

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 1st June 2015 in the Council Chamber, Guildhall, Sandwich

Present: Councillors: The Mayor (in the chair)

**HJ Bragg
PI Carter
RA Daw
Mrs J Dunay
JE Franklin
JEM Gisbey
MJ Holloway
Mrs V Lioté
MW Moorhouse
Ms O'Donoghue
CL Trim
MB Trussler
JJ Watts
DMA Wood**

Officer: Miss L Fidler

01.06.15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Miller (due to a personal commitment).

02.06.15 DECLARATIONS OF INTEREST

There were no declarations of interest.

03.06.15 MINUTES

The Minutes of the Meeting of the Trustee held on Monday 27th April 2015 were received, approved and signed.

04.06.15 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £19,871.25, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £186.47, was received, approved and signed.

05.06.14 FINANCE

Members considered appointment of two Councillors to prepare the Annual Report for inclusion with the accounts for the year ending 31st March 2015.

RESOLUTION: Cllr Graeme and Cllr Bragg were appointed.

06.06.14 COUNCILLOR & NON-COUNCILLOR ROLES AND MEMBERSHIP OF COMMITTEES FOR 2015/16

Cllr Holloway joined the meeting at this stage.

(i) Members considered proposed membership for the following committees: Advisory; Finance; Halls, and Museum & Archive.

RESOLUTION: The draft proposal of membership was approved.

(ii) Appointment of a Museum Volunteer Manager.

RESOLUTIONS:

(i) Mr John Scollard was approved as the Museum Volunteer Manager, in order for a non-council member to perform this role the following updated documents were approved:

(a) The Museum Volunteer Manager's contract and job description were approved.

(b) The amendments to the Museum & Archive Committee Terms of Reference and Museum & Archive Constitution were approved.

(c) Voting rights were also awarded to the Museum Volunteer Manager and Honorary Curator.

07.06.15 SANDWICH HISTORICAL BOATYARD PROJECT

Members considered a report from Bob Martin regarding the Sandwich Historical Boatyard Project and whether a letter of support in principle (for use regarding grant applications) from the Town Council can be provided.

RESOLUTION: A letter of support will be written from the Trustee.

08.06.15 GUILDHALL HEATING SYSTEM

Councillors received a quotation from Grummant (Heating & Plumbing Services) Ltd. for replacement of a leaking MHS boiler, and consider if and when this work should be undertaken. The boiler in question is one of three, the other two of which are currently fully functional – the third is a back-up boiler, not required for day-to-day functions of the hot water and heating system.

RESOLUTIONS:

(i) Two further quotes should be obtained.

(ii) The contractors will also be asked if one large boiler could replace a) the broken boiler and b) the boiler of the same generation that may also need to be replaced in the future.

09.06.15 MARKET MANAGER'S CONTRACT

Councillors considered the current terms of the Thursday Market Manager's contract and whether to renew this contract on the same terms from 12th June 2015.

RESOLUTIONS:

(i) The Thursday Market Manager's contract will be renewed from 12th June 2015 with the same terms as previous years.

(ii) The management of the market will be reviewed in the next six months by the Advisory Committee.

10.06.15 CORRESPONDENCE

Councillors received and considered the following items of correspondence:

(i) Letter dated 1st May 2015 from John Perkins, Leader – The Becker Ensemble, thanking the Trustee (and Town Council) for grant funding received.

RESOLUTION: This information was noted.

(ii) Email correspondence (latest dated 22nd May 2015) between the Clerk and Margaret Clarke regarding free use of the Guildhall by Sandwich Bridge Club while the library is closed for refurbishment.

RESOLUTION: A grant to cover the cost of room hire at the Guildhall will be offered to Sandwich Bridge Club for the period when the Library is closed for repairs.

(iii) Email from Cllr Moorhouse on behalf of Sandwich Folk & Ale Festival Committee to use the Guildhall Meeting Room from Friday 10th to Monday 13th July 2015. It was confirmed that the Clerk has the designated power to deal with this enquiry.

11.06.15 ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

(i) Covering letter dated 31st March 2015 and investment report for the month ending 31st March 2015 (full report available in the Clerk's office). The reference to 28th February in the first line of the covering letter is an error.

RESOLUTION: That this information be noted.

(ii) Letter dated 1st May 2015 and contract note regarding sale of the holding of BG, along with an email dated 5th May 2015 giving further information concerning the purchase price of these shares, sales and income.

RESOLUTION: That this information be noted.

(iii) Letter dated 11th May 2015 and contract note regarding purchase of a holding in AEW UK REIT.

RESOLUTION: That this information be noted.

(iv) Covering letter dated 15th May 2015 and investment report for the month ending 30th April 2015 (full report available in the Clerk's office).

RESOLUTION: That this information be noted.

(v) Income Account Statement for the period to 15th May 2015.

RESOLUTION: That this information be noted.

12.06.15

CONFIDENTIAL ITEM

Members received a verbal report from the Clerk regarding an incident on the Guildhall Forecourt.

RESOLUTION: The Trustees architect, The Duncan & Graham Partnership Chartered Architects, will be commissioned to produce plans for the redesign and repair of the Forecourt.

13.06.15

DATE AND TIME OF NEXT MEETING

Monday 29th June 2015, following the meeting of the Town Council, in the Council Chamber.

DRAFT