

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 29th January 2018 in the Council Chamber, Guildhall, Sandwich

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

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

Officer: A Hollobon-Baxter

10.01.018

APOLOGIES

Apologies were received and accepted from Cllrs Dunay, Holloway and Moorhouse.

11.01.18

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Watts stated an interest in item 26 (iii).

12.01.18

MINUTES

(i) To approve the Minutes of the Meeting of the Trustee held on 18th December 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.

13.01.18

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, approved and signed.

14.01.18

FINANCE

(i) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 31st December 2017.

RESOLUTION: Noted

(ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st December 2017.

RESOLUTION: Noted

15.01.18

ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

(i) Terms and condition changes which include receiving quarterly investment reports instead of monthly.

RESOLUTION: Cllr O'Donoghue proposed to retain monthly reports. Seconded by Cllr Wood. Cllr's Friend against. Agreed.

16.01.18

MUSEUM AND ARCHIVE COMMITTEE

To approve the draft Minutes of the Museum and Archive Committee held on 8th January 2018 and to consider the recommendations therein.

Cllr Gisbey to be added to the minutes as he was present at the meeting.

John May to look acquire quotes for exhibition board lighting.

The translations for audio guides will be further discussed at Museum Marketing meeting

CHUBB to move panic alarm.

Weights to be sourced for the donations box.

Report from CAT to be received.

Safeguarding training to be arranged

John Scollard to update volunteer list

Madylene Outen to follow up on reports. Reports to go to Council meeting for a decision

Budget Headings 2018/2019 to go to Finance committee

RESOLUTION: Cllr Gisbey proposed approval of minutes. Cllr Friend seconded. Agreed.

17.01.18

TITHE MAP

To receive an update and conservation quote from Kent History and Library Centre for consideration as to which option should be agreed and approved.

Cllr O'Donoghue explained that this is extremely rare (circa 16th century) and if restoration is not agreed they will fall apart. If repaired they can be exhibited within the museum in the future.

RESOLUTION: Cllr Carter proposed that these be restored and IMHOF monies be used. Cllr Friend seconded. Agreed.

18.01.18

WI-FI FOR GUILDHALL

Three quotations (Sota, NCS Technology and Costal Data) for consideration and approval from Cllr Friend.

RESOLUTION: Cllr Friend proposed using Sota. Cllr Carter seconded. Agreed.

19.01.18

CONFIDENTIAL REPORT

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

RESOLUTION: Noted with best wishes to Phil.

(ii) To receive and consider update report from Museum and Heritage Manager relating to Council meeting on 8th January 2018.

Discussion ensued and Councillors agreed to continue with Hayley Sharpe Design proposal and to amend the bid to £926,620.00 below the 1 million HLF threshold.

RESOLUTION: Cllr Friend proposed HLF bid as above and Cllr Carter seconded. Agreed.

20.01.18

DATE AND TIME OF NEXT MEETING

Monday 26th February 2018, following the Quarterly meeting of the Town Council, in the Council Chamber.