

**Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 28<sup>th</sup> April 2014, in the Council Chamber, Guildhall, Sandwich.**

**Present: Trustees:**

- The Mayor**
- HJ Bragg**
- PI Carter**
- P Graeme**
- Mrs S Laslett**
- MW Moorhouse**
- Mrs P Russell**
- JP Scollard**
- JO Sneller**
- MB Trussler**
- JJ Watts**
- DMA Wood**

**Officer:** Miss L. Fidler

**20.04.14 APOLOGIES**

Apologies were received and accepted from Cllr Mrs Dunay who had a prior commitment, Cllr Mrs Liote who had a family commitment and Cllrs Daw and Scott who were on holiday.

**21.04.14 DECLARATIONS OF INTEREST**

The following declarations of interest were declared:

Cllr Moorhouse - matters relating to a grant for Sandwich Festival Association (Item 24.04.14).

Cllr Carter - matters relating to a grant for Sandwich Community Lights Committee (Item 24.04.14).

**22.04.14 MINUTES**

The Minutes of the Meeting of the Trustees, held on 7<sup>th</sup> April 2014, were received, approved and signed.

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

There were no matters arising therefrom.

**24.04.14 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting, held on 7<sup>th</sup> April 2014, were received, approved and signed.

RESOLUTION: That the following Recommendations be approved:

**Staffing:**

**Following a Dover Job Evaluation Questionnaire undertaken by DDC the following office staff to have their pay grades adjusted as such:**

**- Assistant Town Clerk/Mayor's Secretary**

**NALC/SLCC Grade for job 23-27 points, to start at Point 23 (£20,400).**

**- Finance Officer/Admin Assistant**

**NALC/SLCC Grade for job 18-22 points, to start at Point 18 (£17,333).**

**The additional funding required to come from the Staffing Contingency Budget.**

**Grants:**

**- The draft guidelines for awarding grants were approved.**

**- No grant will be offered to Sandwich Lawn Tennis Club.**

**- A grant of £750.00 will be awarded to The Becker Ensemble.**

**- A grant of £2,000.00 will be awarded to Sandwich Festival Association.**

**- A grant of £1,000.00 will be awarded to Sandwich Community Lights Committee.**

### Forecourt Market

- The Mayor, Town Clerk and Market Manager will meet to discuss how the annual contract can be improved.
- The current wooden trestle tables will be serviced and not replaced at the present time.

### Hall Hire Charges

The Clerk to the Trustees will be in charge for implementing how the hire charges are applied.

### Guildhall Repair Quotes

An extraordinary meeting of the Committee will be arranged by the Clerk as soon as all quotes are available.

#### **25.04.14 PAYMENT SCHEDULES**

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

**RESOLUTION: Payments totalling £30,409.13 were approved.**

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

**RESOLUTION: Payments totalling £26.70 were approved.**

#### **26.04.14 FINANCE**

Members received the Statement of Accounts for the period ending 31<sup>st</sup> March 2014.

**RESOLUTION: That this information be noted.**

#### **27.04.14 ASSET MANAGEMENT**

To receive the following information from Quilter Cheviot:

(i) Letter of 14<sup>th</sup> April 2014 and accompanying Contract Note for the purchase of shares in Legal & General Group.

**RESOLUTION: That this information be noted.**

(ii) Letter of 17<sup>th</sup> April 2014 and the portfolio valuation as at 31<sup>st</sup> March 2014.

**RESOLUTION: That this information be noted.**

(iii) Letter of 11<sup>th</sup> April 2014 and accompanying Contract Note for the sale of shares in Resolution Ltd.

**RESOLUTION: That this information be noted.**

(iv) Account Statements (Income & Capital) as at 15<sup>th</sup> April 2014.

**RESOLUTION: That this information be noted.**

#### **28.04.14 CORRESPONDENCE:**

Members consider the following correspondence:

(i) A request from Rosemary Higgins, on behalf of the Sandwich Creative Arts Fair, to hang a banner on the Guildhall balcony.

**RESOLUTION: Permission was granted.**

#### **29.04.14 DATE AND TIME OF NEXT MEETING**

Monday 12<sup>th</sup> May 2014, following the meeting of the Town Council, in the Council Chamber.