Reserve Report Members to consider a report from the Town Clerk with an update on works that are taking place at the Nature Reserve. There are two requests for additional works that are required for the site and a letter to be received that has been received from the Environment Agency: Decisions required	Attach 8
15	Rotary Club of Sandwich Request Members to consider a report from the Town Clerk who has received a request from The Rotary Club in Sandwich for approval to use the old Telephone Kiosk for siting a defibrillator: Decision required.	Attach 9
16	Draft Guildhall Square/Forecourt Hire Agreements including Market Regulations Members to consider a report from the Town Clerk including the draft market regulations, hire agreements including commercial for the Square/Forecourt, draft licenses, and proposed fees to include tables and chairs on the Square/Forecourt: Decisions required	Attach 10
17	Committee Membership Review Members to consider a report from the Town Clerk in relation to a review of Committee membership: Decision required	Attach 11
18	Peace Monument Proposal for Sandwich Members to receive a report and update from the Town Clerk in relation to the formal invitation received from the twin town of Ronse and NSB/FNC (The Royal Federation of Belgian Veterans) for Sandwich to be the first town in the UK to have a peace monument.	Attach 12
19	Draft Terms of Reference for Disability Access Strategy Working Group Members to consider a report from Cllr Ungerson that relates to proposed draft Terms of Reference for the Disability Access Strategy Working Group; Members are invited to adopt them: Decision required.	Attach 13
20	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	

	<p>the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <p>Information relating to a particular employee under the authority and sensitive information relating to an outside body.</p>	
21	<p>Outside Bodies Report Members to consider a report from the Town Clerk: Decision required.</p>	Enc 1
22	<p>Staffing Structure Update Members to consider a report from the Town Clerk in relation to the proposed staffing structure: Decisions required.</p>	Enc 2
23	Date of next Full Council Meeting: 30th October 2023	

Minutes of the Ordinary Meeting of Sandwich Town Council held in the Council Chamber on: Monday 21st August 2023 at 19:00		
<p>Chair: Cllr P Carter Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, N Gray, S Mallett, D Marie, M Moorhouse, L Ripley, V Tomlins, and C Wiles Officer: Gill Gray PSLCC, Cllr S Chandler (KCC) and three residents.</p>		
STC.08.23.1	Chair's opening remarks: This was a quarterly meeting, and the Mayor, Councillors and Town Clerk were robbed. The Mayor reported on items including: <ul style="list-style-type: none"> Confirmation in office of the Mayor Deputies and the supper on 18th August 2023. The Mayor Deputies Supper was a success and helped to endorse the relationships with the limbs, Brightlingsea, Fordwich and Sarre. The Mayor has attended other civic events in Faversham and Dover. All Members reminded that they could speak once on an item, with the discretion of the Chair for any further comments; the Mayor advised that Members should not state private opinions on other individuals. 	Action:
STC.08.23.2	Apologies for absence received: Apologies were received and accepted from: Cllr W Fortescue – travel commitment, Cllr M Pennington – travel commitment and Cllr C Ungerson – travel commitment. Cllr D Friend (DDC).	
STC.08.23.3	Declarations of interest: The following declarations of interest were received: Cllr C Wiles declared an interest in relation to Item 20 due to the involvement as an existing trustee with the Gazen Salts Nature Reserve. Cllr E Csuka advised that following the meeting of STC on 31 st July 2023 the advice of the monitoring officer at DDC was sought to determine the position for DPis in relation to the Maddox bequest and Gazen Salts Nature Reserve. Cllr E Csuka confirmed that as a Town Councillor he had no interests pecuniary or otherwise in relation to the Maddox bequest or Gazen Salts Nature Reserve. Cllr M Moorhouse joined the meeting.	1
STC.08.23.4	Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 31st July 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. Cllr D Marie advised that there was a two-week delay for the GS WG meeting. Town Clerk confirmed that the TOR were not yet draft for the Disability Access Strategy Working Group. Town Clerk advised that the minutes for the H&T Committee meeting in July will be shared at the next STC meeting.	

	<p>It was moved by Cllr D Marie and seconded by Cllr E Csuka and RESOLVED: that the minutes of the STC meeting held on 31st July 2023 be approved as a true and accurate record. One Member abstained.</p> <p>To receive the minutes of the Heritage & Townscape Committee meeting held on 12th June 2023.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr E Csuka and RESOLVED: that the minutes of the H&T Committee meeting held on 12th June 2023 be received. One Member abstained.</p> <p>To receive the minutes of the Planning Committee meetings held on 17th May, 14th June, 12th July and 9th August 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the minutes of the Planning Committee meetings held on 17th May, 14th June, 12th July and 9th August 2023 be received. Four Members abstained.</p> <p>To receive the minutes of the Finance & General Purposes Committee meeting held on 17th July 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the minutes of the F&GP Committee meeting held on 17th July 2023 be received. Three Members abstained.</p>	
<p>STC.08.23.5</p>	<p>Payment Schedules:</p> <p>5a Council received the mid-month payments for mid-August, totalling £26,748.45.</p> <p>It was moved by Cllr D Marie and seconded by Cllr N Gray and RESOLVED: To receive and note the payments for mid-August 2023 totalling £26,748.45. One Member abstained.</p> <p>5b Council received the schedule of payments for August, totalling £2,429.76.</p> <p>It was moved by Cllr D Marie and seconded by Cllr N Gray and RESOLVED: To receive and approve the schedule of payments for August 2023, totalling £2,429.76. One Member abstained.</p> <p>5c Council considered nominations for two signatories to authorise end of August payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr P Carter and Cllr D Marie are nominated to authorise the end of August 2023 payment schedules on Bankline. Cllr C Wiles is the third nominee if required.</p> <p>5d Council considered nominations for two signatories to authorise mid-September payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr P Carter and Cllr D Marie are nominated to authorise the mid-September 2023 payment schedules on Bankline. Cllr C Wiles is the third nominee if required.</p> <p>Meeting was suspended for four minutes at 7.15pm to enable the Mayor and Councillors to remove their robes.</p> <p>Meeting reconvened at 7.19pm.</p>	
<p>STC.08.23.6</p>	<p>Public Participation:</p> <p>A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to</p>	

	<p>the Interim Town Clerk prior to 16:00 on the Friday preceding the meeting) No requests received.</p>	
STC.08.23.7	<p>Verbal Report from our Dover District Councillor on matters relating to Sandwich. Cllr M Moorhouse recently attended and met with DDC officers Kelly Green and Sarah Horan to discuss how to work together to benefit the town of Sandwich. Cllr M Moorhouse shared apologies that he will not be able to attend the Whitefriars development appeal hearing due to work commitments. The next DDC Full Council meeting will be 18th October 2023.</p>	
STC.08.23.8	<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"> • The cabinet met at KCC to debate the overspend of budget and how to manage actions to mitigate for next year. • The majority of overspend is due to rising costs of services for children, the elderly and vulnerable residents in the communities. • KCC will meet again in October to look at ways to reduce costs. • There is a consultation open to invite comments from residents, other authorities and stakeholders on what priorities are considered important for Kent next year, this will be used to shape the budget for 2024/2025. • KCC have received central government funding of six million to tackle potholes on Kent roads. • The emergency and planned road closures do present problems, but utility companies do have the right to close roads to undertake necessary maintenance. • Cllr S Chandler confirmed that representations were made to central government to request additional funding to help with rising costs for certain services. Everyone urged to make representations to central government to raise the problem facing the County Council. • Cllr S Chandler confirmed that KCC have undertaken a review of assets, the number of properties may have to be reduced to meet the rising costs for the care of people in the County of Kent. • The Wayfarers property was sold subject to planning permission. 	
STC.08.23.9	<p>Updates from Councillors: Cllr I Black reported attending the Community Rail Partnership meeting on Zoom. The plight of ticket offices was discussed, and consultation will open in the autumn when STC can respond. Digital ticketing to be introduced and potential training days can be arranged for the vulnerable in the community; to speak to Age Concern about this proposal. There are upgrades to waiting rooms and noticeboards, the information cannot include STC VIC as already manufactured. Cllr I Black added that Folkestone train station is due to close February 2024 and trains to be rerouted via Canterbury. Cllr E Csuka reported that he attended a meeting with Kelly Green and Jayne Miles to discuss exploring options for additional</p>	

	<p>benches on the Square/Forecourt. There is option that could potentially be available, Town Clerk to follow up.</p> <p>Cllr E Csuka and Cllr L Ripley have arranged a drop-in session at Age Concern with PC Matt Hawkes on 7th September 2023 from 10am until 12noon. All Town Councillors are welcome to take part in a rota. Cllr E Csuka added that he has registered to attend the appeal hearing for Whitefriars Meadow proposed development in November 2023. Some Town Councillors are meeting with residents next week to discuss this matter.</p> <p>Cllr D Marie reported that the Sandwich Festival is taking place from Saturday 26th August for the Bank Holiday weekend with lots of activities for everyone including the Duck Race.</p>	
STC.08.23.10	<p>Financial Information:</p> <p>Council to receive and note the Sandwich Town Council Statement of Accounts as at 31st July 2023 (income and expenditure and budget).</p> <p>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Sandwich Town Council Statement of Accounts as at 31st July 2023 be received and noted. One Member abstained.</p>	
STC.08.23.11	<p>Internal Audit of Sandwich Town Council</p> <p>Members considered a report from the RFO regarding the internal audit of Sandwich Town Council. Members were asked to consider three quotations from three independent and competent accountancy companies.</p> <p>It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that Mulberry and Co were appointed by STC as the internal auditor to undertake the audit of 2023/2024 accounts for STC and agreed the list of checks confirmed by Mulberry and Co. The three-year contract option was agreed with a caveat that the service is reviewed after the first year.</p>	
STC.08.23.12	<p>Standing Orders Working Group Update</p> <p>Members considered two reports from the SO WG with the proposed draft revised Standing Orders for Council to consider and adopt. Cllr D Marie was disappointed that the feedback provided with Cllr J Franklin to the SO WG was not adopted. There were other concerns which included:</p> <ul style="list-style-type: none"> • Whether the Working Group was still required • The practice of sitting or standing when speaking during a debate • The number of minutes for each public participant • The timing of meetings <p>The Working Group were thanked for their work on the Standing Orders.</p> <p>It was moved by Cllr I Black and seconded by Cllr L Ripley and RESOLVED: that the draft Standing Orders be adopted as a good fit for STC. Two Members against, Cllr J Franklin and Cllr D Marie.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr V Tomlins and proposed that the number of minutes for each public participant be reduced to four minutes rather than five minutes; this motion failed with three Members for and eight Members against.</p>	


	<p>It was moved by Cllr I Black and seconded by Cllr N Gray and RESOLVED: that the implementation date for the Standing Orders be 25th September 2023. Two Members were against.</p> <p>It was moved by Cllr D Marie and seconded by Cllr J Franklin and proposed that the SO WG be disbanded; this motion failed with three Members for and seven Members against. Cllr D Marie advised that the Town Clerk should draft Terms of Reference for the meeting of STC on 25th September.</p> <p>It was moved by Cllr I Black and seconded by Cllr I Ripley and RESOLVED: that the Code of Conduct was the next priority for the WG. Two Members were against.</p>	
STC.08.23.13	<p>Changing Places Members considered a report from the Town Clerk in relation to the Changes Places Toilets project proposed for Sandwich Quay. The Mayor advised that due to lack of resources this project had sadly not progressed in a timely manner.</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie that the Changes Places Toilets project was formally closed, and the grant award declined; Town Clerk to advise the DDC officer that STC would welcome any future funding opportunities if they were identified and appropriate for STC.</p>	
STC.08.23.14	<p>Public Conveniences Update Members considered a report from the Town Clerk in relation to the management and cleaning of the public conveniences and to consider a request for using the toilet/shower on the Quay for a small event. Cllr N Gray raised concerns about the visiting boats on Sandwich Quay who did not have access to toilets and the shower overnight. The yachtsman is paying for mooring fees which are kept by DDC; Town Clerk to speak to DDC about the arrangements for access to facilities and which authority should pay for this service.</p> <p>It was moved by Cllr D Marie and seconded by Cllr N Gray that the public conveniences to remain open until the end of October 2023 with a report to be provided by the Town Clerk for the 25th September STC meeting with a breakdown of staff costs for keeping the public conveniences open until the end of March 2024 and the comparison if the Quay conveniences are closed for the period November to March. The costs to include the impact on the budget for this fiscal year and for a full year next year.</p> <p>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the request received for a small event on the Quay to have access to the toilet/shower room on the Heritage Open Days event overnight on 15th and 16th September 2023 be granted. Town Clerk to seek evidence of the public liability insurance and arrange for out of hours cover if a problem occurs.</p>	
STC.08.23.15	<p>Draft Code of Conduct and Social Media Policy Town Clerk draft a Code of Conduct and Social Media Policy for Members to consider and debate. Further to Item 12 it was resolved that the SO WG to work on the Code of Conduct as the next priority.</p>	

