

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 19<sup>th</sup> December 2016 in the Council Chamber, Guildhall, Sandwich**

**Present: Councillors: The Mayor, Cllr Graeme (in the chair)**  
**HJ Bragg**  
**PI Carter**  
**D Friend**  
**JE Franklin**  
**Mrs VA Lioté**  
**MW Moorhouse**  
**Ms L O'Donoghue**  
**JO Sneller**  
**DMA Wood**

**Officer: Miss L Fidler**

**01.12.16 APOLOGIES**

Apologies were received and accepted from Cllr Daw (unwell), Cllr Mrs Dunay (other commitment), Cllr Gisbey (family commitment), Cllr Holloway (work commitment), Cllr Trim (unwell) and Cllr Watts (holiday).

**02.12.16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**03.12.16 MINUTES**

The Minutes of the Meeting of the Trustee held on 28<sup>th</sup> November 2016 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

**04.12.16 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £2,302.21, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £46,121.57, was received, approved and signed.

**05.12.16. GUILDHALL BUSINESS PLAN**

Councillors received two initial responses to the request for a specialist to undertake a business plan of the Guildhall and considered how to proceed.

**RESOLUTION: Due to the different nature of the two responses the brief for the Business Plan will be developed, including clear terms of reference for the contractors to respond to.**

**06.12.16 PLAY AREAS**

Councillors received a report from Miss L Fidler, Clerk to the Trustee, and considered the proposal contained therein to supply the Bulwarks Play Area with second-hand equipment from Kearsney Abbey's Russell Garden.

**RESOLUTION:**

**Sandwich Toll Bridge Fund will contribute the remaining funds (estimate £6,775.00) towards the cost of relocating the equipment from Russell Gardens to the Bulwarks Play Area (incl. the necessary site preparation work).**

**07.12.16 ASSET MANAGEMENT**

Members received and considered the following information from Quilter Cheviot:

(i) Contract Note for the purchase of holdings in Relx Plc.

(ii) Contract Note for the sale of holdings at Sky Plc.

(iii) Summary of Statement of Account as at 30<sup>th</sup> November with accompanying cover letter dates 13<sup>th</sup> December 2016.

**RESOLUTION: That these three items of information be noted.**

**08.12.16 CONFIDENTIAL ITEM**

(i) Members received a verbal report from the Clerk to the Trustee confirming that the ACF Sandwich (the Drill Hall) has been nominated as an Asset of Community Value with Dover District Council but a decision on the nomination has not yet been made.

**09.12.16 DATE AND TIME OF NEXT MEETING**

Monday 30<sup>th</sup> January 2016, following the Ordinary meeting of the Town Council, in the Council Chamber.

DRAFT