

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 18th November 2013, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees: The Mayor (in the Chair)

**HJ Bragg
PI Carter
RA Daw
P Graeme
Mrs S Laslett
Mrs V Lioté
Mrs P Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler
JJ Watts**

Officer: Miss L Fidler

11.11.13 APOLOGIES

Apologies were received and accepted from Councillors Mrs Dunay and Moorhouse.

12.11.13 DECLARATIONS OF INTEREST

There were no declarations of personal interest.

13.11.13 MINUTES

The Minutes of the Meeting of the Trustees, held on 4th November 2013, were received, approved and signed.

14.11.13 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising from the Minutes of the Meeting of the Trustees, held on 4th November 2013, not covered elsewhere on the agenda.

15.11.13 PAYMENT SCHEDULE

The Payment Schedule for Sandwich Toll Bridge Fund, totalling £2,744.38, was received, approved and signed.

16.11.13 MUSEUM & ARCHIVES PAYMENT SCHEDULE

The Payment Schedule for the Guildhall Museum & Archives, totalling £592.23, was received, approved and signed.

17.11.13 FINANCE

Members considered the following financial information:

(i) Statement of Accounts as at 31st October 2013.

RESOLUTION: Further information will be provided regarding the budgeted/actual staffing costs for the year and these documents will be returned to the next meeting of the Trustees.

(ii) Financial Statements for the year ended 31st March 2013.

RESOLUTION: That the document be approved pending some amendments to the Trustees Report and an amendment to the 'Governance Costs'.

18.11.13 TRUSTEES SEMINAR

Cllr Mrs Laslett provided feedback from a Trustees Seminar that she had attended and made a number of recommendations.

RESOLUTIONS:

(i) A written agreement and policy for the use of volunteers will be drafted for approval.

(ii) Written procedures on how grants are awarded will be drafted for approval.

(iii) Research will be undertaken into the Trusts status and the liability of Trustees (whether the charity is unincorporated/incorporated body).

19.11.13 SANDWICH FIRE APPLIANCES

Members received a copy of the latest correspondence from Dover Transport Museum Society and considered the request that the loan of three fire engines "should run for a minimum of three years" in order for the Society to justify the cost of collecting these items.

RESOLUTION: That the three fire appliances be loaned to Dover Transport Museum Society for a minimum of three years.

20.11.13 CONFIDENTIAL ITEM

Members considered the following items:

POLICE OFFICE & CAB OFFICE

Members considered a report from Miss L Fidler regarding the Citizens Advice Bureau offices.

RESOLVED: That a quote will be obtained for sectioning off part of the CAB office for possible use by Kent Police.

21.11.13 DATE AND TIME OF NEXT MEETING

Monday 2nd December 2013, following the meeting of the Town Council, in the Council Chamber.

Signed: _____ **Date:** _____