

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 21st December 2015 in the Council Chamber, Guildhall, Sandwich

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

HJ Bragg
RA Daw
Mrs JL Dunay
JE Franklin
JEM Gisbey
MJ Holloway
C Miller
MW Moorhouse
Ms L. O'Donoghue
MB Trussler
JJ Watts
DMA Wood

Officer: **Miss L Fidler**

- 01.12.15** **APOLOGIES**
 Apologies were received and accepted from Cllr Carter (on holiday), Cllr Mrs Lioté (family commitment) and Cllr Trim (ill health).
- 02.12.15** **DECLARATIONS OF INTEREST**
 There were no declarations of interest.
- 03.12.15** **MINUTES**
 The minutes of the meeting of the Trustee on 30th November 2015 were received, approved and signed. There were no matters arising.
- 04.12.15** **PAYMENT SCHEDULES**
 (i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £12,252.58 was received, approved and signed.
 (ii) The Museum & Archives Payment Schedule, totalling £276.00, was received, approved and signed.
- 05.12.15** **FINANCE**
 (i) The Sandwich Toll Bridge Fund Statement of Accounts as at 30th November 2015 was received.
RESOLUTION: That this information be noted.
 (ii) The Sandwich Guildhall Museum Statement of Accounts as at 30th November 2015 was received.
RESOLUTION: That this information be noted.
 (iii) The Trustee considered the scope of services offered by McCabe Ford Williams Chartered Accountants.
RESOLUTION: That this scope of services be approved.
 (iv) The Trustee considered the 2014/15 Financial Statements and the accompanying Trustees' Report.
RESOLUTION: That the 2014/15 Financial Statements and the accompanying Trustees' Report be approved.
- 06.12.15** **VOLUNTEER CONTRACTS & JOB DESCRIPTIONS: MUSEUM & ARCHIVES**
 The Trustee received and considered a report by Ms T. Weir, Assistant Town Clerk & Mayor's Secretary, regarding proposed changes to contracts and job descriptions for volunteers in the Museum & Archives.
RESOLUTION: That the proposed changes be approved.

07.12.15

GUILDHALL NOISE POLLUTION

The Trustee received a report by Miss L. Fidler – Clerk to Sandwich Toll Bridge Fund, regarding complaints about noise generated by events held at the Guildhall and action being taken to address this issue.

RESOLUTION: That this information be noted.

08.12.15

GUILDHALL ENERGY

The Trustee received an Advisory Report regarding the energy efficiency performance of the Guildhall and copy of the Display Energy Certificate, and considered the recommendations made.

RESOLUTION: That this information be noted.

09.12.15

LICENSING: GUILDHALL STAFF

The Trustee considered a report by Miss T. Weir – Assistant Town Clerk & Mayor's Secretary, regarding the renewal of personal licences for Guildhall staff for the sale of alcohol.

RESOLUTION: That the Town Clerk, the Town Sergeant / Head Caretaker and one Assistant Caretaker (Mr Dunn) should have personal licences for the sale of alcohol.

10.12.15

ASSET MANAGEMENT

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

(i) Contract note and covering letter dated 2nd December 2015 regarding purchase of shares in Sophos Group Plc ord GBP0.03.

RESOLUTION: That this information be noted.

(ii) Investment report for the month ending 30th November 2015 with covering letter (full investment report available in the Clerk's office).

RESOLUTION: That this information be noted.

11.12.15

CONFIDENTIAL ITEM

The Trustee received and considered *An Introduction to the Guildhall lease & other properties owned / leased by STC / STBF Trustee* (report prepared by the Town Clerk's office as per a resolution made by Council as Trustee of Sandwich Toll Bridge Fund on 29th June 2015). It was noted that, incorrectly, the Land Registry *Register of Title* still showed Dover District Council as the owner of several properties.

RESOLUTIONS: (i) That DDC be asked to contact the Land Registry so that the Register of Title may be amended as necessary to reflect the Town Council's ownership of properties.

(ii) Once the Register of Title has been updated, that the report *An Introduction to the Guildhall lease & other properties owned / leased by STC / STBF Trustee* be revised and revisited as a confidential item at the March 2016 meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund.

Cllr Wood asked that his vote against these motions be recorded; Cllr Holloway and Cllr Ms O'Donoghue asked that their abstentions be recorded.

12.12.15

DATE AND TIME OF NEXT MEETING

Monday 25th January 2016, following the Ordinary meeting of the Town Council, in the Council Chamber.