	<p>It was moved by Cllr D Marie and seconded by Cllr P Breen and RESOLVED: that the draft Code of Conduct be deferred to the SO WG.</p> <p>It was moved by Cllr M Moorhouse and seconded by Cllr D Marie and RESOLVED: that the draft Social Media Policy be deferred to the IT and Digital Communications WG.</p>	
STC.08.23.16	<p>Information Technology Support Arrangements & Digital Communications</p> <p>Cllr E Csuka asked Members to note the report which detailed the progress on the procurement of a new website for the Town Council.</p> <p>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the report was noted and received.</p>	
STC.08.23.17	<p>Draft Guildhall Square/Forecourt Hire Agreements including Market Regulations</p> <p>Members considered a report from the Town Clerk which included the draft market regulations, hire agreements including commercial for the Square/Forecourt, draft licenses, and proposed fees to include tables and chairs on the Square/Forecourt. The four pieces of documentation draft do require some tidying and, but the Town Clerk emphasised that the market fees did need to be agreed so that there was a fee structure adopted for stalls. Cllr E Csuka offered to work with the Town Clerk on the drafting exercise to tidy up the draft agreements and regulations. It was also important to speak to event organisers and any business that will be impacted who uses tables and chairs on the Square/Forecourt. Cllr S Mallett advised that the use of electricity should be avoided as this was often a cause for concern if an event organiser has not had equipment PAT tested. Cllr P Breen was keen to understand the relationship for the Square/Forecourt, is the area leased by DDC to STC and STBF; Town Clerk to clarify the position.</p> <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the documentation be represented to Members at the STC meeting in October 2023 following the redrafting exercise by the Town Clerk and Cllr E Csuka.</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the market fees were approved and that the following applies:</p> <ul style="list-style-type: none"> • A stall up to 3m x 3m pitch - £10.00 per day with essential vehicles on site incurring an additional fee of £10.00 per day. • A stall over a 3m x 3m and up to 6m x 6m - £30.00 per day with essential vehicles on site incurring an additional fee of £10.00 per day. • Tables can be hired from STC at a cost of £5.00 per day. 	
STC.08.23.18	<p>King Street Traffic Regulation Order Proposal</p> <p>Members considered a report from the Town Clerk that detailed arguments for and against the proposal to extend the closure of King Street to traffic on a Saturday to 4pm on a trial basis. Kent County Council have confirmed the implications including expenditure and likely timescales to submit the Traffic Regulation Order. Members debated the proposal and the costs quoted by KCC being in the region of £3,000.00. Members agreed that</p>	

	<p>without evidence or robust consultation it was difficult to decide. It was suggested that the Town Team be approached to ask if they have capacity to undertake consultation with the traders, residents on Market Street to be included.</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the decision be deferred until a survey and/or consultation is undertaken by Town Team and/or traders with facts gathered.</p>	
<p>STC.08.23.19</p>	<p>Peace Monument Proposal for Sandwich</p> <p>Members considered a report from the Town Clerk in relation to a formal offer of a peace monument from the town of Ronse and The Royal Federation of Belgian Veterans. Town Clerk confirmed that DDC confirm no planning permission required but if fixed to building may have to consult Conservation Officer at DDC. The debate included various locations suggested such as:</p> <ul style="list-style-type: none"> • The left-hand side of the archway to the entrance to the Guildhall main entrance • The entrance to the Guildhall Museum with a light to shine on it. • St Peters Church, this would require permission of CCT. • Sandwich Quay <p>Cllr E Csuka suggested that the offer is accepted and the representative from NSB/FNC can attend a meeting of STC to address the Council with the proposed location to be agreed.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr M Moorhouse and RESOLVED: that the offer of a peace monument is formally accepted and Ronse and NSB/FNC are thanked for their generosity. The President of NSB/FNC is invited to attend a STC meeting to discuss the exact location of the peace monument.</p>	
<p>STC.08.23.20</p>	<p>Outside Bodies Report</p> <p>Members considered a report from Cllr E Csuka in relation to the STC representatives on outside bodies and in particular the relationship with the Gazen Salts Nature Reserve and Sandwich United Charities. Cllr D Marie read a statement from the Chair of the Gazen Salts Nature Reserve that stated that in June 2020 the constitution for the Gazen Salts Nature Reserve was amended to exclude STC representation on the Committee for the Gazen Salts Nature Reserve. Cllr E Csuka confirmed that the Articles of Association for the Gazen Salts Nature Reserve confirms that four members of their governing committee should be serving Councillors and nominated by STC. The Sandwich United Charity Scheme states that four trustees should be appointed by STC.</p> <p>It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that Cllrs P Breen, D Carter, E Csuka and C Wiles were the nominated four trustees to the Sandwich United Charity for a four-year term. The Town Clerk to write to the secretary of the Charity to inform them of the four nominations.</p> <p>It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that Cllrs N Gray, D Marie, M Moorhouse and L Ripley were the nominated four trustees to the Gazen Salts Nature Reserve. The Town Clerk to write to the secretary of the Charity to inform them of the four nominations.</p>	

	If a Councillor who is nominated as either a Trustee of the Sandwich United Charity or a member of the Gazen Salts Nature Reserve Committee, ceases to serve as a Town Councillor, then the Council to nominate a new Councillor to fill the vacancy.	
STC.08.23.21	Meeting closed at 9pm	
STC.08.23.22	Date of next Full Council Meeting: 25th September 2023	

DRAFT

<p>Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on: Monday 10th July 2023 at 18.30 hours</p>		
<p>Chair: Cllr C Ungerson Councillors: I Black, E Csuka, J Franklin, S Mallett, D Marie and L Ripley Co-optee Members: Mrs C George Observers: Cllr M Moorhouse and 1 resident Officer: Gill Gray – Interim Town Clerk</p>		
HT.07.23.1	<p>Apologies for absence received: Apologies were received from: Cllr P Carter and Cllr V Tomlins</p>	
HT.07.23.2	<p>Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.</p>	
HT.07.23.3	<p>To consider Co-Optees Following a short debate where various factors were discussed including:</p> <ul style="list-style-type: none"> • Whether to identify a group or an individual • Using the STC website to attract interest for co-opting to the Committee. • Whether representation for the Sandwich Environment and Conservation Group is necessary • The redraft of the Standing Orders to include specifics for public participation and engagement. <p>The decision was deferred pending the Chair, Cllr C Ungerson and the Town Clerk discussing a practical approach.</p>	
HT.07.23.4	<p>Minutes of the Heritage and Townscape Committee: It was moved by Cllr J Franklin and seconded by Cllr E Csuka and RESOLVED: that the Minutes of the Heritage and Townscape Committee held on Monday 12th June 2023 were received.</p> <p>Cllr E Csuka raised concern with the situation around access and having to pay for the disabled public conveniences on the Quay. The Chair pointed out that the disabled convenience on the Quay is free to holders of a RADAR key. The question of the location of the Tourism Information Centre was raised and it was agreed that this is a decision for Council.</p>	
HT.07.23.5	<p>Public Participation: There were no requests received for public participation.</p>	
HT.07.23.6	<p>Proposal for a Sandwich and District Tourism Forum Cllr C Ungerson shared a report with the Committee and requested consideration for a Sandwich and District Tourism Forum to be facilitated by STC. The forum to be a diverse membership with all organisations, individuals with a tourism interest and organisations invited to participate and to contribute to the promotion of tourism in</p>	

	<p>the town of Sandwich. The debate that ensued included the following areas:</p> <ul style="list-style-type: none"> • Cllr D Marie voiced concerns that reinstating the Tourism Committee had been voted down earlier in the year and that there were reports that footfall in the town was on the decline. • It was recognised that staffing levels at STC were a consideration and introducing a further committee at this time was not appropriate. • Cllr D Marie asked that the recommendation of two Town Councillors could be expanded up to 4 or 5 Town Councillors. • The appointment of a Chair for the initial set up of the Tourism Forum was discussed. • Cllr D Marie reported that a survey conducted via email had resulted in 90% of the participants in support of Tourism Committee returning. • It was agreed that any new Tourism approach should include small businesses, Compass Group, Town Team, and Chamber of Commerce invitations. • The Tourism approach should include potential collaboration with Dover District Council officers. • The idea of Totally Locally was raised by the Town Clerk for consideration. • The visiting coaches could be greeted in the town and encourage visitors to visit local businesses in Sandwich. • To approach Visit Kent and White Cliffs Countryside Partnership. <p>The following actions were formed:</p> <ul style="list-style-type: none"> • Town Clerk to write to Chair of Town Team, Compass Group, Chair of Chamber of Commerce to explore idea. • Town Clerk to contact White Cliffs Countryside Partnership, DDC and Visit Kent to explore collaboration opportunities. • The preferred meeting time of day is either late pm or early evening; Town Clerk to set a date when agreed with STC. • The provision of funding to be determined and how the forum is financed; Town Clerk to discuss with RFO in relation to budget for 2023/2024. <p>It was moved by Cllr D Marie and seconded by Cllr L Ripley and RESOLVED: that the H&T Committee recommends to STC that the Tourism Forum is facilitated and formed to include all individuals and organisations who have an interest in tourism and the promotion of Sandwich.</p> <p>It was moved by Cllr I Black and seconded by Cllr S Mallett and RESOLVED: that the Tourism Forum should include up to two Sandwich Town Councillors as members. One Member abstained.</p> <p>It was moved by Cllr I Black and seconded by Cllr E Csuka and RESOLVED: that the Tourism Forum should submit reports and recommendations for consideration on a minimum quarterly basis to STC meeting.</p> <p>It was moved by Cllr S Mallett and seconded by Cllr I Black and RESOLVED: that Mr Richard Ralph be invited to initially chair the Tourism Forum.</p>	
HT.07.23.7	<p>Report on Local Actions Relevant to the Climate Change Emergency</p> <p>Cllr S Mallett shared a verbal report with the Committee with an update on local actions relevant to the Climate Change Emergency. Several topics were covered including:</p> <ul style="list-style-type: none"> • The Moat Park idea originally created by Dr Stephen Fuller . 	

	<ul style="list-style-type: none"> • The increase of volunteers needed for projects. • All projects should have a degree of sustainability for the future. • A need for improved signage and promotion to widen the knowledge of projects already undertaken and in progress. • To capture details from various events and create a universal map and information. • Introduce QR codes create a central calendar of events for the town. • Town Trail could be created, and boards sited around the town. • Cllr C Ungerson added that projects need to be identified to develop such as Big Green Week recently shared by NALC. • Town Team have a funding wish list that they want to discuss with STC. • Cllr J Franklin identified the Ramparts, green corridor plan as a potential project. <p>The following actions were formed:</p> <ul style="list-style-type: none"> • Town Clerk to contact DDC to enquire about the situation with any new proposed boards and adding to them in the town. • To ensure the Moat Park project is top priority for the Committee and to add to next Committee Agenda. • To add the Ramparts potential green corridor plan to the next Committee Agenda. 	
HT.07.23.8	<p>Street Furniture</p> <p>Cllr C Ungerson shared a verbal report with the Committee in relation to the progress with the lights on the Rope Walk and the Butts. Cllr E Csuka reported the following:</p> <ul style="list-style-type: none"> • Dover District Council are replacing the light bulbs as all reported as faulty. • Dover District Council confirmed no maintenance agreement in place, they are repaired as and when reported. • Dover District Council confirmed six-year electrical checks are undertaken. • Some street furniture has been removed, including benches. • The painting of lamp columns and railings should be reviewed. • The provision of memorial benches should be researched. • The play areas to be debated at F&GP Committee in due course. <p>The following actions were formed:</p> <ul style="list-style-type: none"> • Town Clerk to contact DDC in relation to the painting of street furniture and how STC and DDC can work collaboratively. • Town Clerk to contact DDC and seek advice on the situation with memorial benches when they are removed as no longer safe. How and when these are replaced? 	
HT.07.23.9	<p>Sandwich War Memorial</p> <p>Town Clerk shared a verbal report with an update on the recent works undertaken at the Sandwich War Memorial. The contractor did confirm that the works were complete, and the Town Clerk has raised the concern that the bottom plaque on the War Memorial is not as clear with the text as the other areas on the War Memorial. The contractor to investigate and contact the Town Clerk. An update will be shared with the Committee for the next meeting. The provision of flowers via Sandwich in Bloom and RBL was raised, Cllr D Marie to contact RBL.</p> <p>The following action:</p> <ul style="list-style-type: none"> • Town Clerk to contact the contractor and ask for investigation around the concerns that the text is not clear for the bottom 	

	plaque on the War Memorial on Market Street. A report to be shared with an update for the H&T Committee in September. • Cllr D Marie to contact RBL in relation to flowers.	
HT.07.23.10	Meeting closed at 20.03 hours. Date of next Heritage and Townscape Committee Meeting: 11th September 2023	

**Minutes of Sandwich Town Council Planning Committee Meeting
held in the Council Chamber on:
Wednesday 13th September 2023**



Chair: Cllr J Franklin
Councillors: P Carter, W Fortescue, S Mallett, D Marie, C Wiles
Co-optee
Members: Mr Hennessy and Mrs Summerhayes
Observers:

Officer: Gill Gray – Town Clerk

P.09.23.1	<p>Apologies for absence received: Apologies were received from: Cllr M Moorhouse, Cllr M Pennington and Nikky Warden.</p>
P.09.23.2	<p>Declarations of interest: Cllr C Wiles declared an interest in planning application 23/00927.</p>
P.09.23.3	<p>Minutes of the Planning Committee: It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 9th August 2023 were approved. Mrs Summerhayes raised three matters arising from the minutes after watching a recording of the meeting held in August:</p> <ul style="list-style-type: none"> • That there was a response awaited from the Chair of the Committee in relation to an email • That it was not clear if the points raised by the Volunteer Tree Warden in relation to the Water Park site had been considered by the Committee • When the tables and chairs application for the Sandwich Shop were considered, it was perceived that predetermination may have occurred. <p>Action – Town Clerk to respond to Mrs Summerhayes in relation to the query around predetermination and the Town Clerk to report back to the Committee.</p>
P.09.23.4	<p>Public Participation: There were no requests received for public participation.</p>
P.09.23.5	<p>Planning Applications: Application plans and papers can be viewed via the Dover District Council website.</p> <p>Planning Application Ref No – 23/00928 Proposal: Proposed replacement pitched roof to existing garage Location: Land Adjacent To Honeysuckle Cottage, 5 Vicarage Lane, Sandwich, CT13 9HJ</p> <p>It was moved by Cllr P Carter and seconded by Cllr W Fortescue and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports this planning application.</p> <p>Planning Application Ref No – 23/01057 Proposal: Erection of rear dormer to facilitate loft conversion</p>

Location: 8 Strand Street, Sandwich, Kent, CT13 9DZ

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

RECOMMENDATION: Supports this planning application.

