

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 17 June 2013, in the Council Chamber, Guildhall, Sandwich.

Present: Councillors: The Mayor (in the Chair)
P I Carter
Mrs J L Dunay
Mrs S Laslett
Mrs V Liote
M W Moorhouse
Mrs P Russell
J P Scollard
J O Sneller
M B Trussler

Officer Present: Mrs A Brooks

8.6.13 APOLOGIES

Apologies were accepted from Councillors Bragg, Daw, Graeme, Leith, Scott and Watts.

9.6.13 DECLARATIONS OF INTEREST

No private interests were declared.

10.6.13 MINUTES

The Minutes of the Meeting of Trustees, held on 3 June 2013, were approved and signed.

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

There were no matters arising.

12.6.13 GUILDHALL MUSEUM & ARCHIVES

Trustees received the Minutes of the Sandwich Guildhall Museum and Archives Working Group and considered the recommendations therein.

RESOLVED: That the Working Group meet to clarify the roles and responsibilities set out on the Terms of Reference and submit the revised document, for consideration, at an ensuing meeting of the Toll Bridge Fund.

13.6.13 PAYMENT SCHEDULE

The schedule of payments, totalling £3105.17, was received, approved and signed.

14.6.13 FINANCE

(i) Trustees considered delegating power to the Clerk to the Trustees, to authorise expenditure for urgent repair/replacement building works up to £1,000.00.

RESOLVED:

i. That power be delegated, to the Clerk to the Trustees, to authorise expenditure for urgent repair/replacement building works up to £1000.

ii. That the Clerk shall report the action to the Trustees as soon as practicable thereafter.

(ii) Trustees considered clarification of 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.

RESOLVED: That 'small/urgent works' be undertaken, by P.A. Hollingworth & Co Ltd, up to a value of £1000.

(iii) Trustees gave consideration to defining circumstances in which three quotations should be obtained for building works.

RESOLVED:

- i. That three estimates be obtained, from local builders, for any works that will cost from £1000 to £10,000.
- ii. That an architect be employed to invite tenders for all works costing in excess of £10,000.

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

RESOLVED: That the information be approved and noted.

(v) Trustees received a memorandum, from the Deputy Clerk to the Trustees, regarding expenditure from the Museum/Archives account, and considered delegating powers of expenditure to the Clerk to the Trustees and/or the Honorary Curator.

RESOLVED:

i. That the following powers of expenditure be delegated to the Clerk to the Trustees, in relation to the Museum/Archives bank account:-

- The purchase of Museum stock, up to the value of £200, in consultation with the Museum Manager.
- The purchase of Museum stationary, up to the value of £100.
- The approval of expenditure for Museum maintenance, up to the value of £100.
- The approval of expenditure for Archives maintenance, up to the value of £100.
- The approval of expenditure for travel and parking expenses for volunteers, up to the value of £100.

ii. That the following powers of expenditure be delegated to the Honorary Curator:-

- The purchase of Archiving stationary, up to the value of £100, with orders being arranged via the Clerk's Office.
- The purchase of Archive and Preservation Equipment, up to a value of £100, with orders being arranged via the Clerk's Office.

iii. That the Clerk shall report the delegated expenditure to the Trustees, as soon as practicable thereafter.

iv. That a quarterly report of delegated expenditure be produced and submitted to the Trustees, for consideration, at a meeting of the Toll Bridge Fund.

15.6.13 GUILDHALL MAINTENANCE

(i) Trustees received a memorandum, from the Head Caretaker, and report, from the Honorary Curator, regarding a possible pigeon ingress in the Guildhall loftspace, and considered quotations for remedial works. It was reported that scaffolding would be needed to access ventilation louvers.

RESOLVED: That the situation be monitored and the works be scheduled to coincide with exterior decoration in the 2014/2015 financial year.

(ii) Trustees considered the quotation, from D.J.Jutson Limited, for clock maintenance in 2013/14.

RESOLVED: That the quotation for £295 (plus VAT), from D.J. Jutson Limited, for clock maintenance in 2013/14, be accepted.

16.6.13 PROPOSED PARKING TO REAR OF GUILDHALL

Trustees received an update regarding the proposed parking provision to the rear of the Guildhall and considered providing funding of £3910, for the installation of bollards. It was reported that a request had been made to Watts Yard Management Company Limited, the Sandwich Centre of the Retired, and KCC Councillor Leyland Ridings, for a contribution towards the cost of the bollards; however, this request had been unsuccessful. Dover District Council was happy for the Thursday Market to continue trading on the Guildhall Forecourt, and in the loading and disabled parking bays to the rear of the Guildhall, providing that the Market Manager obtained a Licence to Trade. A representative, from Kent Highways and Transport, was due to meet with the Market Manager to discuss safety regulations associated with trading in the loading and disabled bays. Kent Highways and DDC believe that, without installation of the bollards as a physical boundary, there would probably be little success in preventing obstructions to Watts Yard. As such, DDC would only consider introducing the loading prohibition if the bollards were installed. However, they would consider the implementation and enforcement of the loading and disabled bays, as an isolated project, should there be sufficient support for this.

