

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 30th October 2017 in the Council Chamber, Guildhall, Sandwich

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

**HJ Bragg
PI Carter
RA Daw
C Felton
JE Franklin
D Friend
JEM Gisbey
MJ Holloway
MW Moorhouse
Ms L O'Donoghue
JO Sneller
DMA Wood**

Officer: Amandajayne Hollobon-Baxter

16.10.17 APOLOGIES

Apologies were received and accepted from Cllrs Liote, Watts and Dunay.

17.10.17 DECLARATION OF INTERESTS

Cllr Carter declares that he volunteers at the Museum.

Cllr Friend, Cllr Sneller and Mr Mayor declared with involvement with Age Concern being non-pecuniary.

18.10.17 MINUTES

(i) To approve the Minutes of the Meeting of the Trustees held on 25th September 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

RESOLUTION: The Minutes were approved as accurate and signed.

19.10.17 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £10,709.88, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £75.68 was received, approved and signed.

20.10.17 FINANCE

(i) Members received The Sandwich Toll Bridge Fund Statement of Accounts as at 30th September 2017.

RESOLUTION: Noted.

(ii) Members received The Sandwich Guildhall Museum Statement of Accounts as at 30th September 2017.

RESOLUTION: Noted.

21.10.17 ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

(i) Monthly investment report for the month ending 30th September 2017

RESOLUTION: Noted.

(ii) To receive Annual Investment Reports from Quilter Cheviot following a pre-meeting with Matthew Hearsom where it was agreed that Quilter Cheviot would visit and review investments every six months. The next meeting to be arranged for April 2018.

RESOLUTION: That this information be noted and Councillors informed of the April 2018 review meeting date.

22.10.17

MUSEUM AND ARCHIVE COMMITTEE

To approve the draft Minutes of the Museum and Archive Committee held on 9th October 2017 and to consider the recommendations therein.

Cllr Carter queried 04.10.17 “three different foreign languages are proposed at £500 plus English at a total cost of £2000”. The origin of this sentence was unknown and Councillors agreed to delete this line from the minutes.

RECOMMENDATION: That the following recommendations be approved:

Archives are closed until further notice and volunteers should be temporarily redeployed in the Museum until funding can be found for a professional member of staff.

RESOLUTION: Delete line and approved.

23.10.17

GUILDHALL FORECORT

To receive and consider a request from Age Concern to utilise the Guildhall forecourt free of charge.

RESOLUTION: Agreed.

24.10.17

CONFIDENTIAL ITEMS

(i) It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

RESOLUTION: Approved.

(ii) To receive and consider a written report from Mrs K Palmer, Acting Responsible Finance Officer, relating to TOIL for the previous Acting Town Clerk.

RESOLUTION: Pay Toil outstanding within the next payroll run.

(iii) To receive and approve the draft Minutes of the Advisory Committee held on 12th October 2017 and to consider the recommendations therein.

Terms of Reference and an Organogram had been produced. Cllr O'Donoghue had contacted four companies, two of which were meeting with Cllr's O'Donoghue, Liote and Friend shortly. Cllr Carter had suggested speaking with David Foley as back up.

RESOLUTION: Cllr's O'Donoghue, Liote and Friend to meet and refer. Minutes were approved.

(iv) To receive and approve proposal from Advisory Committee relating to changes to contractual terms of employment of Heritage Development Officer.

RESOLUTION: Agreed and to be actioned.

DATE OF NEXT MEETING

Monday 27th November 2017, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).