

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 27th November 2023 at 19:00 to transact the business on the agenda below.

Gill Gray, Town Clerk

Date: 22nd November 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 30 th October 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 9 th October 2023. To receive the Minutes of the Planning Committee meetings held on 11 th October 2023. To receive the Minutes of the Finance and General Purposes Committee meeting held on 16 th October 2023.	Attach 1a Attach 1b Attach 1c ATTACH 1d
5	Payment Schedules: 5a To receive and note the payments for mid-November totalling £31,570.64. 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 November, totalling £16,329.74. 5c Council to confirm nomination of two signatories to authorise end of November payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-December payment schedules on Bankline.	Attach 2a & 2b
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	Report from local Police representative and Community Warden for Sandwich To receive reports from local Police representative and/or Community Warden Peter Gill if available.	
10	Updates from Councillors: To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council	
11	Financial Information: To receive and note the Sandwich Town Council Statement of Accounts as at 30 th October 2023 (income & expenditure and budget)	Attach 3
12	Public Apology from Cllr Franklin Cllr J Franklin to share a public apology to the previously employed Chief Executive.	
13	Proposed Christmas Closure for STC The Council is requested to agree that the Guildhall Christmas closure will be from 23 rd December 2023 and to reopen after the New Year on 2 nd January 2024: Decision required	Attach 4
14	Proposed Christmas Closure for Public Toilets The Council is requested to agree that the public conveniences at both sites will be closed on Christmas Day, Boxing Day, and New Year's Day: Decision required	Attach 5
15	Peace Monument and Ceremony Expenditure Members are asked to note the report that relates to information concerning the cost of the Peace Monument and the unveiling ceremony held on 27 th October 2023.	Attach 6
16	IT Support Arrangements & Digital Communications Members to consider a report which outlines the tender exercise to procure a new IT Support Managed Service and the evaluation of received bids; Members invited to appoint an IT Support Service provider: Decision required.	Attach 7
17	Bay Hall and Maddox Working Group Updates Members to consider a report from the RFO and the draft minutes of the Maddox WG which are to be noted by Members.	Attach 8
18	Public Consultation Kent Cycling and Walking Infrastructure Plan Kent County Council is consulting on proposals for new and improved walking, wheeling, and cycling routes as part of the county wide Cycling and Walking Infrastructure Plan. The consultation closes on 10 th January 2024. The cycling route proposed that relates to Sandwich is Route 9 which runs from Canterbury to Sandwich: Decision required	Attach 9
19	Disability Access Strategy Working Group Membership Members to agree the nominations for membership of the DASWG: Decision required	Attach 10
20	White Mills Wake and Aqua Park Report Members to receive and consider a report that details a petition shared by residents who were impacted by an event held at the White Mills Wake and Aqua Park on 19 th and 20 th August 2023. The report contains information received from Dover District Council teams that have been directly involved	Attach 11

	with either complaints or planning applications that relate to the White Mills Wake and Aqua Park: Decision required	
21	Draft Term of Reference for Committees Members to receive and consider draft Terms of Reference for the STC Committees: Decision required	Attach 12
22	Christmas Lights Switch On Committee Request The Christmas Lights Switch On Committee seeks permission to use the balcony overlooking the Guildhall Forecourt/Square for placing a snow machine and lighting for the Christmas Lights event and various connection boxes: Decision required	Attach 13
23	Interim Audit Report from Internal Auditors – Mulberry & Co The newly appointed Internal Auditor Mulberry and Co have visited the Guildhall on 10 th November 2023 to undertake an interim period audit to consider the governance and accounts using samples where appropriate covering the entire year to date. Members are invited to note the report.	Attach 14
24	Date of next Full Council Meeting: 18th December 2023	

**Minutes of the Ordinary Meeting of Sandwich Town Council
held in the Council Chamber on:
Monday 30th October 2023 at 19:00**



Chair: Cllr P Carter
 Councillors: I Black, P Breen, D Carter, E Csuka, W Fortescue, J Franklin, S Mallett, D Marie, M Moorhouse, L Ripley, C Ungerson, and C Wiles Cllr S Chander (KCC)
 Officer: Gill Gray Town Clerk and three residents.

STC.10.23.10	<p>Chair's opening remarks: The Mayor reported on items including:</p> <ul style="list-style-type: none"> • Welcomed the newly appointed Assistant Clerk • The office has a new layout which is an improvement • The Museum Co-ordinator was thanked for organising the Ronse exhibition in the Museum • Mayor and Mayoress have attended twelve events this month to represent STC • Update on the recruitment of the Assets Officer • Town Clerk and Guildhall staff thanked for the Peace Ceremony which was a remarkable success 	Action:
STC.10.23.11	<p>Apologies for absence received: Apologies were received and accepted from: Cllr N Gray – travel commitment, Cllr M Pennington – convalescing and Cllr V Tomlins – travel commitment.</p>	
STC.10.23.12	<p>Declarations of interest: The following declarations of interest were received: Cllr P Breen – Item 15 – Significant interest due to proximity to Maddox property. Cllr M Moorhouse, Cllr D Marie and Cllr C Wiles all declared an interest in Item 15 that related to Gazen Salts Nature Reserve.</p>	
STC.10.23.13	<p>Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 25th September 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. Town Clerk advised of an amendment that the word “temporarily” be added for the resolution for Minute reference STC.09.23.17 and the situation to be reviewed. The following were raised as matters arising:</p> <ul style="list-style-type: none"> • The draft Terms of Reference were still outstanding • The formation of a HR Committee is required • The safety audits for the bus stands are awaited • The Allotments Working Group and budget are outstanding • The requirement to respond to public participants is required to be followed up • The roadworks required on the junction of Harnet Street and Delf Street junctions need to be chased • There are follow up actions for the Outside Bodies report in relation to the Charity Commission 	

	<ul style="list-style-type: none"> • A suggestion that the Aqua Park are invited to an STC meeting <p>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the minutes of the STC meeting held on 25th September 2023 be approved as a true and accurate record.</p> <p>To approve the Minutes of the Extraordinary meeting of STC held on 5th October 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. The following were matters arising:</p> <ul style="list-style-type: none"> • A meeting to be organised to discuss the Fair Trade proposal. <p>It was moved by Cllr M Moorhouse and seconded by Cllr D Carter and RESOLVED: that the minutes of the STC Extraordinary meeting held on 5th October 2023 be approved as a true and accurate record. Two Members abstained. Cllr S Mallett joined the meeting.</p> <p>To receive the minutes of the Heritage & Townscape Committee meeting held on 11th September 2023.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr J Franklin and RESOLVED: that the minutes of the H&T Committee meeting held on 11th September 2023 be received. Two Members abstained.</p> <p>To receive the minutes of the Planning Committee meetings held on 13th September 2023.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr M Moorhouse and RESOLVED: that the minutes of the Planning Committee meetings held on 13th September 2023 be received. Four Members abstained.</p> <p>To receive the minutes of the Finance & General Purposes Committee meeting held on 18th September 2023.</p> <p>It was moved by Cllr D Carter and seconded by Cllr C Wiles and RESOLVED: that the minutes of the F&GP Committee meeting held on 18th September 2023 be received. Three Members abstained.</p>	
STC.10.23.14	<p>Payment Schedules:</p> <p>5a Council received the mid-month payments for mid-October, totalling £22,313.55.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr C Wiles and RESOLVED: To receive and note the payments for mid-October 2023 totalling £22,313.55.</p> <p>5b Council received the schedule of payments for October, totalling £24,902.49.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr C Wiles and RESOLVED: To receive and approve the schedule of payments for October 2023, totalling £24,902.49.</p> <p>5c Council considered nominations for two signatories to authorise end of October payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr J Franklin and Cllr C Wiles are nominated to authorise the end of October 2023 payment schedules on Bankline.</p> <p>5d Council considered nominations for two signatories to authorise mid-November payment schedules on Bankline.</p>	

	It was RESOLVED: that Cllr P Carter and Cllr D Marie are nominated to authorise the mid-November 2023 payment schedules on Bankline.	
STC.10.23.15	<p>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. 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)</p> <p>A resident spoke about disappointment of behaviour from a current sitting Town Councillor and the negative impact this is having on the town. The recently launched public petition which called for support of objecting to proposed fees being levied for the use of the Forecourt/Square was misleading and divisive in her opinion. The democratic process was important, and a majority vote is how to settle debates not with the use of social media.</p>	
STC.10.23.16	<p>Verbal Report from our Dover District Councillor on matters relating to Sandwich. Cllr M Moorhouse reported that the:</p> <ul style="list-style-type: none"> • Ecology Bill was supported • New green garden waste scheme • A recent social media post had criticised Cllr Moorhouse not attending DDC Licensing Committee – this is due to work commitments as the meeting commences late afternoon. 	
STC.10.23.17	<p>Verbal Report from our Kent County Councillor on matters relating to Sandwich. Cllr S Chandler reported on the following:</p> <ul style="list-style-type: none"> • The budget discussions for 2024/2025 and tough decisions required; an overspend is predicted due to rising costs of children and adult care • Mental Health Week in October • Services for young people and making space for nature approach • The Discovery Centre in Dover and the temporary closure • The Wayfarers old site was sold in May 2023 • A schools' conference at Discovery Park with a Kent wide to share skills and expertise. <p>Cllr C Wiles enquired who the old Wayfarers site had been sold to and who will be operating the new facility. Cllr S Chandler explained that all the facts are not yet known. Cllr C Ungerson requested that any KCC report should be focussed on Sandwich and Cllr S Chandler responded that some items although not directly relating to Sandwich are likely to have an impact.</p>	
STC.10.23.18	<p>Report from Local Police Representative and Community Warden for Sandwich Town Clerk shared a written report from the Community Warden for Sandwich that covered the following:</p> <ul style="list-style-type: none"> • The recent consultation opportunity for the Community Warden service is now closed, information should be presented in January 2024. 	


	<ul style="list-style-type: none"> • A new working model for Community Warden Service is due to commence in April 2024. • Although there is likely to be a staff reduction the Warden for Sandwich remains committed to work and serve the people in Sandwich and surrounding villages. • The community work continues with three areas a focus, Visual Presence, Community Engagement and Referrals. • The new PC for Sandwich is welcomed – PC Lauren Eyre-Jackson who intends to join the December meeting in person. 	
STC.10.23.19	<p>Updates from Councillors:</p> <p>Cllr D Marie had the following to report:</p> <ul style="list-style-type: none"> • Recent attendance to the Town Team Meeting where assorted items were discussed. These included the Richborough tip, Maddox WG survey, Tourism Forum, play areas, Guildhall Forecourt/Square and HIP report. <p>Cllr I Black had the following to report:</p> <ul style="list-style-type: none"> • Recently facilitated a drop-in session at the Jubilee Centre with Cllr V Tomlins. <p>Cllr E Csuka had the following to report:</p> <ul style="list-style-type: none"> • Attending the Hearing for the Whitefriars Appeal for planning permission and a petition was used to gauge the views of residents. <p>Cllr M Moorhouse had the following to report:</p> <ul style="list-style-type: none"> • An update is awaited on the recent call-in request for the old Wayfarers site. • The Joint Transport Board has been scrapped by KCC • Recent attendance to Dover Area Committee <p>Cllr L Ripley had the following to report:</p> <ul style="list-style-type: none"> • A response for the Green Infrastructure consultation to be shared tomorrow to meet the deadline 	
STC.10.23.20	<p>Sea Link Project – Statutory Consultation</p> <p>Members considered a report from the Town Clerk with the details of the Sea Link Project and the consultation opportunity.</p> <p>It was moved by Cllr P Carter and seconded by Cllr P Breen and RESOLVED: that the information was noted pending arranging further opportunities for Members to consider the details of the project.</p>	
STC.10.23.21	<p>Financial Information:</p> <p>Council to receive and note the Sandwich Town Council Statement of Accounts as at 30th September 2023 (income and expenditure and budget).</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the Sandwich Town Council Statement of Accounts as at 30th September 2023 be received and noted.</p>	
STC.10.23.22	<p>Annual Governance and Accountability Return 2022/2023 and 2021/2022</p> <p>Members received and noted the audited Annual Governance and Accountability Return for 2022/2023 and external audit report which was received from the external auditor, Mazars LLP.</p> <p>Members received and noted the audited AGAR for 2021/2022 and external audit report received from PKF Littlejohn LLP in September 2022.</p>	

