

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 26th June 2017 in the Council Chamber, Guildhall, Sandwich

Present: **Councillors:** **The Mayor, Cllr Graeme (in the chair)**
 HJ Bragg
 PI Carter
 Mrs JL Dunay
 JE Franklin
 D Friend
 JEM Gisbey
 MJ Holloway
 Mrs VA Liote
 MW Moorhouse
 Ms L O'Donoghue
 JO Sneller
 JJ Watts
 DMA Wood

Officer: **Miss L Fidler**

06.06.17 **APOLOGIES**
 Apologies were received and accepted from Cllr Daw due to a family commitment. There is also one vacancy.

07.06.17 **DECLARATIONS OF INTEREST**
 There were no declarations of interest.

08.06.17 **MINUTES**
 The Minutes of the Meeting of the Trustee held on 22nd May 2017 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

09.06.17 **FINANCE COMMITTEE**
 The Minutes of the Finance Committee Meeting held on 12th June 2017 were received, approved as accurate and signed. The following Recommendations were approved:

RESOLUTION:

- (i) A budget of £15k be allocated for all flooring (whether carpets or wood repairs and treatment) on the first floor of the Guildhall. The Mayor and Clerk to be delegated the responsibility of sourcing and identifying suitable contractors.**
- (ii) That costings for audio equipment at the Guildhall be researched and obtained for further consideration by the Committee.**
- (iii) That the accounts from the Empire Cinema be noted.**

10.06.17 **PAYMENT SCHEDULES**
(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £42,238.01, was received, approved and signed.
(ii) The Museum & Archives Payment Schedule, totalling £7,264.00 was received, approved and signed.

11.06.17 **FINANCE**
(i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st May 2017.
RESOLUTION: That this information be noted.

(ii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 31st May 2017.

RESOLUTION: That this information be noted.

(iii) Members considered a grant application from Sandwich Folk and Ale Festival requesting urgent assistance with this event, which is due to take place on 7th – 9th July. This application is coming directly to the Trustee as there is not time for the Finance Committee to consider this application first. Councillors were informed that there was currently £2,960 unallocated in the grants budget for 2017/18.

RESOLUTION: That a grant of £500.00 be awarded for funding of the Acorn Stage at the Sandwich Folk & Ale Festival.

12.06.17

POLICY & PROCEDURES

In order to comply with the rules and regulations of the Charity Commission Sandwich Toll Bridge Fund must have a number of specific policies and procedures in place. The Trustee considered the following documents:

(i) The current Standing Orders and whether any amendments need to be made.

RESOLUTION: The Standing Orders were approved with no amendments.

(ii) An updated version of the Financial Regulations (which includes the necessary procedure for paying staff) and accompanying report from Miss L Fidler.

RESOLUTION: The updated Financial Regulations were approved.

(iii) Investment Policy: To consider a report from Miss L Fidler on how to produce this document.

RESOLUTION: The Finance Committee will draft an Investment Policy.

(iv) A draft Safeguarding Policy.

RESOLUTION: That the Safeguarding Policy be approved and Cllr Wood will be the Trustee's 'senior lead for safeguarding'.

(v) Conflict of interest policy: it was recommended by the Clerk that the Charity approves the use of Kent Code of Conduct for Members; which is currently adopted for use by Sandwich Town Council and more than satisfies the requirements of the Charity Commission.

RESOLUTION: The Kent Code of Conduct for Members will be adopted for use as the charities 'conflict of interest' policy.

(vi) Managing staff and volunteers: it was recommended by the Clerk that the Charity confirms that East Kent Human Resources (for H&S law) and Peninsula Business Services (employment law) provide the Clerk with all the necessary procedures and guidance relating to the management of staff and volunteers. No further policy needs to be produced.

RESOLUTION: It was confirmed that East Kent Human Resources and Peninsula Business Services provide the Clerk with all the necessary management

(vii) Handling complaints: To consider and approve the attached draft document.

RESOLUTION: The Handling Complaints procedure was approved.

(viii) It was noted that a Risk Management Policy also needs to be approved, this will follow at a subsequent meeting.

13.06.17

MUSEUM & ARCHIVES

(i) Members received a report by Miss L Fidler regarding repairs to and the future location of the Merryweather fire appliance.

RESOLUTION: Cllr Friend will enquire whether Discovery Park will consider hosting the three fire appliances, the matter of repairs will be deferred.

(ii) Members received and consider an amended organogram for the key roles within the Museum and Archives. Mr John May was proposed to be the new Volunteer Curator

RESOLUTION: Mr J May was appointed as Guildhall Museum Curator and the revised organogram was approved.

14.06.17

COMMITTEES

Councillors received and considered a draft plan for committee membership in 2017/18.

RESOLUTION: The plan for committee membership was approved.

15.06.17

ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

(i) Contract Note for the purchase of holdings in the RPC Group.

RESOLUTION: That this information be noted.

16.06.17

CONFIDENTIAL ITEM

(i) Members received a written report from Miss L Fidler, Town Clerk, on matters relating to a staffing absence in 2017/18.

RESOLUTIONS:

- a) During the period of maternity leave Mrs Karen Palmer will be temporarily promoted to the role of Responsible Finance Officer/Admin Assistant.
- b) The schedule of revised salaries (as per Miss Fidler's report) were approved.
- c) Pending some amendments proposed by Cllr Holloway the job description for the Assistant Town Clerk/Mayor's Secretary was approved for issue.
- d) The Mayor, Deputy Mayor, Ms Irwin and Miss Fidler will be on the interview panel for recruitment of a short-term Assistant Town Clerk/Mayor's Secretary.
- e) If the successful applicant leaves midway through the period of maternity cover the Mayor and Ms Irwin should make immediate arrangements to find another candidate (for example to offer the post immediately to the next best scoring candidate or re-advertise).
- f) The short-term Assistant Town Clerk/Mayor's Secretary's contract should start on 1st August 2017 if possible.
- g) The Clerk's proposed timescale for the use of annual leave/TOIL was approved. Any variances to this plan will be managed by the Mayor and Ms Anna Irwin.
- h) Any unused annual leave/TOIL for Miss L Fidler in 2017/18 can either be carried over to 2018/19 or purchased by the Employer.
- i) If Miss L Fidler uses any 'keeping in touch' days these will be paid at her current hourly rate.

17.06.17

DATE AND TIME OF NEXT MEETING

Monday 31st July 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.