

Minutes of a Meeting of the Trustees of Sandwich Toll Bridge Fund, held on Monday 30th June 2014 in the Council Chamber, Guildhall, Sandwich

Present: Trustees:

- The Mayor**
- HJ Bragg**
- BW Butcher**
- PI Carter**
- RA Daw**
- Mrs JL Dunay**
- Mrs S Laslett**
- Mrs V Liote**
- MW Moorhouse**
- Mrs M Russell**
- JO Sneller**
- MB Trussler**
- JJ Watts**
- DMA Wood**

Officer: Miss T Weir

25.06.14 APOLOGIES

Apologies were received and accepted from Cllr Scollard, who was on holiday, and Cllr Scott, who had been detained at a previous appointment.

26.06.14 DECLARATIONS OF INTEREST

There were no declarations of interest.

27.06.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 2nd June 2014, were received, approved and signed.

28.06.14 MUSEUM / ARCHIVE COMMITTEE

The Minutes of the Museum / Archive Committee Meeting, held on 2nd June 2014, were received, approved and signed.

RESOLUTION: That the following recommendations be approved:

- That the Town Clerk organise a stock check of Museum souvenirs.
- That the Working Group should take forward the Museum's involvement in the Artists and Bunting elements of the "Codename: Joined Up" project, with input from the Trustees as required.
- That the Sandwich Guildhall Museum should seek accreditation again this year.
- That the Trustees of Sandwich Toll Bridge Fund, at their next meeting, should nominate a Trustee to take forward the Museum Forward Plan (see item 33.06.14 below).
 - That the following text be sent to the project co-ordinators (of "Codename: Joined Up") by the Clerk to the Trustees, in the name of the Toll Bridge Fund Trustees: "I can confirm on behalf of the Sandwich Toll Bridge Fund Trustees, as Trustees of the Sandwich Guildhall Museum, that the Museum and Trustees are committed to the project and that our venues will be provided as scheduled in the DMAG WWI project".
 - That Ray Harlow, Honorary Curator, be confirmed as the Museums member of the project Steering Group and also as its Collections Champion and Digital Champion.
 - That Trustee Mrs Sue Laslett be confirmed as the Museum's Artists Champion and Bunting Champion and that the Museum Working Group be involved in taking forward these projects locally.

(Please note that the last three recommendations, contained at Item 07.06.14 in the Museum / Archive Committee minutes, were approved by the Trustees on 2nd June 2014 as a matter of urgency, but are reproduced here for the sake of completeness).

29.06.14 ADVISORY COMMITTEE

The Minutes of the Advisory Committee Meeting, held on 18th June 2014, were received and considered. There was some concern that the minutes did not include an explanation as to why two requests for use of the Forecourt had been refused and one accepted and that this may be seen to reflect inconsistency on the part of the Committee; some Trustees felt that the feeling of the Committee regarding duplication by the refused stalls of provision already in Sandwich was not justified. There remained concerns that stallholders used to setting a pitch at weekends may try to get onto the Forecourt when booked events, such as the community events, were on site.

RESOLUTION: That the minutes be accepted but that the recommendations (i) and (ii) under item 24.06.14, *Use of Guildhall Forecourt*, be rejected and overturned, with the effect of allowing all three stallholders use of the Forecourt, but that the relevant terms should state firmly that use of the Forecourt was not offered and should not be attempted when booked events, such as the community events, were on site. As such, the final resolutions were as follows:

- That a request from Mrs M Richards (Grandma's Homemade Cakes), dated 27th September 2014, regarding trading on the Forecourt on Saturdays be approved (not refused, as originally recommended by the Advisory Committee), the relevant terms should state firmly that use of the Forecourt is not offered and should not be attempted when booked events, such as the community events, are on site.

- That a request from Claire Licence regarding trading with an ice cream van on the Forecourt at weekends and on holidays be approved (not refused, as originally recommended by the Advisory Committee), the relevant terms should state firmly that use of the Forecourt is not offered and should not be attempted when booked events, such as the community events, are on site.

- That a request from Terry Phillips regarding location of a fruit stall on the Forecourt be approved, the relevant terms should state firmly that use of the Forecourt is not offered and should not be attempted when booked events, such as the community events, are on site.

