

RESOLVED: That Committee Membership, for the ensuing year, be confirmed as follows:-

- (i) ADVISORY COMMITTEE: Councillors Butcher, Daw, Graeme, Leith, Mrs Liote, Scott, Sneller and Mrs Russell.**
- (ii) FINANCE COMMITTEE: Councillors Butcher, Bragg, Mrs Dunay, Graeme, Leith, Moorhouse, Trussler and Watts.**
- (iii) HALLS: Councillors Butcher, Carter, Graeme, Leith, Mrs Russell, Sneller, Trussler and Watts.**
- (iv) MUSEUM/ARCHIVE COMMITTEE: Councillors Butcher, Bragg, Daw, Graeme, Mrs Laslett, Mrs Liote, Scollard and Scott.**

8.5.13 FREQUENCY OF COMMITTEE MEETINGS

Trustees considered holding quarterly meetings of the Finance and Museum/Archives Committee, as per the draft calendar attached.

RESOLVED: That the draft schedule of quarterly meetings of the Finance and Museum/Archives Committee be adopted as an interim structure, pending further information from the Charity Commission, and an update provided at the next meeting.

9.5.13 GOVERNING DOCUMENT

Trustees received a copy of the Charity Commission booklet entitled 'Changing your Charity's Governing Document' and considered making an online application to update the Toll Bridge Fund Governing Document.

RESOLVED: That an online application be made, to the Charity Commission, to update the Toll Bridge Fund Governing Document.

10.5.13 FINANCE

(i) Trustees considered appointing two representatives to prepare the Annual Report for inclusion with the accounts for the year ending 31 March 2013.

RESOLVED: That Councillor Bragg and Councillor Graeme prepare the Annual Report for the year ending 31 March 2013.

(ii) Trustees received updates on actions delegated to the Finance Committee, which included budget provision for repairs and maintenance, the Guildhall Maintenance Schedule and Business Plan, and the Thursday Market Manager's contract.

RESOLVED: That the information be noted.

(iii) Trustees considered a transfer of funds from the reserves as per the memorandum attached to the Agenda.

RESOLVED: That £20,000 be transferred, from the Reserves to the Current Account, to cover forthcoming expenditure.

11.5.13 GUILDHALL MAINTENANCE COSTS

(i) Trustees received a memorandum, from the Assistant Clerk, proposing changes to the aesthetics of the Guildhall Foyer, and considered purchasing a cork board and display shelves.

RESOLVED:

(i) That the proposed changes be made to the Guildhall Foyer, as per the memorandum from the Assistant Clerk dated 7 May 2013, and the

following items be purchased from the budget for redecoration of the Meeting Room:-

- i. 1 x Cork Noticeboard (900 mm x 1200mm), at a cost of £25, from Kent County Supplies.**
- ii. 1 x Fast Literature Display (5 shelves), at a cost of £166.67, from Staples Direct.**

(ii) Trustees considered a quotation for three bags of slate chippings, to cover the exposed membrane around the memorial tree on the Guildhall Forecourt.

RESOLVED: That three bags of slate chippings be purchased at a total cost of £10.

(iii) Trustees considered a quotation for plastic foot ferrules for the Guildhall chairs.

RESOLVED:

- i. That replacement plastic foot ferrules be purchased for the Guildhall chairs at a total cost of £21.68, including VAT.**
- ii. That the Clerk to the Trustees be given delegated power to authorise costs for minor repairs or maintenance, up to a value of £200, and a quarterly schedule produced for the Trustees, detailing such expenditure.**

(iv) Trustees considered a request, from the Honorary Curator of the Archives, to purchase materials for the installation of a plywood door at the entrance to the Library, as well as reimbursement of the costs for a recently installed door.

RESOLVED: That the Honorary Curator be authorised to reclaim the cost of installation of a plywood door, at the entrance to the Library, and purchase additional materials for a second door, at a total cost of £22.32, including VAT.

12.5.13 AGENDA PRODUCTION COSTS

Trustees received a breakdown on the costs incurred for the printing and distribution of paper copies of Agendas, in order to consider electronic dissemination as an alternative.

RESOLVED: That Trustees continue to receive paper copies of Agendas and electronic dissemination be reconsidered in a year's time.

13.5.13 ASSET MANAGEMENT

Trustees received the following information from Cheviot Asset Management and were advised that the company had provided notification that there were errors in the interest schedule, included as part of the year-end pack:-

- (i) Portfolio Valuation Report as at 28 March 2013**

RESOLVED: That the information be noted.

- (ii) Annual Tax Pack 2012/13.**

RESOLVED: That the information be noted.

(iii) Income and Capital Account Statements for the period to 15 April 2013.

RESOLVED: That the information be noted.

(iv) Notification of sale of holdings.

RESOLVED: That the information be noted and the original purchase price of shares be included with future notification of sale data.

14.5.13 CORRESPONDENCE

Trustees received the following correspondence:-

(i) A copy of the KCC Kentish Ceremony newsletter and to consider offering wedding ceremonies up to 8 pm, as per new legislation.

RESOLVED: That wedding ceremonies be offered up to 8 pm, as per new legislation, subject to availability of staff.

(ii) An invitation for two representatives to attend the Gala Organ Recital at St Clement's Church, and to consider Trustees' attendance.

RESOLVED: That the information be noted and Trustees attend, if they wish.

(iii) A request, from the co-organiser of the Sandwich Medieval Fayre, to hang a banner outside the Guildhall Building in order to advertise the event.

RESOLVED: That the co-organiser of the Sandwich Medieval Fayre be permitted to hang a banner outside the Guildhall, advertising the event, in consultation with the Town Sergeant.

15.5.13 MARKET LICENCE

Members considered the Thursday Market Manager's Licence terms, the Market Regulations, and the operation of the Market for a further twelve months from Thursday 6 June 2013.

RESOLVED:

(i) **That no changes be made to the Market Manager's Licence terms or the Market Regulations.**

(ii) **That the Market Licence be offered for renewal at a cost of £500.**

16.5.13 DATE AND TIME OF NEXT MEETING

Monday 3 June 2013, following the meeting of the Town Council, in the Council Chamber.

The meeting closed at 3.24 pm.

Signed: _____ Date: _____