

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 29th February 2016 in the Council Chamber, Guildhall, Sandwich

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

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

Officer: Miss L Fidler

07.02.16 APOLOGIES

Apologies were received and accepted from Cllr Trim due to ill health and Cllr Miller who had departed from the Council pending resignation.

08.02.16 DECLARATIONS OF INTEREST

There were no declarations of interest.

09.02.16 MINUTES

The minutes of the meeting of the Trustee on 25th January 2016 were received, approved and signed. There were no matters arising therefrom.

10.02.16 FINANCE COMMITTEE MINUTES

The Minutes of the Finance Committee Meeting held on 15th February 2016 were received, approved as accurate and signed.

RESOLUTION: That the following recommendations of the Finance Committee be approved:

- (i) That the application from the Sandwich Society for a grant of £200 be refused.**
- (ii) That a grant of £750 be made to the Becker Ensemble.**
- (iii) That consideration of Stephen Kirkaldie's grant application be deferred, pending further information.**

11.02.16 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £16,702.42 was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £131.89, was received, approved and signed.

12.02.16 FINANCE

(i) The Sandwich Toll Bridge Fund Statement of Accounts as at 31st January 2016 was received.

RESOLUTION: This information was noted.

(ii) The Sandwich Guildhall Museum Statement of Accounts as at 31st January 2016 was received.

RESOLUTION: This information was noted.

(iii) The Trustee received and considered an email dated 13th February 2016 from Cllr Ms O'Donoghue to the Town Clerk, proposing that the criteria for use of the Imhof Fund be widened to include the acquisition and conservation of artefacts and documents, rather than acquisition only.

RESOLUTION: This proposal was accepted.

13.02.16 HERITAGE STRATEGY

The Trustee considered whether to formally support and endorse the Dover District Heritage Strategy as the umbrella document for heritage conservation and enhancement and for development of the heritage offer in Sandwich, and for all associated grant applications by Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund and its partners.

RESOLUTION: This document was accepted as such.

14.02.16 DEMENTIA FRIEND TRAINING

Council received a letter from Jane Goring, Operations Manager – Age Concern to the Town Clerk regarding a project to make Sandwich a Dementia Friendly Community, and considered firstly, whether the Town Council wishes to join the Sandwich Dementia Action Alliance and secondly, whether all Town Council staff should be trained as Dementia Friends (training taking approximately one hour and free of charge, aiming to raise awareness of dementia and basic steps which can be taken to support people living with dementia).

RESOLUTION: Cllr Daw will be the Trust's representative on the Sandwich Dementia Action Alliance and all staff, and any Councillors who wish to attend, will undertake Dementia Friends training.

15.02.16 ASSET MANAGEMENT

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

(i) Letter dated 3rd February 2016 and contract notes, along with an email dated 9th February to Mrs Karen Palmer – Finance Officer / Admin Assistant, regarding holdings in BT Group, Inmarsat, Sky and Vodafone.

RESOLUTION: This information was noted.

(ii) Investment report for the month ending 31st January 2016 with covering letter dated 17th February 2016.

RESOLUTION: This information was noted.

(iii) Letter dated 18th February 2016 and contract notes, along with an email dated 19th February to Mrs Karen Palmer – Finance Officer / Admin Assistant, regarding sale of holdings in JP Morgan European Investment Trust Growth Shares 5p and Eastspring Investments Japan Dynamic Rg GBP Cap.

RESOLUTION: This information was noted.

16.02.16 CONFIDENTIAL ITEMS

(i) The Trustee received and considered a report from Miss Laura Fidler – Clerk, regarding a proposal for use of the Guildhall Forecourt.

RESOLUTION: No amendments will be made to the current management resolutions relating to management of the Forecourt.

17.02.16 DATE AND TIME OF NEXT MEETING

Monday 21st March 2016, following the **Ordinary** meeting of the Town Council, in the Council Chamber.