	<p>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the audited AGAR for both 2022/2023 and 2021/2022 were received and noted. That the external auditor reports 2022/2023 and 2021/2022 were received and noted. One Member abstained.</p>	
STC.10.23.23	<p>Draft Social Media Policy Members considered the draft Social Media Policy shared by the Town Clerk. It was moved by Cllr L Ripley and seconded by Cllr C Ungerson and RESOLVED: that the Social Media Policy be adopted by Council. Two Members abstained.</p>	
STC.10.23.24	<p>Maddox Bequest Update Members considered a report from the RFO that detailed the updates in relation to the Maddox Bequest with three recommendations. It was moved by Cllr P Breen and seconded by Cllr M Moorhouse and RESOLVED: that the Section F of the Investor Profile Form (Attitude to Investment Risk) be approved. One Member abstained. It was moved by Cllr M Moorhouse and seconded by Cllr J Franklin and RESOLVED: that the recommendations of the Maddox WG meeting dated 5th October 2023 be approved. It was moved by Cllr E Csuka and seconded by Cllr I Black and RESOLVED: that the ground works need to be scoped out before any group can commence work at the Bay Hall property. Four Members abstained.</p>	
STC.10.23.25	<p>May Election Invoice from DDC Members received and approved the payment of the invoice received from DDC for the cost of running the May 2023 elections for the sum of £5,078.75. It was moved by Cllr D Marie and seconded by Cllr C Wiles and RESOLVED: that the invoice from DDC for the May 2023 elections for the sum of £5,078.75 be paid.</p>	
STC.10.23.26	<p>IT Support Arrangements and Digital Communications Members considered a report from Cllr E Csuka which detailed the progress on the tender exercise to procure an IT Support Managed Service and plans for the evaluation of received bids. It was moved by Cllr C Ungerson and seconded by Cllr I Black and RESOLVED: that the report was received and noted.</p>	
STC.10.23.27	<p>Tourism Forum Members considered a report from the Town Clerk which included draft Terms of Reference for the Tourism Forum and sought to agree the Councillors who will attend the meetings to represent STC. It was moved by Cllr P Carter and seconded by Cllr C Ungerson and RESOLVED: that the item be deferred to the next H&T Committee for recommendation to STC.</p>	
STC.10.23.28	<p>DDC Local Plan Hearing Dates Members considered a report from the Town Clerk who shared the details of the Dover District Council Local Plan Hearing dates when Sandwich will be discussed. It was moved by Cllr D Marie and seconded by Cllr L Ripley and RESOLVED: that the report was noted.</p>	

STC.10.23.29	<p>Public Conveniences Winter Opening Hours Members considered a report and the recommendation from the Heritage and Townscape Committee that the public conveniences on the Quay and Cattle Market remain open for the period 1st November 2023 to 31st March 2024. It was moved by Cllr M Moorhouse and seconded by Cllr C Wiles and RESOLVED: that the public conveniences will remain open from 1st November 2023 to 31st March 2024 and have reduced opening from 9am to 4pm.</p>	
STC.10.23.30	<p>Finance and Assets Working Group The F&GP Committee have agreed to form a Working Group – Finance & Assets – the Terms of Reference to be received and are recommended by F&GP Committee. It was moved by Cllr C Ungerson and seconded by Cllr D Carter and RESOLVED: that the Terms of Reference for the F&A WG be adopted.</p>	
STC.10.23.31	<p>Proposal for Fees for Guildhall Forecourt/Square Town Clerk shared a report that confirmed the details of a meeting that is now confirmed with event organisers. Members were requested to agree the Councillors that will be attending the meetings to represent STC. It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that the Councillors attending the meeting to represent STC are Cllr P Carter (to Chair), Cllr E Csuka, Cllr J Franklin, Cllr C Ungerson and Cllr C Wiles. Two Members were against.</p>	
STC.10.23.32	<p>It was moved by Cllr P Carter and seconded by Cllr P Breen and RESOLVED: that the confidential matters be moved to follow the STBF meeting. The meeting was suspended for five minutes break at 8.57pm.</p>	
STC.10.23.33	<p>Confidential Matters Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. Information relating to a particular employee, or a particular officeholder under the authority. It was moved by Cllr M Moorhouse and seconded by Cllr D Marie and RESOLVED: that the public be asked to leave the meeting due to the following item containing information relating to a particular employee under the authority. The meeting was suspended for five minutes at</p>	
STC.10.23.33	<p>Staff Restructure Update Town Clerk provided an update to the Council on the proposed restructure for the Town Council; Members considered the report and approved the recommendations from F&GP Committee. It was moved by Cllr M Moorhouse and seconded by Cllr C Ungerson and RESOLVED: that the first and second recommendations were agreed and supported. That all permanent staff are consulted with a view to move to the</p>	

	standard NALC contract. That all permanent employees are aligned to spine points on the National Joint Council pay scales that are closest to their existing pay but not less than. It was moved by Cllr M Moorhouse and seconded by Cllr D Marie and RESOLVED: that the third recommendation was approved, and the closest SCP spine point was the preferred option.	
STC.10.23.34	Meeting closed at 10.10pm	
STC.10.23.35	Date of next Full Council Meeting: 27th November 2023	

DRAFT

Minutes of Sandwich Town Council Heritage and Townscape Committee Meeting held in the Council Chamber on: Monday 9th October 2023 at 18.30 hours		
<p>Chair: Cllr C Ungerson Councillors: I Black, P Carter, E Csuka, J Franklin, S Mallett, D Marie, L Ripley, and V Tomlins Co-optee Members: Mrs C George Observers: 2 residents</p> <p>Officer: Gill Gray – Town Clerk</p>		
HT.10.23.1	Apologies for absence received: None.	
HT.10.23.2	Declarations of interest: There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
HT.10.23.3	Co-Optees Town Clerk shared a verbal report with an update on potential co-optees; Committee were invited to agree a representative of the Sandwich Environment Conservation Group be co-opted to the H&T Committee. Cllr V Tomlins joined the meeting. It was moved by Cllr E Csuka and seconded by Cllr I Black that an individual from Sandwich Environment Conservation Group with a nominated deputy be co-opted to the H&T Committee. Three Members voted in favour, four Members were against, and the motion failed. It was moved by Cllr P Carter and seconded by Cllr V Tomlins and RESOLVED: that a representative from the Sandwich Environment Conservation Group be co-opted to the H&T Committee. Two Members were against.	
HT.10.23.4	Minutes of the Heritage and Townscape Committee: It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the Minutes of the Heritage and Townscape Committee held on Monday 11th September 2023 were received. Matters arising from previous Minutes of 2023 were discussed with progress update requested: <ul style="list-style-type: none"> • The automatic payment facility on Sandwich Quay disabled toilet. • The Tourism Forum – TOR to be shared at STC 30.10.23. • The wall at the cinema and the need for a structural survey • Location of VIC • Quay Concept Study • Town Clerk to invite Heritage Officer and Parks team from DDC to a future meeting. • Cllr P Carter has contacted Walmer Parish Council and awaits a response in relation to infra-red camera proposal. • Plaque potential replacement at the War Memorial 	

	<ul style="list-style-type: none"> Town Clerk to share the dates during the Local Plan Hearings that relate to Sandwich at STC meeting on 30.10.23. <p>Town Clerk explained that due to limited staff resource and capacity these actions were on a list. The Town Clerk had contacted the company that installed the pay and auto access facility to the disabled toilet on Sandwich Quay and awaits a response to form an action plan.</p>	
HT.10.23.5	<p>Public Participation: There were no requests received for public participation.</p>	
HT.10.23.6	<p>Street Furniture for Guildhall Forecourt/Square Town Clerk shared a verbal update with the Committee in relation to additional street furniture for the Guildhall Forecourt/Square. Town Clerk advised that a meeting is arranged with the DDC officer who managed the project and street furniture will be discussed to include planters, the metal noticeboard versus an electronic noticeboard, additional benches, bike racks and litter bins.</p>	
HT.10.23.7	<p>Public Conveniences Town Clerk shared a report on the current situation in relation to managing the public conveniences and proposed winter opening hours for consideration.</p> <p>It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that the recommendation to Council is that the public conveniences on the Quay and in the Cattle Market remain open for the winter period from 1st November to 31st March 2024. The opening hours be recommended to be reduced from 9am until 4pm each day for seven days a week.</p>	
HT.10.23.8	<p>Visit Kent and Whitecliffs Countryside Partnership Update Town Clerk reported that a successful meeting took place with the Tourism team at Dover District Council on Tuesday 19th September at the Dover Town Hall, Visitor Information Centre at Dover Museum. There were details of the work undertaken to promote Sandwich and the work undertaken with partners including Visit Kent and England's Coast and Tourism South East. There is a follow up meeting planned to include a visit to the Dover Museum with the Museum Co-ordinator. A debate followed that captured the following points:</p> <ul style="list-style-type: none"> Concerns were raised about the negative message shared on the Sandwich Is Open website that incorrectly states that Sandwich VIC is not accepting requests and directs all enquiries to DDC VIC. Town Clerk to request the message is corrected and update DDC officers, potential to have a joint message. The finger boards and signage to be followed up by the Town Clerk and any Town Trails to be publicised. To explore the impact of AirBnBs on the town. 	
HT.10.23.9	<p>Future Projects for H&T Committee The Committee considered a report from Cllr C Ungerson in relation to the consideration of future projects proposed for H&T Committee. The period proposed for the projects is from January 2024 to December 2025 and have been updated with likely timescales. The Committee were invited to appoint a lead for each project and agree priorities. Cllr E Csuka commented that timescales should be agreed, and each project should be scoped out.</p>	

Cllr D Marie commented parking charges should be considered and there could be twenty minutes free parking considered and/or one free Saturday per month to encourage footfall.

Cllr C Ungerson commented that maybe three projects should be selected.

The potential projects that had leads appointed were:

- Climate change related projects – Cllr P Carter and Cllr S Mallett
- Consultation with DDC, home insulation in Conservation Area – Cllr C Ungerson
- Signage in town – Cllr J Franklin
- Parking issues and speeding vehicles, Sandwich South – Cllr D Marie
- Bike racks – Cllr P Carter – revised to 12 months timescale.
- Whole town of Sandwich – particularly Sandwich South
- Tree planting – ongoing with support for VTW
- Electric vehicle growth and the impacts – project parked for now.
- Consideration of the two consultancy reports on 1) 'A New Vision for Sandwich' commissioned by STC, and 2) the Marina Projects Report, 'Sandwich Quay: Options, Appraisal and Concept Study, commissioned by DDC – whole Committee.

Following a debate, it was agreed that the following considerations were raised with resulting actions:

- A scoping out template to be shared by Cllr E Csuka prior to the next Committee meeting.
- A report to be prepared for F&GP Committee by Cllr D Marie on the impact on next year's budget of allowing free parking, one Saturday a month in the STC controlled parking spaces.
- Carole George to share the work undertaken by the Town Team previously on the HIPs.
- Town Clerk to share any tree reports from the Volunteer Tree Warden with the H&T Committee for the next meeting.
- Town Clerk to contact DDC to establish where there is progress on the priorities identified in the two consultancy reports produced, Vision for Sandwich and Heritage Harbour and Quay Development. Cllr M Moorhouse to be approached to speak to the Leader at DDC.
- Cllr E Csuka to progress contact from a resident with a proposed project for the HIPs.
- Town Clerk to invite the DDC Heritage Officer and Conservation Planning Officer to a meeting to discuss the balance of home insulation with listed buildings and the Conservation Area.
- Cllr I Black to scope out a proposal for a community bus.
- Slow Ways National Walking Network idea to be shared with the schools and local walking groups by the Town Clerk.
- A street furniture survey to be undertaken led by Cllr E Csuka.

Cllr D Marie left the meeting.

