

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 26<sup>th</sup> October 2015 in the Council Chamber, Guildhall, Sandwich**

**Present: Councillors: The Mayor, Cllr Graeme (in the chair)**

**HJ Bragg  
PI Carter  
Mrs JL Dunay  
JE Franklin  
JEM Gisbey  
MJ Holloway  
Mrs VA Lioté  
C Miller  
CL Trim  
MB Trussler  
JJ Watts  
DMA Wood**

**Officer: Ms T Weir**

**12.10.15 APOLOGIES**

Apologies were received from Cllr Ms O'Donoghue (due to ill health), Cllr Daw (who was on holiday) and Cllr Moorhouse (due to a personal commitment).

**13.10.15 DECLARATIONS OF INTEREST**

There were no declarations of interest at this point in the meeting. However, Cllr Wood later made a declaration of interest in agenda item 8, *Guildhall Room Hire* (minuted below as 19.10.15).

**14.10.15 MINUTES**

The Minutes of the Meeting of the Trustee held on 28<sup>th</sup> September 2015 were received, approved and signed. There were no matters arising.

**15.10.15 MUSEUM / ARCHIVE COMMITTEE**

The Minutes of the Museum / Archive Committee Meeting held on 12<sup>th</sup> October 2015 were received, approved as accurate and signed. Councillors were asked to note that the recommendation of the Museum / Archive Committee at minute 09.10.15 (vii), regarding an internet-based heritage co-ordination group, contradicted the recommendation on the same subject of the Sandwich Town Council Tourism Committee at minute 18.10.15 (ii).

**RESOLUTION: That the following recommendations of the Museum / Archive Committee be approved:**

(i) That the redundant flatscreen VDUs in the Archive be offered as a donation to the Phoenix Centre for the youth club; if the Phoenix Centre does not need them, Cllr Gisbey should be consulted as to a possible alternative recipient.

(ii) The Clerk to the Trustee should confirm as a matter of urgency by confidential email to Committee members whether the current location of the charters within the Guildhall is fireproof, whether the display cases in which the charters are currently stored are environmentally controlled, and whether the storage cases on order will be environmentally controlled.

(iii) The Honorary Curator should install 'tiny tag' monitors in both display cases to monitor conditions.

(iv) If the storage cases currently on order would not be environmentally controlled, the Clerk to the Trustee should seek quotes for environmentally-controlled storage cases.

(v) Professional examination of the condition of both charters following the exhibition should be sought, to ensure there has been no warping or other deterioration.

(vi) The conditions in the Strong Room should be professionally verified as should conditions of any other location in the Guildhall potentially suitable for long-term storage of the charters. This should be done as a matter of urgency so that, if suitable, the charters may be put into the Strong Room as soon as possible.

(vii) All updates and suggestions for action arising from (ii) to (v) above should be brought directly to the Trustee of Sandwich Toll Bridge Fund, rather than waiting for the next scheduled meeting of the Museum / Archive Committee (January 2016).

(viii) The concept of a Battle of Sandwich 800th Anniversary Exhibition should be explored in more detail, with further information to be considered at the next Museum & Archive Committee meeting.

(ix) The 2016/17 budget should allow for new powerpoints to be installed in the Clock Room and Room 3 of the Archive, as well as lights to be installed in the cupboards.

Since the meeting of Sandwich Town Council on 26<sup>th</sup> October 2015 had already resolved to accept the Tourism Committee's recommendation at minute 18.10.15 (ii), that the formation of an internet-based heritage co-ordination group, as recommended by the Museum and Archive committee, should be put on hold until the organisation of the Battle of Sandwich 800th Anniversary Commemoration planning was more advanced, the Trustee resolved to reject the Museum / Archive Committee's recommendation "Should the Tourism Committee agree in principle that involvement in an internet-based heritage co-ordination group would be desirable, the Museum / Archive Committee recommends that Cllr Ms O'Donoghue should co-ordinate the group, Linda Elliott should be the representative of the Archive, and John Scollard should represent the Museum".

#### **16.10.15 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £33,018.94 was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £389.89, was received, approved and signed.

