

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 29th June 2015 in the Council Chamber, Guildhall, Sandwich

Present: Councillors: The Mayor (in the chair)

**HJ Bragg
PI Carter
RA Daw
Mrs J Dunay
JEM Gisbey
MJ Holloway
Mrs V Lioté
C Miller
MW Moorhouse
Ms O'Donoghue
MB Trussler
DMA Wood**

Officer: Miss L Fidler

14.06.15 APOLOGIES

Apologies were received and accepted from Cllrs Franklin and Trim (due to personal commitments) and from Cllr Watts (due to ill health).

15.06.15 DECLARATIONS OF INTEREST

There were no declarations of interest.

16.06.16 MINUTES

The Minutes of the Meeting of the Trustee held on 1st June 2015 were received, approved and signed.

17.06.15 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on 15th June 2015, were received, approved and signed.

RESOLUTION: That the following recommendations be approved:

(i) That £100 be awarded from the Trustee's reserves [towards the St Clement's Church Sandwich Twentieth Anniversary Organ Recitals 2015].

(ii) That no grant be awarded to Sandwich Sports & Leisure Centre Trust [for the new boiler].

(iii) The Market Place Surgery will be asked to clarify exactly what their long-term objectives for the site [Guildhall Car Park] are – parking and/or development. And whether the Market Place Surgery would consider a lease with the Trust for the land.

18.06.15 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £13,233.49, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £6,714.03, was received, approved and signed.

19.06.15 FINANCE

(i) The Statement of Accounts as at 30th April 2015 was received.

RESOLUTION: That this information be noted.

(ii) The Statement of Accounts as at 31st May 2015 was received.

RESOLUTION: That this information be noted.

20.06.15 COMMITTEES

The Trustee carried out the annual review of the Sandwich Toll Bridge Fund Advisory, Halls and Finance Committees' terms of reference (the Museum & Archive Committee's terms of reference were considered at the meeting of 1st June 2015 in relation to the appointment of a Museum Volunteer Manager).

RESOLUTION: That no amendments be made except that the term *Councillors* be substituted for the term *Trustees* throughout all three terms of reference.

21.06.15 GRANTS

The Trustee received and considered a grant request for £10,000 towards Sandwich Lawn Tennis Club's new clubhouse.

RESOLUTION: That this be deferred for consideration by the meeting of the Finance Committee on 21st September 2015.

22.06.15 LAND & PROPERTY ASSETS

The Trustee considered a motion from Cllr Ms O'Donoghue that an audit of the charity's assets be undertaken.

RESOLUTION: A review of the charity's assets will take place in two stages, firstly the Clerk to Sandwich Toll Bridge Fund's office will provide a summary of the current situation (assets, incomes, agreements). Secondly the council will review this information to see what/whether any changes need to be made.

23.06.15 GUILDHALL FORECOURT

The Trustee received and considered an email and report from Mr Philip Graham, of The Duncan & Graham Partnership, dated 22nd June 2015, regarding development of the Guildhall's Forecourt.

RESOLUTIONS: (i) That this work be progressed according to the proposal put forward by Mr Graham.

(ii) The means of supplying electricity to the Forecourt will be decided by seeking quotations.

(iii) Graphic illustrations of the proposed works should be made available as soon as possible to the public.

24.06.15 ASSET MANAGEMENT

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

(i) Investment report for the month ending 30th April 2015 (full report available in the Clerk's office).

RESOLUTION: That this be noted.

(ii) Letter dated 12th June 2015 and Investment report for the month ending 31st May 2015 (full report available in the Clerk's office).

RESOLUTION: That this be noted.

(iii) Letter dated 11th June 2015 and contract note regarding sale of the holdings of Asian Total Return Inv Co ord 5p and Schroder Oriental Income Fund ord 1p, along with an email dated 19th June 2015 giving further information concerning the purchase price of these shares, sales and income.

RESOLUTION: That this be noted.

(iv) Income Account Statement for the period to 15th June 2015.

RESOLUTION: That this be noted.

25.06.15 CONFIDENTIAL ITEMS

(i) The Trustee received a verbal report from the Clerk regarding an incident on the Guildhall Forecourt.

RESOLUTION: This information was noted.

(ii) The Trustee received and considered a request from Mr R Hill, Shipwright at Sandwich Historical Boatyard, that future rent reviews at the Fishergate should take place in line with inflation, not at market value. At the Trustee meeting on the 23rd March 2015 various questions from Williams & Barnes Solicitors regarding the lease of Fishergate to Sandwich Historical Boatyard Trust, dated 5th March 2015, were considered.

RESOLUTION: That future rent reviews should take place in line with inflation (Retail Price Index) and not open market value.

26.06.15 DATE AND TIME OF NEXT MEETING

Monday 27th July 2015, following the meeting of the Town Council, in the Council Chamber.

DRAFT