

**SANDWICH TOLL BRIDGE FUND
HALLS COMMITTEE**

Minutes of a meeting of Sandwich Toll Bridge Fund's Halls Committee on Monday 9th February 2015 in the Council Chamber, Guildhall, Sandwich at 6.00pm.

Present: **The Mayor (in the Chair)**
 Councillor Mrs Dunay
 Councillor Mrs Lioté
 Councillor Mrs Russell
 Councillor Scollard
 Councillor Sneller
 Councillor Trussler
 Councillor Watts

Officer Present: **Miss T Weir**

01.02.15 APOLOGIES FOR ABSENCE

No apologies for absence were received. Cllr Mrs Russell was unavoidably delayed and so arrived late in the meeting, offering her apologies as she arrived.

**02.02.15 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND
OTHER INTERESTS**

No declarations were made.

Cllr Mrs Russell arrived at this point in the meeting.

03.02.15 GUILDHALL ROOMS

(i) Councillors considered current hall hire charges and whether any recommendations needed to be made for 2015/16.

RECOMMENDATION: That hall hire charges remain as they are at present and should be reviewed in six months' time.

(a) Councillors considered whether a cost for hiring the Guildhall as a whole should be set.

RECOMMENDATION: That prices of £400 (Mon – Thurs) and £550 (Friday and Saturday) be set for hiring the Guildhall as a whole.

(b) Councillors considered when the set fee of £205 for local organisations should be employed. This fee is only applied when a local organisation wishes to use the Main Hall on a Friday and Saturday.

RECOMMENDATION: That the set fee of £205 should apply to all organisations itemised on the Mayor's donation list for that year and also any other charitable organisations based within the Town of Sandwich (suggested list attached).

(ii) Councillors considered the current room hire agreement and whether any recommendations needed to be made for 2015/16.

RECOMMENDATION: That no amendments be made to the current room hire agreement.

04.02.15 AUDIO VISUAL EQUIPMENT

(i) Councillors received a quote from Mr Chris Antony, Computer Engineer at Training Highway, for a portable digital projector (quote provided following a Resolution of the Trustee).

RECOMMENDATIONS: (i) That the projector recommended by Mr Antony at a current cost of £1172 be purchased, as well as two spare bulbs.

(ii) That a hire charge of £20 per use be applied to the projector after purchase.

(ii) Councillors considered a report from Mr Malcolm Hall, regarding proposed audio visual improvements required by NADFAS.

RECOMMENDATION: That a projector be purchased as per the recommendation above but that no audio equipment be purchased.

05.02.15 WI-FI

Councillors considered a report from Mr Chris Antony, Computer Engineer at Training Highway, regarding provision of Wi-Fi access throughout the Guildhall. A part-quote for this work was attached to the agenda for the meeting but a full quote remained outstanding.

RECOMMENDATIONS: (i) That the provision of Wi-Fi access throughout the Guildhall be approved in principle but that final approval should be deferred until a full quote was available and could be put forward for consideration by a meeting of the Toll Bridge Fund Trustee.

(ii) That hirers should not be charged for use of Wi-Fi, should it be provided throughout the Guildhall.

Signed: _____ Date: _____

SUGGESTED LIST OF ORGANISATIONS TO BE OFFERED THE £205 RATE
See Halls Committee minutes item 03.02.15 (i) (b) for further details - this is a list based
on the Mayor's donation list, the Mayor's Cocktail Party Guest List, and local
knowledge – Councillors may add / remove organisations, if they wish

1st Sandwich Brownies	Sandwich Townswomen's Guild
2nd Sandwich Brownies	Sandwich W.I.
Age Concern Sandwich	Sandwich United Reformed Church
Army Cadet Force (Sandwich Detachment)	School House Nursery
B.A.S.H.	Singing For Life
Citizen's Advice Bureau Sandwich (part of Dover Deal & District CAB)	Sir Roger Manwood's School
Friends of Poulders Play Area	Sir Roger Manwood's CCF Band
Friends of St Peter's	Sonsbeck Twinning Association
Gazen Salts Nature Reserve	St Andrew's Catholic Church, Sandwich
Le Weekend	St Clement's Church
Martha Trust	St Clement's Children's Church
Merry-Go-Round pre-school	The Carpenter's Arms
NSPCC (Sandwich Branch)	The Children's Society (Sandwich Branch)
Past & Present Buffs Association	The Coffee Pot
R.A.F.A.	The Phoenix Centre Youth Club
Rainbow Group	The Old Manwoodians Association
Rotary Club Sandwich	The Royal British Legion – Sandwich Branch
Sandwich Angling Club	The Sandwich Duke of Edinburgh Award Panel
Sandwich Arts Week	The Sandwich Society
Sandwich Bowling Club	The War Memorial Maintenance Group
Sandwich Boxing Club	White Mill Folk Museum Trust
Sandwich Carnival Association	
Sandwich Celebration / Food Fayre	
Sandwich Community Events Association	
Sandwich Community Lights Committee	
Sandwich Festival Association	
Sandwich Folk & Ale Festival	
Sandwich Football Club	
Sandwich Girl Guiding Association	
Sandwich – Honfleur Twinning Association	
Sandwich Infants School	
Sandwich Junior School	
Sandwich Library Guild	
Sandwich Local History Society	
Sandwich Music Group	
Sandwich Sailing & Motor Boat Club	
Sandwich Scout Group	
Sandwich St Mary's Community Trust	
Sandwich Table Tennis Club	
Sandwich Technology School	
Sandwich Tennis Club	
Sandwich Town Team	