

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held Monday 16<sup>th</sup> December 2019, in the Council Chamber, Guildhall, Sandwich at the conclusion of the Town Council Meeting.**

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

**HJ Bragg  
T Broun  
Ms D Carter  
P Carter  
Ms AC Felton  
Ms AE Fox  
DR Friend  
PG Graeme  
AK Heaven  
MJ Holloway  
HW Sampson  
WP Staple  
D Wood**

**Officer: Miss L Fidler (Minutes)**

**10.12.19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Lintott. No apologies were received from Cllr Ms Sivrikaya.

**11.12.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

There were no declarations of interest.

**12.12.19 MINUTES**

The minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 25<sup>th</sup> November 2019 were received and considered.

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

**13.12.19 MUSEUM & ARCHIVES : MODES TRAINING**

Members received and considered a report from Miss M Beardmore, Museum & Heritage Manager, regarding Modes Training (the new collections management system). This matter has been referred to the Museum & Archive Committee Meeting for consideration on 11<sup>th</sup> December, however, recommendations from this meeting won't be considered by the full Trustee until the end of January and it would be desirable to expedite this training if possible.

**RESOLUTION: Modes Training (at a cost of £885) should be funded from the IMHOF account.**

**14.12.19 PAYMENT SCHEDULES**

**(i)** The Sandwich Toll Bridge Fund Payment Schedule, totalling £1,238.23 was received for authorisation.

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

**(ii)** The Museum & Archives Payment Schedule, totalling £1,903.70 was received for authorisation.

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

**15.12.19 FINANCE**

(i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 30<sup>th</sup> November 2019.

**RESOLUTION: This information was noted.**

(ii) Councillors received the Sandwich Guildhall Museum Statement of Accounts as at 30<sup>th</sup> November 2019.

**RESOLUTION: This information was noted.**

(iii) Councillors receive a report from Mrs K Palmer, Responsible Finance Officer, seeking permission to draw down investment funds for use in the general account.

**RESOLUTION: That £20,000 should be drawn down from the charity's investments for use in the general bank account.**

**16.12.19 DATE AND TIME OF NEXT MEETING**

Monday 27<sup>th</sup> January 2020 after the Quarterly Meeting of Sandwich Town Council at 6pm in the Council Chamber Guildhall.

Signed.....

Date.....

DRAFT