

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 17th February 2014, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees: **The Mayor**
HJ Bragg
RA Daw
Mrs JL Dunay
Mrs S Laslett
Mrs V Lioté
MW Moorhouse
Mrs P Russell
JP Scollard
BA Scott
MB Trussler
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

15.02.14 APOLOGIES

Apologies were received and accepted from Councillor Carter, who was on holiday, and Councillor Sneller, who was unwell. Apologies were received after the meeting from Councillor Graeme, who had an urgent family commitment.

16.02.14 DECLARATIONS OF INTEREST

There were no declarations of personal interest.

17.02.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 3rd February 2014, were received, approved and signed.

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

There were no matters arising.

19.02.14 HALLS COMMITTEE

The Minutes of the Halls Committee Meeting, held on 3rd February 2014, were received, approved and signed.

RESOLUTION: That the following recommendations are approved:

- **Hall hire charges remain the same for the 2014/15 financial year; amendments can be made during the year if required.**
- **The expression ‘half day’ will be replaced with the term ‘part day’. Rooms are available in morning, afternoon and evening slots and ‘part day’ is a more appropriate description.**
- **No amendments will be made to the current room hire agreement for the 2014/15 year.**
- **Commercial enterprises will be charged £15.00 per 8ft pitch for use of the forecourt (in line with the Market Manager’s schedule of charges). Local organisations and charities continue to be offered the use of the forecourt free of charge. All users of the forecourt should continue to write to the Trustees for permission to use this area.**
- **No amendments need to be made to the current forecourt agreement for the 2014/15 year.**
- **Cllr Graeme and Cllr Moorhouse will provide the Finance Committee with information about the Guildhall Business Plan.**

- 20.02.14 PAYMENT SCHEDULES**
(i) The Payment Schedule for Sandwich Toll Bridge Fund, totalling £2,865.25, was received and approved.
(ii) The Payment Schedule for the Museum & Archives was withdrawn from the agenda due to errors, it will be resubmitted at the next meeting.
- 21.02.14 GUILDHALL**
Trustees considered a report from Mr K Cook, Head Caretaker, regarding the proposed work by Temple Lifts Limited for remedial work to the Guildhall passenger lift. Mr Cook was thanked for work.
RESOLUTION: An Electric Shock notice will be purchased at a cost of £33.85 (excl. VAT) and WYMAN (Electrical) Ltd will be engaged to fit an emergency light in the lift shaft pit at a cost of £245.00 (excl. VAT).
- 22.02.14 DEAL PARTNERSHIP AGAINST CRIME RADIOS**
Trustees received a report from Miss L Fidler, Clerk to the Trustees, regarding the use of DPAC radios.
RESOLUTION: The contract for the DPAC Radio used by the Guildhall caretakers will be terminated.
- 23.02.14 OFFICE COMPUTERS**
Trustees received a report from Miss L Fidler, Clerk to the Trustees, regarding the upgrade of an office computer.
RESOLUTION: A new office computer will be purchased with a budget of up to £600.00, to include the cost of installation and software.
- 24.02.14 ASSET MANAGEMENT**
Trustees received the following information from Quilter Cheviot:
(i) Letter of 31st January 2014 and contract notes for the purchase of shares in T.Bailey Fund Managers Aptus Global Financial B Inc Nav; Lloyds Banking Group; Barclays; Diageo and Standard Chartered Plc.
RESOLUTION: That this information be noted.
- 25.02.14 CORRESPONDENCE**
Trustees considered the following correspondence:
(i) Letter from Mr & Mrs C Adlam of the Sandwich-Sonsbeck Twinning Association regarding the use of the Guildhall on 19th June 2014.
RESOLUTION: That Sandwich-Sonsbeck Twinning Association be offered the use of a Guildhall room for receiving guests on the 19th June 2014 as part of their 30th anniversary celebrations; the same courtesy was offered to Honfleur Twinning Association in 2010.
- 26.02.14 CONFIDENTIAL ITEM
FISHERGATE**
Trustees received the latest correspondence from Mr B Martin, Sandwich Historical Boatyard Trust, regarding a proposed long-term lease of the Fishergate.
RESOLUTION: That STBF's plans for development of the Fishergate will be put on hold whilst the proposal from Sandwich Historical Boatyard Trust is investigated. The Mayor, Deputy Mayor and another Trustee will arrange a meeting with this organisation to discuss the matter.
- 27.02.14 DATE AND TIME OF NEXT MEETING**
Monday 3rd March 2014, following the meeting of the Town Council, in the Council Chamber.

Signed: _____ Date: _____