Planning Application Ref No – 23/01010

Proposal: Re point front elevation, including brickwork repairs and removal of paint finishes to expose brickwork.

Location: 20 New Street, Sandwich, CT13 9AB

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

RECOMMENDATION: Supports this planning application.

Planning Application Ref No – 23/00927

Proposal: Erection of two storey side and rear extensions, alterations to fenestration, demolition of part front boundary wall to create secondary vehicular access with associated parking

Location: 33 St Georges Road, Sandwich, CT13 9LF

It was moved by Cllr J Franklin and seconded by Cllr D Marie and

RESOLVED: that the Town Council comments:

RECOMMENDATION: Supports this planning application. Two Members abstained and Cllr P Carter voted against.

Planning Application Ref No – 23/01039 - Amended.

Proposal: Alterations include: Basement: Damp treatment, insert brick floor, built in storage and ladder access. Ground floor : Replace staircase, insert partitions and new opening, replace 2no doors, alterations to fireplace hearth. First floor : Remove and insert new partitions, replace 2no doors, alter staircase, insert fitted library and window seats. Reinstate rear window. Second floor : Insert partitions, alter staircase, insert built in cupboards. Replace 1no bedroom door.

Location: 39 Strand Street, Sandwich, CT13 9DN

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

RECOMMENDATION: Supports this planning application with a request that the Heritage Officer at Dover District Council ensures that important heritage features including a brick hideaway, pillar and galley window are retained.

Planning Application Ref No – 23/00950

Proposal: Insertion of first floor window to side elevation and partial garage conversion

Location: 45 Whitefriars Meadow, Sandwich, CT13 9AS

It was moved by Cllr P Carter and seconded by Cllr W Fortescue and

RESOLVED: that the Town Council comments:

RECOMMENDATION: Supports this planning application.

Planning Application Ref No – 23/01021 & 23/01022

Proposal: Erection of iron railings to the front of property

Location: Rutupiae , 47 New Street, Sandwich, CT13 9BB

	<p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the Town Council comments: RECOMMENDATION: Supports these planning applications.</p> <p>Planning Application Ref No – 23/01006 Proposal: Erection of 2m fencing to create private external space for the associated 7 units Location: Wayfarers , St Barts Road, Sandwich, CT13 0AW</p> <p>It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the Town Council comments: RECOMMENDATION: Objects with the following material planning considerations:</p> <ul style="list-style-type: none"> • the appearance of the fencing and design is not sympathetic to the street scene. • the materials proposed will have an impact on the character and appearance of the surrounding area. • there is no tree plan available, and no consideration appears to have been given to root protection and possible soil compaction during the ground works. <p>Sandwich Town Council requests a tree plan is submitted by the developers and works to be undertaken in accordance with the current BS5837: trees in relation to design, demolition and construction to ensure the trees are protected during these works.</p> <p>The Planning Committee fully support the use of the site and the development is welcomed; it is suggested that the fencing could be built using alternative materials. Town Clerk to contact the developer and seek further details and report back to the Committee.</p>
P.09.23.6	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted. It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the planning decisions were received and noted.</p>
P.09.23.7	<p>Street Furniture Applications: To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982.</p> <p>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 STREET FURNITURE CONSENT</p> <p>No new applications have been received.</p>
P.09.23.8	<p>Licensing: To consider any licensing notices and issues received from Dover District Council.</p> <p><u>GAMBLING POLICY – STATEMENT OF POLICY AND PRINCIPALS</u></p> <p>Section 349 of the Gambling Act 2005 required the Licensing Authority publish a Statement of Policy and Principals as to how it will exercise its functions under the Act.</p> <p>Although the policy is monitored and reviewed continuously by the Licensing Section, the Gambling Act 2005 also requires that the policy be formally reviewed every 3 years. It is now</p>

	<p>time for that formal review to be undertaken. A copy of the revised draft policy can be viewed at Gambling (dover.gov.uk)</p> <p>Consultation is taking place for 4 weeks, if you wish to make any comments, please email licensing@dover.gov.uk. Any representations received after 20 September 2023 will not be able to be considered.</p> <p>If you wish to discuss this matter, please call the Licensing Team on 01304 872295.</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the policy was read and noted.</p>
P.09.23.9	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council. None to consider.</p>
P.09.23.10	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications.</p> <p>a) TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012 Kent Mineral Sites Plan: Second Call for Sites - Hard Rock - August 2023 A review of the Kent Minerals and Waste Local Plan is being undertaken which would extend the Plan period to 2039. Following a review of data on mineral reserves and sales across the county, there is a need to identify an additional site or sites for the working of hard rock, in order that the Plan can make adequate mineral provision over this period. A Call for Sites for the potential allocation of a site/s for the extraction of hard rock took place between October and December 2022. One site was nominated in response to the call for sites - Land to the South and West of Hermitage Lane, Aylesford. This nominated hard rock site was subject to public consultation from June to July 2023. In response to the views received the County Council is giving relevant stakeholders and interested parties a further opportunity to propose sites for the potential allocation of a hard rock quarry to meet identified need within the Kent Minerals and Waste Local Plan 2024-2039. The hard (crushed) rock requirement shortfall is estimated at 17.38 million tonnes over the Plan period. Details on how to submit a site for consideration and how sites are to be assessed are available on the County Council's website: www.kent.gov.uk/mineralsandwaste. The second Call for Sites runs from Thursday 31st August 2023 until Thursday 12th October 2023. Submissions can be made via our website www.kent.gov.uk/mineralsandwaste, via email to mwlp@kent.gov.uk or by post to Minerals and Waste Planning Policy, 1st Floor, Invicta House, Maidstone, Kent, ME14 1XX. Should you have any queries please do not hesitate to contact a member of the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk.</p> <p>b) Planning Appeal</p> <p>Site Address: Land South Of Whitefriars Meadow, Sandwich, CT13 9AS, Proposal: Erection of 3no. buildings containing 10no. apartments and commercial floorspace (Use Class E) with associated landscaping and open space Appeal reference: APP/X2220/W/23/3324453 Appeal start date: 07.07.2023</p>

I refer to the above Appeal, the hearing will take place at Dover District Council offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ.

The Inspector and Hearing date

The Inspector appointed to decide the appeal is G Chamberlain and the hearing will open at 10.00am on 7th November 2023 . We currently anticipate 2 sitting day and, unless you are advised otherwise, the format of the event will be an in person, **If you wish to attend, please email planningappeals@dover.gov.uk. If you have already notified us that you are attending, you do not need to do this again.**

You should also provide us with an email address in the event the hearing needs to move online and be virtual.

If you wish to speak at the hearing, you should make yourself known to the Inspector on the day as the Planning Inspectorate will not respond to requests to speak at the event in advance of the hearing.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in appeals" booklets from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

All documents are available on our website to view under "appeal correspondence" via our website at www.dover.gov.uk/planning Please search using the reference of the planning application 21/01604.

The decision is expected to be issued on or before 8 December 2023.

c) Sea Link – Statutory Consultation Update

As you may be aware, National Grid Electricity Transmission (NGET) is progressing plans for Sea Link, a new underground and subsea network reinforcement between Suffolk and Kent. We would like to update you on some of our latest engagement activity, whilst also looking to schedule further meetings with you as we approach the next stage of consultation for Sea Link.

Earlier this month we distributed an update leaflet (attached) to all addresses who were in our non-statutory primary consultation zone. This detailed our ongoing surveys and engagement with statutory stakeholders, as we continue to refine and develop our proposals.

We are due to hold our statutory consultation where we will present our refined proposals as well as the feedback received during our non-statutory consultation. This consultation will be open for eight weeks from 24 October 2023 until 18 December 2023.

Invitation to briefing: Statutory consultation.

Once we have commenced our statutory consultation, we would welcome the opportunity to meet with you to discuss our refined proposals and answer any questions you may have. As we expect to have a high number of stakeholders requesting a briefing during the consultation period, we would be grateful if you could provide some convenient dates and times between 16 November 2023 and 8 December 2023, for either a virtual or in person meeting.

Further updates

We would also like to inform you that we will be issuing further land interest questionnaires as part of our due diligence to identify landowners who may be affected by our proposals. Further information on our rights, responsibilities, and procedures when dealing with landowners can be found under the 'Landowners' tab on our [project website](#).

If you have any further questions, please email the project team at contact@sealink.nationalgrid.com or call us on 0808 134 9569.

	It was RESOLVED: that the three items were noted and received; Town Clerk to share the details for the planning appeal for land south of Whitefriars Meadow and the Sea Link proposal.
P.09.23.1 1	Verbal update from our Dover District Councillor on matters relating to planning. None.
P.09.23.1 2	Meeting closed at 19.19 hours. Date of next Planning Committee Meeting: 11th October 2023

DRAFT

Sandwich Town Council - Payment Schedule 2022/23 - Mid-September 2023

Date of Meeting	Prnt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
25/09/2023	185	Salaries - Sandwich Town Council	Mayor's Allowance - September 2023	Mayor's Allowance & Uniform	Minute Ref: STC 08.23.12 (f)	£38.84	£0.00	£38.84	
25/09/2023	185	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - September 2023	Town Clerk & Office Staff	Minute Ref: STC 08.23.12 (f)	£3,922.77	£0.00	£3,922.77	
25/09/2023	185	Salaries - Sandwich Town Council	Quay Conveniences Salaries - September 2023	Quay Conveniences - Salaries	Minute Ref: STC 08.23.12 (f)	£242.24	£0.00	£242.24	
25/09/2023	185	Salaries - Sandwich Town Council	Cable Market Conveniences Salaries - September 2023	Cable Market Conveniences - Salaries	Minute Ref: STC 08.23.12 (f)	£242.26	£0.00	£242.26	
25/09/2023	185	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - September 2023	S144 Salaries	Minute Ref: STC 08.23.12 (f)	£848.04	£0.00	£848.04	
25/09/2023	185	Salaries - Sandwich Town Council	Contribution to Consulting Staff - September 2023	Contribution to Consulting Staff	Minute Ref: STC 08.23.12 (f)	£2,775.72	£0.00	£2,775.72	
25/09/2023	185	Salaries - STBF Guildhall	Guildhall Consulting and Cleaning - September 2023	Guildhall	Minute Ref: STC 08.23.12 (f)	£2,908.59	£0.00	£2,908.59	
25/09/2023	185	Salaries - Sandwich Toll Bridge Fund	Guildhall Administration Salaries - September 2023	Guildhall	Minute Ref: STC 08.23.12 (f)	£4,181.81	£0.00	£4,181.81	£14,037.76
25/09/2023	186	Royal British Legion Poppy Appeal	Administration Salaries - September 2023	STBF	Minute Ref: STC 08.23.12 (f)	£125.00	£0.00	£125.00	
25/09/2023	187	Global Cleaning Supplies	Five wreaths with Sandwich Town Logo	Miscellaneous	Town Clerk	£258.40	£52.68	£311.08	
25/09/2023	188	Global Cleaning Supplies	Town Clerk and hand soap for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£19.88	£39.96	£59.84	
25/09/2023	189	New Appointments Group	Ticket rolls for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£374.88	£74.96	£449.84	
25/09/2023	190	New Appointments Group	VIC cover week ending 27/08/2023	Staffing Contingency	Town Clerk	£187.44	£37.48	£224.92	
25/09/2023	191	New Appointments Group	VIC cover week ending 04/09/2023	Staffing Contingency	Town Clerk	£3,750.00	£750.00	£4,500.00	£1,134.85
25/09/2023	192	Chester & Spencer	Flowers, cleaning & maintenance of the War Memorial	Flowers, cleaning & maintenance of the War Memorial	Minute Ref: STC 14.01.23	£48.55	£9.71	£58.26	£4,900.00
25/09/2023	193	Capital	Cleaning and repair of Sandwich war memorial	Flowers, cleaning & maintenance of the War Memorial	Minute Ref: STC 14.01.23	£40.48	£8.09	£48.57	£48.55
25/09/2023	194	Bercham Trees	Ticket Cleaner and hand soap for Quay Conveniences	Quay Conveniences - Other Expenditure	Town Clerk	£820.00	£84.00	£904.00	£404.00
25/09/2023	195	D. Owen-Hughes	2 Trees and plant kit for Cow Leas Meadow	Cow Leas	Minute Ref: STC 04.01.22 (v)	£152.50	£0.00	£152.50	£152.50
25/09/2023	196	Flower Basket	Town Sergeant's duties - Dupilux Supper	Mayor's Hospitality (Including Civic Events)	Town Clerk	£244.95	£0.00	£244.95	£244.95
25/09/2023	197	Rough Muscote	Flowers for Dupilux Supper	Mayor's Hospitality (Including Civic Events)	Town Clerk	£200.00	£0.00	£200.00	£200.00
25/09/2023	200	The Sheaf Wine Co	Performance for Dupilux Supper evening	Mayor's Hospitality (Including Civic Events)	Town Clerk	£185.00	£37.00	£222.00	£222.00
25/09/2023	202	Highways Business Services	Food for Dupilux Supper and Afternoon Tea	Mayor's Hospitality (Including Civic Events)	Town Clerk	£31.11	£6.22	£37.33	£37.33
25/09/2023	201	Wilde Business Services	Wine for Dupilux Supper	Mayor's Hospitality (Including Civic Events)	insert minute ref	£37.33	£7.47	£44.80	£44.80
25/09/2023	202	Highways Business Services	Photocopying Charges	Photocopier (Rental & Usage)	insert minute ref	£20.30	£0.00	£20.30	£20.30
25/09/2023	203	Responsible Finance Officer	Office 365 change	IT Expenses (incl. Wabalis)	insert minute ref	£29.58	£5.92	£35.50	£35.50
25/09/2023	204	BTB	Mileage to cover for banking purpose	Officers Travel & Parking Expenses	Town Clerk	£263.17	£0.00	£263.17	£263.17
25/09/2023	205	Mr K A Chapman	Recycling Charges	Office Expenses (incl. telephone)	Town Clerk	£1,262.08	£0.00	£1,262.08	£1,262.08
25/09/2023	206	Mr K A Chapman	Warden Services for Monk's Well Nature Reserve 04/09/2023 and 10/09/2023	Monks Well Nature Reserve	Minute Ref: STC 04.12.22 (v)	£75.88	£15.18	£91.06	£91.06
25/09/2023	207	KCS Education Supplies	Photocopier Paper	Staffing Contingency	Town Clerk	£24,665.49	£1,188.38	£25,853.87	£25,853.87
25/09/2023	207	KCS Education Supplies	Photocopier Paper	Office Expenses (incl. telephone)	Town Clerk	£24,665.49	£1,188.38	£25,853.87	£25,853.87