10

HT.09.23.10

Dover District Council Green Infrastructure Strategy Consultation

10	<p>Town Clerk shared details of the DDC public consultation on the draft Dover District Green Infrastructure Strategy. The consultation runs for a period of six weeks from Tuesday 3rd October to Tuesday 14th November 2023.</p> <p>It was RESOLVED: that Cllrs E Csuka, L Ripley and V Tomlins would meet and draft a response to the public consultation and share with Council on 30th October 2023 for approval and recommendation to be submitted to DDC.</p>	
HT.09.23.11	<p>Meeting closed at 20.19 hours.</p> <p>Date of next Heritage and Townscape Committee Meeting: 13th November 2023</p>	

**Minutes of Sandwich Town Council Planning Committee Meeting
held in the Council Chamber on:
Wednesday 11th October 2023**



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

P.10.23.1	<p>Apologies for absence received: Apologies were received from: Cllr M Moorhouse, Cllr M Pennington, Cllr D Friend (DDC) and Nikky Warden.</p>
P.10.23.2	<p>Declarations of interest: None.</p>
P.10.23.3	<p>Minutes of the Planning Committee: It was moved by Cllr P Carter and seconded by Cllr W Fortescue and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 13th September 2023 be approved including the amendments requested by Mrs Summerhayes. Mrs Summerhayes raised three matters arising from the previous minutes which were requested to be amended to reflect her exact comments:</p> <ul style="list-style-type: none"> • That there was no response from the Chair of the Committee in relation to an email submitted by Mrs Summerhayes and it was considered unacceptable by Mrs Summerhayes • That it was concerning that points raised by the Volunteer Tree Warden in relation to the Water Park site had not been considered by the Committee • Mrs Summerhayes apologised for the accusation of predetermination at the previous meeting.
P.10.23.4	<p>Public Participation: There were no requests received for public participation.</p>
P.10.23.5	<p>Planning Applications: Application plans and papers can be viewed via the Dover District Council website.</p> <p>Planning Application Ref No – 23/01091 Proposal: Removal of paint from brickwork to front and side elevation Location: Short House, 54 High Street, Sandwich CT13 9EQ</p> <p>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.</p> <p>Planning Application Ref No – 23/01126 Proposal: Extension to outbuilding to create an annexe for ancillary residential accommodation Location: Datchet, St Georges Lees, Sandwich, Kent, CT13 9JS</p>

	<p>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.</p> <p>Cllr M Moorhouse joined the meeting.</p> <p>Planning Application Ref No – 23/000968 Proposal: Installation of 1000 cubic metre water tank with ancillary equipment Location: Kent Renewable Energy Wharf Road, Discovery Park, Sandwich, CT13 9ND</p> <p>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.</p>
P.10.23.6	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted. It was RESOLVED: that the planning decisions were received and noted. Town Clerk to share the codes for the planning decisions with the Committee again.</p>
P.10.23.7	<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.10.23.8	<p>Licensing: To consider any licensing notices and issues received from Dover District Council.</p> <p>No notices or issues from Licensing received.</p>
P.10.23.9	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council. None to consider.</p>
P.10.23.10	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications.</p> <p>Kent County Council Traffic Regulation Orders</p> <ol style="list-style-type: none"> a) Has Made documents for Amendment 4a Speed Limit Order on Woodnesborough Road – Kent County Council have shared notice of the Order which would be to implement the speed limit from 40mph to a 30mph speed limit on Woodnesborough Road from a point in line with the western boundary of 50 Poulders Gardens in an easterly direction to the existing 30mph speed limit. b) Has Made documents for Amendment 105 Waiting Restrictions and Street Parking Places on Burch Avenue, St Barts Road and Woodnesborough Road. Burch Avenue DYL on both side of the junction with St Barts Road for a distance of 12.5 metres in a northerly direction.

	<p>St Barts Road DYL on the southwest side 7 metres from junction with Woodnesborough Road for a distance of 6 metres in a south easterly direction. On the southwest side from northern boundary of 48 St Barts Road for a distance of 17 metres in a south easterly direction. On the southwest side 4 metres from the northwest boundary of 60 St Barts Road for a distance of 9 metres in a south easterly direction. On the south side 12 metres west and 5 metres east on either side of the School Keep Clears. On the north side on both sides of the junction with Burch Avenue for 54 metres in a westerly direction and 20 metres in an easterly direction. On the south side on both sides of junction with Hazelwood Meadow for 18 metres in a westerly direction and 27 metres in an easterly direction opposite 73/77 St Barts Road. On the south side opposite and in line with the western boundary of 115 St Barts Road for a distance of 10 metres in an easterly direction. On the north side 64 metres west from the junction with Fordwich Place for a distance of 12 metres in a westerly direction.</p> <p>Woodnesborough Road DYL on both sides from the junction with Poulders Gardens to the junction with Poulders Road.</p> <p>Members to note the information and to be aware that anyone may, by application to the High Court within 6 weeks of the date of publication of the Notice, challenge the validity of the Orders or of any provision contained in them on the grounds that it is not within the powers conferred by the Road Traffic Regulation Act 1984.</p> <p>There was a short debate where the following comments were captured:</p> <ul style="list-style-type: none"> • The introduction of DYL results in fewer parked cars and an increase in speeding as a result. • Residents who cannot park outside their own property are displaced and cause problems in other roads. • There appears to be a lack of consultation for the alterations to the scheme. • The position of the 30mph and 40mph zones are disjointed, this could be addressed by expanding 40mph zone. • There is a requirement for a Speed Indicator Device in the Woodnesborough Road area. <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the item was noted and received.</p>
<p>P.10.23.1 1</p>	<p>Verbal update from our Dover District Councillor on matters relating to planning.</p> <p>Cllr M Moorhouse reported that there is an awaited update from the Planning Officer following the calling-in request that Cllr M Moorhouse took for the previous Wayfarers site on St Georges Road, Sandwich.</p>
<p>P.10.23.1 2</p>	<p>Meeting closed at 18.58 hours.</p> <p>Date of next Planning Committee Meeting: 8th November 2023</p>

**Minutes of Sandwich Town Council
Finance and General Purposes Committee Meeting held
in the Council Chamber on 16th October 2023 at 18:30
hours.**



Chair: Cllr C Wiles
Councillors: Cllrs I Black, E Csuka, J Franklin, and N Gray
Officer: Town Clerk

Observing: One resident

FG.10.23.1	<p>Apologies for absence received: Cllr C Ungerson due to a travel commitment, Cllr P Breen due to a travel commitment and Cllr M Pennington sent apologies due to convalescing.</p>	
FG.10.23.2	<p>Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None received.</p>	
FG.10.23.3	<p>Minutes of the Finance and General Purposes Committee: Members received and approved minutes of the Finance and General Purposes Committee held on 18th September 2023.</p> <p>Cllr Csuka queried when the draft Business Continuity Plan for the F&GP Committee meeting in October will be shared; Town Clerk advised should be next meeting in November. Town Clerk to provide a report with an update including strategic view on the play areas for the F&GP Committee meeting in November.</p> <p>Town Clerk to still seek clarification on the following items:</p> <ul style="list-style-type: none"> • Benches on the Butts and future maintenance position • Funding contribution from Southern Water explanation from DDC in relation to suspended parking. • If partial refurbishment option for play area what is the expected life of items not replaced • When and how will full consultation be undertaken • Committee to note that H&T Committee will be conducting a survey of street furniture. <p>Town Clerk to provide the STC assets register for the November F&GP Committee meeting. Town Clerk to send a further email/letter to request that the old STC Facebook page is closed. There should be a rolling action list provided by the Town Clerk for the meeting in November.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr E Csuka and RESOLVED: to receive and approve the minutes of the</p>	

	<p>meeting of F&GP Committee on 16th October 2023 and the actions agreed. 1 Member abstained.</p>	
FG.10.23.4	<p>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. 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) There were no speakers.</p>	
FG.10.23.5	<p>Sandwich Town Council 2023-2024 Financial Forecast Members considered various reports from the RFO, including:</p> <ul style="list-style-type: none"> • Income and expenditure statement • Budget Variance • Forecast spreadsheet and report. <p>The forecasts detailed at 30th September 2023. The Committee discussed the format for presenting the accounts. The debate captured the following observations:</p> <ul style="list-style-type: none"> • Cllr Csuka raised the fact that the Maddox Fund was not appearing as ringfenced; Town Clerk to clarify with the RFO for the next meeting. • Cllr Csuka raised the query around Market income which appears to be missing for periods. • There was confusion from Cllr Wiles and Cllr Gray around the payments to the Guildhall from STBF and why it was not shown as income; Town Clerk to clarify with RFO for next meeting. • There was concern that using the word "refund" was misleading. • The Working Group to drill down on the large expenditure where there are variances. • There should be an improvement when the new Finance software is sourced and implemented. <p>Members agreed that the Working Group to spend time looking at the Forecast in greater detail and debate the format. Cllr N Gray to seek clarification from the RFO with individual queries. It was RESOLVED: that the reports from the RFO were noted.</p>	
FG.10.23.6	<p>Thursday Market on Guildhall Square/Forecourt Town Clerk shared a verbal report with Members which included the number of stalls and the average weekly income generated. Cllr E Csuka pointed out that the income was not net as the Town Clerk hourly rate must be deducted at the moment. There will be a report produced that looks at the historical data for market income. Cllr C Wiles was pleased with progress and a Saturday market could be explored for the future to include gazebos.</p>	
FG.10.23.7	<p>Finance and Assets Working Group Members considered the report which included the draft Terms of Reference for the F&A Working Group and discussed the proposed date of the first meeting. It was moved by Cllr E Csuka and seconded by Cllr N Gray and RESOLVED: that the Terms of Reference were adopted and shared at the next STC meeting, and the first meeting</p>	

	agreed to be held on 8 th November 2023 at 16:30 hours, Cllr C Wiles agreed to take the minutes for the WG meeting. Town Clerk or RFO to attend the WG meetings.	
FG.10.23.8	<p>Draft Terms of Reference for Committees</p> <p>Town Clerk shared a proposed first draft of the Terms of Reference for Committees for STC and invited comments/feedback from Members. The comments to be collated and used to prepare the second draft to be shared with all Members for comment before preparing for Council at the November meeting of STC.</p> <p>It was RESOLVED: that all the comments to be collated and used by Town Clerk to prepare the second draft of the TOR for Committees for STC. The second draft to be shared with all Members of Council for comment before preparing the third draft for presenting at November meeting of STC.</p>	
FG.10.23.9	<p>Priorities for F&GP Committee for 2023/2024</p> <p>Town Clerk presented a report with recommended actions for prioritising for F&GP Committee in 2023/2024 with the addition of proposed timescales/dates. The priorities to be reviewed at each meeting and the list added to as required.</p> <p>A report to be shared with STBF for the October meeting. It was moved by Cllr C Wiles and seconded by Cllr E Csuka and RESOLVED: that the priorities were noted.</p>	10
FG.09.23.10	<p>Confidential Matters:</p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <p>1. Information that relates to a particular employee, or a particular officeholder, under the Authority.</p> <p>It was moved by Cllr I Black and seconded by Cllr N Gray and RESOLVED: that the public were excluded from the remainder of the meeting as the information related to a matter that relates to a particular employee, or a particular officeholder, under the Authority.</p>	10
FG.09.23.11	<p>Staff Restructure Update</p> <p>Town Clerk shared a confidential report with Members that provided an update on the proposed restructure in relation to contracts and pay scales.</p> <p>It was moved by Cllr I Black and seconded by Cllr J Franklin and RESOLVED: that the recommendations were supported and approved to be recommended to Council with the two caveats identified; consultation and impact on budget.</p>	10
FG.09.23.12	Meeting closed 20:14 hours	
FG.09.23.13	Date and time of Next Meeting: Monday 20th November 2023 at 18:30 within the Guildhall.	10

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

Date of Meeting	Prnt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£50.79	£0.00	£50.79	
27/11/2023	276	Mayor - Sandwich Town Council	Sandwich Town Council Administration Salaries - November 2023	Town Clerk & Office Staff	Minute Ref: STC 06.23.12 (H)	£5,553.74	£0.00	£5,553.74	
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£2,076.88	£0.00	£2,076.88	
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£2,076.88	£0.00	£2,076.88	
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£5,661.59	£0.00	£5,661.59	
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£5,223.07	£0.00	£5,223.07	£26,073.08
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£408.32	£0.00	£408.32	£480.88
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£20.38	£0.00	£20.38	£31.50
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£40.00	£0.00	£40.00	£48.00
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£101.40	£0.00	£101.40	£121.68
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£101.40	£0.00	£101.40	£121.68
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£79.10	£7.22	£86.32	£33.28
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£750.00	£150.00	£900.00	£800.00
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£15.59	£3.12	£18.71	£18.71
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£208.00	£0.00	£208.00	£1,051.00
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£23.20	£0.00	£23.20	£32.20
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£78.31	£15.67	£93.98	£93.98
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£119.38	£0.00	£119.38	£119.38
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£119.88	£23.98	£143.86	£143.86
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£98.00	£0.00	£98.00	£98.00
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£298.24	£81.25	£379.49	£379.49
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£62.40	£12.48	£74.88	£74.88
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£30.00	£0.00	£30.00	£30.00
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£17.73	£0.00	£17.73	£17.73
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£6.00	£0.00	£6.00	£6.00
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£22.50	£0.00	£22.50	£22.50
27/11/2023	276	Mayor - Sandwich Town Council	Mayor's Attendance - November 2023	Mayor's Attendance & Uniform	Minute Ref: STC 06.23.12 (H)	£14.56	£0.00	£14.56	£14.56
						£33,651.98	£1,010.00	£34,661.98	£34,661.98

