

Minutes of a Meeting of the Trustee of Sandwich Toll Bridge Fund, held on Monday 15th September 2014, in the Council Chamber, Guildhall, Sandwich.

Present: **Councillors:** **The Mayor**
BW Butcher
PI Carter
RA Daw
Mrs JL Dunay
Mrs V Liote
Mrs M Russell
JP Scollard
MB Trussler
JJ Watts

Officer: **Miss L. Fidler**

01.09.14 APOLOGIES

Apologies were received and accepted from Cllr Bragg who was on holiday; Cllr Sneller who had another commitment, Cllr Moorhouse who had a work commitment; Cllr Mrs Laslett who was unwell and Cllr Scott who was on holiday. After the meeting it was clarified that Cllr Wood had tried to send his apologies, due to a work commitment, but the message had not been sent due to a technical error.

02.09.14 DECLARATIONS OF INTEREST

There were no declarations of private or prejudicial interest.

03.09.14 MINUTES

(i) The Minutes of the Meeting of the Trustee, held on 18th August 2014 were received, approved and signed. There were no matters arising therein not covered elsewhere on the agenda.

(ii) The Minutes of the Meeting of the Trustee, held on 21st August 2014 were received, approved and signed. There were no matters arising therein not covered elsewhere on the agenda.

04.09.14 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £11,508.25, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £29.34, was received, approved and signed.

05.09.14 ASSET MANAGEMENT

Members received the following information from Quilter Cheviot:

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

RESOLUTION: This information was noted.

(ii) Covering letter of 19th August 2014 and monthly valuation report for the period up to 31st July 2014.

RESOLUTION: This information was noted.

06.09.14 GUILDHALL

(i) To receive an email and two reports regarding the Guildhall's central heating system. Cllr Butcher explained at length about the work that has been undertaken to the boiler/water/central heating system at the Guildhall over the last few years and what the current problems are; namely that there is a manual and electrical failure within the hot water system. Cllr Butcher was thanked his work interpreting various correspondence, familiarising himself with the system, and explaining the issues to the Council.

RESOLUTION: The following remedial work will be undertaken ““To shut down flow and return services to chlorifier in boiler house. Removed draw off cocks from existing

pipe work and install new bypass, complete with automatic bypass valve (pressure operated). Existing draw cocks to be fixed. Cut out sections of flow and return in roof to chlorifier and remove existing three way valve. Extend new service and install new two port motorised valve (connected to existing cylinder thermostat). Install in return new non return valve. Fill, test and leave working". This work will be carried out by GRUMMANT (Heating & Plumbing Services) Ltd at a cost of £973.65.

(ii) To consider a proposal from Cllrs Sneller & Trussler that the Guildhall Forecourt could be laid with tarmac. Various correspondence from the local community regarding this proposal was considered. The Mayor reported that Cllr Sneller (who was not present) has volunteered to draft a specification, including artists drawings, for a proposal for the Forecourt that takes into account the suggestions raised by local residents. The Council agreed that a plan needs to be put in place that their successors can be proud of.

RESOLUTION: Cllr Sneller will be asked to draft a proposal for the Forecourt that can be considered by the Trustee.

(iii) To receive a written report from Miss L Fidler regarding parking at the rear of the Guildhall. Members suggested various options that would deter vehicles from obstructing the access route to Watts Yard and Sandwich Centre for the Retired. Cllr Carter explained that the only option that would be acceptable to DDC and KCC, and enforceable, is the plan that was originally put forward in the Summer of 2013, a copy of which is attached to the official minutes.

(iv) KCC will be asked whether the proposed DDC/KCC plan (with a new loading bay, bollards marking the access route to Watts Yard/Sandwich Centre for the Retired, and a new disabled parking bay) for the rear of the Guildhall could be funded from the Section 106/CIL money currently available for the town.

07.09.14 FINANCE

Members considered the following financial information:

(i) The Statement of Accounts as at 31st August 2014.

RESOLUTION: This information was noted.

(ii) A letter from the Projects Manager at The Gazen Salts Nature Reserve regarding the ongoing work to repair the reserve after the flood damage.

RESOLUTION: This information will be considered by the Finance Committee.

08.09.14 MUSEUM & ARCHIVES

To receive a written report from the Museum Forward Plan Working Group and to consider the actions and permissions requested.

RESOLUTION: All the actions and permissions detailed in this report were approved.

09.09.14 CORRESPONDENCE

Members considered the following items of correspondence:

(i) To consider a suggestion from a local resident that the Fund provides funding towards a youth shelter. The areas suggested by the local resident are owned by KCC and DDC.

RESOLUTION: The local resident will be informed that their suggestion will be passed to DDC and KCC for consideration.

10.09.14 DATE AND TIME OF NEXT MEETING

Monday 20th October 2014, following the meeting of the Town Council, in the Council Chamber.