

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 27<sup>th</sup> July 2015 in the Council Chamber, Guildhall, Sandwich**

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

**HJ Bragg  
Mrs J Dunay  
JE Franklin  
JEM Gisbey  
MJ Holloway  
Mrs V Lioté  
C Miller  
MW Moorhouse  
Ms O'Donoghue  
CL Trim  
MB Trussler  
JJ Watts**

**Officer: Miss L Fidler**

**11.07.15 APOLOGIES**

Apologies were received and accepted from Cllrs Carter and Daw, who had family commitments. No apologies were received from Cllr Wood.

**12.07.15 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13.07.15 MINUTES**

The Minutes of the Meeting of the Trustee held on 29<sup>th</sup> June 2015 were received, approved and signed.

**14.07.15 MUSEUM & ARCHIVE COMMITTEE**

The Minutes of the Museum & Archive Committee Meeting, held on 20<sup>th</sup> July 2015, were received, approved and signed. Particular attention was drawn to the need for further volunteers to support the *Magna Carta Rediscovered* exhibition.

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

**(i) That the minutes of the Committee meeting of 13th April 2015 be noted.**

**(ii) That the Finance Officer confirm the available balance currently in the Museum account, with a consideration to approaching the Toll Bridge Fund for support if necessary.**

**(iii) That the Town Clerk's office provide Mr Scollard with Museum visitor and visitor income figures (as recent as possible).**

**(iv) That Mr Scollard provide the Town Clerk's office with an updated list of Museum volunteers.**

**(v) That a call for Museum volunteers be put out on the 'news' section of the Town Council website and via the Council's Twitter account by the Town Clerk's office, and that Cllr Ms O'Donoghue post the same call on the Sandwich Facebook page.**

**(vi) That a letter be sent to the Heads of Sixth Form and Heads of History at Sandwich schools, seeking volunteers for the Museum.**

**(vii) That the Town Clerk's office provide an update regarding UV film for the Museum windows and progress this matter further.**

(viii) That note be taken of the number of members of the public who have not filled in DMAG/DAD 'Codename: Joined Up' questionnaires and that this be returned, with completed questionnaires, to DMAG/DAD.

(ix) That Mr Scollard speak to Mrs Rasmussen and ask if she wishes to continue to be invited to Museum & Archive Committee meetings in future, now that the bunting project has come to an end.

(x) That a call for Magna Carta Rediscovered exhibition volunteers be put out on the 'news' section of the Town Council website and via the Council's Twitter account by the Town Clerk's office, and that Cllr Ms O'Donoghue post the same call on the Sandwich Facebook page.

(xi) That a letter be sent to the Heads of Sixth Form and Heads of History at Sandwich schools, seeking volunteers for the exhibition.

(xii) That all councillors undertake at least one volunteering shift during Magna Carta Rediscovered and that, if possible, they recruit friends and/or family to take part.

(xiii) That Emily Stott at the East Kent Mercury be asked to re-issue a call for volunteers for Magna Carta Rediscovered.

(xiv) That the White Mill / Guildhall Museum reciprocal reduced entrance fee scheme be trialled for the rest of the 2015 Museum opening season but that the loss of income to the Guildhall Museum should be monitored.

#### **15.07.15 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £18,762.34 was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £100.14, was received, approved and signed.

#### **16.07.15 FINANCE**

(i) The Sandwich Toll Bridge Fund Statement of Accounts as at 30<sup>th</sup> June 2015 was received.

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

(ii) The Sandwich Guildhall Museum Statement of Accounts as at 30<sup>th</sup> June 2015 was received.

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

#### **17.07.15 APPROVED PREMISES LICENCE**

The Trustee received a letter, dated 9th July 2015, from Sarah Manston (Licensing Officer – KCC) regarding the Guildhall's Approved Premises licence for Civic Marriages & Civic Partnerships, and considered renewal of the licence.

**RESOLUTION: That renewal of the licence be approved.**

#### **18.07.15 GUILDHALL & FORECOURT HIRE AGREEMENTS**

The Trustee considered addition of a clause to the standard Guildhall Room Hire Agreement and to the Forecourt Agreements for private individuals / local or charitable organisations and for commercial enterprises, to the following effect: "The Hirer will provide copies of a current and relevant certificate of insurance and of all necessary licences and permits upon request by staff".

**RESOLUTION: That addition of this clause be approved.**

19.07.15

**GRANT APPLICATION: SANDWICH LAWN TENNIS CLUB**

The Trustee received and considered a letter from Stuart Bennett, Club Chairman – Sandwich Tennis Club, requesting that the Club’s application for grant funding be considered before the Toll Bridge Fund Finance Committee meeting of 21<sup>st</sup> September. An abridged copy of the original grant application was attached to the agenda of this Trustee meeting – the full application (including backing documents) was available in the office of the Clerk. The decision to defer this application was made at the Trustee meeting of 29<sup>th</sup> June 2015. There was some discussion regarding this agenda item and it was pointed out that a firm agreement had not yet been reached between the Sandown Road allotment holders and Sandwich Lawn Tennis Club. The £10,000 requested from Sandwich Toll Bridge Fund had not been guaranteed by the Trustee and it was felt that this grant should not be rushed through but should receive full consideration at the Sandwich Toll Bridge Fund Finance Committee meeting on 21<sup>st</sup> September. An undertaking from the Club that it would be easier for young people to use the Club’s courts would be welcomed.

**RESOLUTION: That this grant application remain scheduled for consideration at the Sandwich Toll Bridge Fund Finance Committee meeting on 21<sup>st</sup> September and that the budget from which such a grant could be made should be examined.**

20.07.15

**ASSET MANAGEMENT**

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

(i) Contract note for purchase of shares in Standard Chartered ord 50c, 6<sup>th</sup> July 2015.

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

(ii) Contract note and additional information regarding sale of shares in T. Bailey Fund Managers Aptus Global Financials B Inc Nav, 7<sup>th</sup> July 2015.

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

(iii) Covering letter and contract notes dated 8<sup>th</sup> July 2015, with additional information, regarding purchases of shares in Cineworld and SKY, and sale of a holding of WPP.

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

(iv) Investment report for the month ending 30<sup>th</sup> June 2015 and covering letter dated 16<sup>th</sup> July 2015.

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

(v) Income Account Statement for the period to 15<sup>th</sup> July 2015.

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

(vi) Capital Account Statement for the period to 15<sup>th</sup> July 2015.

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

21.07.15

**DATE AND TIME OF NEXT MEETING**

Monday 24<sup>th</sup> August 2015, following the Quarterly meeting of the Town Council, in the Council Chamber.