

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held Monday 25<sup>th</sup> November 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 Lintott  
                                 HW Sampson  
                                 Ms DLR Sivrikaya  
                                 WP Staple  
                                 D Wood

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

**11.11.19      APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Holloway.

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

There were no declarations of interest.

**13.11.19      MINUTES**

The minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 28<sup>th</sup> October 2019 were received and considered.

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

**14.11.19      FINANCE COMMITTEE**

The minutes of the Finance Committee meeting held on 18<sup>th</sup> November 2019 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:**

- (i)      That a grant of £480.00 be awarded to help fund a Hearing Aid Aftercare Clinic from Hi-Kent and Age Concern Sandwich.**
- (ii)      The Trustee Report & Financial Statement for the Year Ending 31<sup>st</sup> March 2019 were approved.**
- (iii)      The Forecast Outrun for 2019/20 was noted.**
- (iv)      A working group be formed (first meeting planned for Thursday 26<sup>th</sup> November 2019 at 9am) in order to examine the draft 2020/2021 budget. This working group will discuss how to make savings and how to maximise income. The Market Square Project plan should be incorporated into this budget. The working group to consist of Cllrs Broun, Graeme and**

Staple, along with the Responsible Finance Officer and HR & Project Manager.

- (v) A grant of up to £5,000 be awarded on a match-funding basis for Sandwich in Bloom 2020.
- (vi) The Risk Register be approved.
- (vii) A recommendation in relation to the Investment Portfolio (at Minute 09.11.19) was not approved. The Trustee will consider whether the Church of England's ethical guidelines should be followed, details of which will be brought to the Trustee for consideration prior to approval.

**15.11.19 PAYMENT SCHEDULES**

The Sandwich Toll Bridge Fund Payment Schedule, totalling £34,883.88 was received for authorisation.

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

The Museum & Archives Payment Schedule, totalling £1,162.11 was received for authorisation.

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

**16.11.19 FINANCE**

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

**RESOLUTION: This information was noted.**

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

**RESOLUTION: This information was noted.**

**17.11.19 DEAL AREA FOODBANK**

Cllr Broun provided a verbal update following a meeting with Deal Area Foodbank; the Council can help to increase visibility of the charity using social media, donations boxes at the Guildhall and link-in with the town events (e.g. a collection during the Christmas Lights switch-on).

**18.11.19 DATE AND TIME OF NEXT MEETING**

Monday 16<sup>th</sup> December 2019 after the Ordinary Meeting of Sandwich Town Council at 6pm in the Council Chamber Guildhall.

Signed.....

Date.....