

# 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 18<sup>th</sup> December 2023 at 19:00 to transact the business on the agenda below.


Gill Gray, Town Clerk

Date: 13<sup>th</sup> December 2023

1	<b>Chair's opening remarks:</b>	
2	<b>Apologies for absence received:</b>	
3	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4	<b>Minutes of the Full Council Meeting:</b> To approve the Minutes of the Ordinary Meeting of STC held on 27 <sup>th</sup> November 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 13 <sup>th</sup> November 2023. To receive the Minutes of the Planning Committee meetings held on 8 <sup>th</sup> November 2023. To receive the Minutes of the Finance and General Purposes Committee meeting held on 20 <sup>th</sup> November 2023.	<b>Attach 1a</b>  <b>Attach 1b</b>  <b>Attach 1c</b>  <b>Attach 1d</b>
5	<b>Payment Schedules:</b> <b>5a</b> To receive and note the payments for mid-December totalling £23,175.20 Those payments which are not supported by a minute reference have been authorised by Officers with delegated powers of expenditure. <b>5b</b> To receive and approve the schedule of payments for December, totalling £1,874.53 <b>5c</b> Council to confirm nomination of two signatories to authorise end of December payment schedules on Bankline. <b>5d</b> Council to confirm nomination of two signatories to authorise mid-January 2024 payment schedules on Bankline.	<b>Attach 2a &amp; 2b</b>
6	<b>Public Participation:</b> 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	<b>Verbal Report from our Dover District Councillors on matters relating to Sandwich</b>	
8	<b>Verbal Report from our Kent County Councillor on matters relating to Sandwich</b>	
9	<b>Report from local Police representative and Community Warden for Sandwich</b> To receive reports from local Police representative and/or Community Warden Peter Gill if available.	
10	<b>Updates from Councillors:</b> To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council	
11	<b>Financial Information:</b> To receive and note the Sandwich Town Council Statement of Accounts as at 30 <sup>th</sup> November 2023 (income & expenditure and budget)	<b>Attach 3</b>
12	<b>Guildhall Forecourt/Square and Hire</b> Members to consider a report from the Town Clerk including the draft hire agreements for event organisers, draft licenses for tables and chairs and proposed fees for the hire of the Guildhall Forecourt/Square: <b>Decision required</b>	<b>Attach 4a, 4b, 4c, 4d &amp; 4e</b>
13	<b>Tourism Forum</b> Members to consider a report from the Town Clerk with draft scope for a Tourism Forum and to agree the Town Councillors who will attend the Tourism Forum to represent STC: <b>Decision required</b>	<b>Attach 5</b>
14	<b>Proposal to Outsource Payroll</b> Members to receive a report from the Town Clerk with a proposal to outsource the preparation of payroll for staff employed by STC and STBF. Three quotations have been sought and a comparison table has been prepared for consideration. Members to consider the report and are asked to approve recommendation from F&GP Committee: <b>Decision required</b>	<b>Attach 6</b>
15	<b>Data Protection/GDPR/Freedom of Information Support</b> Town Clerk seeks the agreement of Council that STC subscribes to a service called Council Hive Premium from Breakthrough Communications. Members to consider the report and are asked to approve recommendation from F&GP Committee: <b>Decision required</b>	<b>Attach 7</b>
16	<b>Proposal for Town Council Magazine/News</b> Town Clerk to share a report that outlines a proposal for the Town Council to publish a regular magazine that contains news from the Town Council as well as helpful information for the community and residents. Members to consider the report and are asked to approve recommendation from F&GP Committee: <b>Decision required</b>	<b>Attach 8</b>
17	<b>Bay Hall and Maddox Working Group Updates</b> Members to consider a report from the RFO regarding the setup of the Georgina Maddox Charitable Fund: <b>Decision required</b>	<b>Attach 9</b>
18	<b>Public Consultation Kent Cycling and Walking Infrastructure Plan</b> 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 <sup>th</sup> January 2024. The cycling route proposed that relates to Sandwich is Route 9 which runs from Canterbury to Sandwich, Members are invited to feedback comments for collation by the Town Clerk: <b>Decision required</b>	<b>Attach 10</b>
19	<b>Third Draft of Budget for 2024/2025</b> <b>BUDGET 2024/25</b>	<b>Attach 11</b>

	To receive and approve the Draft Sandwich Town Council 2024/25 Budget as Recommended by the Finance and General Purposes Committee. A report from the Responsible Finance Officer detailing significant changes (from the 2023/24 Budget) is included. Please be aware that the Precept Demand Form must be submitted to Dover District Council late January/early February (date tbc) and so the budget must be approved in advance of this deadline; virements within the budget can be made throughout the year (when approved by resolution) but there will be no further opportunity to change/increase the precept during the year after the precept demand form has been submitted. The budget indicates a 5% rise in the Precept, which equates to an additional £13,926.92, and a council tax of £142.76 per Band D Property, equating to a rise of £6.80 per household. (Please note that the tax base for Sandwich in 2024/25 has not been set and so these figures presented are based on the 2023/24 tax base and therefore the final precept figure can change): <b>Decision required</b>	
20	<b>Draft Term of Reference for Committees</b> Members to receive and consider draft Terms of Reference for the STC Committees: <b>Decision required</b>	<b>Attach 12</b>
21	<b>Sea Link Project – Statutory Consultation</b> Members to consider a report from the Town Clerk with the details of the Sea Link Project and the consultation opportunity: <b>Decision required</b>	<b>Attach 13</b>
22	<b>Draft Local Flood Risk Management Strategy 2024-2034</b> Kent County Council is the Lead Local Flood Authority for Kent. As the LLFA they have an overview role for local flooding. One of their duties as the LLFA is to develop, maintain, apply, and monitor a Local Flood Risk Management Strategy. A consultation is open and seeks feedback via a questionnaire: <b>Decision required</b>	<b>Attach 14</b>
23	<b>Human Resource Committee</b> Members invited to consider a report from the Town Clerk and to nominate Councillors for the membership of the Human Resources Committee with the proposal that the first meeting takes place in January 2024: <b>Decision required</b>	<b>Attach 15</b>
24	<b>Planning Applications</b> Members to consider planning applications that are due to be commented on before the next Planning Committee meets in January 2024. a) Planning application - 23/01259 – 12 Market Street, Sandwich b) Planning application – 23/01363 – Goshall Valley, East Street, Ash c) Planning application – 23/01341 – 59 Strand Street, Sandwich d) Planning application – 23/01314 – School House Nursery, School Road, Sandwich <b>Decisions required</b>	<b>Attach 16</b>
25	<b>Coastal Communities Alliance Team</b> Members are invited to nominate a representative from STC to contact the Coastal Communities Alliance Team in place for Deal and Sandwich with a view to attending the meetings of the CCAT to participate and report to Council: <b>Decision required</b>	<b>Attach 17</b>
26	<b>Date of next Full Council Meeting: 29<sup>th</sup> January 2024</b>	

<b>Minutes of the Quarterly Meeting of Sandwich Town Council held in the Council Chamber on: Monday 27<sup>th</sup> November at 19:00</b>		
<p>Chair: Cllr P Carter  Councillors: I Black, P Breen, D Carter, E Csuka, W Fortescue, J Franklin, S Mallett, M Moorhouse, L Ripley, C Ungerson, and C Wiles  Officer: K Palmer, Responsible Finance Officer  Also Present: Three residents</p>		
STC.11.23.01	<b>Chair's opening remarks:</b> The Mayor reported on items including: <ul style="list-style-type: none"> <li>• Please make appointments to see office staff.</li> <li>• The Mayor has followed up concerns regarding Pfizer redundancies and has written letters to various local government organisations.</li> <li>• A meeting has taken place with the tenants of the Drill Hall</li> </ul>	Action:
STC.11.23.02	<b>Apologies for absence received:</b> Apologies were received and accepted from: Cllr M Pennington – convalescing and Cllr D Marie – work commitment and Cllr N Gray.	
STC.11.23.03	<b>Declarations of interest:</b> No declarations were received.	
STC.11.23.04	<b>Minutes of the Full Council Meeting:</b> To approve the Minutes of the Ordinary Meeting of STC held on 30 <sup>th</sup> October 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. Cllr Csuka is to contact the Town Clerk about a number of outstanding items so that she can incorporate them into a rolling action log. STC.10.23.20 Sea Link Project – Cllr Csuka has met with the Save Minster Marshes group and suggested that this consultation should have some input from Councillors. As the deadline is 18 <sup>th</sup> December it is too late to have this item on the December meeting agenda, but this could be collated electronically. Could also combine with other Councils – such as Ramsgate Town Council. Cllr Black would like the Town Clerk to follow up the query about the road layout of the Forecourt. Cllr Breen added that standing order 5.1.8 must be followed ( <i>The Chair will indicate the follow-up that will be given to each Public Speaker e.g. a written reply, or action allocated to a Councillor, a committee, sub-committee, working group or an Officer. At the discretion of the Chair, individual Councillors can respond to statements or questions from members of the public</i> ). <b>It was moved by Cllr C Ungerson and seconded by Cllr E Csuka and RESOLVED: that the minutes of the STC meeting held on 30<sup>th</sup> October be approved as a true and accurate record.</b>	

	<p>To approve the Minutes of the Heritage and Townscape meeting held on 9<sup>th</sup> October 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.</p> <p><b>It was moved by Cllr C Ungerson and seconded by Cllr I Black and RESOLVED: that the minutes of the Heritage and Townscape meeting held on 9<sup>th</sup> October 2023 be approved as a true and accurate record.</b></p> <p>To receive the minutes of the Planning Committee meeting held on 11<sup>th</sup> October 2023.</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr W Fortescue and RESOLVED: that the minutes of the Planning Committee meeting held on 11<sup>th</sup> October 2023 be received. Two Members abstained.</b></p> <p>To receive the minutes of the Finance &amp; General Purposes Committee meeting held on 16<sup>th</sup> October 2023.</p> <p><b>It was moved by Cllr C Wiles and seconded by Cllr E Csuka and RESOLVED: that the minutes of the F&amp;GP Committee meeting held on 16<sup>th</sup> October 2023 be received. One Member abstained.</b></p>	
STC.11.23.05	<p><b>Payment Schedules:</b></p> <p><b>5a</b> Council received the mid-month payments for mid-November, totalling £31,570.64.</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr C Wiles and RESOLVED: To receive and note the payments for mid-November 2023 totalling £31,570.64.</b></p> <p><b>5b</b> Council received the schedule of payments for November, totalling £16,329.74.</p> <p><b>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 £16,329.74.</b></p> <p><b>5c</b> Council considered nominations for two signatories to authorise end of November payment schedules on Bankline.</p> <p><b>It was RESOLVED: that Cllr J Franklin and Cllr C Wiles are nominated to authorise the end of November 2023 payment schedules on Bankline.</b></p> <p><b>5d</b> Council considered nominations for two signatories to authorise mid-December payment schedules on Bankline.</p> <p><b>It was RESOLVED: that Cllr J Franklin and Cllr C Wiles are nominated to authorise the mid-December 2023 payment schedules on Bankline.</b></p>	
STC.11.23.06	<p><b>Public Participation:</b></p> <p>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> <ul style="list-style-type: none"> <li>• Mr I Ball spoke about the Folk &amp; Ale Festival and said how important the STBF grants are to the running of this event.</li> <li>• Mrs C George spoke about the projects that Sandwich in Bloom have carried out during the last year with the grant received from Sandwich Toll Bridge Fund. She also mentioned planned projects for 2024.</li> <li>• Mrs C Glynn spoke about the market and forecourt income and how the Public Works Loan Board is paid back.</li> </ul>	

STC.11.23.07	<p><b>Verbal Report from our Dover District Councillor on matters relating to Sandwich.</b>  Cllr M Moorhouse updated Members on items relating to Sandwich, including those topics below:</p> <ul style="list-style-type: none"> <li>• Wayfarers fencing</li> <li>• He has contacted DDC about 57 New Street</li> <li>• Updated Members on items from the last DDC Full Council meeting, which included the following items: electoral boundary changes, corporate plan, Bulwarks play area.</li> </ul>	
STC.11.23.08	<p><b>Verbal Report from our Kent County Councillor on matters relating to Sandwich.</b>  Cllr Chandler sent her apologies for the meeting, but she had sent in a report that the Mayor read out to the Members.  The report included the following items:</p> <ul style="list-style-type: none"> <li>• Cllr Chandler joined the Leader and a Cabinet Member to meet with senior management at Discovery Park regarding the current situation at Pfizer.</li> <li>• Kent County Council's updated Flood Risk Management Strategy 2024-2034.</li> </ul> <p>Cllr C Wiles commented that the report was not focussed enough on Sandwich.  Action: Cllr Black asked that the Flood Risk Consultation was put onto the next Council agenda so that the Council could take part in the consultation before the deadline of 30<sup>th</sup> January 2024.</p>	
STC.11.23.09	<p><b>Report from Local Police Representative and Community Warden for Sandwich</b>  The Local Police Representative had emailed a report for Sandwich that covered the following:</p> <ul style="list-style-type: none"> <li>• Information on crimes in the area.</li> <li>• Crime Statistics for Sandwich.</li> </ul> <p>This is a report that could be electronically shared to Councillors.  The police should be asked to attend the next Council meeting.  No updates were received from the Community Warden.</p>	
STC.11.23.10	<p><b>Updates from Councillors:</b>  Cllr C Ungerson had the following to report:</p> <ul style="list-style-type: none"> <li>• Recently attended the KALC AGM.</li> <li>• Attended the primary school where she was asked to judge a colouring competition.</li> </ul> <p>Cllr E Csuka had the following to report:</p> <ul style="list-style-type: none"> <li>• He had attended DDC Planning regarding the Whitefriars application. The planning permission was refused. Cllr Csuka said the Council needed to be proactive with discussions regarding the piece of land.</li> <li>• He had met with representatives of the Environment Agency for a walkabout in Sandwich.</li> <li>• Cllr Csuka summarised the recent meeting with the Local Events Organisers.</li> </ul> <p>Cllr C Wiles had the following to report:</p> <ul style="list-style-type: none"> <li>• Attended the examination of DDC Local Plan and put forward the position of Sandwich Town Council.</li> </ul>	

	<p>Cllr I Black, who also attended the examination of DDC's Local Plan, spoke about SAP 21, Land adjacent to Sandwich Technology School.</p> <p>Cllr Moorhouse clarified a point relating to Wayfarers regarding STC supporting the style of fencing erected.</p> <p>Cllr Breen updated the Council that he and Cllr Franklin had met with All Sorts of Music regarding their interest in using Bay Hall.</p>	
STC.11.23.11	<p><b>Financial Information:</b></p> <p>Council to receive and note the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> October 2023 (income and expenditure and budget).</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr M Moorhouse and RESOLVED: that the Sandwich Town Council Statement of Accounts as at 31<sup>st</sup> October 2023 be received and noted.</b></p>	
STC.11.23.12	<p><b>Public Apology from Cllr Franklin</b></p> <p>Cllr Franklin read out an apology to the previously employed Chief Executive.</p>	
STC.11.23.13	<p><b>Proposed Christmas Closure for STC</b></p> <p>The Council was requested to agree the Guildhall Christmas closure dates suggested by the Town Clerk.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr C Ungerson and RESOLVED: that the Guildhall Christmas closure will be from 23<sup>rd</sup> December 2023, to reopen on the 2<sup>nd</sup> January 2024.</b></p>	
STC.11.23.14	<p><b>Proposed Christmas Closure for Public Toilets</b></p> <p>The Council was requested to agree the public conveniences at both sites will be closed on Christmas Day, Boxing Day and New Year's Day.</p> <p>All Councillors thanked the Public Convenience Attendant for her hard work.</p> <p><b>It was moved by Cllr C Wiles and seconded by Cllr M Moorhouse and RESOLVED: that public conveniences will be closed on Christmas Day, Boxing Day and New Year's Day.</b></p>	
STC.11.23.15	<p><b>Peace Monument and Ceremony Expenditure</b></p> <p>Members were asked to note the report that related to information concerning the cost of the Peace Monument and the unveiling ceremony held on 27<sup>th</sup> October 2023.</p> <p>Cllr E Csuka stated that it was an excellent event, and he was pleased to see the report. Cllr S Mallet added that he had observed that the plaque doesn't sit flush with the stone and perhaps some work to flatten the area behind the stone would improve this.</p> <p>Cllr Breen stated that all costs should sit within the Mayor's Hospitality budget.</p> <p>Cllr Franklin added that the plaque might be better placed somewhere else as it might be in the way of markets and events in the Guildhall Square.</p> <p><b>It was moved by Cllr C Wiles and seconded by Cllr J Franklin and RESOLVED: that the report was noted.</b></p>	
STC.11.23.16	<p><b>IT Support Arrangements and Digital Communications</b></p> <p>Members considered a report which outline the tender exercise to procure a new IT Support Managed Service and the evaluation of</p>	