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

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
25/08/2023	179	Amazon	Nappies for Deputies Supper meal	Mayor's Hospitality (including Civic Events)	Town Clerk	£14.97	£0.00	£14.97	£14.97
25/08/2023	180	Sandwich Stationers	Card for Deputies Supper Name Cards	Mayor's Hospitality (including Civic Events)	Town Clerk	£5.39	£0.00	£5.39	£5.39
25/08/2023	181	Co-operative Sandwich	Drinks for Deputies Supper	Mayor's Hospitality (including Civic Events)	Town Clerk	£15.55	£0.00	£15.55	£15.55
25/08/2023	182	Rose & Tony's	Thread for aid paper to Deputies Supper Scroll	Mayor's Hospitality (including Civic Events)	Town Clerk	£3.30	£0.00	£3.30	£3.30
25/08/2023	183	Barclain Treas	Trees for Cow Leas Meadow project - deposit	Cow Leas	Minute Ref: STC 04 01 23 (v)	£100.00	£0.00	£100.00	£100.00
25/08/2023	184	Peninsula	HR Services - September 2023	Peninsula / HR Services	STC Minute Ref: 08.23.12 (ii)	£121.59	£24.32	£145.91	£145.91
25/08/2023	189	The Royal British Legion	3 wreaths with Sandwich Town Council logos	Miscellaneous	Town Clerk	£82.50	£0.00	£82.50	£82.50
25/08/2023	208	Phoenix Link	Phone Charges - August 2023	S144 (Other Expenditure)	STC Minute Ref: 32.08.22 (e)	£50.00	£10.00	£60.00	£60.00
25/08/2023	209	Phoenix Link	Phone Charges - August 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.08.22 (m)	£50.00	£10.00	£60.00	£60.00
25/08/2023	208	Phoenix Link	Phone Charges - August 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.08.22 (m)	£50.00	£10.00	£60.00	£60.00
25/08/2023	209	Social Media Matters	Social Media Training Session - Town Clerk	Guidhall	STC Minute Ref: 32.08.22 (M)	£95.00	£0.00	£95.00	£95.00
25/08/2023	210	New Appointments Group	VIC cover week ending 10/08/2023	Staff Training	Town Clerk	£374.08	£74.88	£448.96	£448.96
25/08/2023	211	Dover District Council	Parking Permit for Market Trader	Staffing Contingency	Town Clerk	£137.50	£27.50	£165.00	£165.00
25/08/2023	212	Mr A Styles	Ingram Public Conveniences Services 01/08/23 - 10/08/23	Miscellaneous	Town Clerk	£416.80	£0.00	£416.80	£416.80
25/08/2023	213	Modern Working - D Shaw	GDPR Consultancy - August	Staffing Contingency	STC 38.12.22 (f)	£100.00	£0.00	£100.00	£100.00
25/08/2023	214	Post Office	Recorded delivery Postage	Office Expenses (incl. telephone)	Town Clerk	£3.00	£0.00	£3.00	£3.00
25/08/2023	215	Carasilar	Message claim for travel to Westbrook for key cutting and agenda delivery	Office Expenses (incl. telephone)	Town Clerk	£11.42	£0.00	£11.42	£11.42
25/08/2023	216	Town Clerk	Message claim for travel to Dover for Tourism meeting, plus parking fee	Officers Travel & Parking Expenses	Town Clerk	£15.26	£0.00	£15.26	£15.26
25/08/2023	217	Sage Global Services Ltd	Sage Payroll - September	Officers Travel & Parking Expenses	Responsible Finance Officer	£19.00	£3.80	£22.80	£22.80
25/08/2023	218	Peninsula	HR Services - instalment payment for face to face meeting	IT Expenses (incl. Website)	STC Minute Ref: 08.23.12 (ii)	£82.91	£16.58	£99.49	£99.49
				Peninsula / HR Services	STC Minute Ref: 08.23.12 (ii)	£1,748.08	£177.18	£1,925.24	£1,925.24
				Total	Total				

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/08/23

INCOME

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

Precept

£278,538.53

Outside Sources

Black Allotment Rents & Water Contribution	£567.20
Quay Conveniences	£909.13
Green Waste Bags	£178.33
Drill Hall	£9,125.00

Refunded From Functions

Deputies supper donations	£588.95
Curfew Ringers Supper	£10.00

Internal Transfers / Adhoc Income

Museum payment for stock from Visitor Information Centre	£34.00
Refund from Photocopying	£0.20

Monks Wall Nature Reserve

Income relating to Monks Wall Nature Reserve	£1,958.71
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S144 (Visitor Information Centre & Tourism)

Visitor Information Centre	£72.54
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Forecourt Income

Current Markets	£1,967.50
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Miscellaneous Income

Difference between HMRC payments and amounts paid (timing difference)	£6,111.82
Pension correction made (no payment made in August)	£3,568.99
Room Hire income from DDC - to be moved to STBF GH a/c	£85.00
Maddox Fund - dividends	£6,316.76
Refund - STBF Salaries	£16,817.92
Refund - STBF Guildhall Salaries	£63,075.36
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

390,914.54

TOTAL

£839,610.88

EXPENDITURE**Vat Paid**

VAT	3,965.77
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Mayoral and Civic Functions

Mayoral Expenses	294.90
Mayoral Travel	500.44
Mayor's Hospitality (Including Civic Events)	289.56
Mayor's Attendant & Uniform	318.63
Cinque Port Functions & Subscription	367.50

Staffing

Town Clerk & Office Staff	33,046.68
Contribution to Caretaking Staff	3,225.85
Staffing Contingency	14,842.74
Staff Recruitment	195.00
Officers Travel & Parking Expenses	544.17

<u>Administration</u>	
Petty Cash	130.00
Peninsula Business (HR)	1,735.00
Office Expenses (incl. telephone)	1,423.60
Audit Fees	1,405.00
Subscriptions & Memberships	1,654.58
IT Expenses (incl. Website)	3,266.25
Photocopier (Rental & Usage)	536.22
Bank Charges	259.75
<u>Insurance</u>	
Insurance - Public Conveniences and Boatmans' Chapel	224.00
Other Insurances (ie/ Liability & Slander)	4,563.61
<u>Public Conveniences</u>	
Quay Conveniences - Salaries	4,579.92
Cattle Market Conveniences - Salaries	3,591.64
Quay Conveniences - Other Expenditure	4,934.89
Cattle Market Conveniences - Other Expenditure	227.60
<u>S144 (Visitor Information Centre & Tourism)</u>	
S144 Salaries	3,770.07
S144 (Other Expenditure)	251.86
<u>Sandwich Open Spaces / Other Properties</u>	
Black Lane / Sandown Road Allotments	173.49
Boatman's Hill Chapel - Water Rates & Maintenance	163.77
Cow Leas	918.36
Flowers, cleaning & maintenance of the War Memorial	30.00
Drill Hall / Quayside Market	9,440.86
Fishergate	2,790.51
Bay Hall	3,786.37
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	1,041.65
<u>Miscellaneous / Unexpected Expenditure</u>	
20's Plenty for Us - stickers and banners	187.80
Thomson Snell & Passmore - professional fees	1,886.50
Portable road closed sign for King Street	47.50
One wreath with badge inserts	27.50
Defibrillator aftercare service - Guildhall forecourt defib	189.00
Repair of Deputy Mayoress Badge	35.00
Stationary for Market Manager	4.39
<u>Guildhall and Forecourt</u>	
Contribution towards running of the Guildhall	113,750.00
<u>Guildhall Forecourt Project</u>	
Thursday Market Manager	450.00
Loan Repayment	6,016.74
	<hr/>
	231,084.67
<u>Items relating to Sandwich Toll Bridge Fund Account</u>	
STBF Salaries	16,817.92
	<hr/>
	16,817.92
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>	
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	25,968.07
STBF Guildhall Salaries - Guildhall Administration	34,689.06
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)	251.88
Cleaning Costs - Guildhall (to be reimbursed)	79.92
IT Support (Guildhall share to be reimbursed)	608.40
Room Hire income - to be transferred to STBF Guildhall account	85.00
	<hr/>
	63,132.88

Items relating to Sandwich Toll Bridge Fund Museum Account

VAT refunded to Museum Account	
STBF Museum salaries	
	<hr/>
	-
	<hr/>
	311,035.47

Balance at Bank as per Bank Reconciliation as at 31/08/23	£528,575.41
TOTAL	<hr/> £839,610.88 <hr/>

Bank Reconciliation as at 31/08/23	
Current a/c	£528,575.41
Less: Outstanding payments	£0.00
TOTAL	<hr/> £528,575.41 <hr/>

OUTSTANDING PAYMENTS

£0.00

Monks Wall Nature Reserve

<u>Balance Brought Forward 01/04/23</u>	£59,357.66
<u>Income</u>	
Rural Payments Agency	£1,958.71
	<hr/> £1,958.71
<u>Expenditure</u>	
Warden Fees 01/03/2023 - 03/08/2023	£1,041.65
	<hr/> £1,041.65
Balance as at 31/08/23	<hr/> £60,274.72 <hr/>

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	£294.90	£2,205.10
Mayoral Travel	£1,800.00		£1,800.00	£500.44	£1,299.56
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£289.56	£3,210.44
Mayor's Attendant & Uniform	£8,970.00		£8,970.00	£318.63	£8,651.37
Cinque Port Functions & Subscription	£380.00		£380.00	£367.50	£12.50
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£800.00
Election Expenses	£6,000.00		£6,000.00	£0.00	£6,000.00
<u>Staffing</u>					
Town Clerk & Office Staff	£67,380.00		£67,380.00	£33,046.68	£34,333.32
Contribution to Caretaking Staff	£8,240.00		£8,240.00	£3,225.85	£5,014.15
Staffing Contingency	£2,000.00		£2,000.00	£14,842.74	-£12,842.74
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	£130.00	£0.00
HR & Payroll	£1,280.00		£1,280.00	£1,735.00	-£455.00
Office Expenses (incl. telephone)	£6,760.00		£6,760.00	£1,423.60	£5,336.40
Audit Fees	£3,500.00		£3,500.00	£1,405.00	£2,095.00
Subscriptions & Memberships	£1,930.00		£1,930.00	£1,654.58	£275.42
IT Expenses (incl. Website)	£15,000.00		£15,000.00	£3,266.25	£11,733.75
Photocopier (Rental & Usage)	£2,000.00		£2,000.00	£536.22	£1,463.78
Bank Charges	£800.00		£800.00	£259.75	£540.25
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	£4,579.92	£3,790.08
Cattle Market Conveniences - Salaries	£8,370.00		£8,370.00	£3,591.64	£4,778.36
Quay Conveniences - Other Expenditure	£10,350.00		£10,350.00	£4,934.89	£5,415.11
Cattle Market Conveniences - Other Expenditure	£1,000.00		£1,000.00	£227.60	£772.40
<u>S144 (Visitor Information Centre & Tourism)</u>					
S144 Salaries	£18,770.00		£18,770.00	£3,770.07	£14,999.93
S144 (Other Expenditure)	£2,470.00		£2,470.00	£251.86	£2,218.14
<u>Sandwich Open Spaces / Other Properties</u>					
Black Lane / Sandown Road Allotments	£3,600.00		£3,600.00	£173.49	£3,426.51
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00		£120.00	£163.77	-£43.77
Cow Leas	£350.00		£350.00	£918.36	-£568.36
Donkey Paddock	£2,000.00		£2,000.00	£0.00	£2,000.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00		£2,400.00	£30.00	£2,370.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,440.86	£8,999.14
Fishergate	£7,000.00		£7,000.00	£2,790.51	£4,209.49
Play Areas	£6,600.00		£6,600.00	£0.00	£6,600.00
Telephone Boxes	£250.00		£250.00	£0.00	£250.00
Bay Hall	£7,000.00	£206,368.34	£213,368.34	£3,786.37	£209,581.97
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£59,357.66	£59,357.66	£1,041.65	£58,316.01
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	-£2,377.69	£5,120.84	£0.00	£5,120.84
20's Plenty for Us - stickers and banners	£0.00	£187.80	£187.80	187.80	£0.00
Thomson Snell & Passmore - professional fees	£0.00	£1,886.50	£1,886.50	1,886.50	£0.00
Portable road closed sign for King Street	£0.00	£47.50	£47.50	47.50	£0.00
One wreath with badge inserts	£0.00	£27.50	£27.50	27.50	£0.00
Defibrillator aftercare service - Guildhall forecourt defib	£0.00	£189.00	£189.00	189.00	£0.00
Repair of Deputy Mayoress Badge	£0.00	£35.00	£35.00	35.00	£0.00
Stationary for Market Manager	£0.00	£4.39	£4.39	4.39	£0.00
<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
<u>Items relating to Sandwich Toll Bridge Fund Account</u>				
STBF Salaries	£0.00	£0.00	£16,817.92	-£16,817.92
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>				
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00	£0.00	£25,968.07	-£25,968.07
STBF Guildhall Salaries - Guildhall Administration	£0.00	£0.00	£34,689.06	-£34,689.06
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
Cleaning Costs - Guildhall (to be reimbursed)	£0.00	£0.00	79.92	-£79.92
Phone Charges (Guildhall share to be reimbursed)	£0.00	£0.00	251.88	-£251.88
IT Support (Guildhall share to be reimbursed)	£0.00	£0.00	608.40	-£608.40
Room Hire income - to be transferred to STBF Guildhall account	£0.00	£0.00	85.00	-£85.00

