

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 27th April 2015 in the Council Chamber, Guildhall, Sandwich

Present: Councillors: The Mayor (in the chair)

**HJ Bragg
BW Butcher
PI Carter
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

09.04.15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs Laslett (due to ill health).

10.04.15 DECLARATIONS OF INTEREST

There were no declarations of interest.

11.04.15 MINUTES

The Minutes of the Meeting of the Trustee held on Monday 23rd March 2015 were received, approved and signed.

12.04.15 MUSEUM/ARCHIVE COMMITTEE

The Minutes of the Meeting of the Museum/Archive Committee held on 13th April 2015 were received, approved and signed.

RESOLUTION: That the following recommendations be approved:

DMAG/DAD Commemoration Project (“Codename: Joined up”): That Cllr Scollard approach the chair of DMAG and Emily Stott (East Kent Mercury) with a view to a press campaign to publicise “Codename: Joined Up”.

Finance: That the Museum accounts as at 31st March 2015 (end of financial year 2014/15), as yet unaudited, be noted.

Scale of Charges – Sandwich Guildhall Archive: That the Honorary Curator be asked to look at these charges with two Archive volunteers and bring proposals back to the next meeting of the Museum / Archive Committee (20th July 2015).

Museum Admission Prices: That the current Museum entrance pricing structure should be maintained until further notice (i.e. adults £1, pensioner/child 50p, family £2 – open for groups by admission, museum entrance free with Guildhall tours). That the price of Sandwich mugs should be reduced to £3 per mug and that Cllr Scollard should approach The Sandwich Shop asking if they would be interested in purchasing mugs to use in the Shop and/or in selling mugs at the Shop.

13.04.15 PAYMENT SCHEDULES

(i) Councillors received and considered a memorandum by Mrs K Palmer, Finance Officer/Admin Assistant, regarding the transfer of funds.

RESOLUTION: The Clerk to the Trustee should arrange for a transfer of £50,000 from the cash reserves, held by Quilter Cheviot, to the Natwest general account.

(ii) The Sandwich Toll Bridge Fund Payment Schedule, totalling £60,393.16, was received, approved and signed.

(iii) The Museum & Archives Payment Schedule, totalling £67.50, was received, approved and signed.

14.04.15 FINANCE

(i) Members received the statement of accounts for Sandwich Toll Bridge Fund as at 31st March 2015

RESOLUTION: That this information be noted.

(ii) Members received the statement of accounts for Sandwich Guildhall Museum: General Account as at 31st March 2015.

RESOLUTION: That this information be noted.

15.04.15 DEFIBRILLATOR

Councillors considered whether to purchase a defibrillator machine for the Guildhall.

RESOLUTION: A defibrillator will be purchased at the best price and match funding will be sought.

16.04.14 HEALTH & SAFETY MANAGEMENT

(i) Councillors received a report by Miss L. Fidler, Town Clerk, giving an update on matters relating to Health & Safety.

RESOLUTIONS:

(a) The charity's 'Statement of Intent' regarding Health & Safety was approved.

(b) The Clerk was delegated the authority to approve the annual risk assessments, safe systems at work and other necessary H&S policies and protocols that have been produced by East Kent Human Resources on behalf of the charity.

(c) Southern Asbestos Services Limited should undertake an Asbestos Management Survey.

(d) GRUMMANT (Heating & Plumbing Services Ltd) should undertake a test for Legionnaires' Disease at the Guildhall and provide training for the caretaking staff to undertake these tests in the future.

(ii) Councillors received a report by Miss L. Fidler, Town Clerk, regarding Museum security for lone workers and proposing various safety and security features for the Guildhall Museum and Archive.

RESOLUTION: That the quote from Standfast Security Specialists, dated 8th April 2015, for four items of work in relation to the Museum's access and security, be approved.

17.04.15 MAGNA CARTA

Councillors considered a proposed logo for a campaign to secure widespread public support for the return of the Magna Carta and Charter of the Forest to Sandwich.

RESOLUTION: The Trustee fully supports this campaign and the assistance being offered by Discovery Park and the Kent Messenger Mercury.

18.04.15 ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

(i) Covering letter dated 17th March 2015 and investment report for the month ending 28th February 2015 (full report available in the office of the Clerk to the Trustee).

RESOLUTION: That this information be noted.

(ii) Income account statement for the period to 15th March 2015.

RESOLUTION: That this information be noted.

(iii) Covering letter dated 16th April 2015 and contract note regarding sale of the holding of Alent.

RESOLUTION: That this information be noted.

(iv) Income Account Statement and Capital Account Statement for the period to 15th April 2015.

RESOLUTION: That this information be noted.

(v) *Understanding Your Investment Portfolio: A Guide for our Discretionary Portfolio Service* (document available in the office of the Clerk to the Trustee).

RESOLUTION: That this information be noted.

19.04.15

DATE AND TIME OF NEXT MEETING

Monday 1st June 2015, following the meeting of the Town Council, in the Council Chamber.

DRAFT