

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 29th April 2019 in the Council Chamber, Guildhall, Sandwich

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

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

Officer: Miss L Fidler

14.04.19 APOLOGIES

No apologies were received from Cllr Wood.

15.04.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

16.04.19 MINUTES

The Minutes of the Meeting of the Trustee held on 25th March 2019 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

17.04.19 MUSEUM & ARCHIVE COMMITTEE

The Minutes of the Meeting of the Museum & Archive Committee, held on 15th April 2019 were received and the Recommendations contained therein were considered:

RESOLUTIONS:

- (i) **The Minutes were approved as accurate and signed.**
- (ii) **The Project Manager to provide the Museum & Heritage Manager with an alternative builder for inner Museum door.**
- (iii) **Cllr Gisbey to seek further information from the Folk & Ale organising committee about the Hooden Horse exhibition. The Museum & Heritage Manager to then make a final decision in regards to the exhibition when full information is known, including the consideration of HR implications.**
- (iv) **A letter of thanks will be sent to Mr J Scollard for his work on the WW1 HLF Project.**
- (v) **The Collections Development Policy and Loans Policy be approved.**
- (vi) **The HR Manager and HR Councillor to discuss implications of training on the budget. Museum & Heritage Manager to query the admin costs with the Responsible Finance Officer that are listed within the accounts.**

- (vii) **Information about the MDA Code be noted.**
- (viii) **Information about the Museum's till be noted.**
- (ix) **The Imhof Fund be used for the one-off initial purchase fee for the collection management system in order to ensure good and proper collections care through the provision of a Collections Management System thus fulfilling one of the Imhof Funds approved purposes.**

18.04.19 PAYMENT SCHEDULES

(i) The Sandwich Toll Bride Fund schedule of payments, totalling £11,315.25 was received

RESOLUTION: All payments were approved and the Payment Schedule was signed.

(ii) The Museum & Archives Payment Schedule, totalling £297.33 was received.

RESOLUTION: All payments were approved, and the Payment Schedule was signed.

19.04.19 FINANCE

(i) Members received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st March 2019.

RESOLUTION: That this information be noted.

(ii) Members received the Sandwich Guildhall Museum Statement of Accounts as at 31st March 2019.

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

RESOLUTION: That this information be noted.

(iii) Cllr Veronica Liote, the Mayor, confirmed that these account balances match the corresponding Natwest Bank statements.

RESOLUTION: That this information be noted.

20.04.19 GUILDHALL PROJECT

Councillors received a written monthly progress report from Miss M Beardmore, Museum & Heritage Manager, on the progress of the "Guildhall Project".

RESOLUTION: That this information be noted.

21.04.19 CONFIDENTIAL REPORT

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

RESOLUTIONS: That this information be noted.

(ii) Councillors receive a report from Miss L Fidler, Clerk to the Trustee, with information relating to the Causeway Tip; this report was considered confidentially due to the commercial business interest in the site.

RESOLUTION: The Clerk should progress with disposal of this land, as per the requirements of the Charity Commission.

22.04.19 DATE AND TIME OF NEXT MEETING

Monday 20th May 2019 following the Ordinary meeting of the Town Council, in the Council Chamber.