TOTAL

£446,388.53 £282,725.04 £729,113.57 £307,069.70 £422,128.87

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
<u>Precept</u>	£278,538.53		£278,538.53	£278,538.53	£0.00
<u>Outside Sources</u>					
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	£909.13	-£4,890.87
Green Waste Bags	£1,500.00		£1,500.00	£178.33	-£1,321.67
Cow Leas Lease	£200.00		£200.00	£0.00	-£200.00
Drill Hall	£21,900.00		£21,900.00	£9,125.00	-£12,775.00
P22 Electricity Charge	£300.00		£300.00	£0.00	-£300.00
<u>Refunded From Functions</u>					
Deputies supper donations	£600.00		£600.00	£588.95	-£11.05
Curfew Ringers Supper	£450.00		£450.00	£10.00	-£440.00
<u>Internal Transfers / Adhoc Income</u>					
Museum payment for stock from Visitor Information Centre	£150.00		£150.00	£34.00	-£116.00
Refund from Photocopying	£60.00		£60.00	£0.20	-£59.80
<u>Monks Wall Nature Reserve</u>					
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£1,958.71	£1,958.71
<u>£144 (Visitor Information Centre & Tourism)</u>					
Visitor Information Centre	£1,000.00		£1,000.00	£72.54	-£927.46
<u>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</u>					
Current Markets	£8,000.00		£8,000.00	£1,967.50	-£6,032.50
<u>Miscellaneous Income</u>					
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£0.00	£0.00
Room Hire income from DDC - to be moved to STBF GH a/c	£0.00		£0.00	£85.00	£85.00
Maddox Fund - dividends	£0.00		£0.00	£6,316.76	£6,316.76
Refund - STBF Salaries	£0.00		£0.00	£16,817.92	£16,817.92
Refund - STBF Guildhall Salaries	£0.00		£0.00	£63,075.36	£63,075.36
50% contribution from STBF Guildhall towards professional fees	£0.00		£0.00	£943.25	£943.25
Refund from Maldstone 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 £829,930.07 £100,816.50

Bank reconciliation as at 31/08/23

£528,575.41

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 25th September, 2023
Report from: Standing Orders Working Group
Date: 18th September 2023
Subject: Standing Orders Working Group Recommendations on Councillors Code of Conduct
Classification: General

Purpose of report:

STC councillors are asked:

- 1) To approve the draft of the proposed Code of Conduct (Attached) for Sandwich Town Council, and to confirm that this Code of Conduct will be adopted as the Council's definitive Code of Conduct;
- 2) To suggest any amendments;
- 3) To confirm the date for **implementation** of the new Code of Conduct is 25th September 2023, when it replaces the current Code of Conduct. If amendments are required, the implementation date will be 30th October 2023.
- 4) Councillors are asked to consider whether the following list of procedures etc., should be the next priorities for the working group to examine:
 - a) The Financial Regulations;
 - b) Terms of Reference and the schedule of delegations;
 - c) The arrangements, remits etc. of committees, sub-committees and Working Groups;
 - d) Introductory guide to Standing Orders and guide for the public when speaking at town council meetings;
 - e) Frequency of STC, STBF, Committee and Sub committee meetings;
 - f) STBF Standing Orders;
 - g) The layout of the room at council meetings, a politer system to alert speakers their allocated time is at an end, and better acoustic arrangements;
 - h) Sit or stand at full STC meetings.

Content:

At the August 2023 STC meeting, the WG was asked to examine the Code of Conduct for Councillors. The current code is the "Kent" model used by Dover D.C. and a number of Parishes and towns in the district. It was considered that this model is not very user-friendly and hard to follow.

1. The Working group has met and examined 3 models – the "Kent" code, the NALC model code and the LGA model. The objective was to create "a modern, fully legally compliant, concise, clear, user-friendly Code, capable of easy updating as required, and one which a lay person could readily refer to" They also needed to tailor it for "any aspects unique to Sandwich." In our view the LGA model meets these objectives most closely: it is used by many English councils, and by many, which have been recognised as being leaders in their field.
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. A draft code was sent to all

councillors and the Town Clerk in early August. Written comments were received from Cllr Ungerson. We also had direct input from the Town Clerk. The WG would like to thank all who contributed.

3. The WG believed that the Delegation procedures proposed, using the Town Clerk rather than the full council is a better approach because it is flexible, reduces potential political conflicts, and is more suited to the complexities of local government today.

Recommendations:

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

Sandwich Town Council

Code of Conduct



Document Name	Draft Code of Conduct
Document Reference	
Version Date	18 th September 2023 – draft for Council Approval.
Authors	Standing Orders Working Group 2023
Date adopted & minute reference	TBC
Date for Next Review	Annual Council Meeting May 2024

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1. Introduction

1.1. General Requirements

All councils are required to have a local Councillor Code of Conduct.
This Code of Conduct is based on the LGA Code of Conduct
STC will undertake an annual review of this Code to ensure it continues to be fit-for-purpose

1.2. Purpose of the Code of Conduct

The purpose of this Code of Conduct is to inform Councillors of the behaviour that is expected of them.

1.3. General principles of Councillor conduct

Everyone in public office at all levels; i.e. all who serve the public or deliver public services, including Government Ministers, Civil Servants, Councillors and Local Authority Officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles. These are appended to this document **Appendix A**.
Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust expected of Councillors, on all occasions Councillors shall:

- a) act with integrity and honesty;
- b) act lawfully;
- c) treat all persons fairly and with respect;
- d) lead by example and act in a way that secures public confidence in the role of Councillor;
- e) impartially exercise responsibilities in the interests of the local community;
- f) not improperly seek to confer an advantage, or disadvantage, on any person;
- g) avoid conflicts of interest;
- h) exercise reasonable care and diligence; and
- i) ensure that public resources are used prudently in accordance with Sandwich Town Council's requirements and in the public interest.

1.4. Application of the Code of Conduct

This Code of Conduct applies to Councillors as soon as they sign the Declaration of Acceptance of the Office of Councillor or attend their first meeting as a co-opted member and continues to apply until they cease to be a Councillor or co-opted member. This Code of Conduct applies when fulfilling the role of Councillor or co-opted member. The Code also applies to all forms of communication and interaction, including:

- a) face-to-face meetings
- b) online or telephone meetings
- c) in written communication, including in electronic and social media communication, posts, statements and comments
- d) in verbal communication
- e) in non-verbal communication

1.5. Standards of Councillor conduct

Councillors shall uphold high standards of conduct at all times.

1.6. Responsibility for implementation

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. Any complaints concerning the behaviour of Councillors should be referred to the Dover District Council Monitoring Officer. The guidance for this can be found on the Dover District Council website.

2. General Conduct

2.1. Respect

Councillors shall:

- a) Treat other Councillors and members of the public with respect.
- b) Treat Sandwich Town Council employees, employees and representatives of partner organisations and those volunteering for the Sandwich Town Council with respect.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. Councillors can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Councillors shall not subject individuals, groups of people or organisations to personal attack.

In contact with the public, Councillors shall treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, Councillors have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, Councillors are entitled to stop any conversation or interaction in person or online and report them to the relevant authority, the relevant social media provider or the Police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct and Council employees.

2.2. Bullying, harassment and discrimination

Councillors shall not:

- a) bully any person;
- b) harass any person.
- c) discriminate against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly or differently because of a protected characteristic. Protected characteristics are specific aspects of a person's

identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on Councils. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

2.3. Impartiality

Councillors shall not compromise, or attempt to compromise, the impartiality of any Officer.

Any Officer of the Council must be politically neutral. Officers should not be coerced or persuaded to act in a way that would undermine their neutrality. Councillors can question Officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written.

2.4. Confidentiality

Councillors shall not:

2.4.1. Disclose information:

- a) given to them in confidence;
- b) acquired by Councillors who believe, or ought reasonably to be aware, is of a confidential nature, unless
 - a. Councillors have received the consent of a person authorised to give it;
 - b. Are required by law to do so;
 - c. The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - d. The disclosure is:
 - i. reasonable and in the public interest; and
 - ii. made in good faith and in compliance with the reasonable requirements of the Town Council.

2.4.2. Improperly use knowledge gained solely as a result the role as a Councillor for the advancement of self, friends, family members, employer or their business interests.

2.4.3. Prevent anyone from getting information that they are entitled to by law.

Councillors should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

2.5. Disrepute

A Councillor shall not bring their role or the Town Council into disrepute.

Councillors are trusted to make decisions on behalf of the community and their actions and behaviour are subject to greater scrutiny than that of ordinary members of the public.

Councillors should be aware that their actions might have an adverse impact on themselves, other Councillors and/or the Town Council and may lower the public's confidence in its ability to discharge functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Town Council into disrepute.

Councillors are able to hold the Town Council and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

2.6. Use of position

Councillors shall not use, or attempt to use their position improperly to the advantage or disadvantage of themselves or anyone else.

The position as a member of the Town Council provides Councillors with certain opportunities, responsibilities, and privileges, and they make choices all the time that will impact others. However, Councillors should not take advantage of these opportunities to further their own or others' private interests or to disadvantage anyone unfairly.

2.7. Use of Council's resources and facilities

Councillor shall not misuse Council resources.

When using the resources of the Town Council or authorising their use by Others, Councillors shall:

- a) act in accordance with the Town Council's requirements; and
- b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Town Council or of the office to which Councillors have been elected or appointed.

Councillors may be provided with resources and facilities by the Town Council to assist carrying out duties as a councillor. Examples include office support, stationery, equipment such as phones and computers, transport, and access to and use of Councils' buildings and rooms.

These are provided to help Councillors discharge their role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council policies regarding their use.

2.8. Complying with the Code of Conduct

Councillors shall:

- a) undertake Code of Conduct training provided by the Town Council. **(this to be set up when resources permit)**
- b) cooperate with any Code of Conduct investigation and/or determination.
- c) not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- d) comply with any sanction imposed following a finding where a Councillor has breached this Code of Conduct.

It is extremely important for Councillors to demonstrate high standards, to have actions open to scrutiny and not to undermine public trust in the Town Council or its governance.

Councillors who do not understand or are concerned about the Town Council's processes in handling a complaint should raise this with the Monitoring Officer.

2.9. Interests

Councillors shall register and disclose any interests in accordance with **Appendix B**.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Town Council.

Councillors shall register their interests so that the Public, Town Council employees and fellow Councillors know which interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects Councillors by allowing members of the Town Council to demonstrate openness and a willingness to be held accountable. Councillors are personally responsible for deciding whether or not to disclose an interest in a meeting, but it can be helpful to know early on if others think that a potential conflict might arise. It is also important that the Public know about any interest that might have to be disclosed when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

Note: failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, Councillors should always seek advice from the Town Clerk or Monitoring Officer

Section 3.0 of this Code of Conduct sets out the policy for dispensations

2.10. Gifts and hospitality

Councillors shall:

- a) not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on the part of the Councillor to show favour from persons seeking to acquire, develop or do business with the Town Council or from persons who may apply to the Town Council for any permission, licence or other significant advantage;
- b) register with the Monitoring Officer any gift or hospitality with an estimated value of at least £100 within 28 days of its receipt
- c) register with the Monitoring Officer any significant gift or hospitality offered but refused to accept.

In order to protect the position as a Councillor and the reputation of the Town Council, Councillors should exercise caution in accepting any gifts or hospitality, which are (or which they reasonably believe to be) offered because of the position held as a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case acceptance must be publicly registered.

However, Councillors do not need to register gifts and hospitality which are not related to the role of Councillor, such as Christmas gifts from friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with duties as a councillor. If Councillors are unsure, contact the Town Clerk or Monitoring Officer for guidance.

3. Dispensations

- 3.1. Under the Localism Act 2011("the Act"), a Councillor or Co-opted Member who has a Disclosable Pecuniary Interest or Other Significant Interest in a matter that is under consideration, may not participate in the consideration of that matter unless they have first obtained a dispensation from the Town Clerk.
- 3.2. The following are examples of criteria that may be appropriate in determining the granting of a dispensation by the Town Clerk who shall determine the factors considered relevant at the time such as:
- a) the nature of the Councillor's interest;
 - b) the need to maintain public confidence in the conduct of the Council's business;
 - c) the need for efficient and effective conduct of the Council's business;
 - d) if the Councillor has a particular expertise or knowledge in the matter that may be useful to its consideration (e.g. a Councillor could be allowed to speak, but not vote);
 - e) the interest is common to the Councillor and a significant proportion of the general public;
 - f) any other relevant considerations.
- 3.3. Councillors may make a written request to the Town Clerk setting out the nature of the Pecuniary or Other Significant Interest, the grounds for dispensation and the duration of the dispensation.
- 3.4. The Town Clerk may grant a member a dispensation:
- a) to participate in any discussion of the matter; and/or
 - b) to participate in any vote on the matter;
 - c) for one meeting; or
 - d) for a limited period not exceeding 4 years.
- 3.5. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law. S31(4) of the Act states that dispensations allows the Councillor:
- a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
 - b) to participate in any vote, or further vote, taken on the matter at the meeting(s).
- If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.
- If a Town Councillor participates in a meeting where they have a Disclosable Pecuniary or Other Significant Interest and they do not have a dispensation, they may be committing a criminal offence under Section 34 of the Localism Act 2011.
- 3.6. Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates. A copy of the dispensation will be kept with the Council's Dispensation Register.
- 3.7. The Council may consider granting a general dispensation to all Councillors in situations where every Member is likely to have a Disclosable Pecuniary Interest.

