

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 24th August 2015 in the Council Chamber, Guildhall, Sandwich

Present: Councillors: The Mayor (in the chair)

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

Officer: Ms T Weir

01.08.15 APOLOGIES

Apologies were received and accepted from Cllr Miller, who was on holiday.

02.08.15 DECLARATIONS OF INTEREST

There were no declarations of interest.

03.08.15 MINUTES

The Minutes of the Meeting of the Trustee held on 27th July 2015 were received, approved and signed. The Mayor reminded all councillors of the resolution of the Trustee under 14.07.15, *Museum & Archive Committee*, that all councillors undertake at least one volunteering shift during Magna Carta Rediscovered and that, if possible, they recruit friends and/or family to take part.

04.08.15 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £12,102.03 was received, approved – with the exception of cheque 99, which was queried (but subsequently approved) - and signed.

(ii) The Museum & Archives Payment Schedule, totalling £9.00, was received, approved and signed.

05.08.15 FINANCE

(i) The Sandwich Toll Bridge Fund Statement of Accounts as at 31st July 2015 was received.

RESOLUTION: That this information be noted.

(ii) The Sandwich Guildhall Museum Statement of Accounts as at 31st July 2015 was received.

RESOLUTION: That this information be noted.

06.08.15 DISABLED ACCESS RAMP – NEW STREET / MILL WALL

The Trustee received a report by Ms T. Weir – Assistant Town Clerk & Mayor's Secretary, concerning the proposed disabled access ramp between

New Street and Mill Wall. Please note that this project was also considered by Sandwich Town Council at its meeting on 24th August 2015.

RESOLUTION: That further consideration of this project be deferred until Cllr Trussler has had a site meeting with the Mayor, Darran Solley (DDC) and representatives of the Environment Agency.

07.08.15 MUSEUM & ARCHIVES: PROMOTION OF THE CINQUE PORTS & THE NATIONAL MARITIME MUSEUM

The Trustee received and considered an email dated 3rd August 2015 from Ian Russell, Registrar & Seneschal of the Cinque Ports, which included a request that all Cinque Ports should ascertain whether there were any original historical materials or artefacts which could be loaned to the National Maritime Museum (Greenwich) for inclusion in a new gallery; and also considered whether there were any materials or artefacts in the Guildhall Museum & Archive which may be suitable for this purpose.

RESOLUTION: That items from the Guildhall Museum & Archive may be offered on loan to the National Maritime Museum, provided that they are not required by the Guildhall Museum & Archive and that in loaning them, the Museum & Archive is operating within its accreditation criteria (the Honorary Curator and volunteer Archivists to identify suitable items).

08.08.15 MAGNA CARTA & CHARTER OF THE FOREST

(i) The Trustee received and considered a report by Miss L. Fidler – Clerk to the Trustee, regarding purchase of souvenirs for sale during the *Magna Carta Rediscovered* exhibition.

RESOLUTION: That souvenirs as specified in the spreadsheet attached to the Clerk's report be purchased for sale during the *Magna Carta Rediscovered* exhibition.

(ii) The Trustee considered draft protocols for access to the Sandwich Magna Carta & Charter of the Forest while stored in the strong room at the Guildhall, following the *Magna Carta Rediscovered* exhibition. It was noted that these protocols would apply to councillors and their families / friends as well as to members of the public.

RESOLUTION: That the Clerk to the Trustee and volunteer Archivist Linda Elliott be thanked for their work in preparing these draft protocols to safeguard the Sandwich Magna Carta & Charter of the Forest, and that the protocols be accepted, with one amendment to make photographic ID a prerequisite of access to the documents.

09.08.15 GUILDHALL HIRE AGREEMENT

The Trustee considered whether to amend the current Guildhall room hire agreement so that hirers agree all live or recorded music must cease by 11pm and hirers must leave the Guildhall by 12 midnight. Previously, section 4.5 of the hire agreement stated only that “No function shall continue after 11.45 p.m.” though it made requirements regarding volume of amplified music at section 6.4.

RESOLUTION: That before this proposal be agreed, the Town Clerk and Guildhall staff should investigate whether it would be possible to allow events to continue until 1am and what would be required to make this possible.

Cllrs Carter and Trussler requested that their votes against this resolution be recorded.

10.08.15

ASSET MANAGEMENT

The Trustee received and considered the following information from Quilter Cheviot:

(i) Contract notes and covering letter dated 24th July 2015, with additional information, regarding sale of a holding in Wolseley and purchase of a holding in Kingfisher.

RESOLUTION: That this information be noted.

(ii) Contract note and covering letter dated 24th July 2015 regarding purchase of a holding in P2P Global Investments.

RESOLUTION: That this information be noted.

(iii) Contract note and covering letter dated 13th August 2015 regarding sale

RESOLUTION: That this information be noted.

11.08.15

CONFIDENTIAL ITEMS

(i) The Trustee considered whether to approve a draft lease and three questions in a covering email from Jonathan Griffiths – Williamson & Barnes.

RESOLUTION: That Cllr Trim be asked to look into the lease with Mr Griffiths in greater depth and that if within seven days Cllr Trim was satisfied, then the lease should proceed.

(ii) The Trustee received a verbal update from the Mayor on behalf of Mr Kevin Cook - Town Sergeant.

RESOLUTION: That the information presented be noted.

21.07.15

DATE AND TIME OF NEXT MEETING

Monday 28th September 2015, following the Ordinary meeting of the Town Council, in the Council Chamber.