RESOLVED:

- (i) That no funding be provided for the installation of bollards to the rear of the Guildhall and, DDC and Kent Highways be informed to take no further action regarding this aspect of the proposed parking plan.**
- (ii) That further information be obtained regarding the enforcement regulations of the proposed rear loading bay.**
- (iii) That an addendum be made to the terms of the Market Manager's Licence Agreement, stating that a Licence to Trade must be obtained from the District Council, and a copy of this document, and the Market Manager's public liability insurance, be provided to the Clerk's Office, before the Market Manager's Licence is renewed.**

17.6.13 ASSET MANAGEMENT

Trustees received 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).**

RESOLVED: That the information be noted.

- (ii) Income and Capital Account Statements for the period to 15 May 2013.**

RESOLVED: That the information be noted.

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

RESOLVED: That the information be noted.

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

RESOLVED: That the information be noted.

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

RESOLVED: That the information be noted.

- (vi) Notification of the sale of holdings of Vesuvius PLC and the purchase of Aggreko holdings.**

RESOLVED: That the information be noted.

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

RESOLVED: That the information be noted.

(viii) A letter from the Chief Executive explaining the merger of Quilter and Cheviot, together with a copy of the new Terms and Conditions (available in the Clerk to the Trustees office).

RESOLVED: That the information be noted.

18.6.13 COMMITTEE QUORUM REQUIREMENTS

Trustees considered revising quorum requirements of the Advisory, Finance, Halls and Museum/Archive Committees to one third, or three voting members, whichever is the greater, and updating the Committees' Terms of Reference accordingly.

RESOLVED: That the quorum requirements of the Advisory, Finance, Halls, and Museum/Archive Committees, be revised to one third, or three voting members, whichever is the greater, and the Committees' Terms of Reference be updated accordingly.

19.6.13 FIRST AID TRAINING

Trustees considered a quote, from Personal Zone Training, for the nine nominated First Aid trained staff to undertake annual refresher training at a total cost of £225.

RESOLVED: That enquiries be made with St John's Ambulance, or the Red Cross, regarding free, three-yearly First Aid update courses.

20.6.13 HUMAN RESOURCES SERVICES

Trustees considered giving notice to cancel the 'roll-on' contract with Peninsula Business Services (renewal of contract January 2014), in order to obtain three quotes for Human Resources support and advice in the future.

RESOLVED: That the 'roll on' contract with Peninsula Business Services be cancelled, in order to obtain three quotations for provision of Human Resources support and advice from January 2014 onwards.

21.6.13 CORRESPONDENCE

Trustees received the following correspondence:-

(i) A letter from Kent Police, regarding the Guildhall Intruder Alarm.

RESOLVED: That the alarm be re-configured to correct any anomalies.

(ii) A proposal from Juliette Short, regarding wedding packages at the Guildhall, for Trustees' consideration.

RESOLVED: That a letter be sent to Ms Short, stating that the Trustees wish to decline her offer of a wedding package for the Guildhall.

(iii) A letter from the Sandwich Festival Association, expressing thanks for the Toll Bridge Fund grant.

RESOLVED: That the information be noted.

22.6.13 CONFIDENTIAL ITEMS

(i) Trustess considered staff probation reports and quotations for salary benchmarking.

RESOLVED:

i. That the probation reports of the Mayor's Secretary/Administrative Assistant, and the Assistant Clerk/Finance Officer, be approved.

ii. That the Job Title of the Assistant Clerk/Finance Officer be amended to Deputy Clerk/Responsible Finance Officer.

iii. That the roles of both members of staff undergo salary benchmarking by the District Council, at a total cost of £400, in view of the duties incurred beyond the remit of their job descriptions and in order that they be placed on the NALC/SLCC payscale.

(ii) Trustees reviewed the policy, on time off, for staff to attend medical/dental appointments. Advice had been taken from Peninsula Business Services.

RESOLVED:

i. That, if it is not possible to take medical/dental appointments outside of normal working hours, then paid time off be granted, at the discretion of the Town Clerk, and should be taken at the beginning, or, at the end of the day.

ii. That the Employee Handbook be revised accordingly.

iii. Trustees considered the report, from the Assistant Town Clerk, providing an update regarding pending rent payment.

RESOLVED: That a letter be sent to the lessee, by recorded delivery, requesting an agreed surrender.

23.6.13 DATE OF NEXT MEETING

Monday 1 July 2013, at 7 pm, in the Council Chamber.

The meeting closed at 9.55 pm.

Signed: _____ Date: _____