

Minutes of a Meeting of the Trustee of Sandwich Toll Bridge Fund, held on Monday 24th November 2014, in the Council Chamber, Guildhall, Sandwich.

Present: **Councillors:** **The Mayor**
 R A Daw
 Mrs V Liote
 MW Moorhouse
 Mrs M Russell
 JP Scollard
 JO Sneller
 MB Trussler
 JJ Watts
 DMA Wood

Officer: **Miss L. Fidler**

06.11.14 APOLOGIES

Apologies were received and accepted from Cllrs Bragg, Butcher and Mrs Laslett who were unwell; Cllrs Mrs Dunay and Scott who were on holiday; and Cllr Carter who had a family commitment.

07.11.14 DECLARATIONS OF INTEREST

There were no declarations of private or prejudicial interest.

08.11.14 MINUTES

The Minutes of the Meeting of the Trustee, held on 20th October 2014 were received, approved and signed. There were no matters arising therein not covered elsewhere on the agenda.

09.11.14 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on 17th November 2014 were received, approved and signed.

RESOLUTIONS:

(i) A salary increase of 1.5% be awarded to Sandwich Town Council staff in the 2015/16 financial year.

(ii) The draft 2015/16 budget, a copy of which is attached to the official minutes, was approved.

(iii) That surplus funds from the current account (suggested sum of £25k) be transferred into the investment portfolio at the end of the current financial year.

10.11.14 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £3,314.72, was approved.

(ii) The Museum & Archives Payment Schedule, totalling £309.60, was approved.

11.11.14 FINANCE

To receive the following financial information:

(i) Sandwich Toll Bridge Fund - statement of accounts as at 31st October 2014.

RESOLUTION: The accounts were noted.

(ii) Sandwich Guildhall Museum: General Account - income & expenditure account for the period 1st April 2014 to 31st October 2014.

RESOLUTION: The accounts were noted.

12.11.14 FISHERGATE & SANDWICH HISTORICAL BOATYARD TRUST

Members considered a letter, received 11th November 2014, regarding future use of the Fishergate by the Sandwich Historical Boatyard Trust (SHBT). Cllr Trussler reported that he is in the process of obtaining quotes for the remedial work required at the pre

mises (as per a report *Brief Comments on Condition* by The Duncan & Graham Partnership Chartered Architects from October 2013). These quotes will be passed to SHBT; the intention being that the SHBT will undertake these repairs as part of their lease agreement. The specifics of the lease will be discussed when the planning application for the project has been progressed.

RESOLUTION: A letter will be written to SHBT requesting that they expedite submission of the planning application.

13.11.14 PROPOSED CEILING PROJECTOR – JURY ROOM

Members considered a proposal from Councillor Carter that a projector should be installed on a ceiling mount in the Jury Room for use by hirers.

RESOLUTION: Prices will be obtained for a portable projector that could be used by hirers in different rooms within the Guildhall.

14.11.14 REVIEW OF SCHEDULE OF MEETINGS

Members received and considered a report by the Clerk regarding a review of the schedule of meetings as resolved on 2nd June 2014.

RESOLUTION: The currently schedule of monthly Trustee meetings to continue.

15.11.14 STAFF CROSSOVER SERVICES

Members received and considered a report by the Clerk concerning the division of staff labour between Council and Toll Bridge Fund business.

RESOLUTION: The information in this report was accepted.

16.11.14 ASSET MANAGEMENT

To receive the following information from Quilter Cheviot:

(i) Portfolio valuation as at 30th September 2014 (full document may be examined in the Town Clerk's office).

RESOLUTION: This information was noted.

(ii) Letter dated 16th October 2014 and contract notes regarding reduction of holding in GlaxoSmithKline and purchase of a holding of Shire.

RESOLUTION: This information was noted.

(iii) Letter dated 17th October 2014 regarding changes at Quilter Cheviot, a Capital Account Statement and Income Account Statement for period to 15th October 2014.

RESOLUTION: This information was noted.

(iv) Copy of Quilter Cheviot Investment Review for the six months to 5th October 2014 (colour original may be viewed in Town Clerk's office).

RESOLUTION: This information was noted.

(v) Letter dated 28th October 2014 and contract note for sale of holding of the Tideway Global Navigator Fund.

RESOLUTION: This information was noted.

(vi) Letter dated 29th October 2014 and contract note for purchase of a holding in Direct Line Insurance Group.

RESOLUTION: This information was noted.

(vii) Letter dated 12th November 2014 and contract note for reduction in holding of BT Group.

RESOLUTION: This information was noted.

(viii) Letter dated 17 November 2014 and contract notes regarding purchases through the Allianz Gilt fund, the Starwood European Real Estate fund and the F&C Commercial Property fund, and the KBI Dividend Plus North American fund.

RESOLUTION: This information was noted.

(ix) Income Account Statement for period to 15th November 2014.

RESOLUTION: This information was noted.

17.11.14. CONFIDENTIAL ITEMS

(i) DMAG/DAD WWI COMMEMORATION PROJECT, "CODENAME: JOINED UP"

Members considered a report by the Assistant Town Clerk & Mayor's Secretary, regarding representation on the DMAG / DAD WWI Commemoration Project, "Codename: Joined Up".

RESOLUTION: Cllr Scollard will ask if anyone from the local needlework group is interested in being the representative.

(ii) BEREAVEMENT ENTITLEMENTS

Members were asked to confirm the bereavement entitlement offered to staff.

RESOLUTION: The bereavement entitlement for staff will be five days with the option to use sickness absence after those five days as required, in line with the guidelines used by Kent County Council and the NHS.

(iii) ANTI-SOCIAL BEHAVIOUR

Members received a verbal update from the Clerk to the Trustee regarding anti-social and threatening behaviour towards staff at the Guildhall by one member of the public. The police are aware of the problem and are in regular contact with the staff.

RESOLUTION: This information was noted and the Clerk will keep the Trustee updated as the matter progresses.

18.11.14

DATE AND TIME OF NEXT MEETING

Monday 15th December 2014, following the meeting of the Town Council, in the Council Chamber.