

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 26<sup>th</sup> January 2015 in the Council Chamber, Guildhall, Sandwich**

**Present:**        **Councillors:** **The Mayor (in the chair)**

**HJ Bragg**  
**BW Butcher**  
**PI Carter**  
**RA Daw**  
**Mrs V Lioté**  
**MW Moorhouse**  
**Mrs P Russell**  
**JP Scollard**  
**BA Scott**  
**JO Sneller**  
**MB Trussler**

**Officer:**        **Miss T Weir**

**17.01.15        APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs Dunay (who was on holiday), Cllr Mrs Laslett (due to ill health), Cllr Watts (due to ill health) and Cllr Wood (due to a work commitment).

**18.01.15        DECLARATIONS OF INTEREST**

There were no declarations of interest.

**19.01.15        MINUTES**

The Minutes of the Meeting of the Trustee held on Monday 15<sup>th</sup> December 2014 were received, approved and signed.

**20.01.15        MUSEUM & ARCHIVE COMMITTEE**

The Minutes of the Meeting of the Museum & Archive Committee held on 19<sup>th</sup> January 2015 were received, approved and signed.

**RESOLUTION: That the following recommendations be approved:**

- That Lili Rasmussen be invited to future meetings of the Museum & Archive Committee.
- That the Honorary Curator, Mr Harlow, conduct further research and report back to the Committee meeting on 13<sup>th</sup> April 2015 as to why John Hillier's name is shown for the period 1880 – 1882 and why there is no mention of William Bradley among the list of Mayors in the Mayor's Parlour.
- That Dr Vaile (who brought the omission mentioned above to the Committee's attention) be informed that further investigation is being conducted by the Honorary Curator in the Council's records and that the matter will be brought back for consideration at the next Committee meeting on 13<sup>th</sup> April 2015.
- That a quotation be sought from the same provider (who made a proposal for updating the I.T. in the Archive which was considered by the Committee) to refresh the whole system in the Archive (MS Office must be included).
- That this quotation be brought directly to the Toll Bridge Fund Trustee for consideration, rather than back to the next Committee

meeting, and that Mr Harlow be invited to the relevant Trustee meeting to answer questions regarding the archivists' I.T. needs, as required.

**21.01.15 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £20,836.06, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £398.29, was received, approved and signed.

**22.01.15 FINANCE**

The following financial information was received:

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

**RESOLUTION: That this information be noted.**

(ii) Sandwich Guildhall Museum: General Account - income & expenditure account for the period to 31<sup>st</sup> December 2014.

**RESOLUTION: That this information be noted.**

**23.01.15 GUILDHALL FORECOURT**

(i) The Trustee received and considered a draft Forecourt Policy, as drafted by Mr Steve Laslett.

**RESOLUTION: That consideration of the draft Forecourt Policy should be deferred to the meeting of the Sandwich Toll Bridge Fund Trustee on 16<sup>th</sup> February 2015 to allow for proposals for the refurbishment of the Forecourt to be brought back to the Trustee.**

(i) The Trustee considered setting a sum for which the Guildhall Forecourt could be hired in its entirety by a private business / individual. It was clarified that this fee would apply to the whole Forecourt and only when it was available (i.e. not when civic, community or other pre-booked events were taking place).

**RESOLUTION: That this fee be set at £250.**

**24.01.15 CORRESPONDENCE**

(i) The Trustee received and considered a letter dated 13<sup>th</sup> January 2015 from Dr Benjamin Drew of the Market Place Surgery, regarding the Surgery's interest in use of parking space adjacent to the south side of the Surgery.

**RESOLUTION: That Dr Drew be asked to present the Surgery's proposal to the next meeting of the Finance Committee.**

**25.01.15 ASSET MANAGEMENT**

The Trustee received and considered the following information from Quilter Cheviot:

(i) Income account statement for the period to 15<sup>th</sup> December 2014.

**RESOLUTION: That this information be noted.**

(ii) Income account statement for the period to 15<sup>th</sup> January 2015.

**RESOLUTION: That this information be noted.**

(iii) Capital account statement for the period to 15<sup>th</sup> January 2015.

**RESOLUTION: That this information be noted.**

(iv) Monthly portfolio valuation (investment report) as at 30<sup>th</sup> November 2014 (covering letter & summary sheet provided – full document available to view in the office of the Clerk to the Trustee).

**RESOLUTION: That this information be noted.**

(v) Monthly portfolio valuation (investment report) as at 31<sup>st</sup> December 2014 (covering letter & summary sheet provided – full document available to view in the office of the Clerk to the Trustee).

**RESOLUTION: That this information be noted.**

**26.01.15**

**DATE AND TIME OF NEXT MEETING**

Monday 16th February 2015, following the meeting of the Town Council, in the Council Chamber.

DRAFT