

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 28th November 2016 in the Council Chamber, Guildhall, Sandwich

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

**HJ Bragg
PI Carter
Mrs J Dunay
D Friend
JE Franklin
JEM Gisbey
MW Moorhouse
Ms L O'Donoghue
JO Sneller
JJ Watts
DMA Wood**

Officer: Miss L Fidler

05.11.16 APOLOGIES

Apologies were received and accepted from Cllr Daw (holiday), Cllr Mrs Liote (holiday), Cllr Holloway (work commitment) and Cllr Trim (ill health).

06.11.16 DECLARATIONS OF INTEREST

There were no declarations of interest.

07.11.16 MINUTES

The Minutes of the Meeting of the Trustee held on 31st October 2016 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

08.11.16 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting held on 16th November 2016 were received, approved as accurate and signed.

RESOLUTIONS: That the following recommendations be approved:

(i) The White Mill Rural Heritage Centre Trustees should make contact with Rachel Collins, Community Development Manager – DDC, and try to obtain funding from outside of the town in the first instance. Once this has been tried the Trustees can report back and request funding again from Sandwich Toll Bridge Fund, if required, in the 2017/18 financial year when further grant money will be available.

(ii) Due to the general grants budget already having an overspend of £900, the application for funding towards Sandwich Technology School's library cannot be offered in the current financial year.

(iii) Funding for a debt/benefit specialist (£120 per day) at the Citizens Advice Bureau will be considered in the 2017/18 budget.

(iv) Consideration of a Youth Community Fund will be deferred until Cllr Wood can provide further information, for example who and how are young people denied access to education, how would someone apply, how would the fund be monitored and administered?

09.11.16 MUSEUM / ARCHIVE COMMITTEE

The Minutes of the Museum / Archive Committee Meeting held on 21st November 2016 were received, approved as accurate and signed.

RESOLUTIONS: That the following recommendations be approved:

- (i) The Mayor, Linda Elliot and Laura Fidler will meet to discuss how the amalgamation of the TIC and Museum could be implemented.
- (ii) The Curator shall submit a further Heritage Lottery Fund application for £100,000 to digitise as many of the Borough Records as possible held at the Kent Archives, Maidstone.
- (iii) When the Museum re-opens the Court Room door from the museum will be opened to allow access to the court room at the times when the court room is not being used for other purposes and when a volunteer is in attendance.
- (iv) Free entrance to the Museum should become a permanent feature and admissions income will be generated via the donations box.
- (v) Outside the Museum the seat and rubbish bin should be relocated forward of their present position so that the walkway and view of the museum door is uncluttered. Bollards or flower boxes will be positioned to protect the new museum flags.
- (vi) A minimum of two volunteers/staff should be on duty at all times when the Museum re-opens and the installation of CCTV should be investigated.
- (vii) A recommendation to return the Merryweather Fire Appliance to Sandwich was deferred until further information and correspondence with Dover Transport Museum had taken place.

10.11.16 PAYMENT SCHEDULES

- (i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £14,435.60, was received, approved and signed.
- (ii) The Museum & Archives Payment Schedule, totalling £4,116.94, was received, approved and signed.

11.11.16. FINANCE

- (i) Members received the Sandwich Toll Bridge Fund statement of accounts as at 31st October 2016.

RESOLUTION: This information was noted.

- (ii) Members received the Museum accounts as at 31st October 2016.

RESOLUTION: This information was noted.

- (iii) Members received a written report from Miss L Fidler, Clerk to the Trustee, regarding a staffing proposal for the Guildhall Museum. This matter related to Item 08.11.16(i) from the Museum / Archive Committee Minutes. The Mayor reported that for now this matter can be deferred as the Curator has hopefully found enough volunteers to undertake all the required tasks for Museum and Archives.

RESOLUTION: That this matter be deferred and an update will be given in three months time or as required.

12.11.16 ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

- (i) Contract Note for the purchase of holdings in First State Investments (UK) Steart Inv Asia Pac Ldrs B GBP Dis.

RESOLUTION: That this information be noted.

- (ii) Contract Note for the sale of holdings at Schroder Oriental Income Fund ord 1p.

RESOLUTION: That this information be noted.

- (iii) Contract Note for the sale of holdings of Schroder Asian Total Rtn Co Plc ord GBP0.05

RESOLUTION: That this information be noted.

- (iv) Summary of Statement of Account as at 31st October 2016 with accompanying cover letter dated 9th November 2016.

RESOLUTION: That this information be noted.

- (v) Contract Note for the purchase of holdings at Polar Capital Funds Healthcare Opps I Sterling Share Inc Nav.

13.11.16

CONFIDENTIAL ITEM

(i) Members were due to receive a verbal update from the Clerk regarding any information relating to the purchase of the ACF Sandwich (the Drill Hall). However, this was no longer necessary as Sandwich Town Council had not been the successful applicant.

14.11.16

DATE AND TIME OF NEXT MEETING

Monday 28th November 2016, following the Ordinary meeting of the Town Council, in the Council Chamber.

DRAFT