

**Minutes of the meeting of Sandwich Town Council as Trustees of Sandwich Toll Bridge Fund, held on 30<sup>th</sup> July 2018 in the Council Chamber of the Guildhall, at 7.00pm**

**Present:** Cllr Mrs V Liote (in the chair)  
 Cllr PI Car  
 Cllr RA Daw  
 Cllr Mrs J Dunay  
 Cllr PG Graeme  
 Cllr J Franklin  
 Cllr Mrs C Felton  
 Cllr MJ Holloway  
 Cllr Mrs L O'Donoghue  
 Cllr D Friend  
 Cllr HJ Bragg

**Officer:** Amandajayne Hollobon-Baxter

**12.07.18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Gisbey, Moorhouse, Sneller, Watts and Wood.

**13.07.18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

No disclosable pecuniary interests or other significant interests were declared.

**14.07.18 MINUTES**

(i) To receive the Minutes of the Meeting of the Trustees held on 21<sup>st</sup> May 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Cllr Carters name is missing from minutes.

**RESOLUTION: Proposed amendment above by Cllr Carter and then approve and sign as accurate. Seconded by Cllr Graeme.**

(ii) To approve the Advisory Committee Minutes of a meeting held by the Trustees on 5<sup>th</sup> July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Cllr Gisbey was not present.

**RESOLUTION: Proposed amendment above by Cllr Graeme and then approved and sign as accurate. Seconded by Cllr Friend.**

(iii) To approve Museum and Archive Committee Minutes of a meeting held by the Trustees on 11<sup>th</sup> July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**RESOLUTION: The minutes were approved as accurate and signed.**

**15.07.18 PAYMENT SCHEDULE**

(i) To approve the Sandwich Toll Bridge Fund payment schedule.  
**RESOLUTION: Received, approved and signed.**

(ii) To receive the Museum and Archives Payment Schedule.  
**RESOLUTION: Received, approved and signed.**

**16.07.18 FINANCE**

- (i) To receive and consider a report from Mrs Karen Palmer, Finance Officer and Admin Assistant, regarding the NatWest Bankline application.  
It was suggested that Cllr's Franklin, Friend and Gisbey be added to names of signatories for online banking.  
**RESOLUTION: Proposed by Cllr Graeme and seconded by Cllr Holloway that Cllr's Franklin, Friend and Gisbey be added to online banking signatories list.**
- (ii) To receive the Sandwich Toll Bridge Fund Statement of accounts as at 30<sup>th</sup> June 2018.  
**RESOLUTION: This information was noted.**
- (iii) To receive the Sandwich Guildhall Museum Statement of accounts as at 30<sup>th</sup> June 2018.  
**RESOLUTION: This information was noted.**
- (iv) To receive the Scottish Widows IMHOF statement as at 1<sup>st</sup> July 2018. Discussion ensue in relation to achieving a better rate of return on these monies. It was agreed that Cllr Graeme would go to Finance for higher rate.  
**RESOLUTION: Cllr Graeme proposed that Finance Committee obtain a higher rate. Seconded by Cllr Carter. Agreed.**

**17.07.18**

**ASSET MANAGEMENT**

- (i) To receive and consider the monthly investment report for the month ending 30<sup>th</sup> June 2018.  
**RESOLUTION: That this information be noted.**
- (ii) To receive further correspondence from Quilter Cheviot dated June 2018.  
**RESOLUTION: That this information be noted.**
- (iii) To receive and consider a portfolio update dated 27<sup>th</sup> June 2018 and a 'Guide to Understanding Your Investment Portfolio' from Quilter Cheviot.  
**RESOLUTION: Cllr Graeme proposed that this document be signed. Seconded by Cllr Holloway. Agreed.**

**18.07.18**

**COMMITTEES**

- (i) To reconsider proposed Membership of the following Committees: - Finance and Museum and Archives.  
**RESOLUTION: Cllr Carter proposed agreement and Cllr Graeme seconded. Agreed.**
- (ii) To consider Advisory Committee's recommendation that Cllr O'Donoghue be appointed HR Councillor.  
**RESOLUTION: Cllr Graeme proposed that Cllr O'Donoghue should be appointed HR Councillor. Cllr Holloway seconded. Agreed.**

**19.07.18**

**CONFIDENTIAL ITEM**

- (i) To receive, consider and note HR report from Acting Town Clerk.  
**RESOLUTION: That this information be noted.**

(ii) To receive and consider a restructure of the Tourist Information Centre. It was felt that this was a great idea and would offer the museum extra room for temporary exhibitions in the future.

**RESOLUTION: Cllr Graeme proposed, seconded by Cllr Holloway that this proposal be put into place as soon as possible.**

A discussion ensued regarding the date of the next meeting and it was agreed the August meeting would be cancelled and September's meeting would be brought forward to 17<sup>th</sup>.

**RESOLUTION: Proposed by Cllr Graeme and seconded by Cllr Carter that the next meeting of STC should take place on 17<sup>th</sup> September 2018.**

**20.07.18**

**DATE OF NEXT MEETING**

Monday 17<sup>th</sup> September 2018, at 7pm, in the Council Chamber, Guildhall (Quarterly Meeting).

DRAFT