

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 30th November 2015 in the Council Chamber, Guildhall, Sandwich

Present: **Councillors:** **The Mayor, Cllr Graeme (in the chair)**

**HJ Bragg
PI Carter
RA Daw
JE Franklin
JEM Gisbey
MJ Holloway
Mrs VA Lioté
C Miller
MW Moorhouse
Ms O'Donoghue
CL Trim
MB Trussler
JJ Watts
DMA Wood**

Officer: **Miss L Fidler**

- 08.11.15 APOLOGIES**
Apologies were received and accepted from Cllr Mrs Dunay, due to ill health.
- 09.11.15 DECLARATIONS OF INTEREST**
There were no declarations of interest.
- 10.11.15 MINUTES**
The minutes of the meeting of the Trustee on 26th October 2015 were received, approved and signed. There were no matters arising.
- 11.11.15 FINANCE COMMITTEE**
The Minutes of the Finance Committee Meeting held on 16th November 2015 were received, approved as accurate and signed.
RESOLUTION: That the following recommendations of the Finance Committee be approved:
(i) That £250 be awarded to the Pilgrims Hospices Thanet in the current financial year.
(ii) That £5,150.00 be awarded to the Phoenix Youth Project in the 2016/17 financial year.
(iii) That £1,500 be awarded to Streetside (via Phoenix Youth) in the 2016/17 financial year.
(iv) The attached budget should be approved; the staffing budgets include a 1% pay increase for all staff.
A copy of the budget for 2016/17 as approved is attached to these minutes.
- 12.11.15 PAYMENT SCHEDULES**
(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £27,070.24 was received, approved and signed.
(ii) The Museum & Archives Payment Schedule, totalling £160.57, was received, approved and signed.
- 13.11.15 FINANCE**
(i) The Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2015 was received.
RESOLUTION: That this information be noted.

(ii) The Sandwich Guildhall Museum Statement of Accounts as at 31st October 2015 was received.

RESOLUTION: That this information be noted.

(iii) The Trustee received a letter dated 21st October 2015 from Chubb Fire & Security Ltd. regarding the Guildhall fire alarm system and considered the recommended actions and expenses.

RESOLUTION: That the recommended actions and expenses be undertaken.

- 14.11.15 SANDWICH TOWN IMPROVEMENTS & TRANSPORT STRATEGY**
The Trustee considered whether a grant could be awarded to Sandwich Town Council to assist with implementation of the traffic proposals set out within the *White Paper* and *Sandwich Town Improvements – Introduction to the proposals*.
RESOLUTION: That consideration of this matter be deferred until costs are confirmed.
- 15.11.15 METAL DETECTING POLICY**
The Trustee received a report by the Assistant Town Clerk & Mayor's Secretary regarding a policy on requests to carry out metal detecting on Toll Bridge Fund land, and considered a draft policy statement on metal detecting.
RESOLUTION: That the draft policy be adopted.
- 16.11.15 AMENDMENT TO STANDING ORDERS**
The Trustee considered the following addition to Standing Orders, section 1 (m), regarding voting at meetings: "In the event that abstentions (but not votes against) outnumber votes supporting a motion, that motion will be considered to have passed".
RESOLUTION: This this amendment to Standing Orders be approved.
- 17.11.15 ARCHIVED MATERIALS AT KENT HISTORY & LIBRARY CENTRE**
The Trustee received a report by Linda Elliott, Volunteer Archivist, providing an update following a visit to Kent History & Library Centre.
RESOLUTION: (i) That Linda Elliott be thanked for her work in this respect. (ii) That the following recommendations made by Linda Elliott be approved and progressed:
- (a) That the earliest Sandwich Custumal should be returned to Sandwich, stored in the Archival Cabinet and displayed at appropriate times to the public. That it should be made available for study using the protocols applying to the Magna Carta and Charter of the Forest. This custumal, written in 1450, is a copy of the original Champeney Custumal, the original does not appear to have survived. A second copy is owned by Kent Archives so researchers can chose which venue to undertake their research.
 - (b) That a display cabinet for the Custumal should be purchased (similar to those used for displaying the Magna Carta and Charter of the Forest).
 - (c) That a suitable member of the Guildhall Archives volunteer staff should be found to transcribe the Custumal (some of it has already been done by William Boys) and that the transcript should be typed up and bound so that it can be displayed next to the original, but is able to be handled by the public. A short print run may be made and copies sold to raise money for further work on the collection.
 - (d) The earliest Sandwich Borough Year books, known as the "Old Black Book" (1431), the "White Book" (1488), the "Little Black Book" (1551), "Old Red Book" (1527), the "New Red Book" (1568) have been microfilmed by Kent Archives. The cost to transfer the microfilms to PDF files should be investigated so that copies of these early records are available in Sandwich.

- (e) Whilst the Sandwich Borough Collection is held at the Kent Archives they are the responsibility of Sandwich Town Council. The "scrapbook" which held the Maga Carta and Charter of the Forest has been inspected and it would appear that several other documents pasted into the book would benefit from conservation work. Kent Archives Conservation Department should be asked to inspect the scrap book and give a report as to the need for such work, cost and the advisability of lifting all documents from the "scrapbook" pages.
- (f) That a Heritage Lottery Fund application should be made to assist with the costs of the actions outlined above.

18.11.15

ASSET MANAGEMENT

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

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

RESOLUTION: That this information be noted.

(ii) Letter dated 27th October 2015 and contract note regarding the sale of holdings in Cineworld Group ord 1p.

RESOLUTION: That this information be noted.

(iii) Letter dated 30th October 2015 and contract note regarding the purchase of holdings in Carmignac Gestion Lux Portfolio Grande Europe F EUR Acc.

RESOLUTION: That this information be noted.

(iv) Investment report for the month ending 31st October 2015 with covering letter dated 11th November 2015 (full investment report available in the Clerk's office).

RESOLUTION: That this information be noted.

19.11.15

DATE AND TIME OF NEXT MEETING

Monday 21st December 2015, following the Ordinary meeting of the Town Council, in the Council Chamber.