

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 24<sup>th</sup> June 2019 in the Council Chamber, Guildhall, Sandwich**

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

**HJ Bragg  
AC Broun  
PI Carter  
Mrs D Carter  
Ms AC Felton  
Ms AE Fox  
DR Friend  
AK Heaven  
MJ Holloway  
MJ Lintott  
HW Sampson  
WP Staple  
Ms DLR Sivrikaya**

**Officer: Miss L Fidler (Minutes)  
Ms A Hollobon-Baxter**

**01.06.19 APOLOGIES**

Apologies were received from Cllr Graeme and Cllr Wood.

**02.06.19 DECLARATIONS OF INTEREST**

Cllr Carter declared an interest in matters relating to Item 05.06.19 (iii) as a member of the Sandwich Society.

**03.06.19 MINUTES**

The Minutes of the Meeting of the Trustee held on 20<sup>th</sup> May 2019 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed.**

**04.06.19 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Schedule of Payments, totalling £5,018.43 was received for authorisation.

**RESOLUTION: All payments were approved, and the Payment Schedule was signed.**

(ii) The Museum & Archive Schedule of Payments, totalling £3,042.57 was received for authorisation.

**RESOLUTION: All payments were approved, and the Payment Schedule was signed.**

*Cllr Holloway left the meeting*

**05.06.19 FINANCE**

(i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st May 2019.

**RESOLUTION: This information was noted.**

(ii) Councillors received the Sandwich Guildhall Museum Statement of Accounts as at 31st May 2019.

**RESOLUTION: This information was noted.**

- (iii) Councillors considered a grant application form from The Sandwich Society requesting £200 for printing of promotional paperwork for Heritage Open Days 2019. It was noted that £4,600 remains unallocated in the approved grants budget for 2019/20.
- RESOLUTION: That a grant of £200 be awarded to The Sandwich Society for promotional paperwork for the Heritage Open Days 2019.**

**06.06.19 POLICY & PROCEDURE**

- (i) Councillors received draft Standing Orders for approval.  
**RESOLUTION: That the Standing Orders be approved.**
- (ii) Councillors received draft Financial Regulations for approval.  
**RESOLUTION: That the Financial Regulations be approved.**

**07.06.19 DELF STREAM**

Councillors received and consider a report from Ms A Hollobon-Baxter regarding acquisition and repair of the Horse Pond Sluice.

**RESOLUTION: The Trustee agreed ownership and responsibility for the Horse Pond Sluice. The Trustee approve the costings of £840 plus VAT and a Flood Risk Activity Permit estimated between £200 and £500.**

*Cllr Holloway rejoined the Meeting*

**08.06.19 PURCHASE OF DECOMMISSIONED PHONE BOX(ES)**

To receive a report from Ms A Hollobon-Baxter regarding the proposal to purchase one or two decommissioned BT phone boxes and consider how to proceed.

**RESOLUTIONS: The Council will purchase the telephone box on the Quay and the one at the Cattle Market as soon as possible and place as heritage assets within Sandwich Toll Bridge Fund. Legal advice will not be sought. Insurance will be obtained. A plan for future usage will then be considered.**

**09.06.19 COMMITTEES**

- (i) Councillors received the Terms of Reference for the following Committees: Advisory, Finance and Museum & Archive for approval.  
**RESOLUTION: A small working group comprising the Mayor, Deputy Mayor, Cllr Ms Fox and Cllr Heaven will consider what changes need to be made and report back to Trustee for approval.**  
Councillors received a draft schedule of Committee & Working Group Members for the 2019/20 Mayoral year.
- (ii) **RESOLUTION: A small working group comprising the Mayor, Deputy Mayor, Cllr Ms Fox and Cllr Heaven will consider what changes need to be made and report back to Council for approval.**

**10.06.19 CONFIDENTIAL REPORTS**

- (i) Councillors received and considered two reports in relation to the Fishergate:
- a) A report from Miss L Fidler, Town Clerk, regarding a possible surrender of the Commercial Lease for Fishergate. No action was agreed for the Charity.

- b) A report from Ms A Hollobon-Baxter, regarding a possible future use of the Fishergate. No action was agreed for the Charity.
- (ii) Councillors received information about the rear of Guildhall car park and consider the questions raised by Dr. B Drew of the Market Place Surgery. Councillors were informed that the Mayor & Deputy Mayor have a meeting arranged with Dr. Drew and will report back after this meeting.

11.06.19

**DATE AND TIME OF NEXT MEETING**

Monday 29<sup>th</sup> July 2019 after the Quarterly Meeting of Sandwich Town Council at 7pm in the Council Chamber Guildhall.

Signed.....

Date.....

DRAFT