	<p>received bids. Members were invited to appoint an IT Support Service provider.</p> <p>Cllr Csuka summarised the findings in the report, and stated that all those involved in the scored process had given top marks to Cloudy IT.</p> <p><b>It was moved by Cllr C Ungerson and seconded by Cllr M Moorhouse and RESOLVED: that Cloudy IT would be awarded the IT support contract.</b></p>	
STC.11.23.17	<p><b>Bay Hall and Maddox Working Group Updates</b></p> <p>Members considered a report from the RFO and the draft minutes of the Maddox Working Group. Cllr Csuka mentioned that minute number sequencing should be corrected. He also commented that minute ref MWG.11.23.5 did not represent a true picture of the discussion and added that it was only a very small number of people who were interested in using Bay Hall, which didn't make it a viable option as a Community Building. Cllr Breen declared an 'Other Significant Interest' as a close neighbour of the property. Cllr Breen also said that minute ref MFG.11.23.4 did not mention that he and Cllr Gray were to work on the 'Purpose of Charity' before a solicitor has been appointed. Cllr Wiles declared an interest due to being a member of the Gazen Salts Committee, and added that there was clearly not enough demand for Bay Hall and it should be sold as soon as possible. He also was concerned that the solicitor was taking too long. Cllr Ungerson added that there was very limited demand for the building as a Community venue. The minutes should be made clear and re-written. Cllr Breen also added that the door was left open for other organisations to respond, and that a paper would be brought to the meeting in January in order to finalise a decision about Bay Hall. Cllr Franklin stated that we should honour the wishes of Georgina, and we should keep the building and at least try to get it set up. He added that the small rooms in the property meant that it wasn't competition for other venues in Sandwich.</p> <p><b>It was moved by Cllr J Franklin and seconded by Cllr P Breen and RESOLVED: that the minutes are noted. Three members abstained.</b></p>	
STC.11.23.18	<p><b>Public Consultation Kent Cycling and Walking Infrastructure Plan</b></p> <p>Members were given information about the proposals for new and improved walking, wheeling, and cycling routes as part of the new county wide Cycling and Walking Infrastructure Plan. The consultation closes on 10<sup>th</sup> January 2024. The cycling route proposed that relates to Sandwich is Route 9 which runs from Canterbury to Sandwich.</p> <p>Cllr Moorhouse commented that the Council should participate in the consultation. He added that there is a drastic shortage of cycle paths in Sandwich. Cllr Ungerson also stated that it is a great idea and fits with the Green Infrastructure Plan of DDC.</p> <p><b>It was moved by Cllr M Moorhouse and seconded by Cllr C Ungerson and RESOLVED: that the Council should participate and the Town Clerk should facilitate this.</b></p>	
STC.11.23.19	<p><b>Disability Access Strategy Working Group Membership</b></p> <p>Members to agree the nominations from membership of the DASWG. The Mayor stated that Cllr Marie, although not present, had requested to be part of the Working Group.</p>	

	<p><b>It was moved by Cllr P Carter and seconded by Cllr I Black and RESOLVED: that the members should be Cllrs Ungerson, Ripley, Tomlins and Marie. Cllr Franklin is also to join the group while Cllr Pennington is away, and then Cllr Pennington is to be invited to join.</b></p>	
STC.11.23.20	<p><b>White Mills Wake and Aqua Park Report</b>  Members received and considered a report that details a petition shared by residents who were impacted by an event held at the White Mills Wake. The report was summarised by the Mayor.  Cllr Csuka updated the Council that he had taken part in a number of discussions with residents in the area near the Wake and Aqua Park. The residents are struggling to get action by Dover District Council. Cllr Black mentioned that the Council should try to extend an olive branch to the organisation and bring them into the community. The Mayor stated that this is a matter for Dover District Council Environmental Health / Protection and STC is just an advisory on planning issues. The Mayor recommended that the Town Clerk could draft a letter on behalf of the Council – to be distributed to the Council for comments and additions, then sent to officers at Dover District Council. Cllr Mallett added that a new business should be treated the same as an old established one.  <b>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that a letter be drafted by the Town Clerk, with input from Councillors, and be sent to officers at Dover District Council. Three Councillors abstained.</b></p>	
STC.11.23.21	<p><b>Draft Terms of Reference for Committees</b>  No Terms of Reference attached.  <b>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the item be deferred until the December meeting.</b></p>	
STC.11.23.22	<p><b>Christmas Lights Switch On Committee Request</b>  Members received a request from the Christmas Lights Committee to use the balcony overlooking the Guildhall Square for placing a snow machine and lighting for the Christmas Lights event and various connection boxes.  Cllr M Moorhouse thanked Cllr S Mallett for his hard work with the Christmas Lights Committee. Cllr Mallett added that he would be engaging an electrician for electrical testing, which would address the main concern.  <b>It was moved by Cllr C Wiles and seconded by Cllr D Carter and RESOLVED: that the Christmas Lights Committee should have access to the Guildhall balcony for using the snow machine and lighting.</b></p>	
STC.11.23.23	<p><b>Interim Audit Report from Internal Auditors – Mulberry &amp; Co</b>  Members received a report regarding the visit on the 10<sup>th</sup> November 2023 by Internal Auditor Mulberry &amp; Co, who undertook an interim period audit to consider the governance and accounts, using samples where appropriate, covering the entire year to date. Cllr Breen stated that it was an excellent report and summarised the four points mentioned for improvement. Thanks were given to the RFO.  <b>It was moved by Cllr C Ungerson and seconded by Cllr M Moorhouse and RESOLVED: that the interim audit report be noted.</b></p>	

STC.11.23.24	Meeting closed at 8.52pm	
STC.11.23.25	Date of next Full Council Meeting: 18 <sup>th</sup> December 2023	

**DRAFT**

**Minutes of Sandwich Town Council Heritage and Townscape  
Committee Meeting held in the Council Chamber on:  
Monday 13<sup>th</sup> November 2023 at 18.30 hours**



Chair: Cllr C Ungerson  
 Councillors: I Black, P Carter, E Csuka, J Franklin, S Mallett, D Marie, L Ripley, and V Tomlins  
 Co-optee  
 Members: Mr K Heaven  
 Observers: 1 resident

Officer: Gill Gray – Town Clerk

HT.11.23.1	<p><b>Chairs Remarks and Apologies for absence received:</b>          Cllr C Ungerson remarked on the following items:          Cllr V Tomlins joined the meeting.</p> <ul style="list-style-type: none"> <li>• Planning appeal for Whitefriars/Fellowship Walk with outcome expected prior to Christmas</li> <li>• Consultation opportunity for Cattle Market in relation to proposed TRO</li> <li>• Tree planting update from Volunteer Tree Warden</li> </ul> <p><b>The following actions were agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>Cllrs I Black, L Ripley and C Ungerson to meet on site and draft a response in relation to the proposed Traffic Regulation Order Amendment 109: Waiting Restrictions with a view to produce a report for the STC November meeting.</b></li> <li>• <b>Town Clerk to share the safety audits with Members that relate to the existing bus stand layout on Cattle Market.</b></li> <li>• <b>Town Clerk to communicate that STC seek a meeting with Stagecoach to explore if there is a better layout for the bus stands.</b></li> <li>• <b>Town Clerk to inform Members of any proposed tree planting events that the VTW organises and to confirm numbers of Councillors as volunteers available in support.</b></li> </ul> <p>Mrs C George sent apologies for the meeting.</p>	
HT.11.23.2	<p><b>Declarations of interest:</b>          There were no declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.</p>	
HT.11.23.3	<p><b>Co-Option Update</b>          Town Clerk shared a verbal report with the Committee and confirmed that Mr K Heaven is co-opted to the H&amp;T Committee and represents the views of the Sandwich Environment Conservation Group. The Volunteer Tree Warden views are not represented by Mr K Heaven, but it is hoped that Cllr S Mallett will consider this role for the VTW in future.</p> <p><b>It was RESOLVED: that the verbal report was received.</b></p>	
HT.11.23.4	<p><b>Minutes of the Heritage and Townscape Committee:</b></p>	

	<p><b>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 9<sup>th</sup> October 2023 were agreed and received.</b></p> <p>Matters arising from previous Minutes of 2023 were discussed with progress update requested:</p> <ul style="list-style-type: none"> <li>• The automatic payment facility on Sandwich Quay disabled toilet.</li> <li>• Mooring fees to be discussed with DDC.</li> <li>• Location of VIC</li> <li>• Town Clerk to invite Heritage Officer and Parks team from DDC to a future meeting. The Town Clerk has proposed a pre-meeting prior to the January H&amp;T Committee meeting at 5.30pm.</li> <li>• Cllr P Carter has contacted Walmer Parish Council and awaits a response in relation to infra-red camera proposal.</li> <li>• Plaque potential replacement at the War Memorial, Town Clerk has received one quotation and two further quotes to be sought.</li> <li>• Town Clerk to seek update on actions from DDC in relation to the Marina Projects report</li> <li>• Update on situation with street furniture on the Guildhall Forecourt/Square to be covered later in the Agenda.</li> </ul> <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 an action plan has now been formed, the work is due to be completed prior to Christmas.</p>	
HT.11.23.5	<p><b>Public Participation:</b> There were no requests received for public participation.</p>	
HT.11.23.6	<p><b>Street Furniture for Guildhall Forecourt/Square</b> Town Clerk has now met with the DDC officer who managed the Guildhall Square/Forecourt project and discussed the street furniture that is being discussed as part of the project or ideas for additional items. It has been confirmed that the final account for the various works and orders are still being finalised. This is a contingency in the project that could be used towards graphics for the shelter and planters once it is established that no further spend on the highway is required. Any additional benches, bike racks or bins are outside the scope of the original project. If any changes are proposed by STC they will need to be presented in one plan/document to DDC for comment and review before proceeding. It may be necessary to seek planning permission for any adjustments. The materials and location should be carefully considered in respect of the original design intentions. There are a minimum of four sets of bike racks behind the Guildhall building which cater for at least twelve bikes.</p> <p><b>The following points were raised during the debate:</b></p> <ul style="list-style-type: none"> <li>• <b>There concerns that there are no sides proposed for the bus shelter.</b></li> <li>• <b>The bins installed on the Forecourt/Square are too small.</b></li> <li>• <b>The position of the existing bike racks are not convenient for bike owners who wish to keep an expensive bike in sight whilst visiting a café.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>The lack of a second dropped kerb in front of the premises Carpenters</b></li> <li>• <b>Any additions of planters would need to be considered carefully where the responsibility lies for planting and maintenance</b></li> </ul> <p><b>The following actions were captured:</b></p> <ul style="list-style-type: none"> <li>• <b>The bus shelter needs to be at least partially enclosed and this to be fed back by the Town Clerk to DDC, if necessary, no decoration to the back panel.</b></li> <li>• <b>The provision of benches to be considered, is there room for any additional seating</b></li> <li>• <b>The current bins provided are not adequate and there is a need all year for increased capacity for public waste.</b></li> </ul> <p><b>It was moved by Cllr C Ungerson and seconded by Cllr P Carter and RESOLVED: that the actions were fed to the DDC officer by the Town Clerk and to seek a compromise if funds permit.</b></p>	
HT.11.23.7	<p><b>Historic Boundary Wall at Empire Cinema, Delf Street, Sandwich</b></p> <p>Town Clerk shared a report on the current situation in relation to the boundary wall at the Empire Cinema. Town Clerk met recently with the DDC Heritage Officer and DDC Building Control officer on site. Cllr J Franklin and Cllr C Wiles joined the meeting. The immediate importance was discussed of remedial works to the boundary wall to ensure it was a safe structure. The contractor Hippersons met with the Town Clerk and agreed the approach with repairs proposed under the guidance of DDC Building Control and Heritage Officer. The Town Clerk to update the Committee on progress at the next meeting.</p> <p><b>The Town Clerk was informed that a Union flag is currently flying on the Empire Cinema, the flag is in a poor state of repair, it should be removed.</b></p>	
HT.11.23.8	<p><b>AirBnB in Sandwich</b></p> <p>Cllr C Ungerson reported that the increasing numbers of AirBnB were causing concern with residents. It was acknowledged that Sandwich is a tourist destination but that a balance is needed to ensure the residential character of the town is not lost. Cllr E Csuka explained that central government is introducing new rules in terms of taxation. Cllr V Tomlins stated that the exact numbers of the temporary accommodation would be useful data and how this relates to business rates charged in the town. It is reported that there are 850 properties across the District, but these cannot be individually identified. It was agreed that the guidance available is not mandatory and is therefore not enforceable which presents a problem.</p> <p><b>The following actions were captured during the debate:</b></p> <ul style="list-style-type: none"> <li>• <b>STC to draft guidance and shared with known properties that highlight concerns for example noise in a residential setting and dealing with waste from a business.</b></li> <li>• <b>Owners of holiday lets to be invited to a Guildhall seminar with DDC officers in support.</b></li> <li>• <b>To contact two management companies in Sandwich to engage with property owners</b></li> <li>• <b>To add this project to the list for H&amp;T Committee</b></li> </ul>	
HT.11.23.9	<b>Level Crossing Incident on Woodnesborough Road</b>	

	<p>The Committee considered a report from Cllr C Ungerson in relation to a recent incident on the level crossing on Woodnesborough Road and asked Members to consider the option offered by Network Rail for a public meeting.</p> <p><b>The following actions were captured during the debate:</b></p> <ul style="list-style-type: none"> <li>• Cllr I Black will draft some technical questions ahead of any proposed public meeting.</li> <li>• The offer of a public meeting by Network Rail was welcomed and will be facilitated by the Town Clerk in the New Year, to be widely publicised and to take place one evening at 6.30pm.</li> <li>• To seek further clarification from Network Rail on the sequence that takes place when the level crossings are engaged</li> </ul> <p>It was moved by Cllr I Black and seconded by Cllr L Ripley and <b>RESOLVED:</b> that Cllr I Black to draft questions ahead of the proposed public meeting, that the public meeting is organised by the Town Clerk and widely publicised inviting all the community and that further clarification is sought from Network Rail on the sequence that takes place when the level crossings are engaged to facilitate a train passing through.</p>	
HT.11.23.10	<p><b>Budget for Projects 2024/2025</b></p> <p>Town Clerk reported that the RFO is currently working on a draft budget for the next fiscal year and Members were asked to consider if there are projects proposed that will impact on the proposed budget. Any projects should be scoped out and an estimate for costs be incorporated on a report for the Council to consider if included in the draft budget for next year. Members agreed that there were no budgets likely to be impacted for next year as all projects were in the initial stages of development. Members were advised that the next debate of the draft budget will be the F&amp;GP Committee in December. If there are projects that require funding for 2025/2026 these should be scoped and estimates of costs shared by May or June 2024 to the F&amp;GP Committee for consideration.</p>	
HT.11.23.11	<p><b>Future Projects for H&amp;T Committee</b></p> <p>The Committee considered a report from Town Clerk which included a template for a project scope. Members were invited to feedback updates for individual projects. The projects table has been updated and attached to the minutes. The following were further discussions with resulting actions not captured on the table:</p> <ul style="list-style-type: none"> <li>• The Community Bus project was updated with a report from Cllr I Black. There are numerous considerations including:</li> <li>• Age Concern should be approached to gauge their viewpoint</li> <li>• STC can join the Community Transport Association which is free to join and would be useful for information</li> <li>• Town Clerk to contact Town Clerk at Faversham TC who have just implemented a Community Bus project</li> <li>• If a Community Bus scheme is considered where will the volunteer drivers be found</li> <li>• Where is there a need in the community and how would the relationship with the existing bus company work</li> <li>• Cllr E Csuka reported that the HIP was going to be shared at a STC meeting in the New Year.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The issue of speeding was discussed, Cllr D Marie to contact an individual in the Town Team to discuss use of the SID for tackling specific areas of concern.</li> <li>• Cllr E Csuka raised the issue of a listed phone box in a state of disrepair on New Street. There is a need for maintenance and this needs to be explored by the Town Clerk and reported back in January 2024.</li> <li>• Cllr E Csuka reported that a sign is missing on Millwall and that this has been reported for replacement.</li> </ul>	
HT.11.23.12	<p><b>Plaque Replacement on War Memorial</b></p> <p>Town Clerk shared a verbal update, to date one quote has been received to replace one plaque on the War Memorial on Market Street; two further quotations are now being sought for a report.</p>	
HT.11.23.13	<p><b>Dover District Council Green Infrastructure Strategy Consultation</b></p> <p>Town Clerk shared details of the draft response to the DDC public consultation on the draft Dover District Green Infrastructure Strategy. The consultation runs for a period of six weeks from Tuesday 3<sup>rd</sup> October to Tuesday 14<sup>th</sup> November 2023. The comments submitted by the VTW should be shared separately to DDC as part of the consultation process.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the draft response prepared by Cllrs E Csuka, L Ripley and V Tomlins was adopted and will be submitted as a response to the public consultation at DDC.</b></p>	
HT.11.23.14	<p><b>H&amp;T Committee Meeting for December</b></p> <p><b>It was moved by Cllr L Ripley and seconded by Cllr P Carter and RESOLVED: that the December H&amp;T Committee meeting be cancelled.</b></p>	
HT.11.23.15	<p><b>Meeting closed at 20.45 hours.</b></p> <p><b>Date of next Heritage and Townscape Committee Meeting: 8<sup>th</sup> January 2024</b></p>	

**Minutes of Sandwich Town Council Planning Committee Meeting  
held in the Council Chamber on:  
Wednesday 8<sup>th</sup> November 2023**



Chair: Cllr J Franklin  
 Councillors: P Carter, W Fortescue, S Mallett, D Marie, M Moorhouse and C Wiles  
 Co-optee:  
 Members: Mr Hennessy and Mrs Summerhayes  
 Observers: None  
 Officer: Gill Gray – Town Clerk

P.11.23.1	<p><b>Apologies for absence received:</b>          Apologies were received from: Cllr M Pennington – who is convalescing and Nikky Warden</p>
P.11.23.2	<p><b>Declarations of interest:</b>          None.          Cllr S Mallett joined the meeting.</p>
P.11.23.3	<p><b>Minutes of the Planning Committee:</b>  <b>It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 11<sup>th</sup> October 2023 be approved.</b></p>
P.11.23.4	<p><b>Public Participation:</b>          There were no requests received for public participation.</p>
P.11.23.5	<p><b>Planning Applications:</b></p> <p><b>Application plans and papers can be viewed via the Dover District Council website.</b></p> <ul style="list-style-type: none"> <li>▪ <b>Planning Application Ref No – 23/00971</b>  <b>Proposal:</b> Replace three sash windows on the ground floor, and four sash windows on the first floor and fixed window shutter either side of the window. Replace French door on ground floor.  <b>Location:</b> 23-25 Little Manwood, Paradise Row, Sandwich CT13 9HU</li> </ul> <p><b>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments:</b>  <b>RECOMMENDATION:</b> Supports the planning application 23/00971</p> <ul style="list-style-type: none"> <li>▪ <b>Planning Application Ref No – 23/00972</b>  <b>Proposal:</b> Replace 3no windows to ground floor, 4no windows to 1<sup>st</sup> floor and French door to ground floor all to front elevation with double glazed units.  <b>Location:</b> 23-25 Little Manwood, Paradise Row, Sandwich CT13 9HU</li> </ul> <p><b>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments:</b></p>

**RECOMMENDATION: Supports the planning application 23/00972**

▪ **Planning Application Ref No – 23/01166**

**Proposal:** Overall Crown reduction by up to 2.5 metres and partial crown lift of one Beech the subject of Tree Preservation Order No 11 of 2015.

