

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 22nd May 2017 in the Council Chamber, Guildhall, Sandwich

Present: **Councillors:** **The Mayor, Cllr Graeme (in the chair)**
HJ Bragg
PI Carter
JE Franklin
RA Daw
D Friend
JEM Gisbey
MJ Holloway
MW Moorhouse
Ms L O'Donoghue
JO Sneller
JJ Watts

Officer: **Miss L Fidler**

01.05.17 APOLOGIES

Apologies were received and accepted from Cllr Mrs Dunay (holiday), Cllr Franklin (Curfew Bell), Cllr Mrs Liote (holiday) and Cllr Wood (other commitment). There is also one vacancy.

02.05.17 DECLARATIONS OF INTEREST

There were no declarations of interest.

03.05.17 MINUTES

The Minutes of the Meeting of the Trustee held on 24th April 2017 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

04.05.17 PAYMENT SCHEDULES

- (i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £52,688.87, was received, approved and signed.
- (ii) The Museum & Archives Payment Schedule, totalling £5,965.18 was received, approved and signed.

05.05.17 FINANCE

- (i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 30th April 2016.
- (ii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 30th April 2016.

RESOLUTION: That items (i) and (ii) be noted.

- (iii) Two items of expenditure were considered in relation to the 'Guildhall Project'.

RESOLUTIONS:

- (a) **The Charity will fund 50% of the cost (Sandwich Town Council to fund the other 50%) for Hayley Sharp Design Ltd (HSD) to undertake a Business Plan of the Guildhall and Forecourt.**
- (b) **The Charity will fund 50% of the cost (Sandwich Town Council to fund the other 50%) for Rummey Design to include the Forecourt in their townscaping work for Kent County Council.**

06.05.17 ELECTRICITY SUPPLY TO THE GUILDHALL

Members received and considered an email from Mr Steve Laslett, on behalf of Sandwich Community Lights Committee, with a request to install on the Guildhall an external power source for use in relation to the Christmas lights.

RESOLUTION: Information will be sought on where the current electricity supply comes from and why this is no longer suitable.

07.05.17

TRAINING HIGHWAY

Members received and considered a written proposal from Training Highway for free room hire at the Guildhall (to provide free computer training) in exchange for free technical computer support for the Guildhall's computers.

RESOLUTION: The Trustee is happy with this exchange of resources and agreed to the proposal as given.

08.05.17

GUILDHALL FORECOURT

Cllr Carter reported that there have been a number of complaints regarding weeds on the Forecourt.

RESOLUTION: DDC will be asked to spray this area with weed killer as soon as possible.

09.05.17

ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

(i) Contract note for the purchase of holdings in Henderson Investment Funds Ltd European Selected Opportunities I Inc

(ii) Monthly Investment Report for the month ending 28th April 2017.

RESOLUTION: That items (i) and (ii) be noted.

10.05.17

CONFIDENTIAL ITEM

(i) Members received a written report from Miss L Fidler, Town Clerk, on matters relating to various staffing matters; maternity leave cover, a retiring staff member and a staff member who is taking an extended period of leave.

RESOLUTION: This information was noted and Hayley Sharp Design (who will be undertaking the business plan for the Guildhall) will be asked to consider the future caretaking provisions at the Guildhall as a matter of priority.

11.05.17

DATE AND TIME OF NEXT MEETING

Monday 26th June 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.