

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 21st August 2017 in the Council Chamber, Guildhall, Sandwich

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

Officer: **Miss L Fidler & Ms A Irwin**

01.08.17 APOLOGIES

Apologies were received and accepted from Cllr Moorhouse. There is also one vacancy.

02.08.17 DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest or other significant interest were made.

03.08.17 MINUTES

The Minutes of the Meeting of the Trustee held on 31st July 2017 were received, one amendment was requested by Cllr Ms O'Donoghue on point 2.07.17; she is not a member of Sandwich United Charity, they were then approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

04.08.17 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £15,400.05, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £811.08 was received, approved and signed.

05.08.17 ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

(i) Contract note for the purchase of holdings in Infineon Technologies AG ord NVP (Regd)

(ii) Contract note for the purchase of holding in Anglo American.

(iii) Contract note for the sale of holdings in NB Global Floating Rate Inc FD Ltd Red ord.

(iv) Monthly investment report for the month ending 31st July 2017

RESOLUTION: That this information be noted.

06.08.17 AUDIO VISUAL EQUIPMENT FOR THE GUILDHALL

The Trustee received a written report from the Town Clerk proposing improvements to the audio and visual equipment at the Guildhall and considered the proposals therein.

RESOLUTION:

(i) Sandwich Town Council allocates a £1000.00 budget from the miscellaneous budget section to purchase of a short term audio visual solution.

(ii) That the Heritage Development Officer and Haley Sharp Design be instructed to consider the cost of upgrading audio visual equipment within the Guildhall and related technical support and consider whether this can be included within the HLF bid.

07.08.17

MUSEUM BANK ACCOUNT NAME AND USE OF A DEBIT CARD

The Trustee received and considered a report from the Finance Officer proposing amendments to the name of the Museum bank account and application for a debit card for this account.

RESOLUTION:

(i) That the name of this account be changed to “Sandwich Toll Bridge Fund Museum Account”.

(ii) That the Responsible Finance Officer apply to Natwest for a debit card for this account to purchase ad hoc items required for the smooth running of the Museum. Expenditure to be reported on the next appropriate payment schedule for post authorisation.

08.08.17

CONFIDENTIAL REPORT

The Trustee received and considered a report from the Assistant Town Clerk alongside related correspondence regarding a recent issue involving a local business.

RESOLUTION:

(i) That the contents of the correspondence and report be duly noted.

(ii) That Councillor Sneller be appointed to act as the Trustee’s representative on this matter should assistance from the Trustee be required going forwards.

09.08.17

CONFIDENTIAL REPORT

The Trustee received and considered a report from the Town Clerk regarding retirement of two Guildhall Caretakers.

RESOLUTION:

(i) That feedback from Dover District Council on benchmarking the role be obtained and a review of caretaking provisions from Haley Sharpe Design also be obtained in the first instance.

(ii) That a 1 year contract be offered in the first instance and that recruitment can proceed without further recourse to the Trustee if resolution I is met and if it will be financially neutral.

10.08.17

DATE AND TIME OF NEXT MEETING

Monday 25th September 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.