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

Date of Meeting	Print No.	Payer	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
27/11/2023	287	Robert Montgomery LP	Monks Well Nature Reserve	Monks Well Nature Reserve	STC 04.23.19	£9,626.71	£1,626.34	£11,253.05	£11,552.05
27/11/2023	288	Information Commissioners Office	Data protection fee	Office Expenses (incl. telephone)	Town Clerk	£60.00	£0.00	£60.00	£50.00
27/11/2023	285	Mrs D Carter	Reimbursement for purchase of petrol to refuelish Town Crest	Miscellaneous	Town Clerk	£17.42	£0.00	£17.42	£17.42
27/11/2023	285	Mrs D Carter	Reimbursement of refreshments and souvenir purchase re Peace Ceremony 27th October 2023	Miscellaneous	Town Clerk	£86.58	£0.00	£86.58	£108.00
27/11/2023	286	Mazars	External Audit of Sandwich Town Council 2022/23 accounts	Mayor's Hospitality (including Civic Events)	Minute Ref: STC 06.23.12 (H)	£1,395.00	£273.00	£1,668.00	£1,838.00
27/11/2023	286	Ball Hotel	Meal with for Belgium dignitaries - Peace Ceremony	Audit Fees	Town Clerk	£500.15	£0.00	£500.15	£509.15
27/11/2023	280	Co-operative Sandwich	Refreshments for Belgium dignitaries - Peace Ceremony	Mayor's Hospitality (including Civic Events)	Town Clerk	£17.10	£2.02	£19.12	£17.90
27/11/2023	290	Co-operative Sandwich	Refreshments for Belgium dignitaries - Peace Ceremony	Mayor's Hospitality (including Civic Events)	Town Clerk	£14.50	£0.00	£14.50	£14.50
27/11/2023	301	Zoom	Subscription to Zoom for Town Council - to be cancelled and reimbursed	Mayor's Hospitality (including Civic Events)	Town Clerk	£143.85	£0.00	£143.85	£143.88
27/11/2023	302	Ball Hotel	Refreshments for Belgium dignitaries - Peace Ceremony	Office Expenses (incl. telephone)	Town Clerk	£145.25	£0.00	£145.25	£145.25
27/11/2023	302	Printsub	Refreshments for Belgium dignitaries - Peace Ceremony	Office Expenses (incl. telephone)	Town Clerk	£145.91	£0.00	£145.91	£145.91
27/11/2023	304	Kent Association of Local Councils	Clr Ungerson to attend KALC AGM	Refreshments / HR Services	STC Minute Ref: 06.23.12 (H)	£1.00	£0.00	£1.00	£0.00
27/11/2023	305	Sage Global Services Ltd	Sage Payroll - November	Miscellaneous	Town Clerk	£19.00	£3.80	£22.80	£22.80
27/11/2023	305	Highways Business Services	Website Management	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (V)	£40.00	£8.00	£48.00	
27/11/2023	307	Highways Business Services	Office 365	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (V)	£36.10	£7.82	£43.92	
27/11/2023	308	Highways Business Services	IT Support - November	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (V)	£101.40	£20.28	£121.68	
27/11/2023	308	M Robinson	Bugler for Remembrance Sunday	Outfall - IT (to be reimbursed)	STC Minute Ref: 32.06.22 (V)	£101.40	£20.28	£121.68	£38.28
27/11/2023	310	Modern Working - D Shaw	GDPR Consultancy - November	Miscellaneous	Town Clerk	£200.00	£0.00	£200.00	£200.00
27/11/2023	314	Mulberry & Co	Interim Audit - Sandwich Town Council	Office Expenses (incl. telephone)	Minute Ref: STC 06.23.11	£348.25	£78.05	£426.30	£417.90
09/11/2023	313	KCS Education Supplies	Photocopy paper	Audit Fees	Town Clerk	£26.40	£0.00	£26.40	£29.40
09/11/2023	314	Phoenix Link	Phone Charges - October 2023	Mayor's Hospitality (including Civic Events)	Town Clerk	£150.97	£26.19	£177.16	£157.16
09/11/2023	314	Phoenix Link	Phone Charges - October 2023	Office Expenses (incl. telephone)	Town Clerk	£50.43	£10.08	£60.51	
09/11/2023	314	Phoenix Link	Phone Charges - October 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£50.43	£10.08	£60.51	
09/11/2023	314	Wade Business Services	Photocopy lease	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£50.43	£10.08	£60.51	
09/11/2023	316	Pennsula	HR Services - Instalment payment for fees to face meeting	Outfall	Town Clerk	£8.34	£1.36	£9.70	£181.55
09/11/2023	317	New Appointments Group	VIC cover week ending 12/11/2023	Photocopy (Remail & Usage)	Town Clerk	£18.58	£3.34	£21.92	£3.34
				Post-trials / HR Services	Town Clerk	£31.66	£5.49	£37.15	£89.46
				Staffing Contingency	Town Clerk	£408.32	£31.66	£440.00	£485.96
				Total	Total	£10,844.49	£2,465.26	£13,309.74	£16,325.74

Expenditure	Approved Budget 2023/24	Expenditure to Date	Balance to Date
<u>Mayoral and Civic Functions</u>			
Mayoral Expenses	£2,500.00	£636.09	£1,863.91
Mayoral Travel	£1,800.00	£500.44	£1,299.56
Mayor's Hospitality (Including Civic Events)	£3,500.00	£3,240.01	£259.99
Mayor's Attendant & Uniform	£8,970.00	£629.32	£8,340.68
Cinque Port Functions & Subscription	£380.00	£367.50	£12.50
Curfew Ringers Supper (not bell repairs)	£800.00	£0.00	£800.00
Election Expenses	£6,000.00	£5,078.75	£921.25
<u>Staffing</u>			
Town Clerk & Office Staff	£67,380.00	£40,892.23	£26,487.77
Contribution to Caretaking Staff	£8,240.00	£4,103.15	£4,136.85
Staffing Contingency	£2,000.00	£19,967.42	-£17,967.42
Staff Recruitment	£3,500.00	£195.00	£3,305.00
Staff Training	£2,000.00	£95.00	£1,905.00
Officers Travel & Parking Expenses	£1,100.00	£866.14	£233.86
Staff Salaries bonus pot	£670.00	£0.00	£670.00
<u>Administration</u>			
Petty Cash	£130.00	£130.00	£0.00
HR & Payroll	£1,280.00	£2,023.55	-£743.55
Office Expenses (incl. telephone)	£6,760.00	£1,850.99	£4,909.01
Audit Fees	£3,500.00	£1,405.00	£2,095.00
Subscriptions & Memberships	£1,930.00	£2,028.58	-£98.58
IT Expenses (incl. Website)	£15,000.00	£4,777.79	£10,222.21
Photocopier (Rental & Usage)	£2,000.00	£687.76	£1,312.24
Bank Charges	£800.00	£373.37	£426.63
Health & Safety Provisions	£3,000.00	£0.00	£3,000.00
<u>Insurance</u>			
Guildhall Insurance including contents	£600.00	£0.00	£600.00
Insurance - Public Conveniences, Boatman's Chapel and Fishergate	£760.00	£224.00	£536.00
Other Insurances including Public Liability	£3,390.00	£4,563.61	-£1,173.61
<u>Public Conveniences</u>			
Quay Conveniences - Salaries	£8,370.00	£6,038.45	£2,331.55
Cattle Market Conveniences - Salaries	£8,370.00	£4,565.69	£3,804.31
Quay Conveniences - Other Expenditure	£10,350.00	£5,869.38	£4,480.62
Cattle Market Conveniences - Other Expenditure	£1,000.00	£340.34	£659.66
<u>S144 (Visitor Information Centre & Tourism)</u>			
S144 Salaries	£18,770.00	£5,149.30	£13,620.70
S144 (Other Expenditure)	£2,470.00	£351.86	£2,118.14
<u>Sandwich Open Spaces / Other Properties</u>			
Black Lane / Sandown Road Allotments	£3,600.00	£369.44	£3,230.56
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00	£163.77	-£43.77
Cow Leas	£350.00	£971.97	£378.03
Donkey Paddock	£2,000.00	£420.00	£1,580.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00	£3,780.00	-£1,380.00
Drill Hall / Quayside Market	£18,440.00	£17,527.61	£912.39
Fishergate	£7,000.00	£2,790.51	£4,209.49
Play Areas	£8,600.00	£0.00	£8,600.00
Telephone Boxes	£250.00	£0.00	£250.00
Bay Hall	£7,000.00	£3,938.95	£3,061.05
<u>Reserves - Ring-fenced:</u>			
Monks Wall Nature Reserve	£0.00	£1,945.65	£57,412.01
IT Reserve	£3,000.00	£0.00	£13,500.00
Highways Improvement Plan (H.I.P's) Reserve	£2,500.00	£0.00	£6,859.04
Drill Hall Reserve	£1,000.00	£0.00	£3,140.00
<u>Reserves- General</u>			
Operating Funds to be kept in Reserve	£40,000.00	£0.00	£40,000.00
<u>Other Services</u>			
Green Garden Waste Bags	£1,400.00	£0.00	£1,400.00
Disability Access Strategy	£2,500.00	£0.00	£2,500.00
<u>Miscellaneous / Unexpected Expenditure:</u>			
Miscellaneous / Unexpected Expenditure:	£7,498.53	£0.00	£4,775.84
20's Plenty for Us - stickers and banners	£0.00	£187.80	£0.00
Thomson Snell & Passmore - professional fees	£0.00	£1,886.50	£0.00
Portable road closed sign for King Street	£0.00	£47.50	£0.00
One wreath with badge inserts	£0.00	£235.00	£0.00
Defibrillator aftercare service - Guildhall forecourt defib	£0.00	£189.00	£0.00
Repair of Deputy Mayoress Badge	£0.00	£35.00	£0.00
Stationary for Market Manager	£0.00	£4.39	£0.00
Parking permit for Market Trader	£0.00	£137.50	£0.00
Room hire for Councillors Surgery - Jubilee Centre	£0.00	£15.00	-£15.00
Engraved signs for Peace Monument	£0.00	£90.00	-£90.00
Sandbags and Stone chippings - Peace Ceremony	£0.00	£38.00	-£38.00

<u>Guildhall and Forecourt</u>			
Heating, Lighting, Water & Rates	£14,620.00	£0.00	£14,620.00
Contribution towards running of the Guildhall	£113,750.00	£113,750.00	£0.00
<u>Guildhall Forecourt Project</u>			
Thursday Market Manager	£3,000.00	£450.00	£2,550.00
Loan Repayment	£12,040.00	£12,033.48	£6.52
<u>Items relating to Sandwich Toll Bridge Fund Account</u>			
STBF Salaries	£0.00	£25,181.54	£-25,181.54
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>			
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00	£33,863.80	£-33,863.80
STBF Guildhall Salaries - Guildhall Administration	£0.00	£40,502.25	£-40,502.25
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00	£1,445.20	£-1,445.20
Silicone for repair in Guildhall (to be reimbursed)	£0.00	£5.35	£-5.35
Cleaning Costs - Guildhall (to be reimbursed)	£0.00	£79.92	£-79.92
Phone Charges (Guildhall share to be reimbursed)	£0.00	£351.88	£-351.88
IT Support (Guildhall share to be reimbursed)	£0.00	£811.20	£-811.20
Repair to ladies toilet, Guildhall (to be reimbursed by STBF Guildhall a/c)	£0.00	100.00	£-100.00
Room Hire income - to be transferred to STBF Guildhall account	£0.00	£85.00	£-85.00
TOTAL	£446,388.53	£380,383.93	£349,729.64
Income	Approved Budget 2023/24	Income to Date	Balance to Date
STC Balance carried forward from 2022/23 (less MWNR balance)	£122,300.00	£389,338.68	£42,671.30
Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£0.00
<u>Precept</u>	£278,538.53	£278,538.53	£0.00
<u>Outside Sources</u>			
Black Lane Allotment Rents & Water Contribution	£5,290.00	£567.20	£-4,722.80
Sandown Road Allotment	£300.00	£0.00	£-300.00
Quay Conveniences	£5,800.00	£1,095.48	£-4,704.52
Green Waste Bags	£1,500.00	£178.33	£-1,321.67
Cow Leas Lease	£200.00	£0.00	£-200.00
Drill Hall	£21,900.00	£12,775.00	£-9,125.00
P22 Electricity Charge	£300.00	£0.00	£-300.00
<u>Refunded From Functions</u>			
Deputies supper donations	£600.00	£586.95	£-11.05
Curfew Ringers Supper	£450.00	£10.00	£-440.00
<u>Internal Transfers / Adhoc Income</u>			
Museum payment for stock from Visitor Information Centre	£150.00	£34.00	£-116.00
Refund from Photocopying	£60.00	£24.20	£-35.80
<u>Monks Wall Nature Reserve</u>			
Income relating to Monks Wall Nature Reserve	£0.00	£1,958.71	£1,958.71
<u>S144 (Visitor Information Centre & Tourism)</u>			
Visitor Information Centre	£1,000.00	£102.70	£-897.30
<u>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</u>			
Current Markets	£8,000.00	£1,977.32	£-6,022.68
<u>Miscellaneous Income</u>			
Difference between HMRC payments and amounts paid (timing difference)	£0.00	£0.00	£0.00
Room Hire income from DDC - to be moved to STBF GH a/c	£0.00	£85.00	£85.00
Maddox Fund - dividends	£0.00	£6,316.76	£6,316.76
Refund - STBF Salaries	£0.00	£25,181.54	£25,181.54
Refund - STBF Guildhall Salaries	£0.00	£77,625.74	£77,625.74
50% contribution from STBF Guildhall towards professional fees	£0.00	£943.25	£943.25
KCC Members Grant received towards War Memorial repairs	£0.00	£500.00	£500.00
Refund from Maidstone Borough Cnl re cancelled boat trip on 26th April	£0.00	£40.00	£40.00
Refund from STBF for purchase of silicone for Guildhall repair	£0.00	£5.35	£5.35
TOTAL	£446,388.53	£857,244.40	£127,130.83
Bank reconciliation as at 31/10/23		£480,717.86	

