

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 25th April 2016 in the Council Chamber, Guildhall, Sandwich

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

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

Officer: Miss L Fidler

22.04.16 APOLOGIES

Apologies were received and accepted from Cllr Trim (ill health). There was one absence due to a councillor vacancy.

23.04.16 DECLARATIONS OF INTEREST

There were no declarations of interest.

24.04.16 MINUTES

The Minutes of the Meeting of the Trustee held on 21st March 2016 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

25.04.16 MINUTES: ADVISORY COMMITTEE

The Minutes of the Advisory Committee meeting, held on 4th April 2016, were received, approved as accurate and signed. The Recommendations contained therein were considered.

RESOLUTIONS:

Thursday Market

(i) That the Sandwich Tourism Initiative Community Interest Company be awarded the contract to manage the Thursday Market, on expiry of the current Market Manager's contract (June 2016).

(ii) That the requirement in the current Market management licence, *the cost to the Stallholders to be kept at no more than £15 per 8 foot wide stall*, be deleted as of June 2016.

(iii) That a review of the new management arrangement be carried out and a progress report submitted six months after commencement (December 2016).

(iv) That the Sandwich Tourism Initiative CIC must submit their full financial statements in relation to the Thursday Market within three months of the end of the financial year 2016/17.

Assets

That various questions relating to the Council's Assets, originally to be considered at the Committee meeting on 4th April 2016, will be re-considered at an Advisory Committee in the new Mayoral year, due to the lack of attendees at the meeting in April.

26.04.16

MINUTES: FINANCE COMMITTEE

The Minutes of the Finance Committee meeting, held on 11th April 2016, were received, approved as accurate and signed. The Recommendations contained therein were considered.

RESOLUTIONS:

- (i) That a grant of £125 be made to Stephen Kirkaldie (Market Trader) towards the Saturday Farmer's Market.**
- (ii) That a grant of £750 be made to King Street Traders towards the Christmas Street Party.**
- (iii) That a request from St Peter's Church Organ Fund for a grant of £250 should be refused.**

27.04.16

MINUTES: MUSEUM & ARCHIVE COMMITTEE

The Minutes of the Museum & Archive Committee meeting, held on 18th April 2016, were received, approved as accurate and signed. The Recommendations contained therein were considered.

RESOLUTIONS:

- (i) That the Museum accounts as at 31st March 2016 (year-end accounts) as presented to the Committee should be noted.**
- (ii) That the Trustee should formally support continued development of a bid to the Heritage Lottery Fund for a re-fit of the Museum interior. If timescales permit, the application should be returned directly to the Trustee for final sign-off but not if delaying submission to allow this would be detrimental to the potential success of the bid (in such a case, the Mayor – as Chairman of the Trustee – and the Clerk should have final sign-off on the bid).**
- (iii) That the Trustee of Sandwich Toll Bridge Fund should pledge up to £2,500 towards initial design work, if this is required to maximise the chance of a successful bid to the HLF and the redevelopment of the Museum to the highest possible standard.**
- (iv) That the Trustee resolves it is not necessary to wait until season close to redevelop the Museum interior and that this work should be undertaken as soon as possible. As interim measures, two new display boards may be purchased, and the central Baron of the Cinque Ports mannequin display and the Weights and Measures display may be removed to make room for central display of key artefacts as soon as suitable display cases with climate control are available (Magna Carta, the Charter of the Forest, the Sandwich Customal).**
- (v) That the Museum should offer free entrance with donation boxes for contributions as soon as possible and that that the £200 Re-Fresh funding may be used to purchase a suitable donation box, as considered appropriate by the Honorary Curator.**
- (vi) That the Trustee makes a commitment to year-round Museum opening – if not immediately, then on completion of a re-fit of the Museum interior.**
- (vii) That the Trustee supports every effort to be made to cover all-day opening at the Museum, including (if necessary) a concerted campaign to recruit more volunteers.**
- (viii) That the Trustee supports development of public engagement activities and all necessary training for volunteers.**
- (ix) That Mr Scollard be thanked for his continuing hard work to promote the museum and the Museum Volunteer's Manager update he presented to the Committee should be noted.**
- (x) That notification of re-accreditation for Sandwich Guildhall Museum and additional information regarding the date of the next re-accreditation tranche be noted.**
- (xi) In the context of decisions made regarding entrance fees and Museum redevelopment generally, the Committee recommended that review of the**

Financial Forecast be postponed until October 2016, when the result of the Heritage Lottery Fund bid should also be known.

(xii) That as a HLF bid progresses, the bid will include a provision for a high quality digital interface, in light of this funds should not be spent on a replacement DVD player.

(xiii) That there is no need to sign up to the WCCTA pass scheme.

28.04.16 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £25,184.66, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £236.17, was received, approved and signed.

29.04.16 FINANCE

(i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st March 2016.

RESOLUTION: That this information be noted.

(ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st March 2016.

RESOLUTION: That this information be noted.

30.04.16 TIMETABLE OF MEETINGS AND CIVIC EVENTS 2016/17

Councillors considered a draft timetable of meetings for 2016/17.

RESOLUTION: A timetable for meetings and civic events in 2016/17 was approved.

31.04.16 GRANT APPLICATIONS: FINANCIAL YEAR 2016/17

Councillors considered the following grant applications:

(i) Sandwich Community Christmas Lights: request for grant of £1,000.

(ii) Sandwich Festival: request for grant of £2,500.

RESOLUTION: An extraordinary meeting of the Finance Committee will be arranged to consider both applications.

32.04.16 GUILDHALL FORECOURT

Councillors received an email chain between Laura Fidler - Town Clerk, Dave Robinson – Planning Delivery Manager, DDC and Martin Leggatt – Head of Assets & Building Control, DDC regarding use of the Guildhall Forecourt and proposals for stalls / seating to be erected on the Forecourt and specifically considered whether the Trustee should apply for comprehensive planning consent for various activities on the Forecourt. This correspondence resulted from the Trustee's decision to allow two local businesses to move customer chairs & tables onto the Forecourt.

RESOLUTION: An appropriate planning application should be made to Dover District Council.

33.04.16. ASSET MANAGEMENT

Councillors received and considered the following information from Quilter Cheviot:

(i) Investment report for the month ending 31st March with covering letter dated 12th April 2016.

RESOLUTION: That this information be noted.

34.04.16 CONFIDENTIAL ITEM

(i) The Trustee received and considered a report from Miss L Fidler, Clerk to the Trustee, regarding the relationship between staff salaries following the introduction of the National Living Wage.

RESOLUTION: The Advisory Committee will consider this information.

35.04.16.

DATE AND TIME OF NEXT MEETING

Monday 23rd May 2016, following the **Ordinary** meeting of the Town Council, in the Council Chamber.

DRAFT