**Location:** Harbury House, Sandown Road, Sandwich CT13 9NU

**It was moved by Cllr J Franklin and seconded by Cllr P Carter and RESOLVED: that the Town Council comments:**

**RECOMMENDATION: Following advice from the Tree Warden - A potentially significant combination of crown reduction and lift is proposed for the Beech tree TPO TPO/15/00011. Work should be kept to the minimum required and strictly follow the appropriate British Standard. BS3998:2010 Recommendations for tree work by qualified, experienced, and ideally an Arboricultural Association approved contractor. On the house side, any crown lift necessary should minimise the size of cross-sectional cuts required. It should not be necessary to do too much crown reduction on the roadside above the required carriageway clearance height (5.2 metres over road carriageways and 2.4 metres over pedestrian accesses ) and work should again be restricted to that actually required by the circumstances and for the balance of the tree.**

▪ **Planning Application Ref No – 23/01217**

**Proposal:** Display various illuminated and non-illuminated logo signs included totem, fascia, vinyl, and direction signage.

**Location:** Drive Through Restaurant, Land West of Montagu Road, Discover Park, Sandwich CT13 9FA

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

**RECOMMENDATION: Supports the planning application 23/01217**

▪ **Planning Application Ref No – 23/01212**

**Proposal:** Erection of a summerhouse

**Location:** Bowling Cottage, 1A Bowling Street, Sandwich CT13 9HA

Cllr M Moorhouse joined the meeting.

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

**RECOMMENDATION: Supports the planning application 23/01212**

▪ **Planning Application Ref No – 23/01265**

**Proposal:** Change of use from Doctors surgery to residential dwelling

**Location:** 7 The Butchery, Sandwich CT13 9DL

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

**RECOMMENDATION: Strongly supports the planning application 23/01265**

P.11.23.6


**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 within the Agenda for the next meeting.**

P.11.23.7	<p><b>Street Furniture Applications:</b> 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><b>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 STREET FURNITURE CONSENT</b></p> <p>No new applications have been received.</p>
P.11.23.8	<p><b>Licensing:</b> To consider any licensing notices and issues received from Dover District Council.</p> <p>No notices or issues from Licensing received.</p>
P.11.23.9	<p><b>Enforcement:</b> To consider any enforcement notices and issues received from Dover District Council.</p> <p>None to consider.</p>
P.11.23.10	<p><b>Correspondence:</b> To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications.</p> <p>None to consider.</p>
P.11.23.11	<p><b>Verbal update from our Dover District Councillor on matters relating to planning.</b> Cllr M Moorhouse had the following updates:</p> <ul style="list-style-type: none"> <li>• An update from the planning officer was still awaited following the request to call-in the planning application that relates to proposed fencing at the old Wayfarers site. Cllr P Carter updated the Committee and confirmed that information received has suggested that the fencing proposal falls within permitted development and the applicant has been advised that they can withdraw the planning application. Cllr M Moorhouse to seek clarification on the position with DDC planning officer.</li> <li>• Cllr C Wiles mentioned recent attendance to the Fellowship Walk Appeal and confirmed that five Town Councillors attended on day one with residents.</li> </ul>
P.11.23.12	<p><b>Meeting closed at 18.55 hours.</b> <b>Date of next Planning Committee Meeting: 6<sup>th</sup> December 2023</b></p>

<b>Minutes of Sandwich Town Council Finance and General Purposes Committee Meeting held in the Council Chamber on 20<sup>th</sup> November 2023 at 18:30 hours.</b>		
<b>Chair: Cllr C Wiles</b> <b>Councillors: Cllrs P Carter, D Carter, I Black, E Csuka, J Franklin, N Gray, P Breen and C Ungerson</b> <b>Officer: Responsible Finance Officer</b> <b>Observing: None</b>		
<b>FGP.11.23.1</b>	<b>Apologies for absence received:</b> None received.	
<b>FGP.11.23.2</b>	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None received.	
<b>FGP.11.23.3</b>	<b>Minutes of the Finance and General Purposes Committee:</b> Members received minutes of the Finance and General Purposes Committee held on 16 <sup>th</sup> October 2023. Cllr Csuka queried the following items which are outstanding: <ul style="list-style-type: none"> <li>• Business continuity plan</li> <li>• Report on play areas</li> <li>• STC asset register</li> <li>• Letter regarding closing of old STC Facebook page</li> <li>• Rolling action list</li> </ul> <p>Cllr Black asked if the Town Clerk could notify him regarding when the Draft Terms of Reference would be back on the agenda.</p> <p>Cllr Ungerson remarked that the number of meetings had increased and there might be overlaps, so a review of the current meetings should take place.</p> <p><b>It was RESOLVED: to receive and approve the minutes of the meeting of F&amp;GP Committee on 16<sup>th</sup> October 2023 and the actions agreed.</b></p>	
<b>FGP.11.23.4</b>	<b>Public Participation</b> 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><b>FGP.11.23.5</b></p>	<p><b>First Draft of Budget for 2024/2025</b></p> <p>Members received and considered a draft budget spreadsheet and report from the RFO. The RFO summarised the draft budget and the reasons why the precept rise had been illustrated at 10%. The Committee raised questions and observations including the following:</p> <ul style="list-style-type: none"> <li>• RFO to reconsider the budget for Speakers Day as this was felt to be too low.</li> <li>• A Volunteers Day budget is to be included. This event is to take place next April. It will be an amalgamation of the Museum Volunteers and the Local Organisation Volunteers events where Mayoral funds are distributed.</li> <li>• Cllr Csuka suggested that the £20,000 Monks Wall Nature Reserve repayment could be split over the next four years.</li> <li>• Cllr Gray asked about the STC contribution to the Guildhall.</li> <li>• Cllr Csuka asked about staffing costs. The RFO replied that staffing costs would need to be seen by new HR Committee.</li> <li>• Cllr Csuka commented that it is key that all budgets should be zero based. The RFO responded that a lot of budgets were being zero based.</li> <li>• Cllr Wiles explained to the Committee that an added 10% to the precept would equate to £13 per household.</li> <li>• Cllr Ungerson said that it should be made clear what services are being provided by the Council Tax amount charged.</li> <li>• Cllr Csuka will send further questions and budget proposals to the RFO after the meeting.</li> <li>• Cllr Ungerson would like the Disability Access budget increased back to £2,500.</li> </ul> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. The Monks Wall Nature Reserve funds are paid back over four years (£5,000 each year).</b></li> <li><b>2. The RFO is to make the change (Recommendation 1) and see how the budget could be improved in the areas described, with the aim of putting forward a recommended precept increase of around 5 or 6 percent and bringing this back to F &amp; GP in December.</b></li> </ol>	
<p><b>FGP.11.23.6</b></p>	<p><b>Proposal to Outsource Payroll</b></p> <p>Members received a report and three quotations from the Town Clerk with a proposal to outsource the preparation of payroll for staff employed by STC and STBF. Cllr Csuka questioned the security and credit rating of the selected organisations.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. To agree in principle that an outside organisation should process STC / STBF payroll - however to defer this item, pending the drawing up of a table comparing</b></li> </ol>	

	<b>the payroll quotes so they can be considered on a like for like basis.</b>	
<b>FGP.11.23.7</b>	<p><b>Interim Audit Report from Internal Auditors – Mulberry &amp; Co</b></p> <p>Members received a report from the newly appointed Internal Auditor Mulberry &amp; Co, who visited the Guildhall on the 10<sup>th</sup> November 2023 to undertake an interim period audit to consider the governance and accounts using samples where appropriate covering the entire year to date.</p> <p>The Mayor added that the Town Clerk was very impressed with how knowledgeable and thorough Mulberry were in conducting their audit. The audit recommended some minor improvements and the RFO responded to these points raised and suggested actions. Cllr Ungerson congratulated the RFO on a good report.</p>	
<b>FGP.11.23.8</b>	<b>Date and time of Next Meeting: Monday 11<sup>th</sup> December 2023 at 18:30 in the Council Chamber at the Guildhall.</b>	



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

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	VAT	Total	Actual Payments Made (Reconcile to Bank Statement)
18/12/2023	318	Specialised Carries	Union Flag	Miscellaneous	Team Clerk	£298.32	£0.00	£298.32	£298.32
18/12/2023	319	Dover District Council	Parking permit for Market Trader	Officers Travel & Parking Expenses	Team Clerk	£137.50	£27.50	£165.00	£165.00
18/12/2023	320	Co-operative Sandwich	Gifts for hampers	Staff Bonuses	Minuta Ref: STC, 10.23.33C	£31.80	£0.00	£31.80	£31.80
18/12/2023	324	Phoenix Lnk	Phone Charges - November 2023	£144 (Other Expenditure)	STC Minuta Ref: 32.08.22 (iv)	£50.88	£10.13	£60.51	£60.51
18/12/2023	324	Phoenix Lnk	Phone Charges - November 2023	Other Expenses (incl telephone)	STC Minuta Ref: 32.08.22 (iv)	£50.88	£10.14	£60.82	£60.82
18/12/2023	325	Marfis and Spencers	Gifts for hampers	Gadball	STC Minuta Ref: 32.08.22 (iv)	£50.88	£10.14	£60.82	£60.82
18/12/2023	329	Sandhursts	Gifts for hampers	Staff Bonuses	Minuta Ref: STC, 10.23.33C	£50.00	£0.00	£50.00	£50.00
18/12/2023	329	Brewers	Gifts for hampers	Staff Bonuses	Minuta Ref: STC, 10.23.33C	£50.00	£0.00	£50.00	£50.00
18/12/2023	329	Perinatus	Sign for RPO Office	Other Expenses (incl telephone)	Team Clerk	£24.50	£0.00	£24.50	£24.50
18/12/2023	328	Perinatus	HR Services - December	Perinatus / HR Services	STC Minuta Ref: 06.25.12 (ii)	£122.73	£28.19	£145.91	£145.91
18/12/2023	340	Amazon	Reimbursement to STBF Museum etc for STC website support (September)	IT Expenses (incl. Website)	STC Minuta Ref: 18.23.12 (ii)	£98.00	£19.20	£115.20	£115.20
18/12/2023	341	Pod Office	Gifts / materials for making up hampers	Staff Bonuses	Minuta Ref: STC, 10.23.33C	£22.46	£4.40	£28.96	£28.96
18/12/2023	342	RMS Sandwich Solutions	Stamp for Mayor's Chairman Cards	Mayor's Expenses	Team Clerk	£15.00	£0.00	£15.00	£15.00
18/12/2023	343	Alboprinte	Receipt books	Other Expenses (incl telephone)	Team Clerk	£5.80	£0.00	£5.80	£5.80
18/12/2023	343	Alboprinte	Content transfer - Sandwich Town Council Website	IT Expenses (incl Website)	Minuta Ref: STC, 10.23.5	£375.00	£195.00	£570.00	£570.00
18/12/2023	343	Sage Global Services Ltd	Sage Payroll - December	IT Expenses (incl Website)	STC Minuta Ref: 32.08.22 (iv)	£19.00	£3.80	£22.80	£22.80
					Total	£1,688.98	£242.88	£1,874.53	£1,874.53

## SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 30/11/23

**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/>
	<b>£448,696.34</b>
<b><u>Precept</u></b>	£278,538.53
<b><u>Outside Sources</u></b>	
Black Allotment Rents & Water Contribution	£567.20
Quay Conveniences	£1,144.89
Green Waste Bags	£178.33
Drill Hall	£14,600.00
<b><u>Refunded From Functions</u></b>	
Deputies supper donations	£588.95
Curfew Ringers Supper	£10.00
<b><u>Internal Transfers / Adhoc Income</u></b>	
Museum payment for stock from Visitor Information Centre	£34.00
Refund from Photocopying	£24.20
<b><u>Monks Wall Nature Reserve</u></b>	
Income relating to Monks Wall Nature Reserve	£1,958.71
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>	
Visitor Information Centre	£119.94
<b><u>Forecourt Income</u></b>	
Current Markets	£4,020.43
<b><u>Miscellaneous Income</u></b>	
Difference between HMRC payments and amounts paid (timing difference)	£8,738.65
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	£30,404.61
Refund - STBF Guildhall Salaries	£87,366.01
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 Zoom for subscription	£142.70
Refund of funds re payment 310 (Modern Working)	£200.00
Peace Ceremony - meal contributions	£179.70
Refund from STBF for purchase of silicone for Guildhall repair	£5.35
	<hr/>
	<b>440,777.07</b>
<b>TOTAL</b>	<hr/> <b>£889,473.41</b> <hr/>

**EXPENDITURE**

<b><u>Vat Paid</u></b>	
VAT	9,823.21
<b><u>Mayoral and Civic Functions</u></b>	
Mayoral Expenses	650.63
Mayoral Travel	500.44
Mayor's Hospitality (Including Civic Events)	4,218.99
Mayor's Attendant & Uniform	742.31
Cinque Port Functions & Subscription	367.50

Election Expenses	5,078.75
<b><u>Staffing</u></b>	
Town Clerk & Office Staff	46,445.97
Contribution to Caretaking Staff	4,732.21
Staffing Contingency	21,090.30
Staff Recruitment	195.00
Staff Training	95.00
Officers Travel & Parking Expenses	1,003.64
<b><u>Administration</u></b>	
Petty Cash	130.00
Peninsula Business (HR)	2,252.37
Office Expenses (incl. telephone)	3,231.44
Audit Fees	3,118.25
Subscriptions & Memberships	2,028.58
IT Expenses (incl. Website)	8,200.79
Photocopier (Rental & Usage)	773.02
Bank Charges	418.18
<b><u>Insurance</u></b>	
Insurance - Public Conveniences and Boatmans' Chapel	224.00
Other Insurances (ie/ Liability & Slander)	4,563.61
<b><u>Public Conveniences</u></b>	
Quay Conveniences - Salaries	8,115.43
Cattle Market Conveniences - Salaries	6,642.68
Quay Conveniences - Other Expenditure	6,193.54
Cattle Market Conveniences - Other Expenditure	340.34
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>	
S144 Salaries	5,149.30
S144 (Other Expenditure)	402.29
<b><u>Sandwich Open Spaces / Other Properties</u></b>	
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	4,054.68
<b><u>Reserves - Ring-fenced</u></b>	
Monks Wall Nature Reserve	11,572.36
<b><u>Miscellaneous / Unexpected Expenditure</u></b>	
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
Reimbursement for purchase of paint to refurbish Town Crest	17.42
Cllr Ungerson attendance at Kalc AGM	5.00
Union Flag	259.32
Buglar for Remembrance Sunday	50.00

<b><u>Guildhall and Forecourt</u></b>	
Contribution towards running of the Guildhall	113,750.00
<b><u>Guildhall Forecourt Project</u></b>	
Thursday Market Manager	450.00
Loan Repayment	12,033.48
	<hr/>
	<b>317,681.02</b>
<b><u>Items relating to Sandwich Toll Bridge Fund Account</u></b>	
STBF Salaries	30,404.61
	<hr/>
	<b>30,404.61</b>
<b><u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u></b>	
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	39,525.39
STBF Guildhall Salaries - Guildhall Administration	44,295.11
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)	402.31
Cleaning Costs - Guildhall (to be reimbursed)	79.92
IT Support (Guildhall share to be reimbursed)	1,014.00
Pipe cleaner and isolator for Guildhall (to be reimbursed)	6.93
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
	<hr/>
	<b>86,959.21</b>
	<hr/>
	<b>435,044.84</b>
	<hr/>
<b>Balance at Bank as per Bank Reconciliation as at 30/11/23</b>	<b>£454,428.57</b>
<b>TOTAL</b>	<b>£889,473.41</b>
	<hr/>
<b>Bank Reconciliation as at 30/11/23</b>	
Current a/c	£454,612.91
Less: Outstanding payments	£184.34
<b>TOTAL</b>	<b>£454,428.57</b>
	<hr/>
	<b>£454,428.57</b>
	<hr/>
<b>OUTSTANDING PAYMENTS</b>	
275 Ashridge Nurseries - Shrubs for Cow Leas Meadow planting scheme	£184.34
	<hr/>
	<b>£184.34</b>
	<hr/>
<b><u>Monks Wall Nature Reserve</u></b>	
<b><u>Balance Brought Forward 01/04/23</u></b>	<b>£59,357.66</b>
<b><u>Income</u></b>	
Rural Payments Agency	£1,958.71
	<hr/>
	<b>£1,958.71</b>
<b><u>Expenditure</u></b>	
Warden Fees 01/03/2023 - 29/10/2023	£1,666.64
Basic Payment Scheme Administration (Finns)	£462.50
Reimburse Warden for purchase of Wooden Marker Staves	£24.84
Excavation works for new scrape	£9,626.71
Security Tracking System	£174.00
	<hr/>
	<b>£11,954.69</b>
	<hr/>
<b>Balance as at 30/11/23</b>	<b>£49,361.68</b>
	<hr/>

