

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 25<sup>th</sup> February 2019 in the Council Chamber, Guildhall, Sandwich**

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

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

**Officer: Ms A Hollobon-Baxter**

**12.02.19 APOLOGIES**

Apologies were received and accepted from Cllr Graeme and Cllr Daw.

**13.02.19 DECLARATIONS OF INTEREST**

Cllr Friend declared an interest in item 16.02.19 (ii).

**14.02.19 MINUTES**

The Minutes of the Meeting of the Trustee held on 28<sup>th</sup> January 2019 were received, approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

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

**15.02.19 MUSEUM & ARCHIVE COMMITTEE**

The Minutes of the Meeting of the Museum & Archive Committee held on 18<sup>th</sup> February 2019 were received and the Recommendations contained therein were considered:

**RESOLUTIONS:**

**(i) The Minutes were approved as accurate and signed.**

**(ii) Cllr O'Donoghue to approach Royal Holloway College about Thomas Paine exhibition.**

**(iii) Museum and Heritage Manager to seek more quotes to solve museum heating and for an inner door.**

**(iv) Museum and Heritage Manager to add page numbers to the Forward Plan.**

**(v) Museum and Heritage Manager to look out for further funding for a digitisation project.**

**(vi) Museum and Heritage Manager to ask the Finance Officer to provide the Imhof accounts within the Museum and Archive general accounts.**

**(vii) Museum and Heritage Manager to instruct the Finance Officer to set up a Direct Debit to Highways Business Services.**

(viii) Honorary Curator to be invited to the next meeting to give further information on the “Oral History Project”.

(ix) The agreement and job descriptions were approved, and the Museum and Heritage Manager should issue these to the volunteers.

**16.02.19 PAYMENT SCHEDULES**

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £22,497.98 was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £628.00 was received, approved and signed.

**17.02.19 FINANCE**

(i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> January 2019.

Cllr Carter queried item 172. RFO to respond via email to Council.

**RESOLUTION: That this information be noted and RFO to respond with detail relating to item 172**

(ii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 31<sup>st</sup> January 2019.

Cllr Carter queried item 53. RFO to respond via email to Council.

**RESOLUTION: That this information be noted and RFO to respond with detail relating to item 53.**

(iii) Cllr Veronica Liote, the Mayor, confirmed that these account balances had not yet been checked but would be done asap.

(iv) Members receive the Sandwich Toll Bridge Fund – IMHOF statement as at 1<sup>st</sup> January 2019 and 1<sup>st</sup> February 2019.

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

(v) Members received and considered a grant application form from Deal Area Foodbank. It was resolved that the full Trustee would consider this application form at this meeting; after the Finance Committee had previously recommended that no grant be given. A report from Ms A Hollobon-Baxter, Project Manager, detailing a related proposal was also included.

**RESOLUTION: The £3000 be granted in the 2018/19 financial year, to be ring-fenced for residents of Sandwich.**

(vi) Members received and considered a grant application form from Sandwich in Bloom.

**RESOLUTION: To defer this application for consideration by the Finance Committee.**

**18.02.19 INVESTMENT PORTFOLIO**

(i) Members received the Quilter Cheviot monthly investment report for the month ending 30<sup>th</sup> November 2018. The corresponding performance data report was available in the Town Clerk’s office.

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

(ii) Members received the Quilter Cheviot quarterly investment report to 31<sup>st</sup> December 2018. The corresponding performance data report was available in the Town Clerk’s office.

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

(iii) Members received the Quilter Cheviot monthly investment report for the month ending 31<sup>st</sup> January 2019. The corresponding performance data report was available in the Town Clerk’s office.

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

19.02.19

**CONFIDENTIAL REPORT**

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

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

(ii) Councillors received a written report from Miss M Beardmore, Museum & Heritage Manager, with an update and proposal on how to progress the Guildhall Project. Miss Beardmore was present to answer questions. This report was considered confidentially due to information about a hirer of the Guildhall.

**RESOLUTIONS:**

(a) **The Council agreed that only the archive and learning elements now fall under the role of Museum and Heritage Manager in relation to seeking funding and delivering on projects.**

(b) **The Council agreed that the current CAB space is better suited for the archival space than the offices (this also means that the previously agreed funds from STC to pay for the move of the offices will not be needed this year; funding that is not available within the approved STC 2019/1020 budget).**

(c) **The Council agreed and that the Museum and Heritage Manager assists in exploring alternative locations for the CAB in order to safeguard the service they provide to Sandwich residents whilst ensuring an amicable working relationship.**

(d) **The Council agreed to break the project into two elements, "Archives" and "Learning and Engagement"**

(e) **That Council agreed that the protection of heritage is paramount and should therefore be one of the main priorities for the Museum and Heritage Manager.**

(f) **The Council agreed the Museum and Heritage Manager is entrusted delegated powers and authority to progress this project through to its completion without having to request permission each and every time to apply for a particular funding stream. An update report will be provided to council each month to ensure Councillors are kept abreast of any developments and the ANVS board as and when is appropriate or desired.**

20.02.18

**DATE AND TIME OF NEXT MEETING**

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