

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 26th November 2018 in the Council Chamber, Guildhall, Sandwich

Present: Councillors: The Mayor, Cllr Ms Liote (in the chair)
 HJ Bragg
 PI Carter
 RA Daw
 Ms C Felton
 JE Franklin
 D Friend
 JEM Gisbey
 MJ Holloway
 MW Moorhouse
 JO Sneller
 JJ Watts

Officer: Miss L Fidler

10.11.18 APOLOGIES

Apologies were received from Cllrs Mrs Dunay, Graeme, Ms O'Donoghue and Wood.

11.11.18 DECLARATIONS OF INTEREST

There were no declarations of interest.

12.11.18 MINUTES

The Minutes of the Meeting of the Trustee held on 29th October 2018 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

13.11.18 ADVISORY COMMITTEE

Councillors received the Minutes of the Finance Committee meeting, held on 19th November 2018, and considered the Recommendations contained therein.

RESOLUTIONS: The minutes were approved as accurate and signed. The following recommendations were approved:

- (i) The Museum & Archive Volunteer's Reception should not be financed by the Charity.**
- (ii) That day-to-day management of the Guildhall be undertaken by Sandwich Town Council from 1st April 2019, with financial support via a quarterly service agreement payment from Sandwich Toll Bridge Fund.**
- (iii) That a report from Mrs K Palmer relating to the overspends/underspends in the current financial year be noted.**
- (iv) That no grant be awarded to Sandwich in Bloom in 2019.**
- (v) That a grant of £5,150 be awarded to the Phoenix Youth Centre in 2019.**
- (vi) That a report from Miss L Fidler on forthcoming financial matters be noted.**
- (vii) That a working party consisting of the Mayor and Cllrs Bragg and Graeme meet at 12:00 on Wednesday 21st 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.**

14.11.18 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £17,873.86, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £989.30 was received, approved and signed.

- 15.11.18** **FINANCE**
(i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2018.
RESOLUTION: That this information be noted.
(ii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 31st October 2018.
RESOLUTION: That this information be noted.
(v) Members received confirmation from the Cllr Veronica Liote, the Mayor, that the account balances given in the above statements match the corresponding Natwest bank statements.
RESOLUTION: That this information be noted.
(vi) Members receive the Sandwich Toll Bridge Fund – IMHOF statement as at 1st November 2018.
RESOLUTION: That this information be noted.
- 16.11.18** **ASSET MANAGEMENT**
Members received and considered the following information from Quilter Cheviot:
(i) Monthly investment report for the month ending 31st October 2018.
RESOLUTION: That this information be noted.
- 17.11.18** **THE “SANDWICH AGREEMENT”**
Members received the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement that took place on 31st October 2018
RESOLUTION: That this information be noted.
- 18.11.18** **CONFIDENTIAL REPORT**
(i) Councillors received and considered a HR report from Ms A Hollobon-Baxter.
RESOLUTION: That this information be noted.
- 19.11.18** **DATE AND TIME OF NEXT MEETING**
Monday 17th December 2018, following the Ordinary meeting of the Town Council, in the Council Chamber.