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

<b>Expenditure</b>	<b>Approved Budget 2023/24</b>	<b>Expenditure to Date</b>	<b>Balance to Date</b>
<b><u>Mayoral and Civic Functions</u></b>			
Mayoral Expenses	£2,500.00	£650.63	£1,849.37
Mayoral Travel	£1,800.00	£500.44	£1,299.56
Mayor's Hospitality (Including Civic Events)	£3,500.00	£4,218.99	-£718.99
Mayor's Attendant & Uniform	£8,970.00	£742.31	£8,227.69
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
<b><u>Staffing</u></b>			
Town Clerk & Office Staff	£67,380.00	£46,445.97	£20,934.03
Contribution to Caretaking Staff	£8,240.00	£4,732.21	£3,507.79
Staffing Contingency	£2,000.00	£21,090.30	-£19,090.30
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	£1,003.64	£96.36
Staff Salaries bonus pot	£670.00	£0.00	£670.00
<b><u>Administration</u></b>			
Petty Cash	£130.00	£130.00	£0.00
HR & Payroll	£1,280.00	£2,252.37	-£972.37
Office Expenses (incl. telephone)	£6,760.00	£3,231.44	£3,528.56
Audit Fees	£3,500.00	£3,118.25	£381.75
Subscriptions & Memberships	£1,930.00	£2,028.58	-£98.58
IT Expenses (incl. Website)	£15,000.00	£8,200.79	£6,799.21
Photocopier (Rental & Usage)	£2,000.00	£773.02	£1,226.98
Bank Charges	£800.00	£418.18	£381.82
Health & Safety Provisions	£3,000.00	£0.00	£3,000.00
<b><u>Insurance</u></b>			
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
<b><u>Public Conveniences</u></b>			
Quay Conveniences - Salaries	£8,370.00	£8,115.43	£254.57
Cattle Market Conveniences - Salaries	£8,370.00	£6,642.68	£1,727.32
Quay Conveniences - Other Expenditure	£10,350.00	£6,193.54	£4,156.46
Cattle Market Conveniences - Other Expenditure	£1,000.00	£340.34	£659.66
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>			
S144 Salaries	£18,770.00	£5,149.30	£13,620.70
S144 (Other Expenditure)	£2,470.00	£402.29	£2,067.71
<b><u>Sandwich Open Spaces / Other Properties</u></b>			
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	£6,600.00	£0.00	£6,600.00
Telephone Boxes	£250.00	£0.00	£250.00
Bay Hall	£7,000.00	£4,054.68	£2,945.32
<b><u>Reserves - Ring-fenced:</u></b>			
Monks Wall Nature Reserve	£0.00	£11,572.36	£47,785.30
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
<b><u>Reserves- General</u></b>			
Operating Funds to be kept in Reserve	£40,000.00	£0.00	£40,000.00
<b><u>Other Services</u></b>			
Green Garden Waste Bags	£1,400.00	£0.00	£1,400.00
Disability Access Strategy	£2,500.00	£0.00	£2,500.00
<b><u>Miscellaneous / Unexpected Expenditure:</u></b>			
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
Reimbursement for purchase of paint to refurbish Town Crest	£0.00	£17.42	-£17.42
Cllr Ungerson attendance at Kalc AGM	£0.00	£5.00	-£5.00
Union Flag	£0.00	£259.32	-£259.32
Buglar for Remembrance Sunday	£0.00	£50.00	-£50.00
Room hire for Councillors Surgery - Jubilee Centre	£0.00	£15.00	-£15.00

<b><u>Guildhall and Forecourt</u></b>			
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
<b><u>Guildhall Forecourt Project</u></b>			
Thursday Market Manager	£3,000.00	£450.00	£2,550.00
Loan Repayment	£12,040.00	£12,033.48	£6.52
<b><u>Items relating to Sandwich Toll Bridge Fund Account</u></b>			
STBF Salaries	£0.00	£30,404.61	£-30,404.61
<b><u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u></b>			
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00	£39,525.39	£-39,525.39
STBF Guildhall Salaries - Guildhall Administration	£0.00	£44,295.11	£-44,295.11
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	£402.31	£-402.31
Pipe cleaner and isolator for Guildhall (to be reimbursed)	£0.00	£6.93	£-6.93
IT Support (Guildhall share to be reimbursed)	£0.00	£1,014.00	£-1,014.00
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
<b>TOTAL</b>	<b>£446,388.53</b>	<b>£425,221.63</b>	<b>£304,891.94</b>

<b>Income</b>	<b>Approved Budget 2023/24</b>	<b>Income to Date</b>	<b>Balance to Date</b>
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
<b><u>Precept</u></b>	<b>£278,538.53</b>	<b>£278,538.53</b>	<b>£0.00</b>
<b><u>Outside Sources</u></b>			
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	£1,144.89	£-4,655.11
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	£14,600.00	£-7,300.00
P22 Electricity Charge	£300.00	£0.00	£-300.00
<b><u>Refunded From Functions</u></b>			
Deputies supper donations	£600.00	£588.95	£-11.05
Curfew Ringers Supper	£450.00	£10.00	£-440.00
<b><u>Internal Transfers / Adhoc Income</u></b>			
Museum payment for stock from Visitor Information Centre	£150.00	£34.00	£-116.00
Refund from Photocopying	£60.00	£24.20	£-35.80
<b><u>Monks Wall Nature Reserve</u></b>			
Income relating to Monks Wall Nature Reserve	£0.00	£1,958.71	£1,958.71
<b><u>S144 (Visitor Information Centre &amp; Tourism)</u></b>			
Visitor Information Centre	£1,000.00	£119.94	£-880.06
<b><u>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</u></b>			
Current Markets	£8,000.00	£4,020.43	£-3,979.57
<b><u>Miscellaneous Income</u></b>			
Difference between HMRC payments and amounts paid (timing difference)	£0.00	£8,738.65	£8,738.65
Pension correction (to adjust earlier overpayment)	£0.00	£4,069.86	£4,069.86
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	£30,404.61	£30,404.61
Refund - STBF Guildhall Salaries	£0.00	£87,366.01	£87,366.01
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 Zoom for subscription	£0.00	£142.70	£142.70
Refund of funds re payment 310 (Modern Working)	£0.00	£200.00	£200.00
Peace Ceremony - meal contributions	£0.00	£179.70	£179.70
Refund from STBF for purchase of silicone for Guildhall repair	£0.00	£5.35	£5.35
<b>TOTAL</b>	<b>£446,388.53</b>	<b>£889,473.41</b>	<b>£159,359.84</b>
<b>Bank reconciliation as at 30/11/23</b>	<b>£454,428.57</b>		

**Report to Councillors and Members of: Sandwich Town Council****Meeting scheduled for 18<sup>th</sup> December 2023****Report from: Town Clerk****Date: 11<sup>th</sup> December 2023****Subject: Guildhall Square/Forecourt and Hire****Classification: General****Purpose of report:**

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

**Content:**

The Guildhall Square/Forecourt refurbishment has presented a renewed opportunity for the Council to formalise use and hire of the space ensuring that health and safety is observed and the process for hire is fair and transparent. The event season is now completed, and the Thursday Market has relocated and is back on the Guildhall Square/Forecourt on a weekly basis. The Market has started to build again on the number of stalls and there has been co-operation with parking vehicles off the site whilst the market is in operation.

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

A benchmarking exercise has taken place and the results are included in the attachments to this report for transparency. The three neighbouring Councils used for comparison were Dover District Council, Thanet District Council and Canterbury City Council.

There have been two meetings organised, the first for event organisers took place on 1<sup>st</sup> November 2023 where the chair of an event committee was invited to attend a meeting with a number of Town Councillors to discuss the proposed approach for events to hire the Guildhall Forecourt/Square. This was a productive meeting, and the general consensus was that the proposals appeared to be fair and considered. The category used for a community or charity event will require evidence of either a charitable status or a recognised/registered community organisation such as a CIC or CIO.

The second meeting took place on 7<sup>th</sup> December and involved one local business who attended the discussion with two Town Councillors present. This meeting discussed the specific proposals for a licence for tables and chairs to be placed on the Forecourt/Square along with the fees. The fees proposed from 1<sup>st</sup> April 2024 are £100.00 per table and this is recommended to be subject to a 25% discount for the first year to enable the business to adapt to the new fees. This proposal if progressed equates to £6.25 per month per table.

Now that both meetings have taken place the feedback and comments have been incorporated and taken into consideration for this report.

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

**Recommendations:**

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

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

**Application for use of Square/Forecourt**

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

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

Sandwich Town Council  
Guildhall  
Cattle Market  
Sandwich  
Kent  
CT13 9AH  
Email. [townclerk@sandwichtowncouncil.gov.uk](mailto:townclerk@sandwichtowncouncil.gov.uk)

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

**Conditions of Hire**

**1. The Guildhall Square/Forecourt**

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

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

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

**2. Risk Assessment & CRB Checks**

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

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

### **3. Use of Electricity**

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

### **4. Hirer**

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

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

Square/Forecourt.

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

### **5. Decorations & Advertising**

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

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

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

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

### **6. Alcohol Licence**

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

### **7. Conveniences**

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

## **8. Caretakers**

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

## **9. Liability**

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

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

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

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

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

## **10. Cancellation**

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

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

## **11. Furniture**

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

## **12. Rubbish, Refuse Collection and Surface Damage**

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

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

### **13. Breach by the Hirer**

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

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

### **14. Complaints**

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

### **15. Fees**

The fees for event hire are detailed below:

Charity or Community Events – Evidence will be required such as charity registration or community status registration such as CIC or CIO

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

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

#### Commercial Events

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

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

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

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

### **Agreement**

Town Clerk:

Date:

Signature:

Hirer:

Date:

Signature:

### **Useful Event Management Contact Details**

#### **Town Clerk**

Gill Gray 01304 617197

#### **Guildhall Caretakers**

Simon Cursons 01304 617197

John Barclay 07852 684321

#### **Guildhall Office**

Telephone

01304 617197

Email

[enquiries@sandwichtowncouncil.gov.uk](mailto:enquiries@sandwichtowncouncil.gov.uk)

#### **Kent County Council**

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

#### **Dover District Council**

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

Event Planning Applications

Events Co-ordinator

Property Services

Tel. 01304 872458

Email. [communityandleisure@dover.gov.uk](mailto:communityandleisure@dover.gov.uk)

Temporary Events Notices (TENs for licensable activities)

Licensing Office

CT16 3PJ

Tel. 01304 872295

Email. [licensing@dover.gov.uk](mailto:licensing@dover.gov.uk)

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

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

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

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

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

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

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

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

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

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

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

The current fees are:

- £100.00 per cover per year; for example, a table and four chairs will be charged £100.00 per year.
- The cost will be calculated on the number of tables, each table equates to one cover.
- The fee covers the period 1<sup>st</sup> April to 31<sup>st</sup> March each year and is payable in quarterly installments, the first installment payable by 1<sup>st</sup> April each year.
- The fee will be calculated pro-rata if the application is received part way through the fiscal year.
- There will be no refunds if the permit is cancelled partway through the year.

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

Signed

Signed on behalf of  
Sandwich Town Council

Gill Gray  
Town Clerk  
Sandwich Town Council

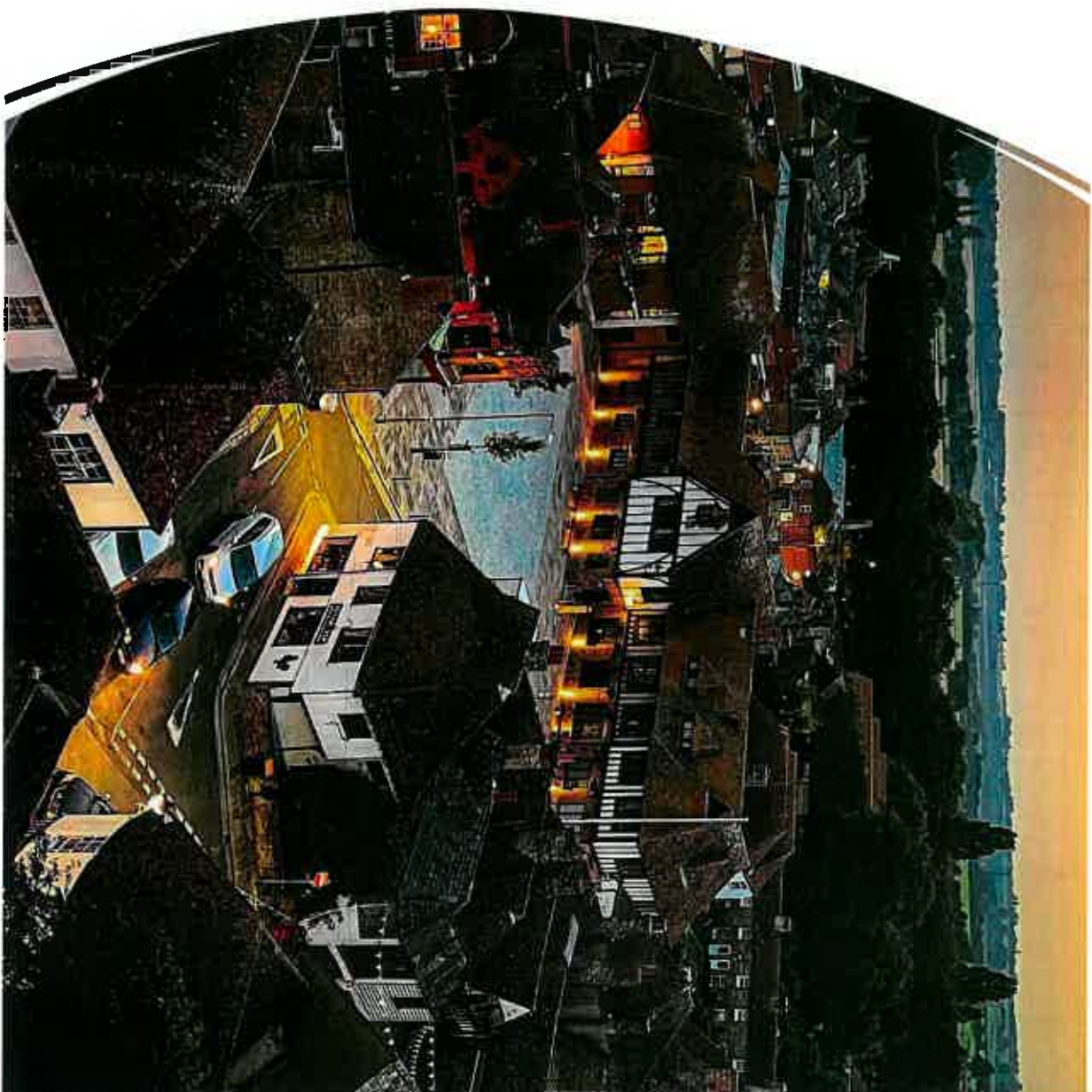
Date

Date

# Guildhall Forecourt

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Discussion on the  
introduction of fees for hire  
of this open space



# Background

The Town Clerk presented a report to the full Town Council Meeting on 25<sup>th</sup> September 2023 titled “**Draft Guildhall Square/ Forecourt Hire Agreements including Market Regulations**”. This report included the introduction of fees for hire of the Guildhall Forecourt.

The minutes of the meeting record that “*the new Council had inherited debt from the previous administration and there needs to be income generated from the Guildhall/ Forecourt to meet the £12,000 per annum to meet the costs of the PWB Loan repayments.*”

Following a debate on the proposals it was resolved:

*“that the decision for the proposed hire agreements and fees chargeable for events/ occupation on the Guildhall Forecourt/ Square be deferred pending a meeting with Chairs of Event Groups and local businesses”.*

These slides present a set of information to support the meeting with the Chairs, under the following headings:

- Benchmarking of the proposed fees;
- Thursday Market Income; and
- Key Decisions

# Benchmarking





**“Sandwich Town Council is planning on introducing exorbitant charges of up to £300 a day”**

The hire fees for The Guildhall have been benchmarked against the three neighbouring councils:

- Dover District Council;
- Thanet District Council; and
- Canterbury City Council.

Separate slides follow to demonstrate the range of fees each of the four Councils apply to events run on open spaces that they own. \*

The entries highlighted in “red” in the subsequent slides are used as a comparator to show that the proposed fees for the use of The Guildhall are significantly less than those applied across the three other Councils for similar type and scale of event. The final slide presents these comparator entries alongside each other.

