

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 29th October 2018 in the Council Chamber, Guildhall, Sandwich

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

**HJ Bragg
PI Carter
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
PG Graeme
MJ Holloway
Ms L O'Donoghue
JO Sneller
DMA Wood**

Officer: Miss L Fidler

19.10.18 APOLOGIES

Apologies were received from Cllrs Daw and Mrs Dunay due to private commitments, Cllr Moorhouse who is unwell and Cllr Watts who has a family matter.

20.10.18 DECLARATIONS OF INTEREST

There were no declarations of interest.

21.10.18 MINUTES

The Minutes of the Meeting of the Trustee held on 17th September 2018 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

22.10.18 ADVISORY COMMITTEE

Councillors received the Minutes of the Advisory Committee meeting, held on 9th October 2018, and considered the Recommendations contained therein.

RESOLUTIONS: The minutes were approved as accurate and signed. The following recommendations were approved:

(i) Cllr Friend and Miss L Fidler will draft a paper on how to progress the Sandwich Sprucer [see minute 27.10.18].

(ii) A working party consisting of the Mayor, Cllr Bragg and Cllr Graeme (to chair) with support from officers Miss M Beardmore, Miss L Fidler and Ms A Hollobon-Baxter will take forward and make proposals regarding the transfer of the Guildhall and termination of the *Sandwich Agreement*.

(iii) The NALC Model Standing Orders were amended for use by the Charity and adopted. Cllr Wood will consider how to word his proposal for unofficial meetings to be minuted, for possible subsequent inclusion in the Standing Orders.

(iv) The Council's solicitor will be asked to respond to breach of the tenancy agreement at the Fishergate.

23.10.18 MUSEUM / ARCHIVE COMMITTEE

Councillors received the Minutes of the Museum / Archive Committee Meeting, held on 10th October 2018, and considered the Recommendations contained therein.

RESOLUTIONS: The Minutes were approved as accurate and signed. The following recommendations were approved:

(i) Miss Beardmore to create press release for the Art Society project. Cllr Friend to help move the website project forward.

- (ii) Miss Beardmore to attend the funding fair at Discovery Park on 01/12/2018.
- (iii) The Museum will join the “Wheels of Time Scheme”.
- (iv) Miss Beardmore will suggest and implement a new name for the Battle of Sole Bay exhibition.
- (v) The Museum & Heritage Manager to have spending powers of £1,000 and for the debit card to be changed to match this. Book stock to be considered and amended where necessary going forward.
- (vi) The Committee to support the idea of a commemorative plaque or sculpture in principle and to suggest a representative to input into the design process.
- (vii) The following amendments will be made to the loan agreement for the fire appliances : the main contact to be the Museum & Heritage Manager, to clarify the amount of use of the fire appliances and the procedures for this and to amend the length of the loan to 3-5 yearly reviews.

24.10.18

PAYMENT SCHEDULES

- (i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £23,457.36, was received, approved and signed.
- (ii) The Museum & Archives Payment Schedule, totalling £431.16 was received, approved and signed.

25.10.18

FINANCE

- (i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st August 2018.

RESOLUTION: That this information be noted.

Cllr Wood requested that his vote against be recorded.

- (ii) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 30th September 2018.

RESOLUTION: That this information be noted.

Cllr Wood requested that his vote against be recorded.

- (iii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 31st August 2018.

RESOLUTION: That this information be noted.

- (iv) Members received the Sandwich Guildhall Museum Statement of Accounts as at 30th September 2018.

RESOLUTION: That this information be noted.

- (v) Members received confirmation from the Cllr Veronica Liote, the Mayor, that the account balances given in the above statements match the corresponding Natwest bank statements.

RESOLUTION: That this information be noted.

- (vi) Members receive the Sandwich Toll Bridge Fund – IMHOF statement as at 1st October 2018.

RESOLUTION: That this information be noted.

- (vii) Members received and were asked to approve the 2017/18 Financial Statements and the accompanying Trustee’s Report for submission to the Charity Commission.

RESOLUTION: That the 2017/18 Financial Statements and accompanying Trustee’s Report be approved.

26.10.18

ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

- (i) Monthly investment report for the month ending 31st August 2018.

RESOLUTION: That this information be noted.

- (ii) Monthly investment report for the month ending 30th September 2018.

RESOLUTION: That this information be noted.

27.10.18

SANDWICH SPRUCER

Members considered a report from Cllr Friend and Miss L Fidler on how to take forward the Sandwich Sprucer project.

RESOLUTION: That the plan as detailed for taking this project forward was approved and should be actioned by Ms A Hollobon-Baxter in conjunction with Cllr Friend.

28.10.18

GUILDHALL

(i) Councillors were asked to reconsider a quote from Action on Heating Loss to replace the loop amplifier and microphone in the Jury Room and also provide an input plate for the link to the PA system. A room hire booking that will generate an income of £3000 in December will be cancelled if this provision is not in place. It was confirmed that this equipment for the Jury Room is not included in the forthcoming HLF bid.

RESOLUTION: To install the loop amplifier and microphone in the Jury Room as per Action for Hearing Loss's quote.

(ii) Members received the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement (this meeting took place following a recommendation of the Advisory Committee).

RESOLUTION: That this information be noted.

(iii) Members received and considered a report from Miss L Fidler, Town Clerk, regarding the future management of the Guildhall.

RESOLUTION: When the Finance Committee consider the first draft of the 2019/20 budgets two scenarios will be presented for consideration – the Council managing the Guildhall and the Charity managing the Guildhall; a statement of explanation will also be provided.

29.10.18

CONFIDENTIAL ITEM

(i) Councillors received and considered a HR report from Cllr Ms O'Donoghue and Ms A Hollobon-Baxter including a number of staffing recommendations. A report from Miss L Fidler with suggested vire budgets to accommodate the recommendations was also enclosed.

RESOLUTIONS:

a) The revised Job Descriptions for the Town Clerk, Responsible Finance Officer and Town Sergeant/Head Caretaker were approved.

b) The Town Clerk's job description was amended to add – Town Clerk will have overall responsibility for the running of the Council.

c) 360 appraisal approach for TC was agreed and approved.

d) Stamina and Neat and Professional appearance are to be removed from JD's.

d) Dress Code Policy to be produced.

e) The division of tasks between the Town Clerk and Project/HR Manager was approved.

f) The proposed salaries for the Town Clerk, Responsible Finance Officer, Museum & Heritage Manager, Project/HR Manager and Town Sergeant/Head Caretaker were approved. The resulting overspend in the Salary Budget will be covered by the Reserve Budget.

g) The TOIL Policy was approved

h) The staffing structure organograms were approved.

PG proposed, DF seconded and PC abstained from voting.

(ii) Councillors received a report from Miss L Fidler regarding delegated powers of expenditure for the Project Manager

RESOLUTION: The proposed delegation was approved.

30.11.18

DATE AND TIME OF NEXT MEETING

Monday 29th October 2018, following the Ordinary meeting of the Town Council, in the Council Chamber.