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/10/23

INCOME

Balance Brought Forward 01/04/23 including MWNR Balance (£59,357.66) and other reserve balances (£16,999.04) and Maddox Fund (£206,368.34)	£448,696.34
	<hr/>
	£448,696.34

Precept £278,538.53

Outside Sources

Black Allotment Rents & Water Contribution	£567.20
Quay Conveniences	£1,095.48
Green Waste Bags	£178.33
Drill Hall	£12,775.00

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	£24.20

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	£102.70
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Forecourt Income

Current Markets	£1,977.32
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Miscellaneous Income

Difference between HMRC payments and amounts paid (timing difference)	£6,078.93
Pension correction (to adjust earlier overpayment)	£4,069.86
Room Hire income from DDC - to be moved to STBF GH a/c	£85.00
Maddox Fund - dividends	£6,316.76
Refund - STBF Salaries	£25,181.54
Refund - STBF Guildhall Salaries	£77,625.74
50% contribution from STBF Guildhall towards professional fees	£943.25
KCC Members Grant received towards War Memorial repairs	£500.00
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

418,696.85

TOTAL

£867,393.19

EXPENDITURE

Vat Paid

VAT	6,291.40
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Mayoral and Civic Functions

Mayoral Expenses	636.09
Mayoral Travel	500.44
Mayor's Hospitality (Including Civic Events)	3,240.01
Mayor's Attendant & Uniform	629.32
Cinque Port Functions & Subscription	367.50
Election Expenses	5,078.75

Staffing

Town Clerk & Office Staff	40,892.23
Contribution to Caretaking Staff	4,103.15

Staffing Contingency	19,967.42
Staff Recruitment	195.00
Staff Training	95.00
Officers Travel & Parking Expenses	866.14
<u>Administration</u>	
Petty Cash	130.00
Peninsula Business (HR)	2,023.55
Office Expenses (incl. telephone)	1,850.99
Audit Fees	1,405.00
Subscriptions & Memberships	2,028.58
IT Expenses (incl. Website)	4,777.79
Photocopier (Rental & Usage)	687.76
Bank Charges	373.37
<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	6,038.45
Cattle Market Conveniences - Salaries	4,565.69
Quay Conveniences - Other Expenditure	5,869.38
Cattle Market Conveniences - Other Expenditure	340.34
<u>S144 (Visitor Information Centre & Tourism)</u>	
S144 Salaries	5,149.30
S144 (Other Expenditure)	351.86
<u>Sandwich Open Spaces / Other Properties</u>	
Black Lane / Sandown Road Allotments	369.44
Boatman's Hill Chapel - Water Rates & Maintenance	163.77
Cow Leas	971.97
Donkey Paddock	420.00
Flowers, cleaning & maintenance of the War Memorial	3,780.00
Drill Hall / Quayside Market	17,527.61
Fishergate	2,790.51
Bay Hall	3,938.95
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	1,945.65
<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
Wreaths	235.00
Defibrillator aftercare service - Guildhall forecourt defib	189.00
Repair of Deputy Mayoress Badge	35.00
Stationary for Market Manager	4.39
Parking permit for Market Trader	137.50
Room hire for Councillors Surgery - Jubilee Centre	15.00
Engraved signs for Peace Monument	90.00
Sandbags and Stone chippings - Peace Ceremony	38.00
<u>Guildhall and Forecourt</u>	
Heating, Lighting, Water & Rates	
Contribution towards running of the Guildhall	113,750.00
<u>Guildhall Forecourt Project</u>	
Thursday Market Manager	450.00
Loan Repayment	12,033.48

284,249.19

Items relating to Sandwich Toll Bridge Fund Account

STBF Salaries	25,181.54
	25,181.54

Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	33,863.80
STBF Guildhall Salaries - Guildhall Administration	40,502.25
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)	351.88
Cleaning Costs - Guildhall (to be reimbursed)	79.92
IT Support (Guildhall share to be reimbursed)	811.20
Repair to ladies toilet, Guildhall (to be reimbursed by STBF Guildhall a/c)	100.00
Room Hire income - to be transferred to STBF Guildhall a/c	85.00
	77,244.60

Items relating to Sandwich Toll Bridge Fund Museum Account

VAT refunded to Museum Account	
STBF Museum salaries	
	-
	386,675.33

Balance at Bank as per Bank Reconciliation as at 31/10/23

£480,717.86

TOTAL**£867,393.19****Bank Reconciliation as at 31/10/23**

Current a/c	£495,820.80
Less: Outstanding payments	£15,102.94
TOTAL	£480,717.86

OUTSTANDING PAYMENTS

199 The Royal British Legion - 3 wreaths with Sandwich Town Council logos	£82.50
237 Your Events Group - 2nd Marquee for 27th October 2023 Peace Ceremony	£50.00
239 Public Works Loan Board - Guildhall Forecourt Loan repayment 2023/24 (1st Installment)	£6,016.74
242 Business Stream - Water Charges - Tennis Club, Sandown Road	£195.95
243 KCS Education Supplies - Domestos	£47.76
243 KCS Education Supplies - Stationary (foldback clips)	£8.38
244 New Appointments Group - VIC cover week ending 08/10/2023	£367.49
245 Mr K A Chapman - Warden service for Monks Wall Nature Reserve 05-09-23 - 05-10-23	£208.33
246 Biffa - Recycling service - September	£53.24
248 P Carter - Reimbursement for purchase of paint and wire brush to renovate STC crest	£13.28
249 SLCC - Membership of SLCC October 2023 - September 2024	£374.00
250 Finns - Basic Payment Scheme Administration 2023	£555.00
251 Southern Water - Water Charges - Bay Hall 07/04/2023 - 06/10/2023	£39.83
253 Amazon - Digital postal scales	£39.48
254 Michaels Civic Outfitters - Black Sleeves with white cuffs and white gloves for the Mayor	£144.54

254 Michaels Civic Outfitters - White gloves for the Town Sergeant / Mayor's Assistant	£29.34
255 J H van der Dol - 40 x Christmas Cards for the Mayor	£60.00
256 Westrum Plumbing - Boiler check - 84 Strand Street	£70.00
257 Highways Business Services - Office 365 charge	£46.92
258 Highways Business Services - Office 365 / IT Support and MDM and Email Management	£121.68
258 Highways Business Services - Office 365 / IT Support and MDM and Email Management	£121.68
259 Highways Business Services - Website management	£48.00
260 Amazon - Black dress bags for robes x 3	£22.49
261 Ettecon - Chaufferring service for the the Mayor re visit to Fordwich	£105.30
262 New Appointments Group - VIC cover week ending 17/10/2023	£367.49
264 Right Guard Security - Events Security for Peace Ceremony	£192.00
265 Dover District Council - Parish elections - May 2023	£5,078.75
268 Wade Business Services - Photocopier toner	£8.28
271 Amazon - 2024 Year Wall Planner A1 x 2	£15.50
272 British Gas - Gas Charges - Bay Hall 30/05/2023 - 26/09/2023	£44.89
273 New Appointments Group - VIC cover week ending 22/10/2023	£389.76
275 Ashridge Nurseries - Shrubs for Cow Leas Meadow planting scheme	£184.34
	£15,102.94

Monks Wall Nature Reserve

<u>Balance Brought Forward 01/04/23</u>	£59,357.66
<u>Income</u>	
Rural Payments Agency	£1,958.71
	£1,958.71
<u>Expenditure</u>	
Warden Fees 01/03/2023 - 05/10/2023	£1,458.31
Basic Payment Scheme Administration (Finns)	£462.50
Reimburse Warden for purchase of Wooden Marker Staves	£24.84
	£1,945.65
Balance as at 31/10/23	£59,370.72

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 27th November 2023
Report from: Town Clerk
Date: 22nd November 2023
Subject: Guildhall Closure at Christmas
Classification: General
Purpose of report:
To receive a report regarding the proposed Guildhall closure over Christmas and the New Year.
<p>The Guildhall and Town Council usually closes for a period between Christmas and the New Year. As Christmas Eve falls on a Sunday this year, it is recommended that the Guildhall closes on the night of Saturday 23rd December following a wedding that is booked.</p> <p>It is recommended that the Guildhall reopens on Tuesday 2nd January and the Town Clerk will arrange for the Guildhall to be cleaned following the wedding and prior to the first day open again on 2nd January 2024.</p>
Recommendations:
<ul style="list-style-type: none">• The Council is asked to approve the closure of the Guildhall from Sunday 24th December 2023 to Tuesday 2nd January 2024.

Report to Councillors and Members of: Sandwich Town Council

Meeting scheduled for 27th November 2023

Report from: Town Clerk

Date: 22nd November 2023

Subject: Public Conveniences Closure at Christmas & New Year

Classification: General

Purpose of report:

To receive a report regarding the proposed public conveniences closure over Christmas and the New Year.

The public conveniences are proposed to be closed on Christmas Day, Boxing Day, and New Year's Day.

This is a recommendation from the Town Clerk to enable STC employees to enjoy the holiday festivities with their families.

Recommendations:

- **The Council is asked to approve the closure of the public conveniences on the Quay and Cattle Market on Christmas Day 25th December, Boxing Day 26th December 2023 and New Year's Day on 1st January 2024.**

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 27th November 2023
Report from: Town Clerk
Date: 22nd November 2023
Subject: Peace Monument and Ceremony
Classification: General
Purpose of report:
To ask Members to note the information that relates to the cost of the Peace Monument, the plaques, the Peace Monument unveiling event and the lack of wider advertising.
<p>Following an approach from our twin town of Ronse and the NSB/FNC the Council agreed to accept the offer of a Peace Monument for Sandwich to be the first town in the UK to have a peace stone.</p> <p>There has since the Ceremony been a Freedom of Information Request to which this report now responds and lays the facts for Members and the community to receive. Please note that there were no contributions from STBF for this project.</p> <p>The financial cost of the Peace Monument and contribution from STC was a total of £38.00 – this related to the cost of the small stone chippings and two sand bags. The stone was given to the town and the Town Clerk organised use of a free fork lift thank you to the Sandwich Leisure Holiday Park for their generosity.</p> <p>The financial cost of the Peace Monument two plaques and contribution from STC was a total of £90.00.</p> <p>The financial cost of the Peace Monument unveiling event and contribution from STC was a total of £560.00 which relates to the hire of gazebos, the public address system, a technician to operate the music for the event and to pay for security services to ensure that dignitaries and visitors were safe.</p> <p>The unveiling event was kept low key due to the fact that there were visitors from Belgium attending where there had been recent terrorism activity, and the Town Clerk risk assessed the situation and to mitigate the risks kept the advertising to a minimum. There was an awareness in the town, but it was not widely advertising on the Town Council website and Facebook page. This was a decision that seemed appropriate in light of the events at Discovery Park where a protest took place twenty-four hours before the Peace Monument event.</p>
Recommendations:
To recommend to Council that:
The report is noted.

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 27th November 2023****Report from: Town Clerk****Date: 22nd November 2023****Subject: IT Support Managed Service for STC****Classification: General**

Purpose of report: To explain the process adopted for the tender evaluation exercise for the procurement of a new IT Support Managed Service for Sandwich Town Council and to request a decision for the appointment of an IT Support Managed Service provider to support the IT requirements for Sandwich Town Council.

Following the work of the IT & DC Working Group there have been reports to the F&GP Committee to agree the evaluation process for the commercial bids invited from IT support providers.

