

Minutes of a Meeting of the Sandwich Toll Bridge Fund Finance Committee, held on Monday 7th April 2014, in the Mayor's Parlour, Guildhall, Sandwich at 6.00pm.

Present: **Councillors: The Mayor (in the Chair)**
 HJ Bragg
 P Graeme
 M W Moorhouse
 M B Trussler
JJ Watts
Officers: Miss L Fidler

01.04.14 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Mrs Dunay and Wood who are were on holiday

02.04.14 DECLARATION OF INTEREST

Cllr Moorhouse declared a personal interest in Item 04.04.14 (v) as Chairman of Sandwich Festival Association.

03.04.14 CONFIDENTIAL ITEM

STAFFING SALARIES

Members considered a report from Miss L Fidler regarding office pay scales.

RECOMMENDATION: Following a Dover Job Evaluation Questionnaire undertaken by DDC the following office staff to have their pay grades adjusted as such:

- Assistant Town Clerk/Mayor's Secretary

NALC/SLCC Grade for job 23-27 points, to start at Point 23 (£20,400).

- Finance Officer/Admin Assistant

NALC/SLCC Grade for job 18-22 points, to start at Point 18 (£17,333).

The additional funding required to come from the Staffing Contingency Budget.

04.04.14 GRANTS 2014/15

Members consider the following information:

(i) A report from Miss T Weir regarding Guidelines for Awarding Grants.

RECOMMENDATION: That the attached guidelines be approved.

(ii) Application from Girl Guiding Sandwich Division for a grant of £750.

This request for a grant is currently withdrawn and no longer needs to be considered.

(iii) Application from Sandwich Lawn Tennis Club for a grant of £750.

RECOMMENDATION: That no grant be offered.

(iv) Application from The Becker Ensemble for a grant of £1,500.

RECOMMENDATION: That a grant of £750.00 be awarded to The Becker Ensemble.

(v) Application from Sandwich Festival Association for a grant of £3,000.

RECOMMENDATION: That a grant of £2,000 be awarded to Sandwich Festival Association.

(vi) Application from Sandwich Community Lights Committee for a grant of £1,500

RECOMMENDATION: That a grant of £1,000 be awarded to Sandwich Community Lights Committee.

05.04.14 FORECOURT MARKETS

(i) To receive a copy of the current Market Manager's terms of reference and Market Regulations and to consider whether any amendments can be made to improve financial gain for the charity.

RECOMMENDATION: That the Mayor, Town Clerk and Market Manager meet to discuss how the contract could be altered and report back to the Trustees.

(ii) To consider a suggestion that has been raised by both Cllr Carter and Sandwich Community Events Association that the tables available to hirers of the forecourt be updated (currently there are 33 wooden tables available for hirers of the Forecourt).

RECOMMENDATION: That the current wooden trestle tables will be serviced and not replaced.

06.04.14 HALL HIRE CHARGES

Members received a report regarding the current hall hire charges and how they are applied to different hirers.

RECOMMENDATION: That the Clerk to the Trustees be in charge for implementing how the hire charges are applied.

07.04.14 QUOTES FOR GUILDHALL REPAIRS & MAINTENANCE

To consider whether an extraordinary meeting of the Finance Committee needs to be arranged to consider quotes for repairs and maintenance at the Guildhall.

RECOMMENDATION: That an extraordinary meeting of the Committee will be arranged by the Clerk as soon as all quotes are available.

08.04.14 DATE AND TIME OF NEXT MEETING

Monday 7th July 2014, at the conclusion of the Sandwich Town Council Finance Committee Meeting (6pm), in the Mayors Parlour.

Signed: _____ Date: _____