

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 2nd June 2014, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees:

- The Mayor**
- HJ Bragg**
- PI Carter**
- RA Daw**
- JL Dunay**
- Mrs S Laslett**
- Mrs V Liote**
- MW Moorhouse**
- Mrs M Russell**
- JP Scollard**
- BA Scott**
- JO Sneller**
- MB Trussler**
- DMA Wood**

Officer: Miss L. Fidler

09.06.14 APOLOGIES

Apologies were received and accepted from Cllr Butcher who had a work commitment and Cllr Watts who had a private commitment.

10.06.14 DECLARATIONS OF INTEREST

There were no declarations of private or prejudicial interest.

11.06.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 12th May 2014, were received, approved and signed.

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

There were no matters arising therefrom.

13.05.14 PAYMENT SCHEDULES

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

RESOLUTION: Payments totalling £12,721.84 were approved.

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

RESOLUTION: Payments totalling £14.92 were approved.

14.05.14 ASSET MANAGEMENT

Members received the following information from Quilter Cheviot:

(i) Income Account Statement for the period to 15th May 2014.

RESOLUTION: That this information be noted.

(ii) Portfolio Valuation as at 30th April 2014.

RESOLUTION: That this information be noted.

(iii) Annual Tax Pack 2013/14 (available in the Town Clerk's office for consideration).

RESOLUTION: That this information be noted.

(iv) Letter of 1st May 2014 and accompanying Contract Note for the sale of shares in AstraZeneca.

RESOLUTION: That this information be noted.

(v) Letter of 22nd May 2014 and accompanying Contract Note for the sale of shares in Glencore Xstrata PLC.

RESOLUTION: That this information be noted.

(vi) Letter of 21st May 2014 and accompanying Contract Notes for the sale of shares in Alpha Plus Holdings PLC and Fidelity Funds, and the purchase of shares in Polar Capital Funds, Henderson Global Investors and AXA Investment Managers (UK).

RESOLUTION: That this information be noted.

15.06.14 HEALTH & SAFETY

Members received a report from Miss T Weir regarding future Health & Safety provisions. The Council acknowledged that Mr S Leith had saved the Council a considerable amount of money over the years when he managed the H&S.

RESOLUTION: To ask East Kent Shared Services to undertake a review of the Council's provisions so that a full quote for the work necessary can be provided.

16.06.14 MEETING DATES FOR 2014/2015

Members considered a report from the Mayor regarding Council meetings in 2014/15 and a draft schedule of all meetings for the coming Mayoral year. Cllr Mrs Laslett expressed her concern about the proposed lack of meetings and the changes to staffing roles that could ensue.

RESOLUTION: That the proposed schedule of meetings be adopted subject to review in November 2014. Cllr Mrs Laslett and Cllr Carter did not vote in favour of this motion.

17.06.14 MEMBERSHIP OF COMMITTEES FOR 2013/2014

Members considered a proposal for Membership of the following Committees:- Advisory, Finance, Events/Entertainments, Tourism, Tidal Defence/Delf, Public Amenities and Monks Wall Nature Reserve Management.

RESOLVED: That Committee Membership, for the ensuing year, be confirmed as follows:-

(i) ADVISORY COMMITTEE: The Mayor, Deputy Mayor and Councillors Bragg, Butcher, Daw, Moorhouse, Scott and Sneller

(ii) FINANCE COMMITTEE: The Mayor, Deputy Mayor and Councillors Bragg, Butcher, Carter, Moorhouse, Trussler and Watts

(iii) HALLS: The Mayor, Deputy Mayor and Councillors Dunay, Liote, Scollard, Sneller, Trussler and Watts

(iv) MUSEUM/ARCHIVES: The Mayor, Deputy Mayor and Councillors Dunay, Laslett, Liote, Scollard, Trussler and Wood

18.06.14 FINANCE

To appoint two Trustees to prepare the Annual Report for inclusion with the accounts for the year ending 31st March 2014.

RESOLUTION: The Mayor and Cllr Bragg will draft the charity's Annual Report 2013/14 for final approval by the Trustees.

19.06.14 GUILDHALL MUSEUM

Members received a written report from Miss T Weir and information from the Museum & Archive Committee Members regarding representation on the "Codename: Joined Up" WWI commemoration project.

RESOLUTIONS:

(i) The following text will be sent to the project co-ordinators by the Clerk to the Trustees, in the name of Sandwich Toll Bridge Fund: "I can confirm on behalf of Sandwich Toll Bridge Fund, as Trustee of the Sandwich Guildhall Museum, that the Museum and Trustees are committed to the project and that our venues will be provided as scheduled in the DMAG WW1 project".

(ii) Mr Ray Harlow, Honorary Curator, will be confirmed as the Museum's member of the project Steering Group and also as its Collections Champion and Digital Champion.

(iii) Mrs Sue Laslett will be confirmed as the Museum's Artists Champion and Bunting Champion and the Museum Working Group will be involved in taking forward these projects locally.

20.06.14 CORRESPONDENCE

To consider the following items of correspondence:

(i) A request from Mr Phillips to sell fruit (cherries and strawberries) on the Guildhall Forecourt.

RESOLUTION: To defer this matter to the Advisory Committee for consideration.

(ii) A request from Miss Claire Licence to sell ice-cream on the Guildhall Forecourt.

RESOLUTION: To defer this matter to the Advisory Committee for consideration.

(iii) A request from the Martha Trust to put a banner on the Guildhall balcony.

RESOLUTION: Permission was granted for the Martha Trust to display a promotional banner on the Guildhall balcony for a set time.

21.06.14 DATE AND TIME OF NEXT MEETING

Monday 30th June 2014, following the meeting of the Town Council, in the Council Chamber.