There were five companies approached and five accepted the invitation to tender. The five companies are:

- ADM Computing
- Cloudy IT
- Highway Business Services
- Mitec Group Ltd
- MPR IT Solutions

The Invitation to Tender is attached to this report, this was sent to all the companies five companies identified and formed the basis of the information requested from each of the bidders.

Members will receive a presentation from the Town Clerk before the meeting with details of the individual bids for consideration; the decision to appoint an IT Support Managed Service provider to support the IT requirements for STC is requested.

Recommendations:

Members are asked to appoint a contractor to undertake the IT support managed service and requirements for Sandwich Town Council: **Decision required**



Sandwich Town Council

IT Support Managed Service

Invitation To Tender

ABOUT SANDWICH TOWN COUNCIL

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

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

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

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

- The Guildhall

The 16th Century Guildhall in the centre of Sandwich hosts regular meetings of The Council and is the location used by Council Staff for various administration services and to provide a customer services access point to residents.

The office is usually open from 9.00am to 5.00pm, Monday to Friday, but this can change depending on any events held in the building.

There is space for approximately 7 members of staff to work in the back offices of this building. There is 1 printer, a photocopier, and a scanning machine. All staff use a laptop computer.

The Councillors have each been issued with an Apple iPad, which they bring to Council Meetings and use remotely to undertake their duties.

All Councillors and office-based staff have Council issued email addresses (using the .gov domain name system) and access to Microsoft Office 365.

The Council uses Microsoft SharePoint to store its data files.

The Council uses Facebook and Twitter and has a website, which is hosted by Cloud Heroes:
<https://sandwichtowncouncil.gov.uk>

- The Museum

The Sandwich Guildhall Museum is located within the Guildhall and houses several important artefacts, including the 1300 A.D. Sandwich Magna Carta and Charter of the Forest. The museum hosts thousands of visitors each year and is served by one office-based staff and 24 volunteers.

The museum makes full use of social media platforms, including its own website, <https://www.sandwichguildhallmuseum.co.uk>, and provides a central research venue for local history enthusiasts. It has a digital database used to archive its collection.

TENDER INTRODUCTION

Sandwich Town Council is seeking a provider to deliver an Information Technology (IT) Support Managed Service that is cost effective and meets both the existing and future IT needs of the Council.

There is a 30-day rolling contract with the current IT Managed Support Service Provider. They have declared an intention to work with any new Provider to ensure a smooth transition to a new service.

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

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

Tenders must be returned by email to townclerk@sandwichtowncouncil.gov.uk by 5pm, Wednesday 11th October 2023.

The Tender submission should include:

- A method statement detailing the implementation approach that will be applied.
- A clear breakdown for each component part of the bid which details any licence fees payable, e.g.:
 - costs related to the purchase of and access to Microsoft Office 365 Business Basic package, including a continued use of SharePoint to host data files;
 - costs related to suitable cyber security protection eg a DNS (Domain Name System) solution and an email solution to protect the Council against cyber threats including, phishing, ransomware and account takeovers.
 - Costs for relevant IT training (both on-site and remote) for Councillors, Officers and staff to undertake their roles, including cyber security training.
 - Costs for setting up new equipment, including arranging any warranties.
 - Terms of payment including the payment mechanism and proposals for any increases over the term of the contract.

- Details of your public liability insurance; professional indemnity insurance; ISO certification, financial security, audited accounts, VAT number and company registration number.
- Details of your previous relevant experience, number of full-time staff and their relevant qualifications, management structure and contract lead person, your office location and help desk location.
- A list of other town or parish councils you currently work with and two references.
- Details to support the various compliance requirements listed in the Specification below.

It is expected that the successful bidder will be appointed by the end of November 2023 and that the new service will become operational by the end of January 2024.

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

FURTHER INFORMATION

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

SPECIFICATION

The following high-level requirements are provided to enable potential bidders decide if they wish to submit a tender to deliver an IT Managed Support Service to Sandwich Town Council.

- An IT Support Managed Service For Laptops, server, etc:

To provide an IT Support Managed Service for 6 laptops, for Sandwich Town Council; and 2 laptops and a PowerEdge T110 II physical server for the Sandwich Museum.

This service needs to include:

- A remote IT helpdesk service for reactive support, provided by phone and email, and with the ability to monitor and report progress through a tickets system, for core business hours of 9am to 5pm, Monday to Friday;
- On premise end-user IT support, as required, at The Guildhall, Sandwich;
- On premise support of the IT hardware and software, as required, at The Guildhall, Sandwich;

- A proactive monitoring of laptops to ensure software and hardware faults are detected and corrected;
- A proactive monitoring of hardware, software and infrastructure to prevent security threats, where possible, and to react accordingly if any threats are detected by the IT security software;
- A proactive management of the Council's IT infrastructure, including applying patches and updates, in accordance with industry best practice, to a range of Microsoft Office 365 applications, including SharePoint and Teams.

- **A Business Level Mobile Device Management Solution For Apple iPads**

To provide a business level Mobile Device Management solution for up to 17 Apple iPads, to include:

- A remote IT helpdesk service for reactive support, provided by phone and email, and with the ability to monitor and report progress through a tickets system, for core business hours of 9am to 5pm, Monday to Friday;
- Remotely applying patches and updates, in accordance with industry best practice, to a range of Microsoft Office 365 applications held on the Apple iPads;
- Reacting accordingly to security threats detected by the IT security software;
- On premise support of the iPads and installed software, as required, at The Guildhall, Sandwich.

- **Service Level Agreement for response times**

We require a Service Level Agreement that delivers response times in line with or close to the following targets, supported by ticketing and regular updates on progress. A suggested priority list and response handling is described below:

Priority 1: Critical issues that could cause major business or financial exposure, affect business critical tasks or prevent multiple users from being unable to perform their duties.

Priority 2: Issues that could cause minor business or financial exposure, cause minor delays to business-critical tasks or cause disruption to a small number of users.

Priority 3: Issues that will have a minimal impact on the business and users.

Priority 4: A request for information or guidance which has no impact on the day to day running of the business.

Targets	Priority 1	Priority 2	Priority 3	Priority 4
Response	15 minutes	2 hours	4 hours	4 hours

Updates	Every 1 hour	Within 4 hours	Daily	Within 5 days
Fix Time	10 hours	20 hours	3 days	5 days

- **Regulatory & Technical Design Requirements**

The bidder must ensure that all systems, hardware and software are:

- Secure, and have core cyber security protection including endpoint protection software, firewalls and encryption
- GDPR Compliant
- Meet Accessibility requirements
- Meet Privacy Policy requirements
- Compatible with .gov domain name system
- Meet Sustainability requirements

- **Procurement Best Practice Policies**

The bidder should confirm if they have policies in place for:

The Bribery Act 2010. If available, the bidder should submit their policy. If no policy is held, the bidder should explain how they ensure that bribery and / or corrupt activity does not take place.

The Right to Work in the UK – The bidder should confirm if and how they check that employees have a right to work in the UK.

- **Emails**

Our email service is provided as part of the Microsoft Office 365 cloud-based solution and uses the .gov domain name system. Email addresses will remain unchanged. All emails should be stored using the Microsoft Office 365 cloud-based solution, with suitable security protection in place to prevent/ reduce the risk of cyber threats.

- **Provision and Management of Microsoft Office 365**

The bidder must be able to provide and monitor/ manage the use of Microsoft Office 365 Business Basic subscriptions for 24 users.

The bidder must also have the capability to enable any current iPad user to move to the provision of a Microsoft Office 365 solution installed on a device of their choice with two-factor authentication. If this choice is made by a user, then the bidder will not provide support to the user for any hardware related incidents.

- **Support for procuring new laptops and iPads**

The bidder should be able to support the Council, where required, in the purchase and set-up of new equipment, including arranging any warranties. These items, when required, will be at an additional cost.

- **Performance Reporting**

The bidder should be willing to provide monthly reports on the utilisation of the IT Support Managed Service and to undertake Quarterly Account Reviews with Council Officers.

- **Provision of IT Related Training Services including cyber security training**

The bid should also detail the relevant training that would be available for Councillors, Officers and staff, including Cyber Security training.



Sandwich Town Council Evaluation Criteria – High Level

To be used for evaluating and scoring received bids for the new IT Support Managed Service.

INTRODUCTION

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

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

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

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

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

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

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

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

Assessment	Interpretation
------------	----------------

Yes	Overall the response demonstrates that the bidder meets all areas of the requirement and provides all the evidence requested to a level of detail expected.
Partial	Overall the response demonstrates that the bidder meets all areas of the requirement but not all of the evidence requested has been provided.
No	The response does not demonstrate that the bidder is compliant with the requirement.

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

Other tender responses will be awarded a mark by application of the following formula: Lowest "overall" price tender/ "overall" price of tender being evaluated x 10.

Moderation and application of weightings

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


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

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for: 27th November 2023
Report from: Responsible Finance Officer
Date: 22nd November 2023
Subject: Summary of Bay Hall questionnaire responses
Classification: General
Purpose of report:
To summarise the responses from the returned Bay Hall questionnaires
<p>To establish the demand for Bay Hall as a Community Hub, 53 questionnaires were issued to local organisations and 14 responses were received by the deadline 30th October 2023.</p> <p>Of the 14 responses, 5 expressed an interest:</p> <ul style="list-style-type: none">• All Sorts of Music (Music School),• Gazen Salts Nature Reserve,• J Hampa Org,• Sandwich Chess Club and• Sandwich Voluntary Tree Warden (Tree Champions) / Sandwich Community Tree Nursery <p>Three members of the Maddox Working Group studied the returned questionnaires and summary details from the questionnaires are shown in Appendix 1.</p>
Recommendations:
Councillors are asked to note the information. DRAFT MINUTES APP. 2

Appendix 1

Sandwich Town Council: Maddox Working Group: Bay Hall Hub: Summary of responses received to questionnaire.

Organisation	Summary Requirement	% of week (9am- 9pm)	Layout Option	Working Group Comment
All Sorts of Music	6 rooms for 1:1 music lessons 6 days per week. Full control of Bay Hall access. Other users by arrangement but under ASM control. Proposal to organise some community group activities eg young mothers, adult music.	36%+	As existing	Renting property to a private company is not in line with the community hub intent, the charity ethos and is a risk if the tenant terminates. ASM requirement for full control of access is not acceptable.
Gazen Salts Nature Reserve	3 hrs weekly for toilets and tea making facilities. 3 hrs monthly for committee meetings. Require office space and if a bridge is installed, storage for gardening equipment.	5%	Option 3	GSNR volunteers would spend little time in the hub. Bridge considered excessive requirement.
J Hampa Org	Organisation offers meditation, mindfulness and Buddhism for beginners. Currently 10 members meet in private house each year for retreat and teachings. Require bedrooms, living room, chairs, cushions and kitchen. Ability to store a throne and bedding.	2%	None stated	Facility requirements excessive considering limited time use.
Sandwich Chess Club	Weekly junior (2 hr) and adult (4hr) chess club meetings, coaching and matches. Occasional weekends for 4 hrs. Require tables, chairs, projector, screen or large flat screen TV monitor. Large lockable cupboard for chess sets, boards, clocks and a club noticeboard. Kitchen facilities including hot water urn.	8%	Option 1	Ideally require 18 car parking spaces impractical. Currently use St Clements Hall and occasionally Guildhall for tournaments.
Voluntary Tree Warden	8 talks per year each 2 hours attended by up to 23 people. Require large room with tables, chairs, projector, wifi; kitchen facilities, community orchard. Raised beds to grow tree saplings.	0.4%	Option 3	Overall minimal requirement timewise

Minutes of Sandwich Town Council Maddox Working Group Meeting held in the Council Chamber on: Friday 17th November 2023 at 10:30		
<p>Chair: Cllr Franklin Councillors: P Breen, N Gray and E Csuka Co-optees: L Thompson and M Thomas</p> <p>Officer: K Palmer – Responsible Finance Officer</p>		
MWG.11.23.1	Apologies for absence received: Apologies received from Cllr Marie who is away. Apologies also received from Cllr Gray who will be late due to a medical appointment.	
MWG.11.23.2	Declarations of interest: Cllr Breen declared an Other Significant Interest regarding Bay Hall, as he lives in the close vicinity of the property. Cllr Breen stated that he would not take part in voting on property matters and planning.	
	Cllr Gray entered the meeting at this point.	
MWG.11.23.3	Public Participation: A 20-minute session to 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 five 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 by noon of the day of the meeting). No requests received.	
MWG.11.23.4	Approved Recommendations from STC Meeting on 30th October 2023 Members reviewed the Maddox Fund update report which went to the STC meeting on the 30 th October 2023, and the approved Recommendations from that meeting. Members discussed the following points: <ul style="list-style-type: none"> • The RFO has updated the Investment Company that no changes needed to be made to the Investor Profile Form. A letter has just been received from the Investment Company which needs to be reviewed – if necessary this will be added to the STC agenda in November. The opening of the investment account is still being processed, with no news that it was open yet. • No meetings have held with the Solicitor, and nothing further has been received after the last letter (dated 4th October 2023). • Minutes of the last Maddox Working Group were approved. • An informal meeting is to be arranged with DDC Planning (not a formal Pre-planning application but an informal discussion). 	