#### **17.10.15 FINANCE**

(i) The Sandwich Toll Bridge Fund Statement of Accounts as at 30<sup>th</sup> September 2015 was received.

**RESOLUTION: That this information be noted.**

(ii) The Sandwich Guildhall Museum Statement of Accounts as at 30<sup>th</sup> September 2015 was received.

**RESOLUTION: That this information be noted.**

(iii) The Trustee received and considered a report by Miss L. Fidler – Clerk to the Trustee, regarding payment of utility bills.

**RESOLUTION:** That payment for the gas and electricity supply to the Guildhall be changed from payment by cheque to payment by Direct Debit.

(iv) The Trustee received and considered a report by Miss L. Fidler – Clerk to the Trustee, regarding the Scottish Widows ‘Charities 7 Day – Direct’ account.

**RESOLUTION:** That the Scottish Widows ‘Charities 7 Day – Direct’ account be closed and the funds therein transferred to Quilter Cheviot Asset Management for control.

**18.10.15 MUSEUM & ARCHIVE VOLUNTEERS RECEPTION**

The Trustee considered arrangements for the Museum & Archive Volunteers Reception on 26th November 2015, as proposed in the event summary sheet circulated to all councillors as part of the meeting agenda.

**RESOLUTION:** That all arrangements be made as set out in the event summary sheet.

**19.10.15 GUILDHALL ROOM HIRE**

The Trustee considered a request from Sandwich Community Lights Committee to use the Meeting Room at no charge between 9am and 5pm on Saturday 7th and Saturday 14th November 2015 for lantern-making workshops. Cllr Wood declared an interest as a member of the Community Lights Committee.

**RESOLUTION:** That the usual charge for use of these rooms (with a 25% community group discount) be made but also that a grant be given to cover this cost.

**20.10.15 DISABLED ACCESS RAMP**

The Trustee received and considered a report by Ms T. Weir – Assistant Town Clerk & Mayor’s Secretary, regarding the proposed disabled access ramp between New Street and Mill Wall. This issue was also considered at the Sandwich Town Council meeting earlier on 26th October 2015.

**RESOLUTIONS:** (i) That the Town Clerk’s office seek a firm quote from the architect for structural surveying.

(ii) That, in the meantime, Cllr Carter and Cllr Holloway should investigate whether Dover District Council would cover the costs of delivering the ramp, both preparatory work (including structural surveying and preparation of detailed architectural drawings) and construction, as part of its Sandwich Parks Project.

(iii) That if Dover District Council should not be willing to cover a the cost of a structural survey and preparation of detailed architectural drawings, £2,500 or as much as may be required to cover these costs should be drawn from S106 funds available.

**21.10.15 ASSET MANAGEMENT**

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

(i) Contract notes and covering letter dated 30<sup>th</sup> September 2015, with additional information provided by email on 5<sup>th</sup> October 2015, regarding sale of a holding in GLG Investments PLC Japan CoreAlpha Equity D H GBP Acc and purchase of holdings in Eastspring Investments Japan Dynamic Rg GBP Cap and J O Hambro Capital Management Ltd Japan Hedged A GBP Dis Nav.

**RESOLUTION: That this information be noted.**

(ii) Contract note and covering letter dated 7<sup>th</sup> October 2015 regarding purchase of a holding in Sabmiller ord USD0.10.

**RESOLUTION: That this information be noted.**

(iii) Investment report for the month ending 30<sup>th</sup> September 2015 and covering letter dated 9<sup>th</sup> October 2015 (full investment report available in the Clerk's office).

**RESOLUTION: That this information be noted.**

**22.10.15**

**CONFIDENTIAL ITEM**

The Trustee considered a draft loan agreement between Sandwich Toll Bridge Fund and Sandwich Tennis Club, prepared by Williamson & Barnes.

**RESOLUTION: That the draft agreement be accepted and used.**

**23.10.15**

**DATE AND TIME OF NEXT MEETING**

Monday 30<sup>th</sup> November 2015, following the **Quarterly** meeting of the Town Council, in the Council Chamber.

DRAFT