

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held remotely on Monday 26th October 2020, at the conclusion of the Town Council Meeting at 6pm.

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

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

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

15.10.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Broun.

16.10.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

17.10.20 MINUTES

Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 28th September 2020.

RESOLUTION: The Minutes were approved as accurate and signed.

18.10.20 ADVISORY & ASSET MANAGEMENT COMMITTEE

Councillors received and considered the Minutes of the Advisory & Asset Management Committee Meeting held on 12th October 2020.

RESOLUTION: The Minutes were approved as accurate and signed, and the following Recommendation was approved by Resolution:

- (i) Rear of Guildhall Car Park: To receive in writing, as swiftly as possible, from the Doctor's Surgery that they wish to purchase the land at the asking price.**

19.10.20 MUSEUM & ARCHIVE COMMITTEE

Councillors received and considered the Extra-ordinary Minutes of the Museum & Archive Committee Meeting held on 14th October 2020. Cllr Friend reminded the members that this item is strictly confidential at this time.

RESOLUTION: The Minutes were approved as accurate and signed, and the following Recommendation was approved by Resolution:

- (i) **Proposed loan & exhibition with Hawkwood International: The Trustee to support this loan subject to satisfactory agreements and safeguards.**

19.10.20 FINANCE COMMITTEE

Councillors received and approved the Minutes of the Finance Committee Meeting held on the 14th October 2020.

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

- (i) **The updated financial forecast be noted.**
- (ii) **Causeway Tip: That £67,786 should be invested back with Quilter Cheviot as soon as possible and the Responsible Finance Officer to ask Quilter Cheviot about sourcing a higher yield investment for these funds.**
- (iii) **2021/2022 Budget: That a working group consisting of the Mayor and Cllrs Bragg, Staple, Broun, Friend and Wood will be arranged.**

20.10.20 PAYMENT SCHEDULES

- (i) Members received the Sandwich Toll Bridge Fund Payment Schedule totalling £5,201.24.

RESOLUTION: All payments were approved.

- (ii) Members received the Museum & Archives Payment Schedule totalling £1,278.67.

RESOLUTION: All payments were approved.

21.10.20 FINANCES & INVESTMENTS

- (i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 30th September 2020.

RESOLUTION: This information was noted.

- (ii) Councillors received and noted the Sandwich Guildhall Museum Statement of Accounts as at 30th September 2020.

RESOLUTION: This information was noted.

- (iii) Councillors received the Quilter Cheviot Investment Report at 30th September 2020 along with performance data and a covering letter.

RESOLUTION: This information was noted.

- (iv) Members received and considered a grant application form from the Phoenix Centre; Mr P Scott, Chairman of the Centre, was in attendance to answer questions about this application. The following documents were included attached:

- a) Grant application form;
- b) Additional notes;
- c) DDC Initial Scoping Report;
- d) Details of current bookings;
- e) Funding report;
- f) Spreadsheet One: Projected income pre Covid-19;
- g) Spreadsheet Two: Projected income Oct 20 – Mar 21;
- h) Spreadsheet Three: Actual outgoings Oct 20 – Mar 21;
- i) Inflation calculator;
- j) Unaudited Financial Statements for the year ended 31 March 2019

- k) Trustees' Report and financial statements for the year ended 31 March 2018;
- l) STBF Child Protection & Vulnerable Adults Proforma

It was noted that this application came directly to the Trustee (instead of going to the Finance Committee Meeting on the 18th November) because it was understood that a decision is required by the applicant before November's Trustee meeting.

RESOLUTION: A small cross-party Working Group with appointments at the Mayor discretion (Cllrs Wood, Franklin, Broun, Lintott, Friend and Sivrikaya suggested) to consider all details of the application and the Phoenix Centre's current and future operations, in discussion with the Phoenix Centre Trustees, will be formed. The Working Group will report back at November's Trustee meeting.

A second motion to award £12k to the centre did not go to the vote, because the first motion passed.

22.10.20 DATE AND TIME OF NEXT MEETING

30th November 2020 at the conclusion of the Sandwich Town Council meeting at 6pm.

Signed.....

Date.....