

**Minutes of the meeting of the Sandwich Toll Bridge Fund Finance Committee, held on 19<sup>th</sup> November 2018 at the Guildhall, at 7pm**

**Present: Councillors: The Mayor, Cllr Mrs Liote (in the Chair)**  
**HJ Bragg**  
**PI Carter**  
**JEM Gisbey**  
**PG Graeme**  
**MJ Holloway**  
**JO Sneller**

**Officers: Mrs Karen Palmer**  
**Ms A Hollobon-Baxter**

- 01.11.18 APOLOGIES FOR ABSENCE**  
 Apologies were received and accepted from Cllr Moorhouse.
- 02.11.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**  
 There were no declarations of interest.
- 03.11.18 MUSEUM & ARCHIVE VOLUNTEER'S RECEPTION**  
 Members received a report from Miss L Fidler regarding funding for the Museum & Archive Volunteer's Reception.  
**RECOMMENDATION: The Museum & Archive Volunteer's Reception should not be financed by the Charity.**
- 04.11.18 GUILDHALL MANAGEMENT**  
 Members received a report from Mrs K Palmer regarding income & expenditure relating to the Guildhall.  
**RECOMMENDATION: That day-to-day management of the Guildhall be undertaken by Sandwich Town Council from 1st April 2018, with financial support via a quarterly service agreement payment from Sandwich Toll Bridge Fund.**
- 05.11.18 FINANCIAL YEAR 2018/19**  
 Members received a report from Mrs K Palmer regarding the financial position as at 31<sup>st</sup> October 2018 and the projected balance at the end of the financial year.  
**RECOMMENDATION: That this information be noted.**
- 06.11.18 GRANTS 2018/19**  
**(i) Sandwich In Bloom:** a grant of £1,000 towards the continuation and expansion of the Sandwich In Bloom project.  
**RECOMMENDATION: That no grant be awarded in 2018/19.**  
**(ii) Phoenix Youth Centre:** a grant of £5,150 has been requested towards the running of the Centre.  
**RECOMMENDATION: That a grant of £5,150 be awarded in 2018/19.**
- 07.11.18 OUTSTANDING MATTERS**  
 To receive a report from Miss L Fidler providing information on three forthcoming issues that will affect the budgets.  
**RECOMMENDATIONS: That this information be noted.**

**08.11.18**

**FINANCIAL YEAR 2019/20**

Members received a draft budget for the 2019/20 financial year based upon continued activities and new projects that Mrs K Palmer has been informed about. Ms A Hollobon-Baxter have been invited to answer questions regarding various new projects and the associated income & expenditure.

**RECOMMENDATION: That a working party consisting of the Mayor and Cllrs Bragg and Graeme meet at 12:00 on Wednesday 21<sup>st</sup> November to work on the fine detail for the draft 2019/20 budget. Other members of the Finance Committee will be invited to attend any future meetings.**

**09.11.18**

**DATE OF NEXT MEETING**

The next meeting of the Finance Committee will be held on 10<sup>th</sup> December 2018 at 6pm.

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