	<ul style="list-style-type: none"> • Three quotes to be ideally sourced for a solicitor, but as under £3,000 threshold this is not necessary. A report should be written to go on the STC agenda in November, or as soon as quotes are received. • The objectives / purpose of the new charity is to be decided once a Solicitor has been appointed. • It is to be decided whether the administration of the new charity should be undertaken by the Sandwich Town Council staff in the office, or outsourced. • The RFO has sourced two quotes for an accountant and is waiting for a third – this is to be decided once the Solicitor has been appointed and the charity is being formed. 	
MWG.10.23.5	<p>Survey Results – Bay Hall</p> <p>The members received and considered a draft report analysing the results of the survey. Cllr Breen read through the results analysis. There was a discussion held about the survey results, and which organisations had suggested they might use Bay Hall. It was felt that Bay Hall should be used for local community organisations, which is what Georgina herself would have wanted. There was also a discussion about whether the survey had reached the right organisations. It was suggested that Bay Hall could be excellent for school visits to Gazen Salts Nature Reserve. However, if the Gazen Salts Committee had not suggested this use it could not be assumed that they would want to undertake these activities. A report will be completed by Cllr Breen and submitted for the STC Council meeting in November.</p>	
MWG.10.23.6	<p>Maintenance of Bay Hall</p> <p>Members considered urgent maintenance that is required at Bay Hall. Members also received and considered a report from the Town Clerk regarding maintenance that has already taken place. Repairs mentioned are listed below:</p> <ul style="list-style-type: none"> • Gutters • Gullies and manholes • Electrical testing and electrical certificate 	
MWG.10.23.7	<p>Charity Accounts and Audit</p> <p>Members received a report from the RFO detailing progress made sourcing an accountant for the Maddox Fund Charity. This was discussed under minute item MWG11.23.4. All quotes have not yet been received, but the RFO will continue to source a third quote and bring this to the Maddox Working Group meeting in January.</p>	
MWG.10.23.8	<p>Activities for the Working Group</p> <p>Members reviewed the sequence of activities for the Working Group. The following items were noted:</p> <ul style="list-style-type: none"> • Survey Results report to be written by Cllr Breen to be taken to the November STC meeting. • Solicitor quotes to be sought and taken to the November STC meeting. • A draft constitution should be considered at the January meeting. 	

MWG.10.23.9

Date, time and place of next meeting:
Friday 12th January at 10.30am in the Council Chamber.

DRAFT



Kent Active Travel
HEALTHIER • SAFER • CLEANER



**Closes 10
January 2024**

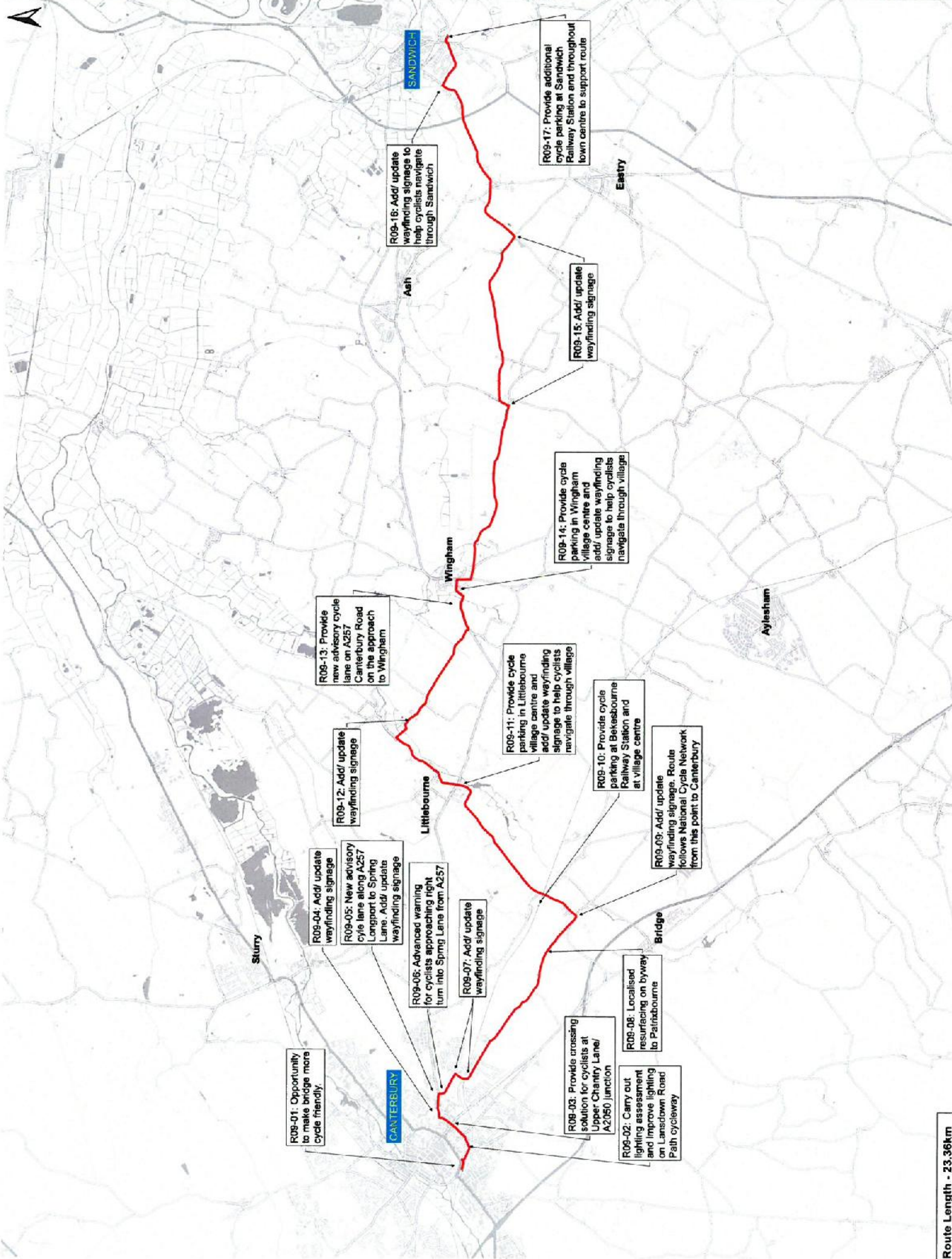
Kent Cycling and Walking Infrastructure Plan
Public Consultation

Visit www.kent.gov.uk/KCWIP



Funded by
UK Government





R09-01: Opportunity to make bridge more cycle friendly.

R09-04: Add/ update wayfinding signage

R09-05: New advisory cycle lane along A257 Longport to Spring Lane. Add/ update wayfinding signage

R09-06: Advanced warning for cyclists approaching right turn into Spring Lane from A257

R09-07: Add/ update wayfinding signage

R09-03: Provide crossing solution for cyclists at Upper Chantry Lane/ A2050 junction

R09-08: Localised lighting assessment and improve lighting on Lansdown Road Path cycleway

R09-08: Localised resurfacing on byway to Patrinsbourne

R09-12: Add/ update wayfinding signage

R09-13: Provide new advisory cycle lane on A257 Canterbury Road on the approach to Wingham

R09-11: Provide cycle parking in Littlebourne village centre and add/ update wayfinding signage to help cyclists navigate through village

R09-10: Provide cycle parking at Bekesbourne Railway Station and at village centre

R09-09: Add/ update wayfinding signage. Route follows National Cycle Network from this point to Canterbury

R09-14: Provide cycle parking in Wingham village centre and add/ update wayfinding signage to help cyclists navigate through village

R09-15: Add/ update wayfinding signage

R09-16: Add/ update wayfinding signage to help cyclists navigate through Sandwich

R09-17: Provide additional cycle parking at Sandwich Railway Station end throughout town centre to support route

Report to Councillors and Members of: Sandwich Town Council

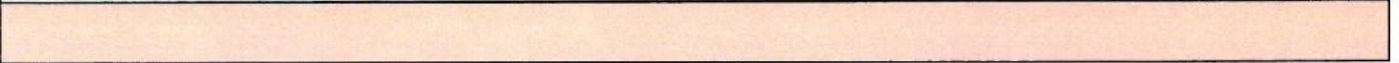
Meeting scheduled for 27th November 2023

Report from: Town Clerk

Date: 22nd November 2023

Subject: Membership for Disability Access Strategy Working Group

Classification: General



Purpose of report:

To consider: the membership for the Disability Access Strategy Working Group as outlined in the TOR, and to appoint the Councillors.

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 agrees the membership for the Disability Access Strategy Working Group.

Report to Councillors and Members of: Sandwich Town Council**Meeting scheduled for 27th November 2023****Report from: Town Clerk****Date: 22nd November 2023****Subject: White Mills Wake and Aqua Park Report****Classification: General****Purpose of report:**

To share the information received from local residents in Wantsume Lees and the surrounding area in relation to an event at the White Mills Wake and Aqua Park on 19th and 20th August 2023. To update the Council on the current situation with the site from a DDC perspective with updates from Licensing, Environmental Protection and Planning Enforcement teams.

Content:

The Town Clerk has met with a resident who lives in Wantsume Lees and heard the details of the nuisance that they and neighbours suffered on the weekend of 19th and 20th August when the White Mills Wake and Aqua Park held an event.

The residents remain concerned about what will happen next year when the event season commences in 2024 and are seeking support from the Town Council in relation to mitigating the noise nuisance. The residents request that a letter is sent to the relevant departments at DDC and also to the White Mills Wake and Aqua Park from STC to seek assurances that noise will be controlled from the site, especially during larger events. The site is asked to be mindful that residents are entitled to not suffer intrusive noise in their homes. There should be a stronger communication between the site and residents which can be managed to ensure that both parties are listened to and have concerns acknowledged.

The details are attached at Appendix 1.

The following updates have been received from teams at DDC:

- Planning Enforcement – there was insufficient evidence to progress with formal action following the weekend of 19th and 20th August 2023.
- Environmental Protection – the White Mills site were written to on two occasions, the first was a warning letter under the Environmental Protection Act and the second was a Community Protection Warning letter. They have been warned under two pieces of legislation covering nuisance. There was general access given to the DDC Out-of-Hours Service for a period of four weeks since that interaction there have been no further complaints. The complaint cases are now closed, from a noise legislative perspective there is no current action can be taken against the site.
- Licensing – there have been no complaints about the site since the weekend event in August 2023. Following the event, a licensing compliance check was conducted, and no concerns were identified.

Recommendations:

Members are invited to note the details and agree to draft a letter of support for the residents who have signed the petition and have concerns about the events planned for 2024 at the White Mills Wake and Aqua Park.

We are writing to attach a Petition to complain about the excessive noise pollution coming from a Public Address System and loud, heavy base music accompanied by strobe lighting, at the Whitemills Wakeboard and Aqua Park over the weekend of 19th and 20th August, 2023.

The Petition was raised over the Bank Holiday weekend (26th, 27th and 28th August) and has been signed by 76 residents, who were contactable, residing in Wantsume Lees, Richborough Road, Mill Close and Ash Road (from the Fire Station to just beyond the level crossing).

For information, with regard to the Petition, a total of 95 dwellings were included in the Petition area, noise impacted on 54 dwellings (several of which were single occupancy); there was no reply from 25; a further seven to our knowledge were unoccupied and nine were not concerned or were away that weekend.

We would ask that this e-mail, together with attachment, is circulated to all elected members of Sandwich Town Council. As Sandwich Town Council supported the initial Planning Application No. 20/01447 and are supporting the current Planning Application No. 23/00420, we would ask the elected members of Sandwich Town Council what measures they propose to take to protect residents from future intrusive noise pollution from this development as experienced by residents of Sandwich over the weekend of 19th and 20th August?

