

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 16th February 2015 in the Council Chamber, Guildhall, Sandwich

Present: Councillors: The Mayor (in the chair)

**HJ Bragg
BW Butcher
RA Daw
Mrs J Dunay
Mrs V Lioté
MW Moorhouse
Mrs P Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler
JJ Watts
DMA Wood**

Officer: Miss L Fidler

06.02.15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Carter (who was on holiday) and Cllr Mrs Laslett (due to ill health).

07.02.15 DECLARATIONS OF INTEREST

There were no declarations of interest.

08.02.15 MINUTES

The Minutes of the Meeting of the Trustee held on Monday 26th January 2015 were received, approved and signed.

09.02.15 FINANCE COMMITTEE

The Minutes of the Meeting of the Finance Committee held on 26th January 2015 were received, approved and signed.

RESOLUTION: That the following recommendations be approved:

Grants for the 2015/16 financial year:

That St Peter's Church Organ Fund be granted £100.

That the Becker Ensemble be granted £750.

That the Sandwich Community Lights Committee be granted £1000.

That the Sandwich Festival Association be granted £2,500.

10.02.15 HALLS COMMITTEE

The Minutes of the Meeting of the Halls Committee held on 9th February 2015 were received, approved and signed.

RESOLUTION: That the following recommendations be approved:

- That hall hire charges remain as they are at present and should be reviewed in six months' time.

- That prices of £400 (Mon – Thurs) and £550 (Friday and Saturday) be set for hiring the Guildhall as a whole.

- That the set fee of £205 should apply to all organisations itemised on the Mayor's donation list for that year and also any other charitable organisations based within the Town of Sandwich (suggested list attached).

- That no amendments be made to the current room hire agreement.

- That the projector recommended by Mr Antony at a current cost of £1172 be purchased, as well as two spare bulbs and a hire charge of £20 per use be applied to the projector after purchase.

- That a projector be purchased as per the recommendation above but that no audio equipment be purchased.

- That the provision of Wi-Fi access throughout the Guildhall be approved in principle but that final approval should be deferred until a full quote was available and could be put forward for consideration by a meeting of the Toll Bridge Fund Trustee. Hirers should not be charged for use of Wi-Fi, should it be provided throughout the Guildhall.

11.02.15 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £4,192.86, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £73.45, was received, approved and signed.

12.02.15 FIRST AID TRAINING

Members received a report from Miss L Fidler, Clerk to the Trustee, regarding First Aid at Work Course training for all staff.

RESOLUTIONS:

(i) All staff should undertake first aid training, as detailed in the report.

(ii) Spaces on the course will be offered to other organisations at a cost of £30 per place, in order to offset some of the cost to the charity.

13.02.15 ARCHIVE IT

Members considered a quote from Mr Chris Antony, Computer Engineer – Training Highway, for a complete refresh of the I.T. system in the Guildhall Archive. It was recommended by the Museum & Archive Committee Meeting of 19th January 2015 that such a quote be sought and brought straight to the Trustee for consideration (not returned to the next Committee meeting). Mr Ray Harlow, Honorary Curator, was available to answer queries regarding the archivists' I.T. needs.

RESOLUTION:

All costs within the quote from Training Highway to renew the I.T system within the Guildhall Archive were approved, funding will come from the Museum & Archive's general account.

13.02.15 MUSEUM & ARCHIVE FORWARD PLAN

(i) Members received and considered the Museum & Archive Forward Plan for 2015-2018.

RESOLUTION:

The Museum & Archive Forward Plan 2015-2018 was approved. Specific approval was also given for the following policies/documents in their own right:

(a) Statement of Purpose

(b) Environmental Sustainability Policy Statement

(c) Access Policy Statement

(d) Sandwich Guildhall Museum & Archive Constitution

(e) Museum & Archive Committee Terms of Reference

(f) All Strategic Aims & Objectives

(ii) Members also considered various draft documents that support the Museum & Archive Forward Plan 2015-18.

RESOLUTION:

The following documents were approved, the Clerk and the Honorary Museum & Archives Curator were delegated the power of making any necessary updates on behalf of the Trustee:

(a) Collection Care & Conservation Policy

(b) Collections Development Policy

(c) Documentation Policy

(d) Documentation Procedures Manual

(e) Documentation Plan

(f) Care & Conservation Plan

(g) De-accessioning & Disposal Plan.

14.02.15

GUILDHALL FORECOURT

(i) Members received a verbal update from Cllr Sneller and Cllr Trussler on the necessary repairs to the Guildhall Forecourt, it was proposed that a central walkway from the Guildhall archway to the bus stop would provide a safe and smooth access route across the area using Yorkstone slabs or brick pavers.

RESOLUTION: Cllr Sneller and Cllr Trussler will bring further information to the next meeting of the Trustee, such as detailed plans, material samples and a starting quote.

(ii) In the light of the resolution at agenda item 14.02.15(i) above, a meeting between Wymans and Mr S Laslett (as recommended by the Tourism Committee on 14th January 2015 item 09.01.15) was not discussed.

RESOLUTION: That this proposal be deferred until a decision is made regarding repairs to the Forecourt.

(iii) In the light of the resolution at agenda item 14.02.15(i) above consideration of the draft Forecourt Policy by Mr S Laslett was not discussed.

RESOLUTION: That this proposal be deferred until a decision is made regarding repairs to the Forecourt.

15.02.15

CCTV

Members received and considered a quotation and specification for proposed installation of a CCTV camera in the entrance corridor of the Guildhall. The Clerk confirmed that the quote had been provided by the Trust's existing CCTV provider. The request for a new camera came following a blind spot that had been identified by staff during recent problems within the Guildhall.

RESOLUTION: That the quote for a new CCTV camera in the Guildhall's entrance foyer from Guardian Security be accepted.

16.02.15

ASSET MANAGEMENT

Members received the following information from Quilter Cheviot:

(i) Letter dated 26th January 2015 regarding categorisation of the Toll Bridge Fund portfolio. (Please note that the brochure referred to in the letter, *Understanding Your Investment Portfolio*, and the 'Financial Fact Find' form are available to view in the office of the Clerk to the Trustee).

RESOLUTION: That this information be noted.

(ii) Letter dated 27th January 2015 and contract note regarding the sale of the Toll Bridge Fund holding in Aggreko.

RESOLUTION: That this information be noted.

17.02.15

CONFIDENTIAL ITEM

(i) Members received and considered a letter from the Sandwich Historical Boatyard regarding proposed lease terms for the Fishergate.

RESOLUTION: That the proposed terms be accepted.

(ii) Members considered a report from Miss L Fidler, Town Clerk, regarding two staffing matters.

RESOLUTION: That the following actions be approved:

(i) **The Clerk to the Trustee was given discretionary powers to pay limited overtime to the Caretaking staff during an extended period of sickness absence by one staff member.**

(ii) **An overtime payment to clear some of Miss L Fidler's accrued hours was approved.**

18.02.15

DATE AND TIME OF NEXT MEETING

Monday 23rd March 2015, following the meeting of the Town Council, in the Council Chamber.