*\*The fees shown for The Guildhall Forecourt are not yet adopted.*

## BENCHMARKING – GUILDHALL FORECOURT

### HIRE FEES (proposed)

Category	Price	Deposit (refundable)
Charity/ Community single pitch/stall	£10 (min)	variable
<b>Charity/ Community</b>	<b>£25</b>	<b>variable</b>
Commercial single pitch/stall	£25 (min)	variable
Small commercial half day/ full day	£75/ £150	£150
<b>Large commercial half day/ full day</b>	<b>£150/ £300</b>	<b>£250</b>

## BENCHMARKING – DOVER DISTRICT COUNCIL

### HIRE FEES

Category	Price Per Day	Deposit (refundable)
Community or charity	£60	£260
Standard	£240	£1300
Small commercial	£240	£1300
Large commercial	£715	£1300

These charges relate to events held on Dover District Council public spaces, including Walmer, Deal and Sandwich. 10 sites are listed, including:

- Kearsney Abbey, Dover
- Walmer Green
- Victoria Park, Deal
- The Quay Green, Sandwich

## BENCHMARKING – CANTERBURY CITY COUNCIL

### HIRE FEES

Category	Price Per Day	Admin Fee (non-refundable)
Charity/ Community – less than 500	£117	£23
<b>Charity/ Community – 500 to 1999</b>	<b>£117</b>	<b>£175</b>
Charity/ Community – 2000 to 4999	£117	£292
Charity/ Community – 5000 or more	£117	£583
Commercial (for profit) – less than 500	£702	£29
<b>Commercial (for profit) – 500 to 1999</b>	<b>£702</b>	<b>£351</b>
Commercial (for profit) – 2000 to 4999	£702	£699
Commercial (for profit) – 5000 or more	£702	£1403

These charges relate to events held in Canterbury City Council public spaces, including Whitstable and Herne Bay.  
40 sites are listed, including:

- The Dane John, Canterbury
- Westgate Gardens, Canterbury
- Central Parade Promenade, Herne Bay
- Tankerton Slopes, Whitstable

## BENCHMARKING – THANET DISTRICT COUNCIL

### HIRE FEES

Category	Price Per Day	Application Fee (non-refundable)	Deposit (refundable)
National Charity – using premium site	£155	£75	£250
Regional Charity – using premium site	£102	£75	£250
<b>Community – using premium site</b>	<b>£76</b>	<b>£75</b>	<b>£250</b>
<b>Commercial (for profit) – using premium site</b>	<b>£325</b>	<b>£75</b>	<b>£500</b>

These charges relate to events held on Thanet District Council public spaces. 6 premium sites are listed, including:

- Ramsgate Promenade
- Margate Main Sands
- Viking Bay
- Ramsgate Harbour/ Pier Yard/ Turning Circle

**BENCHMARKING – COMPARISON OF FEES FOR SIMILAR EVENTS ACROSS THE FOUR COUNCILS**

	<b>Sandwich</b>	<b>Dover</b>	<b>Canterbury</b>	<b>Thanet</b>
<b>Charity/ Community</b>	<b>25</b>	<b>60</b>	<b>292</b>	<b>151</b>
<b>Commercial Full Day</b>	<b>300</b>	<b>715</b>	<b>1053</b>	<b>400</b>

# Thursday Market Fees





**“The Thursday Market income would always have easily covered the costs of the PVB loan”**

From the records held, there is no evidence to substantiate the claim that the income from the Thursday Market would “easily” cover the PVB loan repayments. The previous Council developed a series of proposals aimed at increasing the income generated from the Guildhall Forecourt.

In addition, the existing income from the market was already taken into account by the previous Council when it agreed the precept for the Council.

Suggestions from some that the market fees should increase **fails to recognise** a number of facts:

- Some of the current market stallholders make little profit from the amount of sales they achieve on a Thursday. An increase in fees would result in their having to leave;
- Whilst the number of stallholders is increasing, the longer-term sustainability of the market remains volatile;
- The current market fees are on a par with the fees charged by Deal Saturday market, which has a much higher footfall (1500 to 2000 each week) and where the stallholders receive the use of free gazebos, free advertising and promotions, etc.

*Pre-Covid*

<b>THURSDAY MARKET - STC NET INCOME APRIL 2019/ MARCH 2020</b>	
April 2019	£125.00
May 2019	£125.00
June 2019	£125.00
July 2019	£125.00
August 2019	£125.00
Profit share payment for April 2019	£250.00
September & October 2019	£250.00
November 2019	£125.00
December 2019	£125.00
Profit Share payment for 01/05/2019 - 31/10/2019	£741.61
January 2020	£125.00
February 2020	£125.00
March 2020	£62.50
<b>STC NET INCOME</b>	<b>2429.11</b>

During 2019/20 the Thursday market was run by Sandwich Tourism Initiative CIC.

The income received by STC was:

1. Annual rent of £1,500 divided by 12 months, so paid as £125 per month.
2. One third of profit paid on a six-monthly basis. Please see the table for the detail – profit paid for the year was £250 + £741.61
3. Using the formula above, an estimate of gross market income for 2019/20 is c.£5400

<b>THURSDAY MARKET - STC NET INCOME APRIL 2020/ MARCH 2021</b>	
April 2020	£125.00
May 2020	£62.50
June 2020	£125.00
July 2020	£125.00
August 2020	£125.00
September 2020	£125.00
October 2020	£125.00
November 2020	£125.00
Market takings with Market Manager in place (Jan & Feb 2021)	£800.00
Market takings with Market Manager in place (March 2021)	£830.00

<b>Thursday Market Gross Income</b>	<b>£2567.50</b>
<b>Management Fee paid March 2021</b>	<b>£250</b>
<b>STC NET INCOME</b>	<b>£2317.50</b>

During 2020/ 2021, the Thursday Market was for part of the year run by Sandwich Tourism Initiative CIC. During the last quarter, responsibility transferred across to the Town Council and a Market Manager was appointed.

Details of Thursday Market Income/ expenditure provided from the STC banking records.

<b>THURSDAY MARKET – INCOME APRIL 2021/ MARCH 2022</b>	
Thursday Markets - April 2021	£1,120.00
Thursday Market - 6th May 2021	£240.00
Thursday Markets - May 2021	£480.00
Thursday Market 3rd June 2021	£275.00
Thursday Market 10th June 2021	£300.00
Thursday Market - 19th June 2021	£155.00
Thursday Market - 24th June 2021	£310.00
Thursday Market - 1st July 2021	£270.00
Thursday Market - 8th July 2021	£270.00
Thursday Market - 15th July 2021	£175.00
Thursday Market - 22nd July 2021	£240.00
Thursday Markets 29/7/21, 05/08/21 & 12/08/21	£720.00
Thursday Markets 19/08/21, 26/08/21 & 02/09/21	£675.00
Thursday Markets 30/09/21, 07/10/21 & 14/10/21	£775.00
Thursday Markets (21st / 28th Oct & 4th November 2021)	£735.00
Thursday Markets Nov / Dec 2021	£1,000.00
Thursday Markets 16th December 2021	£385.00
Thursday Markets 20th January 2022	£235.00
Thursday Markets 27th January 2022	£285.00
Thursday Markets - February 2022	£380.00
Thursday Markets - 10/03/22 & 17/03/22	£500.00
Thursday Markets - 31/03/2022 & 24/03/2022	£530.00

During 2021/ 2022, the Town Council had responsibility for running the Thursday Market Town and a Market Manager was in place.

Details of Market Income and expenditure provided from the STC banking records.

<b>Thursday Market Gross Income</b>	<b>£10,555</b>
<b>Management Fee</b>	<b>£2400</b>
<b>STC NET INCOME</b>	<b>£7655</b>

### THURSDAY MARKET INCOME APRIL 2022/ MARCH 2023

	STC Net Income	Admin Fee £50pw	Total Income		STC Net Income	Admin Fee £50pw	Total Income
2 <sup>nd</sup> March 2023	60	50	110	October 2022	495	200	695
9 <sup>th</sup> March 2023 (bad weather)	5	50	55	September 2022	635	250	885
16 <sup>th</sup> March 2023	60	50	110	August 2022	530	200	730
30 <sup>th</sup> March 2023	70	50	120	28 <sup>th</sup> July 2022	220	50	270
16 <sup>th</sup> February 2023	55	50	105	21 <sup>st</sup> July 2022	200	50	250
23 <sup>rd</sup> February 2023	55	50	105	14 <sup>th</sup> July 2022	185	50	235
2 <sup>nd</sup> February 2023	55	50	105	7 <sup>th</sup> July 2022	205	50	255
9 <sup>th</sup> February 2023	55	50	105	30 <sup>th</sup> June 2022	160	50	210
26 <sup>th</sup> January 2023	120	50	170	23 <sup>rd</sup> June 2022	225	50	275
19 <sup>th</sup> January 2023	120	50	170	16 <sup>th</sup> June 2022	185	50	235
12 <sup>th</sup> January 2023	120	50	170	9 <sup>th</sup> June 2022	225	50	275
5 <sup>th</sup> January 2023	95	50	145	2 <sup>nd</sup> June 2022	200	50	250
December 2022	430	200	630	May 2022	880	200	1,080
November 2022	390	200	590	April 2022	785	150	935
				<b>Totals (49 weeks)</b>	<b>6,820</b>	<b>2,450</b>	<b>9,270</b>

Details of Market Income and expenditure for April 2022 to March 2023 taken from receipts held by STC.

### THURSDAY MARKET INCOME APRIL 2023/ MARCH 2024

Current forecast for Thursday Market Income for April 2023 to March 2024: **£5,167.50**

Figure taken from STC Forecast Outturn 2023-24 presented to the Finance & General Purposes Committee Meeting held on 11<sup>th</sup> October 2023.



## Key Decisions



**“The Public Works Board Loan is to be repaid exclusively by the Thursday Market income.”**

A thorough review of Council Meeting minutes and key documents, over the period 2019 to 2023, has been undertaken and **no evidence** has been found to support the claim that the Public Works Board Loan was to be repaid only from the Thursday Market income.

A number of reports and discussions in meetings reference the refurbishment of the Guildhall Forecourt, the Thursday Market, The Guildhall Future Plan and the Future Vision for Sandwich. A number of key references to the Guildhall Forecourt, the Public Works Board Loan and future financing are included in the following slides.

*N.B. Words shown in italic are direct quotes taken from source documents and formal records of meetings.*

## Key Decisions

**THE KEY EVENT** relating to the Council agreeing to seek funding of (up to) £350k is the full Town Council meeting on 16th December 2019.

The minutes record the following Members as attendees: J Franklin (in the chair), HJ Bragg, AC Broun, Ms D Carter, PI Carter, Ms AC Felton Ms AE Fox, DR Friend, PG Graeme, AK Heaven, MJ Holloway, HW Sampson, WP Staple, DMA Wood

The minutes of this meeting record the following:

### **“23.12.19 MARKET SQUARE PROJECT**

*Councillors considered a motion that the Council supports the Market Square Project and agrees in principle funding of up to £350,000, via a Public Works Loan Board loan, over a 50-year period, to be serviced from the income which the refurbished Market Square will generate. It was confirmed that this would be a maximum amount and the final sum could be less. Cllr Holloway reported that this project will address accessibility issues, drainage issues, traffic problems and will be a placemaking project of a significant standard.*

**RESOLUTION:** *A PwLB annuity loan over 50 years will be sought to fund up to £350,000 for the Market Square Project.”*

# Key Decisions

## THE LOAN APPLICATION

On 3<sup>rd</sup> September 2020, Mayor Paul Graeme signed the application form for a Public Works Loan which was to be submitted to the Ministry Of Housing, Communities and Local Government.

The loan amount requested was £350k.

The application form has been reviewed and the information required makes no reference to how the loan repayments will be met but it does ask for the purpose of the loan, which states:

*“To contribute towards the refurbishment and safe accessibility of the Guildhall Square assisting with the regeneration of the town and creating a central café culture area for the community”*

No further supporting documentation is recorded as having been submitted to support the loan application.

# Key Decisions

## **KEY DOCUMENTS WHERE THE FUTURE USE OF A REFURBISHED GUILDHALL FORECOURT IS REFERENCED:**

1. In December 2019, The Town Council approved a Mission Statement and Business Plan for the period 2019 to 2023. In this document, a number of strategic objectives are detailed, including:

*“3.4 Maximise the use and revenue generating potential of the Guildhall and Forecourt;”*

The Mission Statement and Business Plan was again presented to the full Town Council meeting held on 26<sup>th</sup> May 2021 and no changes were made to the strategic objectives.

The minutes record the following Members as attendees: PG Graeme (in the chair) HJ Bragg, AC Broun, Mrs D Carter, PI Carter, Ms AC Felton, Ms AE Fox, J Franklin, DR Friend, AK Heaven, MJ Holloway, MJ Lintott, HW Sampson

The relevant extract from this document is included in the next slide.

## MISSION STATEMENT

## Strategic Objectives for 2019 to 2023:

- SO1.** Support the delivery of the regeneration of Sandwich by working in partnership with other public, private and voluntary sector bodies;
- SO2.** Improve the Council's communication, openness and transparency;
- SO3.** Utilize the Council's income, manage expenditure and safeguard the Council's assets for maximum benefit;
- SO4.** Use the Town Council's influence to affect the decisions of public and private sector bodies for the benefit of Sandwich
- SO5.** Protect the Town's Heritage and Safeguarding its Traditions;
- SO6.** Promote Sandwich as a place to live, visit and do business.
- SO7.** Maximize opportunities for the town as they arise.

## ANNUAL OBJECTIVES for 2019/20

## Deliverables over the coming year

- SO1. Regeneration of the Towns**
- 1.1. Chair and direct the 'New Vision for Sandwich' Project Board to deliver refurbished Guildhall building and forecourt including added Museum space, new Archives Library, Visitor Information Centre, adjacent public realm and surrounding roads and traffic/shared space improvements through seeking public funding streams e.g. HLF Bids;
- 1.2. Ensure completion of the new Coach Park at the former KCC Depot and introduce interim measures for coach parking;
- 1.3. Support and work with DDC to improve the Open Parks provision in Sandwich.
- SO2. Communication, openness and transparency**
- 2.1. Develop the Council's web and social media presence with the aim of improving access to information and active communication;
- 2.2. Issue timely press releases after Council Meetings;
- 2.3. Maximise Sandwich Town Council's impact through modernising the Council's working practices including response times for letters, emails and phone calls;
- 2.4. Complete the renegotiation of the 'Sandwich Agreement' with DDC to transfer ownership of the Guildhall to the Town Council and simplify the relationship between Town and District Council;
- 2.5. Introduce a more efficient and transparent STC/Toll Bridge operating framework; create new and sharper Council and Committee structures, meeting schedules and procedures to increase public

- 2.6. Simplify the presentation of financial accounts leading to more user-friendly management information;
- 2.7. Update the Guildhall Emergency Plan and maintain an updated Emergency Plan for Sandwich Town which is fit for purpose and easily understood.
- SO3. Safeguarding and Managing Assets**
- 3.1. Support and oversee the development and diversification of the Drill Hall at the quayside as per the lease;
- 3.2. Introduce and hold regular Asset Management Committee meetings, undertake a condition audit of all the Council's assets and set out a maintenance schedule for implementation;
- 3.3. Bring Fishergate back into Council control and develop plans to maximise its potential;
- 3.4. Maximise the use and revenue generating potential of the Guildhall and Forecourt;
- 3.5. As Trustee of Sandwich Toll Bridge Fund to review the charities financial investments and consider returns & risks to maximise income;
- 3.6. Ensure that the Guildhall and Public conveniences are well maintained, kept clean and in condition to welcome visitors.
- SO4. Using the Council's Influence**
- 4.1. Police and DDC Enforcement: Push for increased visibility throughout the Town and reinstatement of a police presence ensuring resources are enough for Sandwich environs and work constructively with the KCC funded community wardens;
- 4.2. Work with DDC's Project to turn the Town Walls into new District Strategic Park (part of DDC's Open Parks Project), ensuring links and synergy with 'A New Vision for Sandwich';
- 4.3. Scrutinise and respond vigorously to planning applications made to DDC for developments in Sandwich;
- 4.4. Seek to influence the use of any Section 105 funding made available to DDC as the result of any successful planning applications for developments within Sandwich;
- 4.5. Respond to any planning application made to DDC outside the environs of Sandwich which may impact upon the Town;
- 4.6. Respond to DDC's consultation on the Local Plan development ensuring the Plan creates a beneficial environment for development in Sandwich.
- 4.7. Work with the Town Team to progress the Traffic Management Initiative (TMI) with a view to identifying 5 priorities for action by KCC in the coming year.
- SO5. Heritage and Traditions**
- 5.1. Introduce and maintain a protocol manual for all Mayoral and Civic Functions.
- 5.2. Summer re-arrangement of the Guildhall Museum & Archive by the Arts Council Finland

## Key Decisions

2. Linked to the strategic objective detailed on the previous two slides, two reports were produced, which proposed ways to generate income from the Guildhall Forecourt to enable repayment for its refurbishment.

The first was presented by Amandajayne Hollobon-Baxter, in her then role as Project Manager, to the Advisory and Assets Committee meeting held on 17th August 2020 and the second was presented by the then Town Clerk, Laura Fidler, to the full Town Council Meeting on 14<sup>th</sup> September 2020.

The first report titled ***“Forecourt and Income Plan”*** was marked as confidential. The content included a range of opportunities for generating income from the use of the Guildhall Forecourt most of which were then taken forward into the second report titled **The Forecourt Project**. The content of the second report was not treated as confidential.

**“04.09.20**

**(II) FORECOURT / MARKET SQUARE PROJECT**

***Members considered a report from the Miss L Fidler, Town Clerk, seeking various resolutions required in order to progress the PWLB application for the Forecourt Project.”***

The minutes record the following attendees: PG Graeme (in the chair) HJ Bragg, AC Broun, Mrs D Carter, PI Carter, Ms AE Fox, J Franklin, DR Friend, MJ Holloway MJ Lintott, HW Sampson Ms D Sivrikaya, WP Staple, DMA Wood

A copy of the second report is included in the next slide.

