

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 28<sup>th</sup> January 2019 in the Council Chamber, Guildhall, Sandwich**

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

**HJ Bragg  
PI Carter  
RA Daw  
Mrs J Dunay  
Ms C Felton  
JE Franklin  
D Friend  
JEM Gisbey  
PG Graeme  
MJ Holloway  
Ms O'Donoghue  
JO Sneller  
JJ Watts  
DMA Wood**

**Officer: Miss L Fidler**

- 06.01.19 APOLOGIES**  
Apologies were received from Cllr Moorhouse
- 07.01.19 DECLARATIONS OF INTEREST**  
There were no declarations of interest.
- 08.01.19 MINUTES**  
The Minutes of the Meeting of the Trustee held on 17<sup>th</sup> December 2019 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.
- 09.01.19 FINANCE COMMITTEE**  
The Minutes of the Finance Committee meeting, held on 14<sup>th</sup> January 2019 were received and the Recommendations were considered.
- RESOLUTIONS:**  
The Minutes were approved as accurate and signed. The following recommendations were approved:
- (i) That no grant be awarded to Age Concern Sandwich for a safety security door.
  - (ii) That no grant be awarded to Sandwich Bay Bird Observatory Trust as this project falls within the Parish or Worth.
  - (iii) That the budget be approved, pending the following changes: In the light of extreme pressure on the Sandwich Toll Bridge Fund during 2018/19 & 2019/20, the Sandwich Sprucer project should continue to be supported, but the funding should come from commercial sponsorship in the first instance. A business case should be written by STC officers which explains the various sponsorship opportunities with the aim of securing the funding required by April. Additionally, the budget for the Bulwarks Play Area Equipment can be removed, as it is felt that this falls within the Dover District Council Green Parks Project, and as such could be funded by DDC.

**(iv) A recommendation that no grant be awarded to Deal Area Foodbank was not resolved. The application will be re-considered by all Members at the meeting on the 25<sup>th</sup> February 2019.**

**10.01.19 PAYMENT SCHEDULES**

**(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £18,105.17, was received, approved and signed.**

**(ii) The Museum & Archives Payment Schedule, totalling £541.22 was received, approved and signed.**

**11.01.19 FINANCE**

**(i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> December 2018.**

**RESOLUTION: That this information be noted.**

**(ii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 31<sup>st</sup> December 2018.**

**RESOLUTION: That this information be noted.**

**(iii) 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.**

**(vi) Members receive a report from Mrs K. Palmer, Responsible Finance Officer, regarding the Guildhall's electricity contract.**

**RESOLUTION: Quotes from alternative suppliers will sought nearer the current contract end date.**

**12.01.19 MUSEUM & ARCHIVE COMMITTEE**

**Councillors received and considered an amended Terms of Reference for the Museum & Archive Committee, which included updates proposed by the Museum & Archive Manager.**

**RESOLUTION: That this document be approved as suggested.**

**13.01.19 SANDWICH SPRUCER**

**Councillors received a written progress report from Ms A Hollobon-Baxter, Project Manager, and considered the questions contained therein.**

**RESOLUTIONS:**

**(i) STBF Should continue to lead on this project and seek outside funding to take the proposal forwards.**

**(ii) The proposed job description and amended costs/hours were approved, subject to some minor amendments.**

**(iii) There was no preference given for which advert should be used. Advertisement should be on the town noticeboards as well as via social media.**

**14.01.19 CONFIDENTIAL REPORT**

**(i) Councillors received and considered a HR report from Ms A Hollobon-Baxter.**

**RESOLUTION: That this information be noted.**

**(ii) Councillors considered a proposal from Dr B Drew of the Market Place Surgery; detailed information about this proposal had been received at a pre-meeting.**

**RESOLUTIONS: A quote to obtain a Royal Institute of Chartered Surveyors valuation for the land in question will be sought.**

(iii) Information relating to staffing salary changes was received; this document was for reference only in relation to budget setting (Minute 19.01.19).

**15.01.19**

**DATE AND TIME OF NEXT MEETING**

Monday 25<sup>th</sup> February 2019, following the Quarterly meeting of the Town Council, in the Council Chamber.

DRAFT