

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 7th April 2014, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees:

- The Mayor**
- HJ Bragg**
- RA Daw**
- P Graeme**
- Mrs S Laslett**
- MW Moorhouse**
- Mrs P Russell**
- JP Scollard**
- BA Scott**
- MB Trussler**
- JJ Watts**

Officer: Miss L. Fidler

09.04.14 APOLOGIES

Apologies were received and accepted from Cllrs Mrs Dunay, Sneller and Wood who were on holiday and Cllr Mrs Liote who was unwell. No apologies were received from Cllr Carter.

10.04.14 DECLARATIONS OF INTEREST

There were no declarations of personal interest.

11.04.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 17th February 2014, were received, approved and signed.

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

The Mayor report that he and the head Caretaker had fixed the louvred slats in the Guildhall loft that had allowed pigeons to become stuck in some trunking.

13.04.14 PAYMENT SCHEDULES

(i) To approve the Sandwich Toll Bridge Fund Payment Schedule.

RESOLUTION: Payments totalling £25,461.13 were approved.

(ii) To approve the Museum & Archives Payment Schedule.

RESOLUTION: Payments totalling £70.23 were approved.

14.04.14 MUSEUM & ARCHIVE

(i) To receive the Income & Expenditure Account as at 31st January 2014.

RESOLUTION: That this information be noted.

(ii) To approve the transfer of £935.00 from the Scottish Widows IMHOF Fund to the Museum general account for the purchase of pictures and artefacts in 2012/13 and 2013/14.

RESOLUTION: That the Clerk be approved to arrange this transfer.

(iii) To consider a further amendment to the Sandwich Guildhall Museum Constitution, necessary for the Heritage Lottery Fund grant.

RESOLUTION: That the amendment to the museum constitution's disbandment clause be approved.

15.04.14 FINANCE

(i) To provide the Clerk to the Trustees with permission to transfer £40,000 (forty thousand pounds) from the Quilter Cheviot cash reserves to the general account as per the 2014/15 budget.

RESOLUTION: That the Clerk be approved to arrange this transfer of funds.

(ii) To receive a report from Miss K Streatfeild regarding the gas supplier for the Guildhall.

RESOLUTION: That the Clerk enter into the best gas contract available for a long term.

16.04.14 ASSET MANAGEMENT

To receive the following information from Quilter Cheviot:

(i) Letter of 25th February 2014 and accompanying Contract Note for the sale of shares in Verizon Communications.

RESOLUTION: That this information be noted.

(ii) Letter of 18th February and the portfolio valuation as at 28th February 2014.

RESOLUTION: That this information be noted.

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

RESOLUTION: That this information be noted.

17.04.14 CORRESPONDENCE:

The following correspondence was considered:

(i) A request from Churches Together In Sandwich to use the Guildhall Forecourt on 18th April 2014.

RESOLUTION: That Churches Together in Sandwich be given use of the Forecourt on this occasion.

18.04.14 CONFIDENTIAL ITEM

STAFFING MATTERS

(i) To receive information regarding a proposed amendment to the staff sickness/injury payment provisions.

RESOLUTION: The Town Clerk will implement the proposed changes to the staff handbook and contracts that were suggested by the Mayor, Cllr Graeme and Cllr Mrs Laslett based on the National Joint Council's model.

(ii) To receive a written report from Miss L Fidler regarding Assistant Town Clerk/Mayor's Secretary.

RESOLUTION: The Clerk will write a letter from the Council in support of this staff member's urgent diagnostic treatment.

19.04.14 DATE AND TIME OF NEXT MEETING

Monday 28th April 2014, following the meeting of the Town Council, in the Council Chamber.