

Minutes of a Meeting of the Trustee of Sandwich Toll Bridge Fund, held on Monday 28th July 2014, in the Council Chamber, Guildhall, Sandwich.

Present: Councillors: The Mayor (in the Chair)

**HJ Bragg
RA Daw
Mrs S Laslett
Mrs V Liote
MW Moorhouse
Mrs M Russell
JP Scollard
BA Scott
JO Sneller
MB Trussler
JJ Watts**

Officer: Miss L. Fidler

16.07.14 APOLOGIES

Apologies were received and accepted from Cllrs Butcher, Carter, Mrs Dunay and Wood.

17.07.14 DECLARATIONS OF INTEREST

There were no declarations of private or prejudicial interest.

18.07.14 MINUTES

The Minutes of the Meeting of the Trustees, held on 30th June 2014, were received, approved and signed.

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

There were no matters arising therefrom.

20.07.14 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on Monday 7th July 2014, were received, approved and signed. And the following Recommendations were accepted:

RESOLUTIONS:

(i) Staff 'Cross Over' Services: The Clerk will gather more information about how staff spend their time and report back in November (when the frequency of Trustee meetings is reviewed).

(ii) Quotes for Guildhall maintenance: A further quote will be obtained for restoration work to the Main Hall and Jury Room Floor. Cllrs Butcher, Sneller & Trussler will provide a specification for the work that needs to be undertaken to relay the Guildhall Forecourt Cobble.

21.07.14 MUSEUM & ARCHIVE COMMITTEE

(i) The Minutes of the Museum & Archive Committee Meeting, held on Monday 21st July 2014, were received, approved and signed. And the following Recommendations were accepted:

RESOLUTIONS:

(a) Permission be given to the Museum & Archives Working Group to purchase the items listed in the proposed plan (detailed in the Museum & Archives Working Group Minutes of 8th July 2014, which are attached to the official minutes). This expenditure will be covered by the Heritage Lottery Grant of £4,100.

(b) Cllr Scollard to be formally thanked for his enterprise and endeavour in obtaining the lottery grant on behalf of the museum.

(ii) Members considered appointing a Councillor/Councillors to lead the development of the Museum's Forward Plan, which is necessary for accreditation.

RESOLUTION: There were no volunteers to undertake this work. It was agreed that Sarah Corn, Museum & Development Officer for Kent & Medway, be invited to meet with the Museum & Archive Committee (and any other Councillors who wish to attend) to discuss what work is required.

22.07.14 PAYMENT SCHEDULES

(i) To approve the Sandwich Toll Bridge Fund Payment Schedule.

RESOLUTION: Payments totalling £20,033.69 were approved.

(ii) To approve the Museum & Archives Payment Schedule.

RESOLUTION: Payments totalling £148.75 were approved.

23.07.14 FINANCE

Members received the following financial information:

(i) Sandwich Toll Bridge Fund - statement of accounts as at 31st May 2014

RESOLUTION: This information was noted.

(ii) Sandwich Guildhall Museum: General Account - income & expenditure account for the period 1st April 2014 to 31st May 2014.

RESOLUTION: This information was noted.

24.07.14 WEBSITE

Members received information from the Clerk to the Trustees regarding the proposed development of the Town Council's website (which includes pages for the Charity).

RESOLUTION: It was agreed that Open Sandwich Design will be commissioned to undertake the redevelopment of the website at a cost of £400 (to be apportioned between Sandwich Town Council / Sandwich Toll Bridge Fund as necessary). Cllr Scollard and the Clerk to the Trustee will discuss the requirements of the Museum within the website. And Councillors will be able to offer input into the website's design as the project progresses.

25.07.14 HEALTH & SAFETY

Members received an update on the potential supply of Health & Safety services from EK Human Resources, Pensisula Business Services and Ellis Whittam.

RESOLUTION:

EK Human Resource will be employed to undertake the Charity's health & safety guidelines and provision.

26.07.14 EVENTS

Members considered a report from Miss L Fidler regarding two queries relating to events on the Guildhall Forecourt.

RESOLUTION:

(i) **Use of the Meeting Room during events on the Forecourt is not automatic or free. The hirer of the Forecourt must also book the Meeting Room and be prepared to pay the approved charge (minus 25% if a local organisation or charity).**

(ii) **The organisers of the Folk & Ale Festival will be asked to return the missing tables or pay for replacements.**

27.07.14 ASSET MANAGEMENT

To receive the following information from Quilter Cheviot:

(i) Combined Portfolio Valuation & Custody Statement as at 30th May 2014.

RESOLUTION: This information was noted.

(ii) Monthly valuation report and performance data for the period up to 30th June 2014 (summary - full document available to view at Town Clerk's office).

RESOLUTION: This information was noted.

(iii) Income Account Statement and Capital Account Statement for the period up to 15th July 2014.

RESOLUTION: This information was noted.

28.07.14 CORRESPONDENCE:

To consider the following correspondence:

(i) Letter dated 15th July 2014 from John Hennessy, Chairman - The Sandwich Society, regarding display of banners on the Guildhall balconies.

RESOLUTION: Permission was given for The Sandwich Society to display a banner on the Guildhall balcony to advertise the Heritage Open Days. The Clerk will have the authority to respond directly to these enquiries in the future.

29.07.14 CONFIDENTIAL ITEMS

(i) Members received a written report from the Town Clerk regarding updates to the staff sickness and injury provisions.

RESOLUTION: Those staff who are on the old contracts of employment (issued before a contract with Peninsula Business Services was entered) will remain on these contracts if they wish, as opposed to having the contract & handbook updated to reflect the new sickness and injury pay provisions. These staff fully understand that they are accepting a lesser provision. The staff on new contracts have all been informed about the new provisions.

(ii) To receive a written update from the Town Clerk regarding supervision and appraisals.

RESOLUTION: The Clerk will continue to draw up and implement a plan for staff supervision and appraisals.

30.07.14 DATE AND TIME OF NEXT MEETING

Extraordinary meeting: Monday 4th August 2014, 7pm, in the Council Chamber (to discuss management of the Charity).

Ordinary meeting: Monday 18th August 2014, following the meeting of the Town Council, in the Council Chamber.