3.8. If a dispensation requirement arises during a meeting, it shall be referred to the Town Clerk.

Draft

4. Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Town Clerk or Monitoring Officer with the reasons why you believe it is a sensitive interest. If that official agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

1. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

1. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

1. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
2. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

3. Where a matter (referred to in paragraph 2 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public, knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities* of) and the council under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:

An interest which relates to or is likely to affect:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your Council
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
- d) any gifts or hospitality worth more than an estimated value of £100, which the member has received by virtue of his or her office.

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for Monday 25th September 2023****Report from: Responsible Finance Officer****Date: 20th September 2023****Subject: Maddox Bequest****Classification: Non-confidential****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.

Background:

Sandwich Town Council was bequeathed from local resident Georgina Maddox, a property on Strand Street (Bay Hall), cash and shares.

The Council took possession of the property on 14th July 2022, and since then have also received £210,000 interim cash allocation which is in the Sandwich Town Council account. (Please note this amount is being used to pay for any costs relating to Bay Hall). The Council have also been given an interim share allocation valued around £552,200, but these shares still currently sit in a holding account and cannot be transferred into the name of Sandwich Town Council until an investment account is opened. A final share allocation is expected shortly. The total value of shares (including those already received) is estimated at £1.4m.

Councillors have previously Resolved (Minute Ref: 35.12.22) to set up a new Charity called 'Georgina Maddox Charitable Fund', but this might take some months. Once the Charity is set up all proceeds of the bequest can transfer into the name of the fund.

Update:

At the Sandwich Town Council meeting on the 31st July 2023 the Council Resolved that the Responsible Finance Officer arrange for members of the Maddox Working Group to meet with EFG Harris Allday to discuss the proposed investment account (minute ref: STC.07.23.15).

EFG Harris Allday have offered a Discretionary Managed Account with EFG Harris Allday for a minimum term of 12 months at a commission fee of 0.6%.

On Wednesday 13th September the Maddox Working Group members met with two of the Directors, including the Managing Director, and the Investment Assistant, from EFG Harris Allday.

EFG Harris Allday gave a presentation, and afterwards the Maddox Working Group members started to complete an Investor Profile Form whilst in discussion about the Council's requirements.

They also explained that the Execution Only account originally offered is not suitable for the Town Council, as it relies on immediate decision making, which is not possible when dealing with a Council of 16 members.

As a result of this meeting, Members of the Working Group are happy to proceed with opening an account, which can be reviewed after one year.

Recommendations from the Maddox Working Group:

Please can Councillors give their approval for the following:

1. To submit the application form to open a Discretionary Managed Account with EFG Harris Allday, with the existing signatories (Cllr P Carter, Cllr J Franklin, Cllr D Marie and Cllr N Gray).
2. Once the account is open, to monitor the performance and review after the minimum period of one year is over. The account can be moved after one year to CCLA, or another investment account, provided the Charity has been created.

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 25th September 2023
Report from: Town Clerk
Date: 20th September 2023
Subject: Monks Wall Nature Reserve Report
Classification: General
Purpose of report:
To consider the request for capital works to be undertaken on Monks Wall Nature Reserve and to consider a letter received from the Environment Agency in relation to the site.
Content:
<p>The Warden for Monks Wall Nature Reserve has received the attached quote from MRF for the additional bit of ditch clearance work which was not quoted for back in the Spring. It is in line with their quote for the other ditch work and, of course, is covered by the project funding which the Town Council will be claiming back from the RPA. The cost is £2,249.40 plus VAT.</p> <p>It is vital to have a quick decision on this so the Warden can give MRF the go ahead, because it makes sense for them to do the work while they are on site, rather than have to call them back in.</p> <p>The contractor MRF has started on site already, they commenced the weekend of 16th and 17th September. The Warden is visiting the site on a regular basis to give advice and guidance to the contractor.</p> <p>The second request is in relation to mowing the reserve and mulching brambles that have become intrusive. This work is vital so that the Nature Reserve can continue to be grazed. The area concerned is compartments three and four shown on the attached plan to this report.</p> <p>The quote for mowing and mulching is from Rhino Plant at a cost of £2,460.00 plus VAT.</p>
Recommendations:
<p>Members invited to approve the quotation from Rhino Plant for essential works to mulch brambles at a cost of £2,460.00 plus VAT: Decision required.</p> <p>Members to receive the letter sent from the Environment Agency and to consider meeting with the Environment Agency potentially a meeting of the Monks Wall Sub-Committee Members.</p> <p>Members invited to approve the additional ditch clearance work that is covered by the project funding and the cost will be claimed back from the RPA. The cost is £2,249.40 plus VAT.</p> <p>:Decision required.</p>



Robert Montgomery LLP
T/A MRF Contracting
Monkton Road Farm,
Seamark Road
Birchington, CT7 0JL

office@mrfcontracting.com
www.mrfcontracting.com
Fax:

QUOTE No. 1873

License No. 21763 99276

Order No.
Valid for 30 days

Monks Wall Nature Reserve

Site: Monks Wall Nature Reserve

Site Contact: Ken Chapman

Salesperson: Nigel Gransden

Date: 18/09/2023

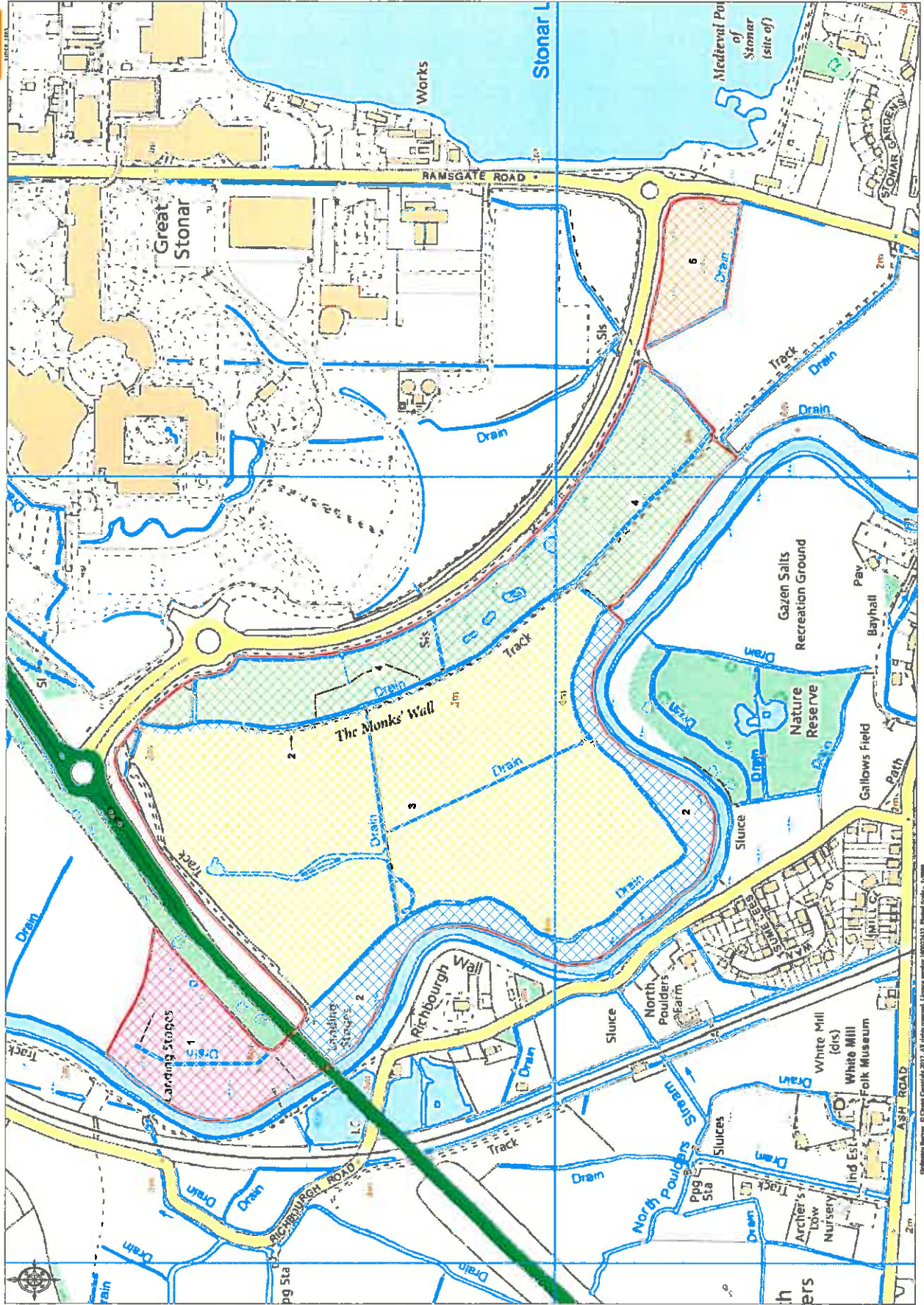
Operated Plant Hire - 6396 - Operated Plant Hire

To desilt approximately 400m of ditch from one side only.
Spoil to be spread adjacent to the ditch.

Sub-Total ex VAT	£2,249.40
VAT @ 20 %	£449.88
Total inc VAT	£2,699.28

Please contact us if you have any queries regarding this quote.

Monks Wall Nature Reserve - Management Plan Index Map



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creating a better place
for people and wildlife



Gill Gray
Town Clerk
Sandwich Town Council
The Guildhall
Sandwich
CT13 9AH

Our ref: Monks Wall FSR
Your ref:
Date: 17 August 2023

Dear Gill

Registration of Monks Wall TFRA as a large raised reservoir

I am writing to inform you that the Tidal Flood Relief Area (TFRA) at Monks Wall, on land owned by Sandwich Town Council, has been registered as a large raised reservoir by the Environment Agency under the Reservoirs Act 1975. The site is now known as Monks Wall Flood Storage Reservoir (FSR).

The registration of Monks Wall as a reservoir has followed a local review into flood storage areas maintained by the Environment Agency following the incident at the Toddbrook Reservoir in Derbyshire in August 2019. Monks Wall was officially registered as a large raised reservoir in January 2020. This has not changed its function or how the site operates; it will only store water during flood events to reduce the impacts of flooding in Sandwich. It will not be used to store water by any other means or for a different purpose.

Monks Wall FSR fulfils the criteria of a large raised reservoir as it can store more than 25,000 m³ of water when full and the stored water is held above natural ground level. The embankments and structures surrounding Monks Wall have been designed specifically for the purpose of collecting, storing, and regulating the discharge of water and have been constructed to that effect. The raising of the pre-existing flood bunds at Monks Wall was completed as part of the Sandwich Town Tidal Defences scheme in 2015.

I am writing to you now as we have recently received the final report from the Construction Engineer we appointed as part of the reservoir registration process. I am now in the position to inform you of the implications the registration has for the Council and the Environment Agency. I also need to notify you of maintenance activities we will be undertaking over the coming months, as well as several

requirements we must set to ensure the safety of the reservoir embankments going forward.

Implications for the Council as landowner

The registration of Monks Wall as a large raised reservoir will have little impact on Sandwich Town Council as landowner. There is no change in legal ownership of the embankments, spillways, impounding area, or any other structure which will remain owned by the Council. All inspections, maintenance, and operation of the reservoir will remain the responsibility of the Environment Agency. Any work the Council or any other third party wishes to undertake on or near the embankments will continue to require permission from the Environment Agency.

Implications for the Environment Agency

As part of the registration process, the Environment Agency has taken on the role of reservoir undertaker for Monks Wall FSR. This means we are responsible for complying with all regulations within the Reservoirs Act 1975 and any other directions made in accordance with the Act. The Environment Agency fulfils this role for all reservoirs under its control in England. In accordance with the Reservoirs Act, we have appointed a qualified civil engineer to supervise the reservoir and provide us with advice. This role is known as the Supervising Engineer.

The registration has had little impact on how we maintain the embankments and other structures, or how the site will be managed during an impounding event. Environment Agency staff will continue to carry out the following routine activities at Monks Wall:

- Monthly walkover to check condition of all assets
- Six monthly formal asset inspection
- Cut grass on spillway embankments every 6 weeks during summer
- Cut grass on non-spillway embankments three times per year
- Regular testing and operation of outfall flaps and penstock
- Removal of silt from the discharge structure
- Internal surveys of culverts
- Topographical surveys of embankments
- Minor repairs to embankments and structures as required
- Commission more significant repairs as required using contractors

In addition to the above, the Reservoirs Act requires the following:

- An annual inspection and report by the Supervising Engineer (these are carried out every 6 months according to Environment Agency policy)

- A 10-yearly inspection and report by an Inspecting Engineer (the first of these will take place before 2025)

All statutory requirements and non-statutory recommendations given by the engineers are acted upon as soon as possible.

Upcoming maintenance activities

The Construction Engineer has stipulated that several maintenance activities are required at Monks Wall FSR. They must be undertaken to ensure the safe operation of the reservoir during an impounding event. The works required are as follows:

- Thinning out of the 'hedge' running adjacent the upstream toe of the spillway to provide a clear flow path for spillway flows. Any self-seeded trees and trees with a trunk diameter less than 50mm will be removed
- Repairs to the slumped section of the downstream spillway
- Removal of the fence and gate across the spillway
- Repairs to the damaged paving on the embankments at the control structures
- Eradicate burrowing animals and repair any damage caused
- Consider full or partial removal of the debris screens at the control structures

In addition to the above works required by the Construction Engineer, we will also be undertaking the following activities:

- Repairs to damage on upstream side of spillway embankment caused by UKPN installing new utility poles
- Strengthening of access trackway from main car park entrance and creation of new turning area
- Moving of fences around control structures
- Replacement of steps at main discharge control structure
- Repairing any ruts in embankment crests caused by vehicle movements
- Topping up any low spots in embankment crest
- Removal of trees and shrubs within 2m of the embankment toe

We are legally required to complete a number of these actions by April 2024. We plan to undertake all works in autumn 2023 following bird nesting season and before the upcoming winter. Some activities will be completed by the Stour Operations Delivery team, and some will be completed by external contractors. The design and methodology of all construction work will be approved by the Supervising and Construction Engineers. Our internal Fisheries, Biodiversity and Geomorphology team will also review all the plans to ensure they comply with the relevant environmental legislation. With regards to the removal of the trees adjacent the

spillway, it is Environment Agency policy to plant five new trees for every one we remove. We would like to work with the Council to find suitable locations where we can plant the new trees.

