

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 3rd February 2014, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees: The Mayor
HJ Bragg
PI Carter
RA Daw
Mrs S Laslett
Mrs V Lioté
MW Moorhouse
JP Scollard
BA Scott
JO Sneller
MB Trussler
DMA Wood

Officer: Miss L Fidler

06.02.14 APOLOGIES

Apologies were received and accepted from Cllr Mrs Dunay who had another engagement; Cllr Graeme who had a family commitment and Cllrs Mrs Russell and Watts who were unwell.

07.02.14 DECLARATIONS OF INTEREST

There were no declarations of personal interest.

08.02.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 20th January 2014, were received, approved and signed.

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

There were no matters arising from the Minutes of the Meeting of the Trustees, held on 20th January 2014, not covered elsewhere on the agenda.

10.02.14 PAYMENT SCHEDULES

(i) The Payment Schedule for Sandwich Toll Bridge Fund, totalling £532.86, was received.

RESOLUTION: That all payments be made.

(ii) The Payment Schedule for the Museum & Archives, totalling £15.80, was received.

RESOLUTION: That all payments be made.

11.02.14 GUILDHALL

Members considered a report from Temple Lifts Limited regarding remedial work required for the Guildhall passenger lift. Members expressed concern regarding the quote provided.

RESOLUTION: Other passenger lift specialists will be asked to quote for this work and our future maintenance contracts. And, the Guildhall caretakers will be asked to consider if they can undertake some of the necessary works, i.e. fitting the appropriate HSE signs.

12.02.14 ASSET MANAGEMENT

To receive the following information from Quilter Cheviot:

(i) Letter of 14th January 2014, Portfolio Valuation as at 31st December 2013 and the latest market summary.

RESOLUTION: That this information be noted.

(ii) Letter of 16th January 2014 and contract note for the purchase of shares in Speedy Hire.

RESOLUTION: That this information be noted.

(iii) Income Account Statement for the period to 15th January 2014.

RESOLUTION: That this information be noted.

(iv) Capital Account Statement for the period to 15th January 2014.

RESOLUTION: That this information be noted.

13.02.14

CONFIDENTIAL ITEMS

(i) UPDATE REGARDING AN STAFFING ABSENCE

To receive a report from Miss Laura Fidler, Clerk to the Trustees, regarding the ongoing sickness absence of a member of staff.

RESOLUTIONS:

- The Assistant Town Clerk/Mayor's Secretary will be awarded the contractual sickness entitlement that long term staff are entitled to.

- The Mayor, Deputy Mayor, Cllr Mrs Laslett and Town Clerk will investigate what is involved in standardising the sickness/injury absence scheme in order to be fair and consistent.

(iii) An agency temp will be recruited for the period when the Town Clerk is on annual leave in March in order to assist with general office duties.

(iv) The Council meeting on the 17th March will be cancelled due to the absence of a proper officer. The Mayor and the Finance Officer/Admin Assistant will monitor the correspondence entering the office during the Town Clerk's absence and an extraordinary meeting will be called if necessary.

(ii) UPDATE REGARDING THE FISHERGATE

Members received an update from the Clerk to the Trustees on the proposed development of the Fishergate and an expression of interest in the property from Sandwich Historical Boatyard Trust.

RESOLUTION: Sandwich Historical Boatyard Trust will be asked for more information about their proposal; what they plan to do to the property and how much they propose to pay for it.

14.02.14

DATE AND TIME OF NEXT MEETING

Monday 17th February 2014, following the meeting of the Town Council, in the Council Chamber.

Signed: _____ Date: _____