- That the fishmonger using the Forecourt on Saturdays should pay £15 for each visit.

- That the Mayor and the Town Clerk (with the Assistant Town Clerk as necessary) should produce a generic agreement for traders visiting at any time other than the Thursday Market, this agreement to be based on the Market Manager's contract and particularly to be clear around issues of liability.

- That all future applications for trading on the Forecourt at any time other than the Thursday Market be decided by the Town Clerk, each application to be assessed according to its compatibility with the current shopping offer in Sandwich.

30.06.14 PAYMENT SCHEDULE

The Sandwich Toll Bridge Fund Payment Schedule, totalling £2930.33, was received, approved and signed.

31.06.14 POLICY & PROCEDURES

Trustees received and considered the following information:

(i) An email from Cllr Mrs Laslett regarding various procedural matters.

(ii) A recommendation from Cllr Wood that either all trustees are members of the committees or the committees are disbanded and all decisions are made at normal

meetings, in order to ensure that all members are part of the decision making process.

(iii) The current Terms of Reference for the following Committees (with a view to considering whether any amendments needed to be made): Advisory; Finance; Halls; Museum/Archives

(iv) A report from Miss L Fidler regarding various written documents.

The Mayor outlined the background to the Toll Bridge Fund, and informed Trustees that he felt the Fund needed certain key documents to put it on a firmer procedural footing, going forward: a Statement of Principle; Standing Orders; and a Business Plan covering the short, medium and long term (1, 3 and 5 years). Certain Trustees expressed concern that a clearer distinction needed to be established between the Town Council and the Toll Bridge Fund, for example in membership of equivalent committees for both such as Finance and Advisory committees, and felt that greater public transparency was required. The sense of the meeting was that this issue required more consideration and discussion than could be afforded at that time.

RESOLUTION: That all questions put under item 31.06.14 (item 7 on the agenda) be deferred to a dedicated meeting of the Trustees.

32.06.14 ASSET MANAGEMENT

Trustees received and considered the following information from Quilter Cheviot:

(i) Income Account Statement for the period to 15th June 2014.

(ii) Portfolio Valuation as at 30th May 2014.

(iii) Letter of 29th May 2014 and accompanying Contract Note for the sale of shares in Electrocomponents.

(iv) Letter of 23rd June 2014 and accompanying Contract Note for the sale of shares in Tesco Personal Finance Investments.

(v) Letter of 30th May 2014 and accompanying Contract Note for the purchase of shares in Tritax Big Box Reit Plc.

RESOLUTION: That these five items of information be noted.

33.06.14 GUILDHALL MUSEUM

Trustees received a written report from Miss T Weir regarding Museum accreditation, asking them to consider nominating a Trustee to lead on the Museum Forward Plan.

RESOLUTION: That Cllr Scollard should lead on the Museum Forward Plan.

34.06.14 GRANTS

Trustees received an update and letter of thanks from Sandwich Festival Association in response to the grant of £1000 that was awarded in 2013/14 and the £2000 that was awarded towards the forthcoming Festival.

RESOLUTION: That this information be noted.

35.06.14 CORRESPONDENCE

Trustees received and considered the following items of correspondence:

(i) An email from Amanda Martin, Climate Change and Energy Conservation Officer at DDC, regarding an Display Energy Certificate for the Guildhall at a cost of £150.

RESOLUTION: That a Display Energy Certificate should not be purchased.

(ii) A request from The Sandwich Society for the Guildhall to be part of the National Heritage Open Days (the Guildhall and caretakers could accommodate this request).

RESOLUTION: That this request be granted.

(iii) A request from Sandwich Festival Association to hang a banner from the Guildhall balcony from 11th - 25th August.

RESOLUTION: That this request be granted.

(iv) A letter from Sandwich (E) Townswomen's Guild, dated 13th June 2014, regarding regular room hire charges (which had recently increased to bring them in line with the approved hire charges).

RESOLUTION: That the changes to the room hire charges to the Townswomen's Guild should stand in order to maintain consistency across the board.

36.06.14 DATE AND TIME OF NEXT MEETING

To be confirmed, further to resolution under item 31.06.14 above.

Signed: _____ **Date:** _____