

**Minutes of a Meeting of the Trustee of Sandwich Toll Bridge Fund, held on Monday 20<sup>th</sup> October 2014, in the Council Chamber, Guildhall, Sandwich.**

**Present: Councillors:** The Mayor  
HJ Bragg  
BW Butcher  
Mrs JL Dunay  
Mrs V Liote  
MW Moorhouse  
Mrs M Russell  
JP Scollard  
BA Scott  
JO Sneller  
MB Trussler  
JJ Watts  
DMA Wood

**Officer:** Miss L. Fidler

**16.10.14 APOLOGIES**

Apologies were received and accepted from Cllrs Carter and Mrs Laslett who were unwell and Cllr Daw who had a family commitment.

**17.10.14 DECLARATIONS OF INTEREST**

There were no declarations of private or prejudicial interest.

**18.10.14 MINUTES**

The Minutes of the Meeting of the Trustee, held on 15<sup>th</sup> September 2014 were received, approved and signed. There were no matters arising therein not covered elsewhere on the agenda.

**19.10.14 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting, held on 9<sup>th</sup> October 2014, were received, approved and signed.

**RESOLUTION: The following recommendations were approved:**

**(i) More information will be obtained from the Project Manager at Gazen Salts Nature Reserve to help inform the Council of what funds are required in 2014/15 and 2015/16.**

**(ii) The finance committee will aim to award £5,150 for youth services at the Phoenix Centre in the 2015/16 budget (this sum is for specific costs).**

**(iii) The event organisers will be asked to submit grant application forms, along with supplementary information such as accounts, in time for the budget setting meeting on the 17<sup>th</sup> November.**

**(iv) Committee members will let the Town Clerk know if there are any suggestions on how to decrease expenditure in 2015/16.**

**20.10.14 MUSEUM & ARCHIVE COMMITTEE**

The Minutes of the Museum & Archive Committee Meeting, held on 13<sup>th</sup> October 2014, were received, approved and signed.

**RESOLUTION: The following recommendations were approved:**

**(i) Cllr Scollard will contact Screen South in the New Year and discuss how the Guildhall Museum & Archive could work with them to mutual benefit.**

**(ii) That clause 1.3.1 of the Museum / Archive volunteer contract be amended as follows: that volunteers be asked to “comply with the requirements of this contract and with the remit of your role as laid out in the Museum / Archive volunteer job description”.**

(iii) Cllr Scollard will include notification of this change in his next monthly update letter to volunteers and ask them to contact him if they have any questions or concerns.

(iv) That the Town Clerk urgently bring forward installation of a panic button in the Museum.

(v) That the WWI Heritage Lottery Fund grant (and expenditure against it) be shown separately to the main balance.

**21.10.14 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £21,082.52, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £124.34, was received, approved and signed.

**22.10.14 FINANCE**

(i) Sandwich Toll Bridge Fund - statement of accounts as at 30<sup>th</sup> September 2014.

**RESOLUTION: This information was noted.**

(ii) Sandwich Guildhall Museum: General Account - income & expenditure account for the period 1<sup>st</sup> April 2014 to 30<sup>th</sup> September 2014.

**RESOLUTION: This information was noted.**

**23.10.14 ANTI-FRAUD, CORRUPTION & THEFT POLICY**

Members received and considered a draft "Anti-Fraud, Corruption & Theft Policy".

**RESOLUTION: This document was approved with no amendments.**

**24.10.14 EMPLOYEE ETIQUETTE & CUSTOMER CARE POLICY**

Members received and considered a draft "Employee Etiquette & Customer Care Policy".

**RESOLUTION: This document was approved with no amendments.**

**25.10.14 STAFF APPRAISAL SCHEME**

Members considered adoption of Peninsula's Staff Appraisal Scheme for the management of Annual Staff Appraisals, and who would supervise & appraise the Town Clerk.

**RESOLUTION: The scheme proposed by Peninsula Business Services was approved for use with the staff and it was agreed that the Mayor will supervise and appraise the Town Clerk.**

**26.10.14 MUSEUM & ARCHIVE VOLUNTEERS RECEPTION**

Members received and considered a report by Miss T. Weir, Assistant Town Clerk & Mayor's Secretary, regarding catering and beverages for the Museum & Archive Volunteers Reception on 27<sup>th</sup> November 2014.

**RESOLUTION: The quote from Primrose Fayre, for a cold finger buffet at £6 per head, was accepted and an overall budget for wine was set at £90.**

**27.10.14 SANDWICH SOCIETY HERITAGE OPEN DAYS**

Members received and considered a report from John Hennessey, Chairman – The Sandwich Society, regarding the Heritage Open Days on 13<sup>th</sup> & 14<sup>th</sup> September 2014.

**RESOLUTION: Mr Hennessey will be thanked for providing this information and congratulated on the achievements of The Sandwich Society in relation to the Heritage Open Days. The work of the Tourism Committee will be reported and Mr Hennessey will be asked if he would be interested in joining the Tourism Committee.**

**28.10.14 GUILDHALL**

Members receive a response from our solicitor to a query raised by Miss T Weir, regarding subletting of the Guildhall and Forecourt to other users.

**RESOLUTION: The hire agreements will be updated to emphasise that hirers have full liability for the forecourt and rooms. If a hirer sublets to another person they are responsible for ensuring that this person has appropriate insurance, otherwise the liability is with primary hirer.**

**29.10.14**

**ASSET MANAGEMENT**

Members received the following information from Quilter Cheviot:

(i) Portfolio valuation and accompanying letter as at 29<sup>th</sup> August 2014.

**RESOLUTION: This information was noted.**

(ii) Income account statement for the period to 15<sup>th</sup> September 2014.

**RESOLUTION: This information was noted.**

**30.10.14**

**CONFIDENTIAL ITEM**

Members received a report from Miss L. Fidler, Clerk to the Trustee, regarding the inspection of rented properties.

**RESOLUTION: It was agreed that The Duncan & Graham Partnership Chartered Architects will be requested to undertake an inspection of the Empire Cinema at a cost of £700 plus VAT.**

**31.10.14**

**DATE AND TIME OF NEXT MEETING**

Monday 24<sup>th</sup> November 2014, following the meeting of the Town Council, in the Council Chamber.