Ongoing requirements to preserve the safety of the reservoir

In order to ensure the safety and efficient functioning of the reservoir at all times, I must take this opportunity to remind the Council of the regulations regarding activities on and around the reservoir embankments. Under The Environmental Permitting (England and Wales) Regulations 2016, any activity within 16m of a flood defence structure that could cause damage to the structure or interfere with our access to it requires permission from the Environment Agency before that activity can take place. The permission takes the form of a Flood Risk Activity Permit, which must be applied for and granted by the Environment Agency. Any works carried out without a permit in place can be subject to enforcement action.

I am aware of major damage to a significant section of the reservoir spillway that has been caused by the installation of utility poles by UK Power Networks (UKPN). This has occurred on at least two separate occasions in April 2021 and July 2023. This damage has the potential to impact on the safety of the reservoir during an impounding event. I ask that the Council notifies us well in advance of any works being carried out by a third party such as UKPN so that we can ensure the relevant permissions are secured and no further damage is caused to the embankments. The Environment Agency is now required to fund the repairs caused to the spillway by the actions of UKPN.

I must also request that no vehicles of any kind are driven on the crest, slopes or toe of any of the reservoir embankments at any time of year without our permission. Permission will only be given for one-off activities, not routine monitoring of the site by reserve staff. Regular vehicle movements are causing ruts in the embankment crests, creating low spots and damaging the grass and protective mesh. This is lowering the height of the defence crest level and could lead to localised erosion during an impounding event. The Environment Agency is now required to fund the repairs caused by vehicle damage.

The movement of cattle across the embankments between areas of grazing land must be kept to a minimum to reduce damage. Any cattle movements must be supervised to ensure cattle do not roam the embankments. All fencing must be maintained to ensure cattle cannot escape the grazing areas onto the embankments.

creating a better place
for people and wildlife



Any other temporary or permanent works on or near the embankments will require our permission before they are carried out. This includes but is not limited to installation or removal of utility poles, fences, gates, signage or lifebuoys; planting or removal of trees or shrubs; construction or removal of buildings or bird hides; laying of cables or water pipes; creation of pathways or access tracks; and the storage of materials on the embankments. We will provide advice on any works the Council wishes to undertake and can give further details on how to apply for a Flood Risk Activity Permit.

I appreciate that you and members of the Council may have several questions regarding the designation of Monks Wall as a large raised reservoir and the upcoming maintenance works. I would therefore welcome a meeting with my staff and relevant Council officers and Councillors to discuss the contents of this letter. Please contact the Stour & Swale Asset Performance team to organise a meeting or site visit on the email address below.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Ian Nunn".

Ian Nunn
East Kent Operations Manager
Flood & Coastal Risk Management

Email: APT.StourAndSwale@environment-agency.gov.uk

Environment Agency
Orchard House, Endeavour Park, London Road, West Malling, Kent, ME19 5SH

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 25th September 2023
Report from: Town Clerk
Date: 20th September 2023
Subject: Rotary Club of Sandwich Request
Classification: General
Purpose of report:
To consider a request from the Rotary Club of Sandwich to site a defibrillator inside the old telephone kiosk adjacent to Delf Street.
Content:
<p>The Town Council owns the red telephone kiosk sited adjacent to Delf Street between Ossies Fish Bar and The Waiting Room café and bar. The Rotary Club of Sandwich is considering refurbishing an existing defibrillator which at present is not in use. The proposal is to have the defibrillator in a secure box with an access code and the defibrillator to be attached permanently.</p> <p>The Rotary Club of Sandwich is seeking approval to use the old telephone kiosk as the permanent site for the defibrillator. There are no ongoing cost implications for Sandwich Town Council and the Rotary Club would ensure that suitable signage is supplied.</p>
Recommendations:
Members are invited to agree the request from The Rotary Club of Sandwich and permit the use of the old Telephone kiosk adjacent to Delf Street for the siting of a defibrillator: Decision required.

Report to Councillors and Members of: Sandwich Town Council

Meeting scheduled for 25th September 2023

Report from: Town Clerk

Date: 20th September 2023

Subject: Guildhall Square/Forecourt and Hire

Classification: General

Purpose of report:

To consider the draft market rules, hire agreements community/commercial events for the Guildhall Square/Forecourt, draft licence, and proposed fees to include tables and chairs on the Square/Forecourt.

Content:

The Guildhall Square/Forecourt is now complete, and the site has been formally signed over to the Town Council. The event season is now completed, and the Thursday Market has relocated and is back on the Guildhall Square/Forecourt on a weekly basis. The Market has started to build again on the number of stalls and there has been co-operation with parking vehicles off the site whilst the market is in operation.

The attached documents are draft, and I invite comments and feedback; there have been a few enquiries and it is therefore important that the rules, hire agreements and fees are agreed so we can commence with generating income for STC.

It is hoped that in the coming weeks/months that promotion can be organised for the space and there is potential to hold local community events that are facilitated by STC.

There will be an official opening ceremony organised by DDC in due course where all stakeholders will be invited to attend.

Recommendations:

Members are asked to adopt market rules, hire agreement, the proposal for licenses for tables and chairs that are placed on the Square/Forecourt and agree the fees that are applicable for each hire.

Town and Cinque Port of Sandwich

Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent CT13 9AH



Tel: 01304 617197
councilenquiries@sandwichtowncouncil.co.uk

SANDWICH TOWN COUNCIL MARKET RULES DRAFT SEPTEMBER 2023

INTRODUCTION

Principles of the market

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

1. Definitions and Interpretation

In these rules:

- 1.1 'The Council' means Sandwich Town Council.
- 1.2 The 'Market' means the Thursday Market held on behalf of Sandwich Town Council.
- 1.3 'The Market Manager' means, the individual who has responsibility for managing the market, reporting into the Town Clerk.
- 1.4 'Stall' includes a table, gazebo, pitch, or space in the Market and used or intended to be used for the sale of goods.
- 1.5 'Goods' includes provisions, commodities and articles brought into the Market for the purpose of sale.

2. Contraventions of Rules

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

3. Operating Times, Fees, and Measurement of Stalls

3.1 Prescribed Days, Hours, and Fees

- 3.1.1 Market Day is Thursday.

- 3.1.2 The Market Hours are from 8.30am to 2pm. Packing up is not permitted until 1pm, unless prior permission is obtained from the Market Manager.
- 3.1.3 All vehicles are to be off the forecourt by 08.30am and will not return until trader has finished selling and has packed up their stall to point where loading is required. At the very earliest 1pm.
- 3.1.4 Payment will be taken on the day of the Market each week and you will be able to pay using either cash or debit card.

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

Over a 3m x 3m and up to 6m x 6m - £30 per day.

Electricity hire - £1 per hour, by prior permission agreed with the Market Manager .

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

- 3.1.5 The use of gazebos and tables are at the discretion of individual stall holders. Tables are available to hire from the Town Council at a cost of £5.00 per day per table.
- 3.1.6 Traders are asked to note, accept, and agree that certain weekends and/or weekdays throughout the year will be designated to Festivals or other events. However, STC will advise of these dates in advance, offering as much notice as possible.

3.2 Stall Area

- 3.2.1 Stallholders are not to extend passed their designated area of hire, i.e., either a 3m x 3m pitch or pitch over a 3m x 3m and up to 6m x 6m.
- 3.2.2 Where a stallholder wishes to extend the area of his/her stall for the display of items, he/she may do so only with the express permission of the Market Manager and will incur an extra fee.
- 3.2.3 Stalls shall be constructed and erected as to prevent any damage to the surface of the forecourt. It is important that the surface of the forecourt/square is kept free from oil or grease; any incidents of spillage will incur clean up charges as a result.
- 3.2.4 The entrance to the Museum must be always kept clear of traders and Market customers.
- 3.2.5 Stall holders should have their business name clearly displayed, and information about provenance of goods would be preferred.
- 3.2.6 Traders must ensure that during trading hours pitches are always staffed and presentable.
- 3.2.7 Sandwich Town Council are not responsible for any losses or damages incurred by traders. Personal property is the responsibility of the trader.
- 3.2.8 Traders cannot sub-let their pitches and pitches are not transferable between traders.

4. Reservation and Allocation of Pitches

4.1 Reservation of Pitches

4.1.1 Any Stall holder wishing to attend Sandwich market on a regular basis may request that the Market Manager reserves them a pitch. Any such reservations will be at the discretion of the Market Manager.

4.2 Non-Attendance

4.2.1 Stallholders are required to inform the Market Manager of a planned absence by Noon on the Monday of the week the stallholder will not be attending the market.

4.3 Time limit for reservation of pitch

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

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

4.4 Personal property of Stall Holders

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

4.5 Surrender of Pitches

4.5.1 Any regular Stallholder who wishes to relinquish their reserved pitch at the market shall give two weeks' notice of their intention to the Market Manager.

4.5 Names and Addresses

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

5. Prevention of Obstruction, Nuisance or Damage

5.1 Storage of goods and Sale of Fresh Food

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

5.1.2 All stallholders must comply with current Trading Standards and Environmental Health requirements and agree to comply with the recommendations made by Environmental Health Officers as to food processing, storage, handling, and display.

5.1.3 The Trader's latest Food Hygiene inspection report and premises rating must be provided.

5.1.4 All fresh foods must be stored and displayed in accordance with current food hygiene regulations and all edible goods including greengrocery must be stored, displayed, and sold at least 18 inches (0.5 metres) from the ground to protect all foodstuffs from the risk of contamination.

5.2 Vehicles

- 5.2.1 No stallholder shall bring onto the Market any vehicle without the permission of the Market Manager.
- 5.2.2 No vehicle shall be left on the Market site without the permission of the Market Manager and when so left shall not obstruct any pavement or footpath or shop front/museum entrance. Neither shall it cause nuisance or inconvenience to any stallholder or adjacent occupiers of property.
- 5.2.3 Any vehicle allowed to remain on the forecourt/ square can only use the area which is laid with setts.

5.3 Noise and Behaviour

- 5.3.1 The use of amplified music or voice on a stall may only take place with the specific permission of the Market Manager. The use of loudspeakers for advertising for trade or business on the Market is prohibited.
- 5.3.2 Stallholders will ensure any authorised amplified music or voice shall not cause a nuisance to the public, adjacent occupiers of property, or other stallholders.
- 5.3.3 Stallholders shall immediately switch off and cease to use amplification, or shall reduce it, to a level set by the Market Manager if so instructed.
- 5.3.4 Traders must ensure that they, or any person working for them, does nothing which in the opinion of the Market Manager is a nuisance or annoyance to members of the public, fellow traders or detrimental to the efficient operation of the Market.

6. Hygiene

6.1 Litter

Stallholders shall keep their stalls, fittings, and the area around and beneath their stalls clean and free from litter always. Any refuse of any description shall be kept in an appropriate receptacle. The Stallholder has ultimate responsibility for removal of all litter arising.

6.2 Cleansing of stalls

- 6.2.1 Stallholders shall ensure that accumulations of refuse resulting from the operation of their stalls are regularly removed and placed in the appropriate receptacle or disposed of as instructed by the Market Manager.
- 6.2.2 Stallholders shall upon the closure of the Market ensure that all refuse and litter is cleared and disposed of to the satisfaction of the Market Manager, prior to leaving the Market site.

7. Compliance with Statutory Requirements and Health and Safety

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

- 7.2 Stallholders shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and all the relevant rules.
- 7.3 All stallholders must report accidents and injuries to the Market Manager (Town Clerk) who will keep a record.
- 7.4 Where food is being cooked or heated traders must ensure that there is adequate means of fighting fires within their stall and a fire blanket must also be available. Traders must ensure that all fire extinguishers are inspected annually by a competent person and a record kept that is available for Market Manager (Town Clerk) to check.
- 7.5 There will be a Market Manager present (Town Clerk). For any problems, traders should find one of the staff situated at the Town Council office, inside the Guildhall.
- 7.6 Hirers must provide any necessary certificates and licenses to the Market Manager.

8. Insurances

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

9 Compliance with Directions of Market Manager

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

10. Termination

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

11. Goods Offered for Sale

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

12. Complaints

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

13. Changes in market rules and regulations:

The Council reserves the right at any time and from time to time to amend, alter, omit from, add to, vary, replace, revoke or extend these Market Rules in such manner or to such extent as it shall in its absolute discretion think fit and upon written notice of any such change in these Market Rules being given by the Council to each person, firm, company or body to whom a market pitch has been allocated.

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

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

Please sign and return this agreement to:

Town Clerk, Sandwich Town Council, Guildhall, Cattle Market, Sandwich, CT13 9AH

Email: townclerk@sandwichtowncouncil.gov.uk

Telephone; 01304 617197

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

CONDITIONS FOR COMMUNITY & COMMERCIAL HIRE OF THE GUILDHALL SQUARE/FORECOURT, SANDWICH, KENT

Application for use of Square/Forecourt

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

A written request should be sent to the Town Clerk for use of the Guildhall Square/ Forecourt, you should detail the purpose, period of hire, and any extra provisions:

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

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

Conditions of Hire

1. The Guildhall Square/Forecourt

The area of the Guildhall Square/Forecourt is that which is laid with York stone and setts. The Ancient Highway must not be obstructed in any way.

Use of the covered outside the main entrance to the Guildhall building is only with prior approval of the Town Clerk. The loading areas are the responsibility of Kent County Council (KCC), the hirer should contact either KCC directly or via Dover District Council if they wish to request use of them. The access route to the Age Concern Centre and Watts Yard must never be obstructed, this route is enforced by Dover District Council and Kent Police.