To: Sandwiche Town Council Extra-Meeting of 14<sup>th</sup> September 2020

Date: 9<sup>th</sup> September 2020

From: Miss Laura Fidler, Town Clerk

Subject: Repayment of Forecourt Project Loan

Classification: Not Confidential

Purpose: To provide the Council with a plan for how the Forecourt Project Loan would be repaid.

Using the Public Works Loan Board Annuity Rate (@ interest rate of 2.82), the repayments on a loan of £350,000 over 50 years would be £6,568.85 every six months (£13,099.80 per year) – total repayment amount £654,995.

After the loan is drawn down the first repayment is required six months later.

It is currently understood that the project is due to start (break ground) in September 2021 and take six months to complete.

It is possible that our funds will not be required until the second half of the 2021/2022 finance year, and our first repayment will not be due until the 2022/2023 financial year.

However, I would suggest that it's prudent to budget for there being one repayment due in the 2021/2022 financial year (of £8,548.85). And if this funding is not required it can be carried over into the following financial year.

Whilst the work is being undertaken there will be no income possible from the Forecourt.

Between September 2020 and August 2021 there is a minimum income expected of £9,000 for the current Wednesday/Thursday/Saturday arrangements. It is possible that there will be more income generated. I would suggest that these funds be ring-fenced solely to be used to make the first loan repayment (in late 2021/2022 or early 2022/2023). There would also be in excess of £2,000 available that could be used towards marketing and setting up the new Forecourt events in Spring 2022.

The Forecourt should be refurbished and ready for a new range of events, markets and activities in the spring of 2022. The draft income from which (attached) will comfortably be sufficient to make the repayments going forwards.

The attached draft 2021/2022 budget shows how this loan and the existing PWLB loan will be facilitated. NB. This is not an opportunity to consider budget setting as a whole, this is only to consider how this loan will be facilitated within the

Council's budget; a requirement that Secretary of State for Housing, Communities & Local Government stipulates before a loan is approved.

Notes:

£9,000 income September 2020 – August 2021 based upon following:

Thursday market: £125 x 12 months (September 2020 – end of August 2021) = £1,500 plus estimate of profit share £750 x 2 = £1,500 (low estimate based on last income received)  
Total = £3,000

Saturday and Wednesday markets, two weeks in the year deducted for contingency and minimum number of stalls:

Saturday market: £15 x 4 stalls x 50 weeks = £3,000  
Wednesday market: £15 x 4 stalls x 50 weeks = £3,000

Total income achievable = £9,000

Future earnings are based upon the following projection that accompanied the Project Manager's draft Forecourt Business Plan Report:

Revenue	
Car Showroom	£500
Cinema	£900
Table Tennis	£9,800
Museum talks	£250
My Life in talks	£250
Demonstrators	£3,800
Table & Chairs to local restaurants	£16,800
Current Markets with price increase	£2,700
Monthly markets	£35,350
<b>Expenditure</b>	
PWLB repayment per annum	£13,099.80
Outside Cinema hire	£295.00
Table Tennis hire	£1,000
Tables & Chairs	£2,000
Office Marketing Training	£500
	£16,894.80
<b>Profit</b>	<b>£16,455.19</b>

PROFIT RESOLUTION:

## Key Decisions

3. Following on from the previous two slides, a key document that has been referred to is **The Guildhall Future Plan**, which was produced in April 2021 for the STBF. This document was marked as “Confidential – this is not for circulation”.

Included in the document is a section titled - “**Forecourt Plan Income and Opportunities**”, which details new ways in which the Guildhall Forecourt could be used to create income and maximise the potential of the outdoor space, once the refurbishment was complete.

No reference was made specifically to revenue from the Thursday market but included were a number of additional activities, similar to those included in the report titled **The Forecourt Project**, referred to earlier.



4. The final reference point on the refurbishment and future use of The Guildhall Forecourt is **“A New Vision For Sandwich”**.

The Guildhall Square Market Project was part of the wider “A New Vision for Sandwich”, with a Project Board launched in 2016, and involving a number of Partner Organisations. These included:

- Discovery Park
- Dover District Council
- Historic England
- Kent County Council
- Sandwich Chamber of Commerce
- Sandwich Town Council
- Sandwich Town Team

The scope of the Guildhall Square Market Project extended beyond the refurbishment of the Guildhall Forecourt eg it included some elements of highways works to Cattle Market, No Name Street and the the redesign and relocation of the bus stop.

From the information available, eg newsletters, press releases and other briefing material, on the “A New Vision For Sandwich” portal there is no detailed reference to the future use of The Guildhall Forecourt and any associated proposals on the charging of fees.



## **Guildhall Forecourt**

Discussion on the introduction of fees for tables and chairs occupying this open space.

### **BACKGROUND**

The Town Clerk presented a report to the full Town Council Meeting on 25<sup>th</sup> September 2023 titled **"Draft Guildhall Square/ Forecourt Hire Agreements including Market Regulations"**. This report included a proposed introduction of fees for tables and chairs occupying this open space.

The minutes of the meeting record that *"the new Council had inherited debt from the previous administration and there needs to be income generated from the Guildhall/ Forecourt to meet the £12,000 per annum to meet the costs of the PWB Loan repayments."*

Following a debate on the proposals it was resolved:  
*"that the decision for the proposed hire agreements and fees chargeable for events/ occupation on the Guildhall Forecourt/ Square be deferred pending a meeting with Chairs of Event Groups and local businesses"*.

### **PREVIOUS DECISIONS TAKEN BY THE TOWN COUNCIL**

A thorough review of Council Meeting minutes and key documents, over the period 2019 to 2023, has been undertaken and **no evidence** has been found to support the claim, made by some, that the Public Works Board Loan was to be repaid only from the Thursday Market income.

A number of reports and discussions in meetings reference the refurbishment of the Guildhall Forecourt, the Public Works Board Loan and the need to generate additional income from the refurbished forecourt.

**The key event** relating to the Council agreeing to seek funding of (up to) £350k is the full Town Council meeting on 16th December 2019.

The minutes includes the following:

#### ***"23.12.19 MARKET SQUARE PROJECT***

*Councillors considered a motion that the Council supports the Market Square Project and agrees in principle funding of up to £350,000, via a Public Works Loan Board loan, over a 50-year period, to be serviced from the income which the refurbished Market Square will generate..."*

**The key documents** where the future use of a refurbished Guildhall Forecourt is referenced are:

- The “Mission Statement and Business Plan for the period 2019 to 2023”, which was approved in December 2019, and represented to the full Town Council meeting held on 26<sup>th</sup> May 2021. This document included a number of strategic objectives, including:  
*“3.4 Maximise the use and revenue generating potential of the Guildhall and Forecourt;”*
- Two reports were produced, which underpin this strategic objective, proposing ways to generate income from the Guildhall Forecourt to enable repayment for its refurbishment. These were the **“Forecourt and Income Plan”**, which was presented to the Advisory and Assets Committee meeting held on 17<sup>th</sup> August 2020; and **“The Forecourt Project”**, which was presented to the full Town Council Meeting on 14<sup>th</sup> September 2020.

Both reports detailed a range of opportunities for generating income from the use of the Guildhall Forecourt, including the provision of tables and chairs to local restaurants.

### **BENCHMARKING AGAINST OTHER COMMERCIAL USE OF LOCAL AUTHORITY OWNED SPACE**

Following the full Town Council Meeting on 25<sup>th</sup> September, a number of enquiries were undertaken to identify any commercial use of local authority owned space in Sandwich, which allowed the placing of tables and chairs for the purpose of providing refreshments.

This search identified that the placing of tables and chairs on Dover District land opposite No Name Shop was approved in April 2022, for a period of 5 years, and is currently subject to a fee of £216, paid annually, to permit the placing of 3 tables on this land.

The full Town Council Meeting on 25<sup>th</sup> September 2023 agreed, in principle, to fees being chargeable for events/ occupation on the Guildhall Forecourt. The information provided in relation to the land opposite No Name Shop is relevant and should be considered when determining fees for the placing of tables and chairs on the Guildhall Forecourt.

**Report to Councillors and Members of: Sandwich Town Council**

**Meeting scheduled for 18<sup>th</sup> December 2023**

**Report from: Town Clerk**

**Date: 12<sup>th</sup> December 2023**

**Subject: Tourism Forum**

**Classification: General**

**Purpose of report:**

Members to consider the draft scope for a Tourism Forum and agree the number of Councillors including nominations to join the Forum to represent STC.

**Content:**

The Town Clerk has produced a second draft of the scope for a Tourism Forum for Members to consider. The Tourism Forum to be chaired initially by Richard Ralph with the position of Chair being agreed by the Forum once it is established. The Tourism Forum to be open to all groups, individuals in the Town who have an interest and/or expertise for Tourism and promotion in Sandwich. The Tourism Forum to hold meetings in the Guildhall at no charge. STC to provide support initially with a clerk to minute the meetings until the Forum becomes established.

**Recommendations:**

**That the Council consider the scope and progress to adopt it. That the Council agree the number of Councillors to attend the Tourism Forum and appoint them to represent STC at the Forum meetings.**

## **SANDWICH TOWN COUNCIL TOURISM FORUM**

### **Members**

- The Tourism Forum shall consist of four Town Councillors and representatives from the local community who have an interest and/or expertise in Tourism;
- Mr Richard Ralph to be Chair of the Tourism Forum for the initial meeting and the position of Chair to be agreed by the Forum when established.
- The Forum to invite representatives from organisations like Visit Kent and DDC White Cliffs Country when felt appropriate

### **How Often Meetings are Held**

- The Tourism Forum shall meet quarterly throughout the year at the Guildhall;
- An additional meeting can be arranged if there are matters to discuss.
- Forum meetings will be open and recorded in the form of minutes.

### **Voting in Forum**

- All members of the Tourism Forum are entitled to vote, all shall vote by show of hands, to agree recommendations to the Council;
- The Chair of the Forum shall in the case of an equality of votes have a second or casting vote;

### **Scope of Tourism Forum**

- To develop a Tourism strategy for Sandwich
- To create a dynamic and robust tourism agenda for the town in which all stakeholders can have confidence;
- The Tourism Forum are advisory and do not have power to act unless resolved by Full Council;
- To ensure representation of Sandwich's tourism interests on appropriate tourism associations and organisations such as Visit Kent, DDC White Cliffs Country, coach companies and cruise companies;
- To produce a Town guide;
- To offer collaborative ideas to boost Tourism for the town;
- To actively seek volunteers for any community events/initiatives;
- To seek support from DDC and KCC for project ideas;
- All recommendations made at Tourism Forum meetings shall be placed before the ensuing meeting of Full Council for discussion and/or approval.
- To work with STC to boost tourism promotion
- STC to provide the servicing of the Forum initially until it is established

*Reviewed & Approved by Sandwich Town Council on*

**Report to Councillors and Members of: Sandwich Town Council**

**Meeting scheduled for 18<sup>th</sup> December 2023**

**Report from: Town Clerk**

**Date: 13<sup>th</sup> December 2023**

**Subject: Proposal to Outsource Payroll**

**Classification: General**

**Purpose of report:**

To consider the proposal to outsource payroll services for employees of STC and STBF for the Town Council as recommended by F&GP Committee.

**Content:**

The Town Clerk has sought three quotations for payroll service providers. The RFO currently undertakes payroll for all staff employed for STC and STBF. It is best practice for a local Council with over five employees to outsource payroll as it is onerous for an officer in terms of hours and there are other priorities that are continually drawing on the RFO expertise at Sandwich Town Council. It is estimated that the payroll process currently requires a fifth of the RFO monthly hours. There are three quotations included and attached to this report and a comparison table for consideration – please see appendix 3.

**DM Payroll Services**

Payroll Services for up to ten employees paid monthly, including completing the I-Connect return for the Kent Local Government Pension Scheme is £432.00 per year plus a one off set up fee of £50.00.

The service includes:

- Processing the payroll
- Providing payslips and pay reports accessed via online portal, you will be given a secure log in
- Employees will have access to their own employee portal for payslips and P60s
- Completing the monthly online RTI submission to HMRC
- Dealing with leavers and new starters
- Calculating any statutory payments
- Completing year end P60s
- A software produced pensions report will be available to you.

The Council makes payments direct to employees, HMRC and pension provider in accordance with the payroll reports.

**DCK Payroll Solutions**

Please see appendix 1.

**Barrie Book Keeping**

Please see appendix 2.

The Town Clerk recommends that the payroll processing is outsourced to enable improved efficiencies within the team.

**Recommendations:**

**Members are invited to support the proposal to outsource payroll services for employees of STC and STBF as recommended by F&GP Committee and award to DM Payroll Services.**



**DCK**

**Payroll  
Solutions**

**PAYROLL SERVICES  
QUOTATION**

Prepared for: Sandwich Town Council  
Dated: 11th September 2023

## ABOUT US

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Originally a payroll department within the long established and well respected DCK Accounting Solutions, DCK Payroll Solutions evolved in response to continued growth, success and a desire to expand the services we offer to payroll clients. Our main focus is town & parish councils and we offer service packages to suit all sizes.

At DCK Payroll Solutions we pride ourselves on our ability to adapt our process to meet individuals clients changing needs and requirements. This means, we adapt to suit you - if you want your reports by a certain date, in a certain way, you like your payslips wording just so, then that is what we do, to the very best of our abilities and system capabilities.

Should you choose us as your payroll service provider you can rest assured that whatever changes may come up, we have the flexibility, skill and adaptability to meet those new requirements, whilst still providing an undisrupted, smooth, robust payroll service.

**We are dedicated to providing the highest level of professional service at competitive prices.**



# OUR SERVICES

**Our Payroll Services are aimed specifically at Town & Parish Councils that wish to outsource for convenience, quality, audit and improved internal controls purposes. Our Standard Payroll Service includes:**



- Processing payroll information including additional payments such as expenses, overtime, statutory deductions/payments
  - Pension contributions for both employee and employer
  - Submissions to HMRC
  - Retrieval and application of P6's, P9's, Student Loan notifications etc
  - Full reports including as standard: Month End Summary, Pension Summary, Payslips, P30 Summary. Others are also available at no charge, this is not an exhaustive list.
  - Reminders/advisories regarding overdue PAYE payments & cut-off dates
- 
- Paperless process with prompt efficient turnaround
  - Free fully encrypted & secure Employer Portal via My ePay Windows which can be used instead of email for the secure transfer of payroll information/documents.
  - Employee Portal which stores employee payroll history
  - Excellent customer service and attention to detail.
  - PAYE Tax Year End is charged as a standard monthly payroll and includes issue of full year end reports, P60's, P9's, HMRC submission.
  - Updates & News via Employer Portal & social media
  - Payment Facility - via our pre-funded account we make salary, LGPS and pension payments on your behalf.

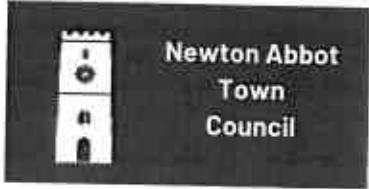
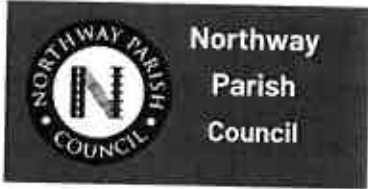
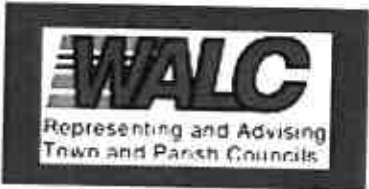


# OUR CLIENTS



## Existing Clients of DCK Payroll Solutions

Just a snapshot of some of our existing clients ranging from sole employee to 70+  
We treat every client as if they are our only client - each one matters.



# CHARGES (PER MONTH)

The quotation below is based on information provided to us at this stage regarding your payroll requirement.

Standard Month: 10 Employees

1-4 Employees	£30.00
Each additional employee	£7.00 each
Employer Portal Unlimited document uploads/downloads	FREE
Total Basic Monthly Fee	£72.00

2023-2024

2023-2024

## ADD ON SERVICES + CHARGES PER MONTH

The fees below are for additional services you may choose to add on to your basic Standard Service and are completely optional. They can also be added on/removed without incurring an admin fee.

My ePayslips	30p per person
LGPS/i-Connect submissions	£25.00
Salaries Payment Facility (can include LGPS & HMRC)	£25.00
Time Charge	£50.00 per hour. Applied <b>only</b> when complex/involved/time consuming calculations/works are required

2023-2024

## ONE OFF SET UP FEES

One off fees are applied when setting you up on our payroll system, registering with HMRC as your authorised agent and doing a full check on year to date information if applicable.

Client set up	£50.00
Employee & Cllr set-up	£15.00 per person

## DISCOUNT APPLIED : MANAGER

Client set up	Now £25.00
Employee set-up	NOW £7.50 per person

*Please note the reduced set-up fees are offered on the basis that the payroll account is in order & full and correct information will be provided to us in an organised & timely manner. CTAEO/DEA's etc may be additional. All fees are subject to VAT at standard rate.*

# THANK YOU

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I hope you find this information of interest. You can rest assured that the excellent service we promise, we deliver. Our prompt & professional service ensures your payroll process runs smoothly, saving you valuable time and resource that can be put to better use elsewhere, as well as saving you money by avoiding costly corrections and fines or penalties by HMRC or TPR.

Everyone, whatever their role and whatever their salary, wants to be paid correctly and on time. We never lose sight of that at DCK Payroll Solutions.

