

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 4th November 2013, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees: **The Mayor (in the Chair)**
HJ Bragg
PI Carter
RA Daw
P Graeme
Mrs S Laslett
Mrs V Lioté
MW Moorhouse
Mrs P Russell
JP Scollard
JO Sneller
MB Trussler
JJ Watts

Officer: **Miss L Fidler**

01.11.13 APOLOGIES

Apologies were received and accepted from Councillors Mrs Dunay and Scott.

02.11.13 DECLARATIONS OF INTEREST

Cllrs Daw, Graeme and Sneller declared an interest in matters relating to the Rotary Club of Sandwich (Item 08.11.13).

03.11.13 MINUTES

The Minutes of the Meeting of the Trustees, held on 21st October 2013, were received, approved and signed.

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

Cllr Scollard queried whether there was an update regarding the proposal that the Police could be offered the use of one of the Citizens Advise Bureau offices for breaks. The Clerk reported that she is awaiting a response from the CAB to the suggestion before returning the matter to the Trustees.

05.11.13 PAYMENT SCHEDULE

The Payment Schedule for Sandwich Toll Bridge Fund, totalling £1,064.73, was received, approved and signed.

06.11.13 MUSEUM & ARCHIVES PAYMENT SCHEDULE

The Payment Schedule for the Guildhall Museum & Archives, totalling £18.01, was received, approved and signed.

07.11.13 ASSET MANAGEMENT

(i) Letter of 21st October 2013 and accompanying Contract Note for sale of United Kingdom (Government Of) shares.

RESOLVED: This information was noted.

(ii) Letter of 28th October 2013 and accompanying Contract Note for purchase of shares in Neuberger Berman Global Floating Rate Fund.

RESOLVED: This information was noted.

(iii) Capital Account Statement for the period of 15th October 2013.

RESOLVED: This information was noted.

(iv) Income Account Statement for the period of 15th October 2013

RESOLVED: This information was noted.

(v) Letter of 29th October 2013 and accompanying Contract Notes for the purchase of shares in Riverstone Energy and sale in Tullow Oil Plc.

RESOLVED: This information was noted.

Cllrs Carter, Mrs Laslett and Mrs Russell asked that their concern about this type of investment be recorded and a discussion about moral investments and an ethical portfolio took place.

08.11.13

CORRESPONDENCE

(i) Letter from Gerald Dean, International Committee Rotary Club of Sandwich, for an additional reduction to hall hire charges for a booking on 15th April 2014.

RESOLUTION: That the usual 25% discount that is provided to local community organisations and charities be offered.

(ii) Email from Faye Holliday regarding possibly future use of the Guildhall Forecourt for dog microchipping.

RESOLUTION: That the use of the Guildhall forecourt by the Dogs Trusts for free dog chipping be allowed. Use of the meeting room would be subject to the usual booking conditions and interests of hygiene would need to be considered.

09.11.13

CONFIDENTIAL ITEM

Members considered the following items:

OFFICE ADMINISTRATION

Members considered a report from Miss L Fidler regarding the office staff.

RESOLVED: That the new Finance Officer/Admin Assistant be requested to start in post at an earlier date if possible to help in a period of short staffing.

EMPIRE CINEMA

Members considered a proposal from the tenant of the Empire Cinema that more expensive digital projection equipment be purchased than had previously been agreed, subject to the understanding that the additional cost will be reclaimed from the tenant and will not affect Sandwich Toll Bridge Funds exclusive ownership of the entire equipment. And the tenant will still insure, service, repair and maintain the equipment.

RESOLUTION: That this proposal be accepted.

10.11.13

DATE AND TIME OF NEXT MEETING

Monday 18th November 2013, following the meeting of the Town Council, in the Council Chamber.

Signed: _____ **Date:** _____