

Minutes of the meeting of the Sandwich Toll Bridge Fund Finance Committee, held on 18th November 2019 at the Guildhall, at 6pm, at the conclusion of the Sandwich Town Council Finance Committee meeting.

Present: Councillors: The Mayor, Cllr JE Franklin (in the Chair)
HJ Bragg
AC Broun
PG Graeme
D Carter
MJ Holloway
WP Staple

Cllrs DR Friend, Ms Fox and MJ Lintott were also in attendance

Officers: Mrs Karen Palmer, Ms A Hollobon-Baxter

- 01.11.19 APOLOGIES FOR ABSENCE**
No apologies were received from Cllr Wood.
- 02.11.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
There were no declarations of interest.
- 03.11.19 GRANT APPLICATION 2019-20**
Members considered the following grant applications:
(i) Hi Kent: a grant of £480 to help fund a Hearing Aid Aftercare Clinic to be held at Age Concern in Sandwich.
RECOMMENDATION: That £480.00 be awarded.
- 04.11.19 FINANCIAL STATEMENTS 2018/19 (INCL. TRUSTEE REPORT)**
Members received the 2018/19 Sandwich Toll Bridge Fund Financial Statements for the Year Ended 31 March 2019 including the updated Trustee Report.
RECOMMENDATION: That the Trustee Report and Financial Statements be approved.
- 05.11.19 FORECAST OUTTURN 2019/20**
Members received a forecast spreadsheet and report from Mrs K Palmer, Responsible Finance Officer, and considered the forecast outturn for 2019/20.
RECOMMENDATION: That this information is noted.
- 06.11.19 FINANCIAL YEAR 2020/21**
Members received and considered the draft budget spreadsheet and report for the 2020/21 financial year based upon continued activities and new projects that Mrs K Palmer has been informed about.
RECOMMENDATION: That a working group is formed (first meeting planned for Thursday 26th November 2019 at 9am) in order to examine the budget. This working group will discuss how to make savings and how to maximise income. The Forecourt project plan should be incorporated into this budget.

The working group to consist of Cllrs Broun, Graeme & Staple, the Responsible Finance Officer and the HR & Project Manager.

07.11.19 GRANT APPLICATION 2020/21

Members considered the following grant application:

(i) Sandwich In Bloom: a grant of £5,000 on a match-funding basis towards the continuing floral displays in Sandwich throughout 2020/21.

RECOMMENDATION: That up to £5,000 be awarded on a match-funding basis.

08.11.19 RISK REGISTER

Members received an updated Risk Register and considered whether any changes or additions needed to be made.

RECOMMENDATION: That the document be approved.

09.11.19 INVESTMENT PORTFOLIO

Members received an Ethical Investment Booklet and Ethical Screening Questionnaire from Quilter Cheviot and considered if ethical investments should be made by the Charity.

RECOMMENDATION: That a request be made to Quilter Cheviot to exclude any investments with links to Animal Testing and Pornography.

10.11.19 DATE OF NEXT MEETING

The next meeting is 9th December 2019 at 6pm in the Council Chamber, Guildhall, at the conclusion of the Sandwich Town Council Finance Committee meeting.

Summary of Actions:

Minutes	Action	Member/Officer to complete	Update/record of completion
03.11.19	Contact Applicant and arrange payment	KP	Letter posted 04-12-19 Payment to be made on 19-12-19
04.11.19	Contact McCabe Ford Williams with approved Trustee Report in order for them to produce the Financial Statements.	KP	Emailed on 04-12-19 with Trustee Report and confirmed approval
06.11.19	Working Group to meet and progress with Draft Budget 2020/21	Cllrs, KP & AHB	Working group met on 26-12-19
07.11.19	Contact Applicant and arrange payment once proof of match-funding is received	KP	Emailed Bob Ward on 29-11-19
09.11.19	Contact Quilter Cheviot regarding the investment portfolio	KP	Emailed Quilter Cheviot on 03-12-19