

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 25th June 2018 in the Council Chamber, Guildhall, Sandwich

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

**HJ Bragg
RA Daw
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
PG Graeme
MW Moorhouse
Ms O'Donoghue
JO Sneller
JJ Watts
DMA Wood**

Officer: A Hollobon-Baxter

- 01.06.18 APOLOGIES**
Apologies were received and accepted from Cllr Holloway.
- 02.06.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
None were declared
- 03.06.18 MINUTES**
To approve the Minutes of the Meeting of the Trustee held on 21st May 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
RESOLUTION: The Minutes were approved as accurate and signed.
- 04.06.18 PAYMENT SCHEDULES**
(i) To approve the Sandwich Toll Bridge Fund Payment Schedule.
It was noted that there were cheques more than six months old which had not been cashed.
Mrs K Palmer to resolve.
RESOLUTION: Received, approved and signed. Mrs K Palmer to resolve unrepresented cheques.
(ii) To approve the Museum & Archives Payment Schedule.
RESOLUTION: Received, approved and signed.
- 05.06.18 FINANCE**
(i) To receive and consider a report from Mrs Karen Palmer, Acting Responsible Finance Officer, regarding a move to Online Banking.
RESOLUTION: Agreed Option one as this is already known to Mrs K Palmer and does not require a change of bank. Proposed by Cllr Moorhouse and Seconded by Cllr Carter.
(ii) To receive the Financial Regulations, attached with an accompanying report from Mrs Karen Palmer.
RESOLUTION: In future to be compared to bank statements but carried, noted. Proposed by Cllr Graeme and Seconded by Cllr Carter.
(iii) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 31st May 2018.
RESOLUTION: This information was noted.
(iv) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st May 2018.
RESOLUTION: This information was noted.

06.06.18

ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

(i) Monthly investment report for the month ending 30th April 2018.

(ii) Monthly investment report for the month ending 31st May 2018.

RESOLUTION: Noted on block.

07.06.18

HLF BID

To receive and consider a report from Museum and Heritage Manager in relation to the Guildhall HLF Bid.

Agreed resubmission for 16th August 2018. Gratitude was offered to Mrs M Outen for her hard work and effort.

RESOLUTION: Resubmit for 16th August 2018.

08.06.18

COMMITTEES

(i) To consider proposed Membership of the following Committees: - Advisory, Finance, Halls and Museum and Archives.

RESOLUTION: Changes were made to Finance Committee. Cllr Friend against.

(ii) To consider a change of name from Halls Committee to Property Services.

Cllr Graeme pointed out that assets are owned by STC not STBF.

09.06.18

CONFIDENTIAL REPORT

(i) To receive, consider and note HR report from Acting Town Clerk.

RESOLUTION: Noted Cllr Graeme and Friend offered extended thanks to Town Sergeant and Acting Town Clerk.

(ii) To receive and consider The Mayors recommendation in regards to new staffing post.

RESOLUTION: New role, job description and salary approved.

10.0.6.18

DATE AND TIME OF NEXT MEETING

Monday 30th July 2018, following the Quarterly meeting of the Town Council, in the Council Chamber.