

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held remotely on Monday 28<sup>th</sup> September 2020, at the conclusion of the Town Council Meeting at 6pm.**

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

**HJ Bragg  
AC Broun  
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  
DMA Wood**

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

**16.09.20 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr W Staple.

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

There were no declarations of interest.

**18.09.20 MINUTES**

Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 24<sup>th</sup> August 2020.

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

**19.09.20 MUSEUM & ARCHIVE COMMITTEE**

Councillors received and considered the Minutes of the Museum & Archive Committee Meeting held on 17<sup>th</sup> September 2020.  
Cllr Fox apologised for missing the meeting.

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

- (i) The Museum & Heritage Manager's Report be noted.**
- (ii) The update on reopening of the Museum be noted.**
- (iii) Co-opted Committee Members: Museum and Heritage Manager to approach Ms Lynne O'Donoghue to ask if she would fill the post of Marketing/Fundraising.  
The Museum and Heritage Manager to approach Sandwich Technology School and Sandwich Infants to seek expressions of interest.  
The Museum and Heritage Manager to contact the South East Museum Development Programme for suggestions and**

- recommendations of interested Museum professionals. Miss Beardmore will chase this correspondence.
- (iv) Harle Horse Brasses : Museum and Heritage Manager to enter into conversations with White Mill Rural Heritage Centre about a loan of the Harle horse brasses to them.
  - (v) Accounts : That the accounts be noted as received.

**20.09.20 FINANCE COMMITTEE**

Councillors received and approved the Minutes of the Finance Committee Meeting held on the 21<sup>st</sup> September 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) Sandwich Technology School: That consideration of the grant application be deferred until more specific information about the cost of various parts of the work to be done on the Sports Hall be obtained. Additionally, a list of other funding streams that the School has applied to should be obtained.
- (iii) Sandwich Community Christmas Lights Association: That £1000.00 be granted to this years' activities.
- (iv) That the grant feedback form be adopted for use.

**21.09.20 PAYMENT SCHEDULES**

- (i) Members received the mid-month and end of month Sandwich Toll Bridge Fund Payment Schedule of payments.

**RESOLUTION: All payments were approved.**

- (ii) To approve the Museum & Archives Payment Schedule.
- RESOLUTION: All payments were approved.**

**22.09.20 FINANCES & INVESTMENTS**

- (i) Councillors considered and approved the attached letter of representation from McCabe Ford Williams, with respect to the charities accounts as at 31<sup>st</sup> March 2020. Councillors also noted these accounts were approved at the Sandwich Toll Bridge Fund meeting of 24<sup>th</sup> August, minute reference 12.08.20 (i).

**RESOLUTION: This information was approved.**

- (ii) Councillors received and noted the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> August 2020.

**RESOLUTION: This information was noted.**

- (iii) Councillors received and noted the Sandwich Guildhall Museum Statement of Accounts as at 31<sup>st</sup> August 2020.

**RESOLUTION: This information was noted.**

- (iv) To receive and note Quilter Cheviot Investment Report.
- RESOLUTION: This information was noted.**

**23.09.20 DATE AND TIME OF NEXT MEETING**

26<sup>th</sup> October 2020 at the conclusion of the Sandwich Town Council meeting at 6pm.

Signed.....

Date.....