

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 27<sup>th</sup> November 2017 in the Council Chamber, Guildhall, Sandwich

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

**Officer:**            **A Hollobon-Baxter**

- 01.11.17            MAYOR'S OPENING COMMENTS**  
The Mayor read the following statement; this is to confirm that until further notice the Acting Town Clerk is Amandajayne Hollobon-Baxter. The Acting Responsible Finance Officer is Karen Palmer, who is unable to be present at this meeting.
- 02.11.17            APOLOGIES**  
Apologies were received and accepted from Cllrs Felton, Moorhouse and Reverend Roberts.
- 03.11.17            DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**  
None.
- 04.11.17            MINUTES**  
(i) To approve the Minutes of the Meeting of the Trustees held on 30<sup>th</sup> October 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.**
- 05.11.17            PAYMENT SCHEDULES**  
(i) To approve the Sandwich Toll Bridge Fund Payment Schedule was received, approved and signed.  
(ii) To approve the Museum & Archives Payment Schedule was received. Cllr Carter requested Karen Palmer confirm Trustees of Museum Account Item 40, transfer of funds.
- 06.11.17            FINANCE**  
(i) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> October 2017.  
**RESOLUTION: Noted**  
(ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31<sup>st</sup> October 2017.  
**RESOLUTION: Noted**  
(iii) To receive the Sandwich Toll Bridge Fund Financial Statements for the year ended 31<sup>st</sup> March 2017.  
**RESOLUTION: Noted**

07.11.17

**ASSET MANAGEMENT**

To receive and consider the following information from Quilter Cheviot:

(i) Monthly investment report for the month ending 31<sup>st</sup> October 2017.

Cllr Wood had concerns about investments within medium risk accounts.

**RESOLUTION: It was agreed to request investment reports be circulated in advance of the Pre-Meeting in April when Quilter Cheviot are due to update next.**

08.11.17

**COMMITTEE VACANCIES**

To receive and consider report advising Committee suggestions for Cllr Felton to support.

**RESOLUTION: Agreed.**

09.11.17

**MUSEUM**

(i) To receive and note a recent article within Museums Journal regarding Sandwich Guildhall Museum.

Very good article and press for STC Museum.

**RESOLUTION: Noted**

(ii) To receive request from Julia Baxter regarding the Magna Carta and guidance from Mrs M Outen, Heritage Development Officer.

**RESOLUTION: Request agreed and if another image was utilised, copyright would not be given.**

10.11.17

**CONFIDENTIAL ITEM**

(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.

(ii) To receive and consider a verbal update from The Mayor relating to Acting Town Clerk Position.

**RESOLUTION: A Hollobon-Baxter appointed.**

(iii) To receive an update from The Mayor relating to Staffing Review consultants.

**RESOLUTION: After Cllr O'Donoghue, Liote and Friend interviewing various companies and Mr Mayor endorsing, Dakota Blue have been appointed re structure at Guildhall and the cost of £15,000 will be split between Guildhall and STBF in proportion as to how salaries are apportioned (it just happens to be 50/50)**

(iv) To receive and consider a verbal update from The Mayor relating to Temporary Acting Town Clerk.

**RESOLUTION: Agreed to back pay for A Hollobon-Baxter.**

(v) Received a report from The Mayor relating to East Kent Road Car Company Shelter.

**RESOLUTION: Noted and await response from M Waite.**

11.11.17

**DATE AND TIME OF NEXT MEETING**

Monday 18<sup>th</sup> December 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.