Comments made by residents when the Petition was raised include:

- On two hot summer days, residents could not sit out in their gardens or open their windows.
- A household who found it so unbearable that they had to leave their home and go out.
- Parents could not get their children to sleep.
- Shift workers, including NHS staff, could not get to sleep prior to having to get up in the early hours to go to work and when they came off shift.
- So loud, the television could not be heard so had to be turned up twice but still could not drown out the noise.
- Elderly residents with health conditions, many living on their own, found it unbearable.
- It was pointed out the audible alarm on the Ash Road level crossing was drowned out by the noise.
- Some residents called the Police but they didn't want to know. Residents also informed DDC through the out-of-hours service or on-line but it would appear that no effective measures were taken over the weekend as the noise continued.
- Residents also passed on complaints from friends and relatives living in other areas of the town who also experienced excessive noise pollution: Tannery Lane, Sandown Road and Stonar Estate. A property at the back of the Fleur des Lis, where the noise from the Wakeboard and Aqua Park was heard over that coming from the band in the Fleur.
- Additionally, a number of residents have sound recordings and videos on mobile devices.

The Developer's Sound Consultants, during the initial planning application (20/01447) stated, "That the maximum permissible public address noise levels at the nearest receptors are therefore taken as: 50 dB during the daytime (1000 to 1900 hours) and 45 dB during the evening (1900 to 2200 hours)."

Residents recorded 60 dB in Richborough Road and 80 dB in Ash Road.

We think you will agree that this is unacceptable near a residential area and noise was one of the concerns raised by local residents during the consultation period of the initial planning application (20/01447) and the latest planning application (23/00420).

We await your response so that we are able to inform the signatories of the Petition.

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 27th November 2023
Report from: Town Clerk
Date: 22nd November 2023
Subject: Christmas Switch On Event Request
Classification: General
Purpose of report:
To consider a request from the Christmas Switch On event for access to the balcony on the Guildhall.
The Guildhall and STC have been approached by the Committee of the Christmas Lights Switch On event who are requesting use of the balcony that overlooks the Forecourt/Square. It is proposed to have a snow machine and lighting on the balcony with various connection boxes.
Recommendations:
<ul style="list-style-type: none">• The Council is asked to approve the use of the balcony for the Christmas Lights Switch On event to site their snow machine, lighting, and connection boxes.

Report to Councillors and Members of: Sandwich Town Council
Meeting scheduled for 27th November 2023
Report from: Town Clerk
Date: 22nd November 2023
Subject: Internal Audit Interim Report
Classification: General
Purpose of report:
To share the interim Internal Auditor report with Members and request that it is noted.
Content:
The RFO and Town Clerk facilitated the interim period audit visit recently on 10 th November 2023 from Mulberry & Co. It was a thorough interim audit that covered governance and the accounts using samples where appropriate to cover the entire year to date. Members are requested to note the report and the four audit points that are explained on page 12 with detailed audit findings. These points will form actions that will be covered with a report to Council if required.
Recommendations:
Members are invited to note the interim Internal Auditor report from Mulberry and Co.



MULBERRY & CO

Chartered Certified Accountants
Registration Number
5 Chartered Tax Advisers

Levitts House
High Road, Tatham
Sney, York YO1 1UD

01904 281191
01904 281192
01904 281193

Our Ref: MARK/SAN004

Mrs K Palmer
Sandwich Town Council
The Guildhall
Sandwich
Kent
CT13 9AH

10 November 2023

Dear Karen

**Re: Sandwich Town Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report**

Executive summary

Following completion of our interim internal audit on 10 November 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Sandwich Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- o There have been no reported instances of breaches of regulations in the past
- o The client uses an industry approved financial reporting package
- o The client regularly carries out reconciliations and documents these
- o There is regular reporting to council
- o The management team are experienced and informed
- o Records are neatly maintained and referenced
- o The client is aware of current regulations and practices
- o There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

This is the first internal audit conducted by Mulberry & Co, having recently been appointed by the council. I note the previous year's internal audit report was a summary of findings, and as the council will note we take a more comprehensive approach in assessing compliance with the audit requirements and wider governance standards.

The interim audit was conducted on site with the council's Responsible Financial Officer (RFO). The RFO had prepared the requested information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the RFO and a review of the council website www.sandwichtowncouncil.gov.uk

The council continues to use Excel for recording the council's finances. This is unusual for a council of this size, and the RFO informed me that the council are again considering an accounting package, which is likely to be more suitable for a council of this size. The accounting information is updated regularly and used to produce management information reports for review at council meetings.

A review of the website shows that minutes and agendas are logically structured and decision making is easy to identify.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified, although the External Auditor commented under other matters 'There is no evidence that the Council formally considered the 2021/22 external audit report and the audited AGAR. The Council answered yes to the relevant assertion in the 2022/23 Annual Governance Statement, indicating that it has considered matters brought to its attention. In future, the Council should ensure that the audited AGAR including the complete external audit report is discussed at the first available meeting after its issue.'

This has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held in October 2023.

I note the council reviewed the effectiveness of its systems of internal control and the internal auditor's report at the meeting held on 26 June 2023 (minute ref STC06.23.12(iv)).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides a link to Dover District Council's website where the individual councillor's Register of Members' Interests forms are published.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I note within the 'finance' tab of the council website, relevant transparency information is published.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

- 5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.
- 5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.
- 5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.
- 5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Planning, Finance & General Purposes and Heritage & Townscape, with a Monks Wall sub-committee. Terms of reference for each committee are currently being debated by council and I encourage these to be published on the council website once approved. Future meeting dates and historic agendas and minutes for council and committee meetings are published on the council website.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the agendas include supporting documentation as appendices in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model, although the ordering and numbering of items is different from the current NALC model. The council adopted the current version at the meeting held on 11 May 2023 (minute ref ATCM.05.23.15) and a Working Party was formed to complete a full review as soon as practicable after 26 June 2023.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council at the meeting held on 11 May 2023 (minute ref ATCM.05.23.15) and a Working Party was formed to complete a full review as soon as practicable after 26 June 2023. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 3.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the Council for all items over £250 (£1,000 emergency); or*
- *the Town Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £250 (£1,000 emergency).*

Such authority is to be evidenced by a minute.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 3.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

FR 3.6. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the relevant officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The relevant officer shall report such action to the chair as soon as possible and to the Council as soon as practicable thereafter.

I note an appendix to the Financial Regulations provides a higher level of delegated authority to the Clerk (either £1,000 or £2,000) in certain circumstances. **Based on the level of financial activity of the council, I suggest the provisions within FR 3.1 are overly restrictive and encourage the council to consider increasing the Clerk authorisation threshold as part of the review of the Financial Regulations.**

I tested a sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings. Invoice details match the published payment lists available on the council website.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector
The council confirmed it met the eligibility criteria and adopted the General Power of Competence (GPC) at the meeting held on 11 May 2023 (minute ref ATCM.05.23.19) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return annually. I reviewed the submission for the period 1 April 2022 to 28 February 2023 inclusive which showed a refund amount due of £20,668.20. I was able to confirm receipt of this amount to the council's bank account on 13 March 2023. The council is up to date with its VAT submissions. The council may wish to consider increasing the frequency of the VAT returns of the total refund amount is in the region of £20,000 to mitigate any cashflow issues.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a financial risk assessment and management scheme risk which was most recently reviewed and approved by council on 26 June 2023 (minute ref STC06.23.12(v)). I reviewed the risk assessment, which details the types of risk identified, the risk level and potential impact, the management controls in place and any review actions required. level, records action taken and how the risk is managed. The assessment includes all the risks typically associated with a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance in a long-term agreement expiring on 1 April 2024. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee of £5 million which is sufficient for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £278,539 for 2023/24. With a tax base of 2,048.7, this equates to a band D equivalent of £135.96 (compared to the average in England of £79.35).

The RFO confirmed that the 2024/25 budget setting process is underway, with draft budgets due to be reviewed at the Finance & General Purposes Committee meeting on 20 November 2023 before going to the council meeting a week later. There are further scheduled committee and council meetings in December and January to consider any amendments and approve the final budget and precept prior to the statutory deadline.

I note the extract below from the Finance & General Purposes Committee meeting held on 18 September 2023 (minute ref FG09.23.7)

Priorities for F&GP Committee for 2023/2024

Cllr C Wiles presented a report with recommended actions for prioritising for F&GP Committee in 2023/2024. A debate followed with the following ideas/actions identified:

- *Future meetings to include detailed accounts with summaries to Council.*
- *Lease for the Guildhall to be reviewed.*
- *Form Working Group to analyse future finances and ownership/management of assets.*
- *To agree timelines for projects with priorities identified at the next meeting in October.*
- *To form work streams with 1 or 2 individuals taking ownership of projects*

A report to be shared with STBF for the October meeting. It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the priorities were noted; a Working Group to be formed and include Cllr P Breen, Cllr D Carter, Cllr E Csuka, Cllr N Gray and Cllr C Wiles with RFO and Town Clerk as co-optees. The Working Group to work with agreed TOR and the focus to be a thorough analysis of the Council and STBF finances.

Adopting an approach as suggested above, with detailed analysis of financial reports by the Finance & General Purposes Committee and summaries to council meetings will ensure councillors are kept informed as the council's overall financial position and allow informed financial decisions to be made.

The council holds circa £283,000 in earmarked reserves, split between Monks Wall Nature Reserve (£59,358), IT (£10,500), Highways Improvement Plan (£4,359) and Drill Hall (£2,140). In addition, the council carried forward a general reserve balance at the start of the year of £122,300.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

I was able to confirm receipt of both parts of the precept and that the total amount received the figure held on the central register. The council also receives income from a range of other sources. A review of the fees and charges levied is due to be conducted at either the November or December 2023 meetings.

A review of the accounting records shows that income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate budget code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a small petty cash float used for incidental expenditure. The amount is inconsequential to the overall financial position of the council. The RFO was able to provide evidence of receipts being obtained for items being reimbursed through petty cash, and I am in no doubt that the council has sufficient safeguards in place for the management of petty cash.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Payroll is currently processed in house using SAGE, although the RFO informed me the council have obtained three quotations and are considering outsourcing payroll to a third party. I reviewed the payslips and payroll summaries provided for the interim audit and was able to confirm that deduction amounts appear correct.

I remind the council that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of each asset, its cost and valuation method. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register. The council has determined that items valued under £500 (excluding property and land assets) will be excluded from the asset register, which is an appropriate level for a council of this size.

I note there are two items listed with 'nil' value. Items on the asset register must have a value (to be classed as an asset) and if these should be listed at the nominal £1 value if no financial transaction took place during their acquisition.

The council has two Public Works Loan Board (PWLB) loan which were taken out to purchase the Drill Hall building and to refurbish the forecourt. A check of the year-end loan balance and in year capital and interest repayments will be completed as part of the final internal audit.

The council has no long-term investments.

I. BANK AND CASH**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Adopted Financial Regulation 1.18 states 'The Chair shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.'

I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have not been signed in accordance with the Financial Regulations, and I will need to see evidence of this practice being reintroduced at the final internal audit to allow for a positive sign-off for this internal control objective.

I note the council retains all funds within a single bank account with Nat West. The Financial Services Compensation Scheme (FSCS) offers protection to local authorities where their annual budgets are less than €500,000 (approximately £437,000 as of 10 November 2023), whereby a balance of up to £85,000 is fully protected in the event of the financial provider 'going bust'.

The council should determine whether it qualifies for the FSCS protection and consider alternate providers to maximise the protection available to it. In the event the council budget exceeds the threshold, the council, may still wish to consider opening an account(s) with alternate providers to minimise the risk associated with having all funds in one place.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	26 June 2023
Date inspection notice issued	29 June 2023
Inspection period begins	30 June 2023
Inspection period ends	10 August 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council is the trustee of Sandwich Toll Bridge Fund (charity number 266738). I reviewed the information available on the Charity Commission website and was able to confirm that all reporting is up to date and that the council is correctly listed as the sole trustee. The charity account show an independent examination of the charity accounts has taken place, and the council has therefore met its responsibilities as a trustee.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.		√	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final audit		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final audit		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	√		

Should you have any queries please do not hesitate to contact me.

Your final audit date has been booked for Monday 13 May 2024 at 9am at the Town Hall.

Yours sincerely



Andy Beams
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Based on the level of financial activity of the council, I suggest the provisions within FR 3.1 are overly restrictive and encourage the council to consider increasing the Clerk authorisation threshold as part of the review of the Financial Regulations.	
H. ASSETS AND INVESTMENTS	I note there are two items listed with 'nil' value. Items on the asset register must have a value (to be classed as an asset) and if these should be listed at the nominal £1 value if no financial transaction took place during their acquisition.	
I. BANK AND CASH	I noted that the reconciliation and bank statement have not been signed in accordance with the Financial Regulations, and I will need to see evidence of this practice being reintroduced at the final internal audit to allow for a positive sign-off for this internal control objective.	
I. BANK AND CASH	The council should determine whether it qualifies for the FSCS protection and consider alternate providers to maximise the protection available to it. In the event the council budget exceeds the threshold, the council, may still wish to consider opening an account(s) with alternate providers to minimise the risk associated with having all funds in one place.	