



Town Council Offices
Maison Dieu House
Biggin Street
Dover
CT16 1DW

DATE OF ISSUE:
3rd April 2019

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT an extraordinary meeting of the TOWN COUNCIL will be held at the Town Council Offices on WEDNESDAY 17TH APRIL 2019 at 5.30pm when the business shown on the agenda below will be transacted.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk in writing, or by email, at least 3 clear days, excluding bank holidays and weekends, prior to the date of the meeting. Any member of the public who requires further information, wishes to make representation to the Council, or has any special requirements in respect of this meeting please contact Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. *Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the clerk.*

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law.

3. MINUTES

To receive and approve the Minutes of the Town Council meeting held on 27th March 2019 (copy attached).

4. HONORARY FREEMEN OF THE TOWN OF DOVER

To consider the appointment of Honorary Freemen of the Town of Dover.

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES – MONDAY TO FRIDAY – 9am to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT 10p PER COPY

DOVER TOWN COUNCIL

Minutes of the Meeting of the DOVER TOWN COUNCIL held in the Council Offices, Maison Dieu House, Biggin Street, Dover on WEDNESDAY 27TH MARCH 2019 at 6pm.

PRESENT

Town Mayor, Councillor S Jones in the chair

Councillors

P Brivio	K Sansum
G Cowan	G Wanstall
A Jenner	J Ward
J Lamoon	C Warriner
I Palmer	M Wood
C Precious	C Zosseder
N Rix	

The Mayor asked those present to stand for a minute’s silence in memory of former Town Councillor Simon Bannister who had recently passed away.

314. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Heron (personal commitments) and Walkden (ill health). The Mayor asked that the Town Council’s best wishes for a speedy recovery be sent to Councillor Walkden.

315. DECLARATIONS OF INTEREST

Councillors present made no declarations of disclosable pecuniary interests as required by law.

316. MINUTES

The Town Council considered the Minutes of the Town Council meeting held on 16th January 2019.

RESOLVED: That the Minutes of the Town Council meeting held on 16th January 2019 be approved and signed by the Town Mayor.

Chairman

317. PROGRESS SHEETS

The Town Council noted the outstanding resolutions made by the Town Council.

318. COMMUNICATIONS FROM THE CHAIRPERSON

The Town Council noted the Town Mayor's list of engagements since the last meeting. The Mayor informed those present that there will be an extraordinary Town Council meeting arranged within the next few weeks to discuss nominations for Honorary Freeman of Dover.

319. PRESENTATION

The Town Council received a presentation from Diederik Smet of Destination Dover regarding the Dover Bike Network project. After a short question and answer session the Chairperson thanked Mr Smet for his interesting and informative presentation.

320. PLANNING COMMITTEE

The Town Council considered the minutes of the Planning Committee meeting held on 21st January, 18th February & 11th March 2019. Councillor Palmer resigned as Chairperson of the Committee for the remainder of the Municipal Year.

RESOLVED: a) That minute Nos. 251 to 261 be received;
 b) That minute Nos. 272 to 282 be received;
 c) That minute Nos. 302 to 313 be received.

321. CIVIC & SPECIAL PROJECTS COMMITTEE

The Town Council considered the minutes of the Civic & Special Projects Committee held on the 31st January and 7th March 2019.

RESOLVED: a) That minute Nos. 262 to 271 be received;
 b) That minute Nos. 292 to 301 be received.

322. FINANCE & GENERAL PURPOSES COMMITTEE

The Town Council considered the minutes of the Finance & General Purposes Committee held on 27th February 2019.

RESOLVED: a) That minute Nos. 283 to 291 be received;
 b) That the Town Council adopt the revised Code of Conduct, Relationships between Officers and Councillors Policy, the Complaints Procedure, Whistleblowing Policy, Grant Guidelines for Committee Grants, Grant Guidelines for Councillor Grants and the Communications Policy including Social Media Guidelines.

Chairman

323. COUNCILLORS GRANTS

The Town Council noted the out-turn of the 2018/19 Councillor's grants award scheme (handed out at the meeting).

324. TOWN COUNCIL FINANCIAL INFORMATION

The Town Council considered the payments made by the Town Council for January and February 2019.

The Town Council considered the Town Council budget out-turn report to the end of February 2019.

RESOLVED: That the payments made by the Town Council in January and February 2019 be approved and the schedules signed by the Chairman.

325. OFFICE PREMISES & ADMINISTRATION

The Town Council considered the draft schedule of meetings for the 2019/20 Municipal Year.

The Town Council considered the Chairperson of Finance & General Purposes' report of 11th March 2019 concerning the Lift at Maison Dieu House.

RESOLVED: a) That the Town Council adopt the schedule of meetings for the 2019/20 Municipal Year;

b) That the decisions concerning contractual and other arrangements relating to the upgrade of the lift at Maison Dieu House be delegated to the Proper Officer in consultation with the Mayor and the Chairperson of the Finance & General Purposes Committee.

326. TOWN COUNCIL, COMMITTEE & EXTERNAL BODY REPRESENTATION

The Town Council noted the minutes of the Port & Community Forum meeting held on 12th February 2019.

The Town Council noted Councillor Brivio's report concerning the Dover Fairtrade Network Group.

327. PLASTIC FREE DOVER

The Town Council considered the Chairperson's report of 26th February 2019 concerning 'Encouraging a Plastic Free Community in Dover'.

RESOLVED: a) That the Town Council leads by example in continuing to remove single use plastics from its premises;

b) That the Town Council encourages plastic-free initiatives, promotes the plastic-free community campaign in Dover and support events where possible;

c) That a Councillor be appointed as the Town Council's representative and joins the Plastic Free Community Steering Group when invited to do so by the Group.

Chairman

328. QUESTIONS FROM THE PUBLIC

The Town Council noted that no questions from the public pursuant to Standing Orders 1 (d) to (m) inclusive and 3b (v) had been received.

329. DATE OF THE NEXT MEETING

The Town Council noted that an extraordinary meeting of the Town Council would be arranged in April (subject to an agreed date).

The meeting ended at 7:06pm

THE RIGHT WORSHIPFUL THE TOWN MAYOR
(Councillor Susan Jones)
CHAIRPERSON

DRAFT

Chairman