

**Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 1 July 2013, in the Council Chamber, Guildhall, Sandwich.**

**Present: Councillors: The Mayor (in the Chair)**  
**H J Bragg**  
**P I Carter**  
**R Daw**  
**P Graeme**  
**Mrs S Laslett**  
**S G Leith**  
**Mrs P Russell**  
**J P Scollard**  
**J O Sneller**  
**M B Trussler**  
**J J Watts**

**Officer : Miss L Fidler**

**1.7.13 APOLOGIES**

Apologies were accepted from Councillors Mrs Dunay, Moorhouse & Liote.

**2.7.13 DECLARATIONS OF INTEREST**

The Mayor and Councillor Carter declared a private interest in matters relating to The Sandwich Society.

**3.7.13 MINUTES**

The Minutes of the Meeting of Trustees, held on 17 June 2013, were approved and signed with a minor amendment.

**4.7.13 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

There were no matters arising.

**5.7.13 GUILDHALL MUSEUM & ARCHIVES COMMITTEE**

The Minutes of the Museum / Archives Committee, held on 17 June 2013, were approved and signed.

**RESOLVED: That the following recommendations be approved:**

**(i) Councillor Scollard will work with the Town Clerk to strengthen the Management Group's Terms of Reference and Organisational Structure. When this has been done the documents will be returned to the Museum / Archives Committee for consideration and then to the Trustees for approval.**

**(ii) The working party, individuals and Honorary Curator can put recommendations to the Museum/Archives Committee for anything relating to the First World War.**

**6.7.13 PAYMENT SCHEDULE**

The schedule of payments, totalling £9,756.16, was received, approved and signed.

**7.7.13 PARKING TO REAR OF GUILDHALL**

**(i) Trustees considered a memorandum from Miss L Fidler, containing information from Gordon Measey, about enforcement regulations for the loading bay.**

**RESOLVED: That the Trustees will not request any stipulations or restrictions be placed on the loading bay.**

**(ii) Trustees considered a letter from Watts Yard Management Company of 15 June 2013. The request for event organisers to liaise with the PCSO to monitor parking in the loading bays was discussed.**

- RESOLVED: A letter will be written to Watts Yard Management company to explain that the Police do not have the manpower to enforce parking restrictions during events.**
- 8.7.13 FINANCE**  
Trustees received the Statement of Accounts for the period ending 31 May 2013.  
**RESOLVED: That the Statement of Accounts, for the period ending 31 May 2013, be noted.**
- 9.7.13 ASSET MANAGEMENT**  
Trustees received the following information from Cheviot Asset Management:  
**(i) A portfolio valuation report as at 31 May 2013.**  
**RESOLVED: That the information be noted.**
- (ii) Income Account Statement for the period to 15 June 2013.**  
**RESOLVED: That the information be noted.**
- 10.7.13 NATIONAL HERITAGE OPEN DAYS**  
Trustees considered a request from The Sandwich Society for the Guildhall to be part of the National Heritage Open Days 2013.  
**RESOLVED: That the Guildhall will be included in this event, as per previous years.**
- 11.7.13 CARAVAN PARKING AT GUILDHALL CAR PARK**  
The Trustees discussed the caravans that had used the Guildhall rear car park as a camping site two weekends ago.  
**RESOLVED: That a letter be written to DDC to ask what restriction and preventative measures will be taken, at the three car parks in the town, to prevent people camping in the car parks in the future.**
- 12.7.13 CORRESPONDANCE**  
Trustees considered a request from Sandwich & District Chamber of Commerce for free use of the Guildhall main hall on 5 July 2013 to hold an public meeting to discuss the Land Allocation Document Policy LA17.  
**RESOLVED: That this request be denied. Councillor Mrs Laslett and Councillor Scollard requested that their vote against this decision be recorded.**
- 13.7.13 CONFIDENTIAL ITEMS**  
**(i) Members considered a letter from the Mayor, of 21 June 2013, and the recommendations contained therein.**  
**RESOLUTION: That the recommendations from the Mayor be accepted.**
- (ii) Trustees considered a report from Miss L Fidler regarding the appointment of a temporary administrator/receptionist.**  
**RESOLVED: That a recruitment agency be contracted to provide a temporary administrator/receptionist until the long term staffing requirements are addressed at the Council meeting of 2<sup>nd</sup> September 2013.**
- 14.7.13 DATE OF NEXT MEETING**  
Monday 15 July 2013, after council meeting, in the Council Chamber.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_