*Should you wish to proceed with our services please email us, confirming preferred start date and whether you wish to avail of: My Epayslips, Employer Portal, Payment Facility and/or i-Connect or equivalent uploads.*

**We are the solution to all your payroll problems.**

**RECOMMENDED PAYROLL SERVICE PROVIDER BY:**

**WALC**  
Representing and Advising  
Town and Parish Councils

**NCALC**

 **LRALC | nalc**



## PAYROLL SERVICES FEE LIST

Fees effective 1st April 2023



### Client Set Up

One off implementation fee (new tax year start only)	£25.00
One off implementation fee all other times	£50.00

### Employee Set Up

One off implementation fee per employee (start of tax year)	£7.50
One off implementation fee per employee (during tax year)	£15.00

### Payroll Services Provision

<b>Monthly</b>	Includes standard payroll & FPS Submission 1- 4 Employees Each additional employee	£30.00 £7.00
<b>Bi-Monthly</b>	Includes standard payroll, FPS & EPS Submission 1- 4 Employees Each additional employee	£34.00 £7.00
<b>Quarterly</b>	Includes standard payroll, FPS & two EPS Submissions 1 - 4 Employees Each additional employee	£38.00 £7.00
<b>Annually/Bi-Weekly</b>	Please call to discuss your requirements	POA
<b>Tax Year End</b>	Includes issuing of P60's, Year End Reports & Final Submission Charged as a standard payroll fee	

### Additional Charges & Optional Services

Masterfile changes (new starter/leaver)	£7.00per person
Payroll Re-run - maximum charge	50% of payroll fee
Dealing with HMRC on client's behalf & by agreement	£50.00 per hour
Additional salary, holiday pay calculations, uplifts, AEO's etc	£50.00 per hour
Other ad-hoc work as requested	£50.00 per hour
i-Connect Submissions	£50.00 per hour
My ePay Window (payslips, P45s, P60s, documents)	.30p per individual send
Employer Portal	Free
Paying of staff salaries up to 20 employees	£25.00 per month minimum charge*
Paying of staff salaries 20+ employees	£1.00per additional payment
Set up/close down PAYE scheme	£50.00per hour
Workplace Pension set up/adjustment	£50.00per hour

All fees effective 01st April 2023. Prices subject to VAT at Standard Rate

### Payroll Reports

Payslips, Month End Summary including gross and net pay also amounts due to HMRC  
Pension reports, P6s, Student loan stop/start notices if applicable  
Further reports for example, payroll analysis per employee, departmental reports are available on request

### Exit Fees

Three months notice of cancellation of services required. Exit fees are applied based on payroll size, frequency, data transfer requirements and if process involves scheme closure.

\* Initial set up of payments /bank detail changes may take longer and so would attract an additional time charge



**DCK**

**Payroll  
Solutions**

**TEL: 01793 739110**

**[info@dckpayrollsolutions.co.uk](mailto:info@dckpayrollsolutions.co.uk)**

**[www.dckpayrollsolutions.co.uk](http://www.dckpayrollsolutions.co.uk)**



**Payroll Providers**

	Set Up Costs	Cost per month	Cost per year
<b>Barrie Book Keeping</b>	Monthly Payroll processing	£ 80.00	£ 960.00
	Monthly Pension reporting to LGPS KCC	£ 24.00	£ 288.00
	Brightcloud Platform Access	£ 20.00	£ 240.00
	Pension re-enrolment		£ 40.00
	<b>TOTALS</b>	<b>£ 124.00</b>	<b>£ 1,528.00</b>

Provision of a fully compliant payroll platform, along with all processing and reports to relevant bodies (HMRC, Pension provide etc) and full training and support given on platform usage. Including: provision of electronic documents to employees, starters & leavers processed, attachment orders processed, holiday & sickness monitoring, electronic bulk payment of staff through API and full support in the event of an HMRC investigation in relation to the company payroll account. The Payroll platform allows employers to add/amend details and receive annual leave requests.

<b>DCK Payroll Solutions</b>	Client Initial Set up	£ 50.00	
	Employee Set Up (£15.00 one off fee per employee)	£ 150.00	
	Monthly Payroll processing	£ 72.00	£ 864.00
	My ePayslips	£ 3.00	£ 36.00
	Monthly LGPS Submission	£ 25.00	£ 300.00
	<b>TOTALS</b>	<b>£ 100.00</b>	<b>£ 1,200.00</b>

Standard payroll service includes: Processing payroll information, Pension contributions for both employee and employer, submissions to HMRC, retrieval and application of P6's, P9's and Student Loan notifications etc. Full reports including as standard: Month End Summary, Pension Summary, Payslips and P30 Summary. Free fully encrypted & secure Employer Portal via My ePay Windows which can be used instead of email for the secure transfer of payroll information/documents. Employee Portal which stores employee payroll history. PAYE Tax Year End is charged as a standard monthly payroll and includes issue of full year end reports.

<b>DM Payroll Services</b>	Client Initial Set up	£ 50.00	
	Monthly Payroll processing	£ 21.00	£ 252.00
	Monthly Pension reporting to LGPS KCC	£ 15.00	£ 180.00
	<b>TOTALS</b>	<b>£ 50.00</b>	<b>£ 36.00</b>

The service includes: Processing the payroll, providing payslips and pay reports accessed via online portal (you will be given a secure log in), P60s, completing the monthly online RTI submission to HMRC, dealing with leavers and new starters, calculating any statutory payments, completing year end P60s, a software produced pensions report. In addition employees will have access to their own employee portal for payslips

Appraisal W

<b>Report to Councillors and Members of: Sandwich Town Council</b>
<b>Meeting scheduled for 18<sup>th</sup> December 2023</b>
<b>Report from: Town Clerk</b>
<b>Date: 13<sup>th</sup> December 2023</b>
<b>Subject: DPO/GDPR Support</b>
<b>Classification: General</b>
<b>Purpose of report: To seek support for the recommendation from the Town Clerk that the Council subscribes to a service called Council Hive Premium from Breakthrough Communications.</b>
<p>The Town Council has recently received six Freedom of Information Requests and two Data Subject Access Requests that have either been processed or are currently being processed.</p> <p>This has an impact on stretched resources and therefore the Town Clerk has already sought assistance from Breakthrough Communications and paid a fee for a limited number of hours access to non-legal professional support relating to data protection and freedom of information matters. There is now an opportunity to subscribe to a service called Council Hive Premium through Breakthrough Communications which provides a wide range of benefits and the fee of £750.00 already paid would be discounted from the cost of the service which is £1997.00 plus VAT per year.</p> <p>Breakthrough Communications provide a service called <a href="#">Council Hive Premium</a>, which is designed to help town and parish councils with all aspects of GDPR and FOI compliance, as well as community, engagement and council communications and crisis communications. As well as providing the council with best practice, access to on-demand bitesize training, resources and templates, council officers would also be entitled to access our team of communications and compliance experts on an unlimited basis for the period of 12 months (e.g., you would not have to renew if you did not wish to). The potential benefit for the Council is that, should further issues arise in the future, beyond the scope of the current support required by the Council, the council would not have to pay again in order to get support, regardless of whether it was for GDPR-related matters or public relations / crisis communications matters. Council Hive Premium is £1997+vat - but that comes with unlimited remote professional support.</p> <p>There is a clear need for ongoing support and the initial hours paid for are now close to being exhausted leaving the Council exposed to the pressure of additional work. The F&amp;GP Committee are invited to consider the report.</p>
<b>Recommendations:</b>
<p>The Town Clerk seeks support from Council and F&amp;GP Committee recommends that the Council supports the proposal to subscribe to the service called Council Hive Premium for an initial year to be reviewed near the end of 2024. The initial cost being £1,247.00 for year one due to the fee of £750.00 being discounted.</p>

**Report to Councillors and Members of: Sandwich Town Council**

**Meeting scheduled for 18<sup>th</sup> December 2023**

**Report from: Town Clerk**

**Date: 13<sup>th</sup> December 2023**

**Subject: Proposal to Consider Publishing STC/STBF Magazine**

**Classification: General**

**Purpose of report:**

To consider the proposal to generate content and publish a bi-monthly magazine for STC and STBF that shares the news from the Town Council as well as helpful information for the community and residents.

**Content:**

The Town Clerk is seeking support from the Council for a proposal to generate content/articles for a bi-monthly or quarterly magazine that would be published in the name of STC/STBF and would share helpful information as well as news from STC and STBF with the residents and wider community. The proposal has been shared with the F&GP Committee who were supportive with certain caveats, the decision is necessary as it would require expenditure from the proposed budget for 2024/2025.

The Town Clerk has approached one publisher to seek estimated costs at this stage.

For 6 x issues a year – bi-monthly circulation.

The total distribution could potentially include the villages if STC were to approach the Parish Councils, this could be the following, using the latest mapping software and other data the publisher has:

**Sandwich – 3300**

**Ash – 1,100**

**Eastry – 1000**

**Woodnesborough/Marshborough – 350**

**Worth (estimate) – 170**

**Business drops – 580**

**Total = 6,500**

At this stage, the estimated quote would be £3000.00+VAT for the year, depending on the areas covered and the number of issues of the magazine.

The Town Clerk seeks support for the idea in principle and asks the Council to consider that £3,000.00 is agreed in the budget for 2024/2025 to fund the publishing of a magazine six or four times a year for STC/STBF.

**Recommendation:**

**Members are invited to support the proposal in principle to generate and publish a bi-monthly or quarterly magazine for STC and STBF and recommend to Council that £3,000.00 be incorporated into the budget for 2024/2025. The F&GP Committee recommend that this is not a priority and the proposal to be reviewed in six months' time when staff resources are improved. The new website is the priority for the Council.**

**Report to Councillors and Members of: Sandwich Town Council**

**Meeting scheduled for: 18<sup>th</sup> December 2023**

**Report from: Responsible Finance Officer**

**Date: 13<sup>th</sup> December 2023**

**Subject: Setting up of the Georgina Maddox Charitable Fund (CIO)**

**Classification: General**

**Purpose of report:**

**To recommend the appointment of Levicks Chartered Accountants and Business Advisors to set up a Charitable Incorporated Organisation known as the Georgina Maddox Charitable Fund.**

In July 2022 Sandwich Town Council sought a quote from Girlings for setting up a new charity (Charitable Incorporated Organisation) in the name of Georgina Maddox. The quote received was in the region of £3,000 to £4,000, and some preliminary advice was given and paid for, at a cost of £240. This quote is attached for information.

I have recently written to Levicks Chartered Accountants and Business Advisors, and asked for a second quote, and they have advised the cost to set up the charity would be around £750. This email is attached.

Members of the Maddox Working Group recommend that a solicitor is not required for this task, and as this quote is so much lower, they have recommended that Levicks should be appointed straight away, without the requirement to find a third quote, in order to start setting up the charity.

Please note that the set up and objectives of the Georgina Maddox Charitable Fund are being discussed in January by the Maddox Working Group, and the report and recommendations are expected to be included on the Sandwich Town Council agenda for the meeting on 29<sup>th</sup> January 2024.

**Recommendations:**

Councillors are asked to approve the appointment of Levicks Chartered Accountants and Business Advisors to set up the Georgina Maddox Charitable Trust.

Stourside Place  
Station Road  
Ashford  
Kent  
TN23 1PP

Sandwich Town Council  
The Guildhall  
Sandwich  
Kent  
CT13 9AH

Tel 01233 664711  
Fax 01233 664722

[www.girlings.com](http://www.girlings.com)

By Email only: \_\_\_\_\_ :@[sandwichtowncouncil.gov.uk](mailto:sandwichtowncouncil.gov.uk)

Our Ref: CA001/CP003/SAN623/1  
Date: 07 September 2022

## RE: Structuring, Governance Advice and Charity Formation

This letter of engagement sets out the basis upon which this firm will act for you in respect of the above. It should be read together with the accompanying copy of this firm's General Terms of Business.

We also enclose a leaflet which gives details of the comprehensive range of legal services we offer our clients.

As a client of the Firm we may in future use your personal data to form a view on what we think you may require, or what may be of interest to you and send you information on the Firm, its services and events as well as any legal developments you may find helpful. This is within our legitimate interests as a law firm to use your information in this way.

If you do not wish to receive marketing communications you can opt out of marketing communications by ticking the box on the Privacy Notice Summary enclosed with this Letter of Engagement and then returning the Privacy Notice Summary to us.

Please read this letter carefully as it sets out the services we will provide as your solicitor, the individuals within this firm who will undertake the work required, how we will be remunerated for that work and certain limitations on the scope of those services. In providing these services we will be authorised and regulated by the Solicitors Regulation Authority.

### Scope of Services

In outline, the work we will undertake for you will be to assist with the structuring and provide governance advice together with the Maddox Fund Charity Formation.

We will not give advice on the tax (including corporation tax, income tax, capital gains tax and value added tax) implications of the proposed transaction. We strongly recommend that you take advice



Offices at Ashford, Canterbury and Herne Bay  
Authorised and Regulated by the Financial Conduct Authority. Authorised and Regulated by the Solicitors Regulation Authority No. 614527. Girlings Solicitors is a trading name of Girlings Solicitors LLP.  
Girlings Solicitors LLP is Registered in England & Wales No. OC385116. A full list of the names of Members is open to inspection at our principal office at 16 Rose Lane, Canterbury, Kent CT1 2UR



from whoever deals with your tax affairs to ensure that you understand fully those tax implications before you are committed to proceed. If you do not have a tax adviser, we would be happy to introduce you to someone who is qualified to give that advice. We will, however, give you advice on whether any stamp duty or stamp duty land tax may become payable and, if so, the amount which will become due. We are also happy to provide advice on the inheritance tax implications of the proposed taxation. If you require such advice please let us know, as otherwise we will assume you are taking such advice elsewhere.

All commercial transactions involve an element of risk. Within the ambit of our instructions, we will seek to identify the various legal risks inherent in the proposed transaction and advise you on them as the matter proceeds.

#### **Timescale**

The speed with which the proposed transaction proceeds depends upon a number of factors outside our control. We anticipate a likely timescale of 3-6 months. Although no guarantee can be given in this respect we will do whatever is within our control to achieve any agreed timescales and we will notify you if and when it becomes apparent that any agreed timescales are no longer achievable giving an explanation where the cause is not immediately apparent.

#### **Personnel**

The individual in this firm who will have day to day conduct of this matter is [redacted] who is a Solicitor in the firm. Messages may be left with [redacted] who may also be able to deal with some queries. They can be contacted by telephone, on the number given at the head of this letter, or by email at [redacted] or [redacted]. We will try to avoid changing the people who handle your work but if this cannot be avoided, we will tell you promptly of any change and why it may be necessary. The Partner who has overall supervision of this matter [redacted] and he is a Solicitor [redacted].

#### **Fees and Expenses**

We cannot guarantee that this transaction will be concluded successfully and, unless otherwise stated below, our fees and the expenses we incur, will be payable by you whether or not completion takes place.

Our fees will be calculated by reference to the time actually spent by the solicitors and other staff in carrying out the work required. In making the calculation, letters we write and emails sent are charged as a minimum of 6 minutes of time and incoming letters and emails as a minimum of 6 minutes of time; telephone calls are charged as a minimum of 6 minutes of time.

My current hourly rate (excluding vat which we are required to charge at the rate prevailing when our account is rendered) is £ 335.00 reduced to £300.00 for our charity discount.

Hourly rates (excluding VAT) for members of the Corporate and Commercial Department are:

£335.00 per hour reduced to £300.00	Solicitor
£315.00 per hour	Solicitor and Partner
£265.00 per hour	Senior Associate Solicitor
£190.00 per hour	Trainee Solicitor

If my secretary undertakes a non-administrative task (such as gathering or delivering information to progress your case) his or her time is charged at £110 per hour plus vat.

On the information we now have, we estimate that our fees charged by reference to time spent will be £2,000 - £3,000 plus vat in respect of the structuring and governance advice and £3,000 - £5,000 plus vat for the charity formation. If that estimate is exceeded, we will let you know before undertaking further work.

If we are required to transfer funds using our bank's electronic facilities (a telegraphic transfer or CHAPS payment) then we will make a charge for this of £30 plus vat for each fund transfer.

The law requires that solicitors obtain satisfactory evidence of the identity of each of their clients in accordance with the current Money Laundering Regulations. As we need to comply with these rules we are required to confirm satisfactory evidence of your identity as soon as practically possible and before any substantive work begins on your file. In addition, due to the higher risk of fraud and money laundering associated with corporate transactions, we also conduct enhanced due diligence checks by electronic means and other appropriate methods to confirm information relating to your identity and that of any other beneficial owners, relevant giftors or other 3rd parties.

Please note, Girlings charge an Enhanced Electronic ID verification fee of £15.00 plus vat per person for each check completed and this amount will be added to your final bill when your matter completes.

Girlings have partnered with Thirdfort to give our clients the flexibility to complete the necessary identity checks in an efficient, timely and secure manner. Thirdfort is an FCA regulated business that use cutting edge ID verification technology and bank level encryption to allow you to complete the enhanced ID verification process from the comfort of your own home in a matter of minutes using your smartphone.

#### **Billing and Payments**

Our General Terms of Business give guidance on how our bills may be paid. To help you budget we may send you interim bills each month and a final account on completion or when you decide not to proceed (or otherwise withdraw your instructions to us). Our interim bills are on account of work done in the period they cover and our fees for that period are subject to adjustment so that our total fees accord with the basis on which our fees will be calculated set out above.