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

2. Risk Assessment & CRB Checks

It is the responsibility of the Hirer to carry out a risk assessment for their event and they should produce an Event Management Plan to cover the event. The

Hirer should also ensure that suitable Disclosure & Barring Service (DBS) checks are in place when minors are to be in attendance.

3. Use of Electricity

Access to electricity may be possible, with prior agreement of the Town Clerk. The hirer of the Guildhall Square/Forecourt should provide the necessary electrical safety certification to enable them to use the electrical supply and installation/ use needs to be undertaken by a suitably competent individual. Supply of suitable electricity cables and any other equipment is the responsibility of the Hirer, who should take all responsibility for their safe usage.

4. Hirer

The Hirer should always remain in charge of the event. The Hirer will be responsible for:

- The efficient supervision of the event.
- The effective control and safety of all people attending the event.
- The preservation of good order and decency on the Guildhall

Square/Forecourt.

- Contacting the emergency services and Guildhall staff as necessary.
- Being courteous to other users of the Guildhall Square/Forecourt and the Guildhall building.

5. Decorations & Advertising

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

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

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

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

6. Alcohol Licence

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

7. Conveniences

There are no public conveniences available in the Guildhall for events held on the Guildhall Square/Forecourt.

8. Caretakers

The Guildhall staff caretakers do not have a duty to stay and monitor events on the Market Square, this is the responsibility of the Hirer. In the event of a problem the Caretakers should be contacted via their mobile phones, numbers of which you will be supplied with.

9. Liability

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

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

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

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

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

10. Cancellation

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

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

11. Furniture

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

12. Rubbish, Refuse Collection and Surface Damage

The Hirer has responsibility for clearing and cleaning the Guildhall Square/Forecourt immediately after the event. Collection of refuse waste

must be arranged directly with Dover District Council or other registered and suitable refuse waste carriers. If there is a charge for collection of rubbish and refuse this is the liability of the Hirer and not the Town Council.

13. Breach by the Hirer

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

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

14. Complaints

Any complaint arising out of the hiring must be made in writing to the Town Clerk within 5 working day after the expiration of the period of hire.

15. Fees

The fees for event hire are detailed below:

Charity or Community Events

Single pitch/ stall: minimum £10 fee, but to be agreed with Town Clerk

Community or Charity event - £25.00 – requirement of a deposit depending on the event.

Commercial Events

Single pitch/ stall: minimum £25 fee, but to be agreed with Town Clerk

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

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

Please be advised that a deposit will be required for the commercial hire of the Guildhall Square/Forecourt for an event. Deposits are refundable provided no damage or cleaning issue arises or is caused to the site or no costs are incurred by the Council such as cleaning or refuse collection or an increased electricity charge.

Agreement

Town Clerk:

Date:

Signature:

Hirer:

Date:

Signature:

Useful Event Management Contact Details

Town Clerk

Gill Gray 01304 617197

Guildhall Caretakers

Simon Cursons 01304 617197

John Barclay 07852 684321

Guildhall Office

Telephone 01304 617197
Email enquiries@sandwichtowncouncil.gov.uk

Kent County Council

County Hall, Sessions House, Maidstone, ME14 1XQ, tel. 03000414141

Dover District Council

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

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

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

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

**Occupancy Permit for (*Name of Individual*) – (*Name of Business*)
Guildhall Square/Forecourt, Sandwich**

This Occupancy Permit is to operate from (*DATE*) 2023 agreed between **Sandwich Town Council** and (*Name of Individual – Name of Business*).

This Occupancy Permit is for access to the Guildhall Square/Forecourt to enable their siting of tables and chairs to be undertaken daily and be used by patrons of (*Name of the Business*).

(*Name of Individual and Name of Business*) is not to do or allow to be done on the site anything which may invalidate or increase the insurance premium payable by Sandwich Town Council in respect of the site and to comply with all requirements and recommendations of the Town Council's insurers.

The permit is not transferable to another individual or another business.

The applicant is responsible to keep the area clean and free of litter.

The applicant to provide a copy of their public liability insurance and any other licenses/certificates that are applicable including:

- Licence for tables and chairs provided by Dover District Council
- Food hygiene and safety evidence including food safety training for staff and registration as a food business operator with Dover District Council.

If there is any damage caused or losses incurred by (***Name of Individual***) to the detriment of Sandwich Town Council under the Access Agreement for the Guildhall Square/Forecourt site, then (*Name of Individual*) will be liable to meet the costs and compensate Sandwich Town Council in full.

The fees for tables and chairs are set by the Town Council and reviewed once a year when considering the budget for the next financial year.

The proposed current fees are:

- £50 per cover per year; for example, a table and four chairs will be charged £200.00 per year.
- The cost will be calculated on the number of chairs, each chair equates to one cover.
- The fee covers the period 1st April to 31st March each year and is payable in advance by 31st March.
- The fee will be calculated pro-rata if the application is received part way through the financial year.
- There will be no refunds if the permit is cancelled partway through the year.

If there are cases of difficulty or changes in the operation of this agreement these should be referred to the Town Clerk.

Signed

Signed on behalf of
Sandwich Town Council

Gill Gray
Town Clerk
Sandwich Town Council

Date

Date

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 25th September 2023
Report from: Town Clerk
Date: 20th September 2023
Subject: Review of Committee Membership
Classification: General
Purpose of report:
To consider the current Committee membership and consider requests to join a particular Committee and/or leave a particular Committee.
Content:
At the Annual Town Council meeting it was agreed that the Committee membership would be reviewed by Council three months after the ATCM.
The current Committee membership is attached to this report as an Appendix and there has been one request from Cllr Black to join the Finance and General Purposes Committee.
There are currently nine Town Councillors on F&GP Committee and the current Terms of Reference stipulate a total of nine Councillors, but this can be amended to ten if no one steps off this Committee.
Recommendations:
Members invited to debate and consider Committee membership and approve the nomination for Cllr Black to join the Finance and General Purposes Committee: Decision required.

Sandwich Town Council Committee Membership 2023/24

Finance & General Purposes 8 + Mayor	Heritage & Townscape 8 + Mayor
Cllrs P Carter (Mayor and Vice-chair) D Carter J Franklin N Gray M Pennington C Ungerson (Deputy Mayor) E Csuka C Wiles (Chair) P Breen	Cllrs C Ungerson (Deputy Mayor and Chair) J Franklin D Marie S Mallett E Csuka I Black V Tomlins P Carter (Mayor and Vice-chair) L Ripley
Co-opted Members	Co-opted Members
1. 2. 3.	1. Mrs George 2. 3.
Planning 9 Cllrs	Monks Wall Sub-Committee 4 + Mayor
C Wiles P Carter (Mayor and Vice-Chair) J Franklin (Chair) D Marie M Moorhouse S Mallett M Pennington W Fortescue	M Pennington S Mallett D Marie P Carter (Mayor) J Franklin
Co-opted Members	Co-opted Members
1. Mr Hennessey 2. Mrs Summerhayes 3. Nikky Warden	None

- Finance and General Purposes committee – nine councillors including Mayor
- Heritage and Townscape committee - nine councillors including Mayor
- Planning committee – up to nine councillors
- Monks Wall subcommittee - five councillors including Mayor

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 25th September 2023
Report from: Town Clerk
Date: 20th September 2023
Subject: Peace Monument Proposal for Sandwich
Classification: General
Purpose of report:
To receive an update from the Town Clerk following the offer of a Peace Monument from our twin town of Ronse and The Royal Federation of Belgian Veterans for Sandwich to be the first town in the UK to have a peace monument.
Content:
Following consultation with the Planning department at Dover District Council the Peace Monument will not require planning permission. It has been confirmed that the stone will be free standing and will be on a plinth that can hold the weight and does not require to be fixed to anything. There is an example photograph provided as an appendix.
The Town Clerk is working with the Mayor and President of NSB/FNC UK to organise an unveiling ceremony for the Peace Monument, please save the date of Friday 27 th October 2023. There will be formal invitations and further details to follow very soon.
Recommendations:
Members to note the information.

Genappe :





NSB\FNC UK

Royal Federation of Belgian Veterans

IN FEBRUARY 1919 A GROUP OF FIRST WORLD WAR VETERANS MET IN THE "ROSE BLANCHE", a brasserie in the Grand Place de Bruxelles and formed the NSB/FNC. This stood for Nationale Strijdersbond van Belgie/Federation Nationale des Combattants de Belgique. A plaque on the wall outside the Rose Blanche commemorates this meeting. The interior remains very similar now to how it was then.

During the Second World War, the Germans extinguished the eternal flame at the Colonne du Congres in Brussels. However, a torch was lit from the eternal flame in Westminster Abbey after the end of the war. It was then taken to Brussels to relight the flame that had been extinguished.

In 1965, under the auspices of the NSB/FNC UK, and supported by their HQ in Brussels, a torch was lit in the Abbey and taken on a pilgrimage through Belgium to Brussels. Sadly, over a period of years, the NSB/FNC UK Branch ceased to exist, stopping in the mid-1980's. The NSB/FNC now has over 10,000 members and is proud to announce that the UK has once again got its own branch. Its first Board Meeting took place on 16 November 2021. The mission statement and strapline is, "NO BELGIAN FALLEN SHALL BE FORGOTTEN ON UK SOIL". This is really important as there are 103 Belgian grave sites, 283 graves and an RAF Memorial at Runnymede for those with no known grave.

Each grave will be honoured and commemorated in a rolling programme over several years. In addition, the UK Branch has been, and will continue to participate in many of the Belgian commemorative events, both in the UK and Belgium. These will include the Cenotaph in London and the King's Day Parade and Relais Sacre in Brussels. There will be fund raising events as well as an annual dinner.

Membership is open to both those who have a service background, and to those who do not but are committed to the mission and principles behind the NSB/FNC. This revolves around those who, so sadly, never made it home to Belgium and have either a grave, or no known grave, in the UK. Also those who are commemorated in Belgium.

Anyone wishing to be part of this prestigious organisation should contact:

The Secretary, Mrs Anita Peall, Treetops, Wheatsheafe Lane, Martin, Dover, Kent CT15 5LN, e-mail: peallanita@gmail.com



La Rose Blanche,
Brussels



Shorncliffe Military Cemetery was established in the 1850's. During the First World War Shorncliffe was a staging post for troops destined for the Western Front. There were Canadian troops based there as well as a Machine Gun School and Military Hospital. Also, there was a camp for Chinese workers. In 1917 a Belgian mausoleum was built over the graves of the eighteen fallen soldiers who had died in the military hospital. It was paid for by Belgian refugees in the UK. In 1959 the mausoleum was in a state of disrepair and was subsequently demolished. A screen wall was built alongside the impressive memorial, standing on a small plateau overlooking the rest of the military graves on the slopes and valley below. It was fitting that in this Covid ravaged year, these brave Belgians, who paid the ultimate sacrifice, were not forgotten.



In Buggenhout, commemorating Mr Rudy Peleman's Grandfather who, with two others, was responsible for opening the sluice gates and stopping the German Advance in World War 1.

President of the NSB/FNC,
and President of the UK
Branch at the Colonne du.
Congres 2022

Honorary
Member,
Lord Astor
2022



The Polish Memorial in
Ghent 2022





The blessing and welcome of the NSB/FNC UK standard at the Belgian Embassy, London 2022

Members' lunch at the Griffin's Head, Chillenden, Kent, 11 February 2023



Ceremonies at Aldershot and Brookwood Cemeteries, July 2023



Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for September 25, 2023
Report from: Cllr Clare Ungerson
Date: September 17, 2023
Subject: Terms of Reference for Disability Access Strategy Working Group
Classification: General
Purpose of report: To consider: the proposed Terms of Reference for the Disability Access Strategy Working Group as outlined below, and to ratify them.

Content:

Mission of the Disability Access Strategy Working Group

- 1) The purpose of the Disability Access Strategy Working Group (DASWG) is to consider all aspects of improving access for disabled people throughout the whole of Sandwich District.
- 2) All people with disabilities, whether residents or visitors, young or old, come within the remit of the DASWG.
- 3) The DASWG will take a broad view of the facilities within Sandwich District to which it wishes to improve access. These facilities will include public space, buildings owned and leased by STC/STBF and other public bodies, public conveniences, facilities run by Charities and commercial enterprises.

Processes and Accountability of the DASWG

- 4) The Disability Access Strategy Working Group (DASWG) is, in accordance with STC minute 58.11.22 (STC Meeting 28.11.22), a standing working group, until further notice, with no time limit to its deliberations.
- 5) In all other respects, its method of working accords with the Terms of Reference for all Working Groups.
- 6) The DASWG reports to the Full Council.
- 7) All minutes of the Working Group's meetings should be sent to the Full council for the Council to note and to consider any recommendations from the DASWG contained within the minutes.
- 8) The DASWG should meet at least six times a year.

Membership of the DASWG

- 9) The membership of the DASWG will be in accordance with the Terms of Reference for all STC Working Groups.
- 10) This Working Group should strive to engage with Sandwich District residents who are themselves disabled or who have close contact, as a carer or family member, of someone with disabilities. This engagement will normally take the form of co-option to the DASWG of Sandwich residents who are living with disabilities, either themselves or someone within their household.
- 11) The Working Group should also consider the possibility of holding an annual public meeting at which people living with disabilities can bring the issues they are encountering to the attention of the members of DASWG.

Business of DASWG

- 12) On an annual basis, normally in January, the DASWG should identify at least one, up to a maximum of three, projects which it wishes to progress throughout the next calendar year.
- 13) On an annual basis, normally in September, the DASWG should devise a project budget to recommend to STC and/or the STBF (or any other charity controlled by STC). The project budget should be brought to the Finance and General Purposes committee and thence to the full Council, normally in October, with a view to the DASWG project budget being integrated into the STC budget.
- 14) The DASWG should also, on a regular basis, consider funding applications to other funding bodies and develop and submit funding applications.

Recommendations: The Council accepts these Terms of Reference for the Disability Access Strategy Working Group.