

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 20th May 2019 in the Council Chamber, Guildhall, Sandwich

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

**HJ Bragg
AC Broun
PI Carter
Mrs D Carter
Ms AC Felton
Ms AE Fox
DR Friend
PG Graeme
AK Heaven
MJ Holloway
MJ Lintott
HW Sampson
WP Staple
Ms DLR Sivrikaya
DM Wood**

Officer: Miss L Fidler

01.05.19 APOLOGIES

No apologies were necessary, all councillors were present.

02.05.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

03.05.19 MINUTES

To approve the Minutes of the Meeting of the Trustee held on 29th April 2019 were received and considered. Cllr Ms A Fox reported that the Folk & Ale Festival organising committee are not going to progress with the Hooden Horse Exhibition this year, it is intended that this exhibition will take place in 2020 to mark the festival's 10th year.

RESOLUTION: The Minutes were approved as accurate and signed.

04.05.19 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Schedule of Payments, totalling £1,535.05, was received for authorisation.

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

(ii) The Museum & Archives Payment Schedule, totalling £1,668.86, was received for authorisation.

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

05.05.19 FINANCE

(i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 30th April 2019.

RESOLUTION: This information was noted.

(ii) To receive and note the Sandwich Guildhall Museum Statement of Accounts as at 30th April 2019.

RESOLUTION: This information was noted.

06.05.19 POLICY & PROCEDURE

- (i) Councillors were asked to consider and approve the Standing Orders.
RESOLUTION: To defer consideration as not all councillors had received this document by email.
- (ii) Councillors were asked to consider and approve the Financial Regulations.
RESOLUTION: To defer consideration as not all councillors had received this document by email.
- (iii) Councillors received and considered the GDPR Data Retention Policy.
RESOLUTION: The GDPR Data Retention Policy was approved.
- (iv) Councillors received and considered the GDPR Privacy Policy & Cookie Policy.
RESOLUTION: The GDPR Privacy Policy & Cookie Policy was approved.

07.05.19

ASSET MANAGEMENT

Councillors received the monthly investment report for the month ending 31st March 2019 from Quilter Cheviot. It was confirmed that full details of the current holding is available in the Town Clerk's office.

RESOLUTION: The Finance Committee will seeks quotes from alternative portfolio holders and consider if/how to improve the investment strategy for the charity.

08.05.19

TIMETABLE OF MEETINGS

Councillors received and considered a proposed timetable for the forthcoming year.

RESOLUTION: The schedule was approved subject to two: no meeting will be held in August 2019 and May 2020s meeting will be moved to avoid the Bank Holiday.

09.05.19

CONFIDENTIAL REPORT

To receive and a report detailing the roles, responsibilities and contact info for staff from the HR Manager.

RESOLUTION: This information was noted.

10.05.19

DATE AND TIME OF NEXT MEETING

Monday 24th June 2019 in the Council Chamber Guildhall at the conclusion of the Sandwich Town Council meeting (7pm).