#### **Security Alert**

**Any communication purporting to come from us changing our account details must be ignored. Do not action the request but please telephone our office at once and ask to speak to a partner. We may also telephone you to confirm your bank details before making any electronic payment.**

**Our standard policy is that funds in relation to any transaction should come from the client or from a commercial lender. If you wish us to accept funds from a 3<sup>rd</sup> party other than a commercial lender you must give us 14 days notice in writing of your wish that we do so. We will then make such further enquiries as we consider appropriate on receipt of such a request. We reserve the right in any event not to proceed with any transaction that requires funds from a 3<sup>rd</sup> party other than a commercial Lender.**

### **Complaints**

**Should there be any aspect of our service or any bill we send you, with which you are unhappy, please raise your concern in the first place with the person who has day to day conduct of the matter. If your concern is not dealt with or you wish to raise your concern with somebody else, please contact our Head of Risk and Compliance at Girlings by writing to 35-41 Stourside Place, Station Road, Ashford, Kent, TN23 1PP, by emailing : [complaints@girlings.com](mailto:complaints@girlings.com) or by calling 01227 768374. They will look into the matter and provide you with a copy of our complaints procedure.**

**If after eight weeks your complaint has not been resolved to your satisfaction, you can ask the Legal Ombudsman to consider your complaint. His address is PO Box 6806, Wolverhampton WV1 9WJ. Normally, any complaint should be made to the Legal Ombudsman within six months after our final written response to your complaint; if we have not provided a final written response within eight weeks after you first contacted our Risk and Compliance Officer, then within six years from the date of the act /omission or three years from when you ought to reasonably have been aware of the circumstances giving rise to your complaint.**

**The Legal Ombudsman is not able to deal with complaints made by businesses (except micro enterprises), charities, clubs with an annual income over £1,000,000 or on behalf of a trust with assets of more than £1,000,000.**

**You also have the right to object to any bill we render and to apply for an assessment of that bill under Part III of the Solicitors Act 1974.**

### **General**

**We would draw your particular attention to that section of our General Terms of Business which sets limits on our liability to you. By accepting the terms of this letter you also accept that limitation on our liability to you.**

**We hold professional liability insurance. Details of our insurance can be obtained by email to [Enquiries@girlings.com](mailto:Enquiries@girlings.com) or from any of our offices.**

Please confirm your agreement to the terms of this letter by signing, dating and returning the enclosed copy.

If we have not met with you, the Consumer Contracts (information, Cancellation and Additional Charges) Regulations 2013 apply. This means that you have the right to cancel your instructions to us within seven working days after you receive this letter. You can cancel your instructions by contacting us by post or by fax to this office.

Once we have started work on your matter, you may be charged if you then cancel your instructions. If you would like us to start the work on your matter within the next seven working days, please sign the duplicate of this letter and return it to us by post or by fax, with a request that we start work immediately.

Yours sincerely

  
**Consultant Solicitor  
Girlings**

***On copy letter only***

I confirm that I have read, understood and accept the terms of this letter and the enclosed General Terms of Business.

Signed ..... Date:

For and on behalf of Sandwich Town Council

## **Introduction**

Sandwich Town Council have received a generous donation from through a will (the **Maddox Fund**) and wish to receive advice on to go about placing these funds into a charitable setting for the benefit of community projects and future generations in the Sandwich area.

You are looking for advice on potential structures and this paper sets out your Options. We have also provided you with details of the Charitable Services our firm offers in a separate proposal document.

## **Options**

- a) **Existing Charity:** At an initial briefing session we touched briefly on the possibility of using an existing charitable body into which to place the funds. This would have the benefit of significantly speeding up the process and also reducing costs. Where an existing charity exists with objects which are sufficiently wide to encompass the work the new charity wishes to support it is possible to use that as vehicle by ring-fencing the new funds as 'restricted funds', which can be managed by a sub-committee appointed by the existing trustees.

Your initial thoughts were that you have access to a potentially usable charitable organisation available in the Sandwich Toll Bridge Fund, and when we spoke it looked as though using this as the recipient charity could potentially be a good way to proceed.

Since we spoke I have taken the opportunity to look at publicly available information at the Charity Commission related to this charity and this gives rise to two areas which will need further examination of the governing document:-

- (i) The objects as they appear on the Charities register refer specifically to monies raised from the Toll Bridge and may not be wide enough to encompass the expressed use of the Maddox Fund; and
- (ii) The Fund appears to operate under a very historic governing document which is unlikely to have the benefits of being a corporate entity with limited liability and corporate

- b) **New Charity:** The alternative option will be the establishment of a new Charity. It seems quite likely that despite some disadvantages of timetable and cost this may be the preferred option and we comment on this below.

## **Structure**

The recommended structure for the charity if the new charity route needs to be taken would be a corporate structure which gives limited liability, is a separate independent legal entity and as such can directly enter into contracts and hold assets, including land, and limits liability of the trustees to third parties. There are two potential forms of structure:-

### **a) Charitable Incorporated Organisations (CIO's)**

This is well suited for smaller charities with annual incomes of between £10,000 and £1,000,000, or which are grant giving foundations only. CIO's only need to register with the Charity Commission and comply with charity law, whereas a charitable company must also register with Companies House and comply with company law.

### **b) Charitable Company Structure (Company Limited by Guarantee)**

CIO legislation currently makes no provision for the maintenance of a publically accessible register of charges. This may make it more difficult for a CIO to borrow, as lenders could be discouraged by the fact their security will not be clearly registered, which can cause problems if money may in the future be raised based on the security of land held.

As the Maddox Fund is to be primarily a grant giving charity and it is not intended at any point in the foreseeable future to acquire real estate assets or raise commercial borrowing the CIO structure appears suited to the Maddox Fund.

## **Foundation or Association Model?**

There are two possible models for establishment of a corporate charity / CIO: 'membership' or 'Foundation'. Where the intention is that the Trustees only will have full control of the charity they are both the 'members' and the trustees' (these are two different legal capacities. This is known as the Foundation Model. This is likely to be the recommended structure for the Maddox Fund.

## **Constitution**

We recommend the Constitution of the charity is based on the Charity Commission Model for Foundation Charities, suitable tailored for the proposed objects and governance structure.

Suitable trustees would need to be appointed and consideration would need to be given to what level of control Sandwich Town Council might have in appointing trustees.

## **Funding**

The Maddox Fund would be held by the Council on the existing Will Trusts until the charity is founded. Once the CIO is registered it will be able to apply for a bank account, and to HMRC

for a gift aid number. Note that donations which are intended to be gift-aided can still be received prior to receipt of the gift aid number.

### **The Registration Process**

A CIO does not exist until it is registered with the Commission. There is an automated on line process which can be completed by Girlings on your behalf. You should be aware that any incorrect document or failure to answer a question will result in a rejection of the application and you will be required to resubmit, so it is worth spending the time putting together the detailed informant which will be required by the Commission.

Girlings have prepared a detailed questionnaire (attached) to guide you through the questions you will have to answer and the documentation you will need to prepare / gather together.

You can complete this as far as you can yourself and we can work through this at a meeting (actual or virtual) to gather the necessary information and identify what might be outstanding from your perspective. This when completed will enable us to commence the online application process. You should be aware there are a few points in the process where a positive answer may give rise to additional questions which you will need to answer. The Application will remain live for 3 months to enable this additional information to be obtained and uploaded

Once you have submitted the application an automated email is sent from the Commission to acknowledge receipt. This will include a PDF copy of the information provided in the application and will also be emailed to the charity contact and to each charity trustee whose email address was stated in the application. You will be given an application reference number. You cannot change the application once it has been submitted. The Commission will then assess the application within two working days to ensure that it is an organisation which is required to register and that all necessary questions have been completed, and that the charity trustees are eligible to act as charity trustees. It is quite usual during the detailed assessment process which will then follow that additional questions will be raised and these can be dealt with when and if they arise.

You should be aware that the Commission appears always to warn that its registration division has an exceptionally high volume of work which is affecting its response times, usually stated as 45 working days, but is often longer and has been taking up to 6 months recently to finalise registrations, although sometimes it is surprisingly quicker than that. Regrettably the applicant has no control over the timescale.

### **Costs**

Our proposal document gives you information on our general fee approach. As explained in that proposal we look to agree a clear estimate of costs if you should choose to appoint us.

In terms of the establishment of the Maddox Fund anticipated costs would be as follows:-

Finalising Structure	£600 - 1,000
Deed of Gift for donation to Existing Charity (if appropriate)	£2,000
Constitutional Documents (as appropriate) <ul style="list-style-type: none"><li>• CIO Constitution; or</li><li>• Terms of Reference / Committee Structure</li></ul>	<ul style="list-style-type: none"><li>• £1,250</li><li>• £750</li></ul>
New Charity Application	£3,000- £4,000
TOTAL <ul style="list-style-type: none"><li>• Existing Charity</li><li>• New Charity</li></ul>	<ul style="list-style-type: none"><li>• £3,350</li><li>• £4850 - 6250</li></ul>

All plus VAT

### Conclusion

Girlings Solicitors believe our extensive experience in charity structuring and applications would bring added value to the process and would be delighted to be appointed to act for Sandwich Borough Council to establish the new Maddox Fund as a charity and.

Head of Charities & Consultant Solicitor | Corporate & Commercial Department

19 July 2022

Ashford Office | Stourside Place, Station Road, Ashford TN23 1PP | 01233 664711  
Canterbury Office | 16 Rose Lane, Canterbury CT1 2UR | 01227 768374  
Herne Bay Office | 45 William Street, Herne Bay CT6 5NR | 01227 367355



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Proposal for:

Sandwich Town Council



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Legal Practice Quality Mark  
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## Who we are

**Girlings is recognised as one of the leading law firms in Kent and South East England for both personal and business law services and has a recognised charity law practice.**

### Over 130 years of experience

Girlings has been successfully managing the legal affairs of commercial, family and individual clients and acting for not-for-profit organisations since 1881. The firm has 19 Partners, 43 legal advisers (including partners) who are authorised by the SRA (Solicitors Regulatory Authority), and 60 support staff. We have a reputation for high standards of client care, outstanding legal advice and offer a comprehensive range of value for money services.

### Understanding your business

We understand you want advisers who will not only have a professional approach but also understand the impact of the Law on you.

Our approach is forward thinking but founded on traditional values. We make it our business to understand your business – we have worked with many of our clients for a long time – and are well respected for our imaginative and responsive approach to their strategic priorities.

Working in partnership with accountants and tax advisers we have developed a network of excellent contacts we are able to introduce clients to funders, joint venture partners and other specialists in the industry as required. We act for a wide range of clients and particularly:

- entrepreneurs, owner managed and family businesses
- partnerships, limited companies, LLPs and sole traders
- charities and not-for-profit organisations

Ashford 01233 664711

Canterbury 01227 768374

Herne Bay 01227 367355

## Our Expertise

### Our Experience

Recent examples of advice we have given our clients in the voluntary and third sector, and which relate to advice on restructuring and governance issues, include:

- Preparation of a new constitution for a company transitioning from being a registered charity to a not-for-profit company limited by guarantee
- Advice to a professional membership organisation on conflict of interest and trustee responsibilities
- New constitution for a membership organisation in the Lloyd's insurance market place
- Transferring a 50 year old charity from being a Trust to a company, including transfer of substantial property and investment assets
- Advising a number of grant giving charities on establishment, governance and public benefit issues
- New constitution involving changes in membership structure to a not-for-profit organisation providing commercial services
- Amending constitutional documents for a charity with a large membership
- Advising on Charity Commission interventions including reporting of serious incidents, s46 Inquiries and governance and safeguarding issues
- Undertaking governance reviews
- Acting on multiple charity mergers, including mergers of branches of national umbrella charities
- Winding up and removal of charities from the register

Caroline Armitage is our Head of Charity services. Caroline has a wealth of experience in the not-for-profit and charity sectors and as well as a lawyer acts as a trustee, board member and advisor to businesses, charities and not-for-profits. She currently chairs housing association, Raven Housing Trust and is a past chair of Sussex Partnership NHS Foundation Trust and the disability charity, Livability. Caroline is a member of the Charity Law Association.

Depending on your organisation's requirements you will have a dedicated client lead from the team.

## Our Expertise

### Lawyers to assist your charity

#### Charities and Not-for-Profit Team

Girlings' Charities and Not-for-Profit department is a multi-disciplinary team with extensive experience of acting for charities and other not-for-profit organisations including unregistered charities, membership organisations and not-for-profit bodies. Our lawyers apply specialist knowledge in the unique environment of the charitable and not-for-profit sector.

#### Our clients include:

##### Faith

- Chanctonbury Ecclesiastical Parish
- The Seekers Trust
- The Society of St Columba
- Rivers of Life Church
- Kirat Religion & Literature Uplifting UK Ltd
- Revival Projects

##### Education

- St Lawrence College
- College Farm Trust
- IATEFL
- Great Oaks Small School
- Ashurst CoE Primary

##### Historical, Cultural and Heritage

- Canterbury Archaeological Trust
- Sonora

##### Health and Community

- Porchlight
- East Kent Mencap
- Kent Enterprise Trust
- Martha Trust
- Pilgrims Hospices
- Active Life

##### Wildlife and Conservation

- The Aspinall Foundation
- The Howletts Wild Animal Trust

## Our Fee Approach

**We offer a range of approaches to pricing and we will work with you to agree a tailored costs estimate for each stage of assistance.**

**If your charity is in formation, or if it is established and has a turnover of less than £1 million we can apply discounted charity rates for our most senior advisers. This will enable you to benefit from genuine expertise. For instance, Caroline Armitage normally charges £325 per hour, where the discount applies, you would be charged at a discounted rate of £300 per hour.**

**Your dedicated legal expert, will be happy to attend meetings (in-person or virtual) to discuss matters with your trustees where this would be of value.**

**We want you to feel free to pick up the phone to us without fear of fees, and would not expect to charge for occasional ad hoc telephone advice and speculative early initial meetings on strategic opportunities. By utilising our expert knowledge early on, we can help set you on the right track for success in your organisation's long term plans.**

## Meet the Team

### **Our multi-disciplinary Charity team has extensive experience**



#### **Caroline Armitage – Governance & Commercial Advice**

Caroline has a wealth of experience in commercial law as a Corporate and Commercial Law Solicitor and as a specialist adviser to charities.

She works as a governance specialist and legal adviser and also holds posts as trustee and non-executive director. This gives her the benefit of understanding the perspective of the client.



#### **Jeremy Burke – Commercial Property**

Jeremy has extensive experience helping charities on a wide range of property matters, including compliance with the requirements of SS117 – 120 Charities Act 2011. He also advises on buying and selling, gifts of property and commercial contracts and leases.



#### **David Morgan – Employment Law**

David offers specialist employment law advice on a wide range of matters relating to employees, volunteers and trustees, as well as on GDPR and e-privacy regulations.

## Meet the Team

### **Our multi-disciplinary Charity team has extensive experience**



#### **Andrew Watson ACTAPS – Litigation & Contested Probate**

Andrew is a highly experienced litigator, specialising in solving disputes and legacy challenges.

As an Associate Member of ACTAPS (The Association of Contentious Trust and Probate Specialists), he is a recognised expert in his field.

Andrew can support your organisation in the event that a legacy is challenged by a family member or beneficiary.



#### **Jonathan Masucci – Corporate & Commercial**

Jonathan has expertise in dealing with charity formations, registrations and changes to governing documents, together with advising charity trustees on governance matters.



#### **Amy Husk – Commercial Property**

Amy is an experienced Commercial Property lawyer advising businesses from a range of sectors on property transactions, including agricultural property and the property aspects of corporate acquisitions, disposals and re-structures.

Amy has acted for a range of charities including faith charities on acquisition, disposal and registration of property.

## Meet the Team

**Our multi-disciplinary Charity team has extensive experience**



**Sophie Robins – Commercial Property**

Sophie is an experienced Commercial Property Solicitor and has experience dealing with primary and secondary school academy conversions and school land disposals. She has assisted charities with their commercial property and corporate transactions.



**Lesley Rushton – Wills, Tax & Estate Administration**

Lesley is a Legal 500 Recommended Lawyer and is Head of the Wills, Tax & Estate Administration team.

She has specialised in matters relating to Wills and inheritance for over 30 years. As a legacy expert Lesley can advise on the most practical way for your supporter to leave gifts in the most tax efficient way, what information must be included in their Wills



**Charlotte Nock – Wills, Tax & Estate Administration**

Charlotte is a Legal 500 Recommended Lawyer specialising in Wills, Tax & Estate Administration work. A French speaker, she has extensive experience in dealing with complex multi-jurisdictional estates.

Her voluntary work includes advising at the Kent Law Clinic, the Age UK Dementia drop in clinic and she is also a WI speaker.



# **Girlings**

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Legal Practice Quality Mark  
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## Finance Officer

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**From:** Julie Griggs <jgriggs@levicksaccountants.co.uk>  
**Sent:** 22 November 2023 19:28  
**To:** Finance Officer  
**Subject:** RE: Sandwich Town Council - Maddox Charity - request for quotes

Dear Ms Palmer

Firstly, I apologise for not getting back to you by yesterday, and if this has caused you inconvenience.

I can confirm Levicks would be pleased to help set up the charity and carry out the subsequent examination/audit of the accounts.

I can advise that our fees for setting the charity up would be in the region of £750. There would be no VAT on this as it would be carried out through our sister company.

I will get back to you tomorrow in respect of the examination and audit fees.

Again, my apologies for not getting back to you sooner.

Kind regards

Julie

Julie Griggs BSc (Hons) FCA  
[jgriggs@levicksaccountants.co.uk](mailto:jgriggs@levicksaccountants.co.uk)

Partner

Maidstone Office

 **LEVICKS**  
Chartered Accountants & Business Advisers

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