

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 30<sup>th</sup> January 2017 in the Council Chamber, Guildhall, Sandwich**

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

**HJ Bragg  
PI Carter  
RA Daw  
Mrs JL Dunay  
D Friend  
JE Franklin  
JEM Gisbey  
MJ Holloway  
Mrs VA Lioté  
Ms L O'Donoghue  
JO Sneller  
CL Trim  
JJ Watts  
DMA Wood**

**Officer: Miss L Fidler**

**12.01.17 APOLOGIES**

Apologies were received and accepted from Cllr Moorhouse who was unwell.

**13.01.17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14.01.17 MINUTES**

The Minutes of the Meeting of the Trustee held on 19<sup>th</sup> December 2017 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

**15.01.17 ADVISORY COMMITTEE**

The Minutes of the Advisory Committee Meeting held on 13<sup>th</sup> January 2017 were received, approved as accurate and signed.

**RESOLUTIONS: That the following recommendations of the Advisory Committee be approved:**

**(i) Cllrs Holloway and Ms O'Donoghue will work with the Clerk to develop a Terms of Reference for the Guildhall business plan, tenders will then be sought immediately.**

**(ii) The Mayor, Deputy Mayor and Town Clerk will arrange a meeting with representatives from Sandwich Tourism CIC to get an update on how the management of the Thursday Market is progressing; specifically around the aim for increased stalls, new stalls and a marketing strategy.**

**(iii) The Mayor and Cllr Sneller will arrange a meeting to discuss the inspection report of the Empire Cinema with Mr Linton Culver (tenant). Copies of the cinema's annual accounts will also be acquired.**

**14.01.17 FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting held on 16<sup>th</sup> January 2017 were received, approved as accurate and signed.

**RESOLUTIONS: That the following recommendations of the Finance Committee be approved.**

**(i) That the draft budget for 2017/18 be approved.**

(ii) That any miscellaneous expenditure above £500 be listed as a separate item within the budget for transparency (i.e. by-election costs, repairs to the flag pole).

(iii) That staff should be awarded a 2% payrise for the 2017/18 financial year (due to a recent payrise in the 2016/17 year the Town Clerk will forego a payrise for 2017/18).

(iv) Mr Cook and Cllr Sneller will meet with Mr D Rattenbury of GRUMMANT Central Heating and arrange for a specification to be drawn up of the different options for replacing the broken boiler.

**GRANT APPLICATION FOR 2017/18**

(v) Battle of Sandwich 1217 – The Battles, Leaders, The Outcome - £2424.00: This grant will be awarded.

(vi) Battle of Sandwich Medieval Banquet: Mr Jamson will be asked to complete and submit the Trustee's grant application form before this application will be considered.

(vii) Kent History Federation Annual Conference: Against the recommendations of the Finance Committee this grant will be awarded.

(viii) Restoration of Sandwich Fishing Boat: Consideration of this proposal will be deferred until other queries regarding management of the site and the status of the Historical Boatyard have been resolved by Dover District Council.

#### **15.01.17 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £25,067.93, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £45,395.56, was received, approved and signed.

#### **16.01.17 FINANCE**

(i) Members received the Sandwich Toll Bridge Fund statement of accounts as at 31<sup>st</sup> December 2016.

**RESOLUTION: This information was noted.**

(ii) Members received the Museum accounts as at 31<sup>st</sup> October 2016.

**RESOLUTION: This information was noted.**

#### **17.01.17 GUILDHALL BUSINESS PLAN**

Councillors received and considered an expanded brief/terms of reference for the Guildhall Business plan for approval. Cllr Ms O'Donoghue confirmed that there had been a further version with more updates.

**RESOLUTION: The brief/terms of reference was confirmed and tenders should be sought immediately.**

#### **19.01.17 ASSET MANAGEMENT**

Members received and considered the following information from Quilter Cheviot Asset Management:

(i) Contract Note for the sale of holdings at National Grid

(ii) Terms and Conditions Update dated December 2016.

**RESOLUTION: That these two items of information be noted.**

#### **20.01.17 CONFIDENTIAL ITEM**

Councillors received a report from the Clerk and considered a proposal contained therein for recruitment of a Heritage Development Officer at the Guildhall on a six month contract to primarily assist with the 'Guildhall Project' (part of the *A New Vision for Sandwich* proposal).

**RESOLUTION: A Heritage Development Officer will be recruited for six months and a new computer, for use by the new staff member, will be**

**purchased. The cost of this additional resource will be shared jointly with Sandwich Town Council (approx. £8k will be used from the STBF staffing contingency budget).**

**21.01.17**

**DATE AND TIME OF NEXT MEETING**

Monday 27<sup>th</sup> February 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.

DRAFT