

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 3 June 2013, in the Council Chamber, Guildhall, Sandwich.

Present: Councillors:

The Mayor (in the Chair)	S G Leith
H J Bragg	M W Moorhouse
P I Carter	B A Scott
R A Daw	J O Sneller
Mrs J L Dunay	J J Watts
P Graeme	
Mrs S Laslett	

Officer Present: Mrs A Brooks

1.6.13 APOLOGIES

Apologies were received from Councillor Mrs Liote, Councillor Mrs Russell, Councillor Scollard and Councillor Trussler.

2.6.13 DECLARATIONS OF INTEREST

No private interests were declared.

3.6.13 MINUTES

The Minutes of the Meeting of Trustees, held on 23 May 2013, were approved and signed.

4.6.13 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

5.6.13 MUSEUM & ARCHIVES WORKING GROUP

Members received the Minutes of the Sandwich Guildhall Museum and Archives Working Group, held on 24 April 2013, and considered the recommendations therein.

RESOLVED: That this item be deferred to the next meeting, to be held on 17 June 2013.

6.6.13 PAYMENT SCHEDULE

The schedule of payments, totalling £8776.73, was received, approved and signed.

Members resolved that, in view of the Town Council Meeting having extended beyond 10 pm, that the following, remaining issues on the Agenda be deferred to a meeting of the Trustees of the Toll Bridge Fund on 17 June 2013 at 6 pm:-

7. FINANCE

(i) To consider delegating power to the Clerk to the Trustees to authorise expenditure for urgent repair/replacement building works up to £1,000.

(ii) To clarify the definition of ‘small/urgent works’ that can be undertaken by P.A. Hollingworth & Co Ltd, as per Item 5 of the Finance Committee meeting of 13th November 2012.

(iii) To define circumstances in which three quotations should be obtained for building works.

(iv) To consider the Income & Expenditure and Budget Sheet as at 30/04/13.

8. GUILDHALL MAINTENANCE COSTS

To receive a memorandum, from the Head Caretaker, regarding a possible pigeon ingress in the Guildhall loftspace and to consider obtaining quotations for works.

9. ASSET MANAGEMENT

To receive the following information from Cheviot Asset Management

(i) A portfolio valuation report as at 30 April 2013 (available in the Clerk to the Trustees office).

(ii) Income Account Statement for the period to 15 May 2013.

(iii) Notification of purchase of holdings (GCP Student Living and United Utilities Group PLC).

(iv) Notification of sale of holdings (Severn Trent).

(v) Notification that the holding of Borealis Consortium has been halved.

(vi) Cheviot Annual Tax Pack 2012/13 (available in the Clerk to the Trustees office).

10. CONFIDENTIAL ITEM

(i) To consider staff probation reports and quotations for salary benchmarking.

(ii) To consider the report, from the Assistant Town Clerk, providing an update regarding pending rent payment.

7.6.13 DATE AND TIME OF NEXT MEETING

Monday 17 June 2013 at 6 pm in the Council Chamber.

The meeting closed at 10.30 pm.

Signed: _____ Date: _____