

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 3rd March 2014, in the Council Chamber, Guildhall, Sandwich.

Present: Trustees:

- The Mayor**
- HJ Bragg**
- PI Carter**
- RA Daw**
- P Graeme**
- Mrs S Laslett**
- Mrs V Lioté**
- MW Moorhouse**
- JP Scollard**
- BA Scott**
- JO Sneller**
- MB Trussler**

Officer: Miss L. Fidler

08.03.14 APOLOGIES

Apologies were received and accepted from Cllr Mrs Dunay who had a family commitment; Cllr Mrs Russell who had another engagement; Cllr Watts who was unwell and Cllr Wood who had a work commitment.

09.03.14 DECLARATIONS OF INTEREST

There were no declarations of personal interest.

10.03.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 17th February 2014, were received, approved and signed.

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

There were no matters arising from the minutes of 17th February 2014 not covered elsewhere on the agenda.

12.03.14 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on 24th February 2014, were received, approved and signed. Trustees had a lengthy discussion about the grants budget for 2014/15, the proposed funding to repair the Bulwarks Play Area and the advertising budget. It was confirmed that information about the hall hire charges for different groups will be brought to the next Finance Committee meeting, as well as the opportunity to discuss the market manager's contract.

Cllr Sneller left the meeting at this stage due to being unwell

RESOLUTION: That the following recommendations are approved:

- That the Grants Budget be set at £4K for 2014/15, the Finance Committee will continue to review the budget quarterly and further grants could be awarded in the year if approved by the Trustees.**
- That a budget be set at £3K in 2014/15 for promoting the Guildhall as a wedding venue. Quotes will be obtained for the Trustees to approve how this money is spent throughout the year to ensure that the Trust is the benefactor of this expenditure.**
- That the attached budget (as submitted to the Committee) be put to the Trustees for approval**
- The Clerk continues to obtain further quotes for possible work at the Guildhall, to be presented at the next Finance Committee meeting.**

- 13.03.14 PAYMENT SCHEDULES**
The Payment Schedule for Sandwich Toll Bridge Fund, totalling £466.43, was received, approved and signed.
- 14.03.14 MUSEUM & ARCHIVE**
(i) Trustees considered the proposed updates to the Constitution for Sandwich Guildhall Museum & Archive.
RESOLUTION: The Constitution for Sandwich Guildhall Museum & Archives was approved with two minor amendments.
- (ii) Trustees considered a draft volunteers' contract and draft job descriptions for voluntary staff of the Sandwich Guildhall Museum & Archive. It was confirmed that the contract had been provided by Peninsula Business Services and had been approved as acceptable to our insurer.
RESOLUTION: The volunteers' contract and draft job description were approved for use.
- 15.03.14 HEALTH & SAFETY**
Trustees received a report from Miss L. Fidler, Clerk to the Trustees, providing an update on matters relating to health & safety.
RESOLUTION: That this information be noted.
- 16.03.14 ASSET MANAGEMENT**
Trustees received the following information from Quilter Cheviot:
(i) Letter of 20th February and accompanying Contract Note for the purchase of shares in Goldman Sachs US Equity.
RESOLUTION: That this information be noted.
(ii) Letter of 18th February and the portfolio valuation as at 31st January 2014.
RESOLUTION: That this information be noted.
(iii) Income Account Statement for the period to 15th February 2014.
RESOLUTION: That this information be noted.
(iv) Letter of 13th February and accompanying Contract Note for the purchase of shares in Tosca Focus.
RESOLUTION: That this information be noted.
- 17.03.14 CORRESPONDENCE:**
Trustees considered the following correspondence:
(i) Email dated 25th February 2014 from *Futures for Dogs*, regarding use of the Meeting Room and Forecourt.
RESOLUTION: That Futures for Dogs be allowed to use the Guildhall Forecourt on 21st June, 26th July, 13th September and 13th December.
- 18.03.14 CONFIDENTIAL ITEM**
Trustees received a report from Miss L. Fidler, Clerk to the Trustees, regarding an occupational health referral.
RESOLUTION: The Clerk was given permission to engage an occupational health service, as directed by Peninsula Business Services, in relation to an ongoing staffing matter.
- 19.03.14. DATE AND TIME OF NEXT MEETING**
Monday 7th April 2014, following the meeting of the Town Council, in the Council Chamber.