

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held remotely on Monday 1st June 2020, at the conclusion of the Town Council Meeting at 6pm.

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

**AC Broun
Mrs D Carter
PI Carter
J Franklin
Ms AC Felton
Ms AE Fox
DR Friend
MJ Holloway
MJ Lintott
HW Sampson
Ms D Sivrikaya
WP Staple
DMA Wood**

**Officers: Miss L Fidler
Mrs A Hollobon-Baxter**

01.06.20 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bragg and Heaven, due to technical problems joining the meeting.

02.06.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

03.06.20 MINUTES

Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 30th April 2020.

RESOLUTION: The Minutes were approved as accurate and signed.

04.06.20 PAYMENT SCHEDULES

(i) Councillors received a schedule of payments authorised by the Clerk to the Trustee and Project Manager since 23rd March 2020 for Sandwich Toll Bridge Fund.

RESOLUTION: This information was noted.

(ii) Councillors received a schedule of payments authorised by the Clerk to the Trustee and Project Manager since 23rd March 2020 for the Museum & Archive account.

RESOLUTION: This information was noted.

05.06.20 ANNUAL BUSINESS

(i) Councillors considered the Terms of Reference for the Finance Committee and the Terms of Reference for an amalgamated Advisory & Assets Committee.

RESOLUTION: The Terms of Reference for the Finance Committee and the Advisory & Assets Management Committee were approved.

- (ii) Councillors considered a report from the Museum & Heritage Manager setting out a proposal for the Museum & Archives Committee.
RESOLUTION: The Terms of Reference for the Museum & Archive Committee were approved.
- (iii) Councillors considered a draft schedule of Committee Members for the 2020/21 year as proposed by the Mayor, Cllr Paul Graeme.
RESOLUTION: Committee Membership was approved as proposed.
- (iv) Councillors considered the Standing Orders and a proposed amendment regarding remote meetings and decision making.
RESOLUTION: The Standing Orders were approved with this amendment.
- (v) Councillors considered the Financial Regulations.
RESOLUTION: The Financial Regulations were approved.
- (vi) Councillors receive and considered a draft schedule of meetings for 2020/2021. It was noted that some committee meetings have not yet been included, due to uncertainty about their requirement during the Covid-19 pandemic.
RESOLUTION: That this meeting dates be approved.

06.06.20

DATE AND TIME OF NEXT MEETING

Monday 29th June 2020 after the Ordinary Meeting of Sandwich Town Council at 6pm.

Signed.....

Date.....