

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held remotely on Monday 14th December 2020, at the conclusion of the Town Council Meeting at 6pm.

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

**HJ Bragg
A 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
WP Staple
DMA Wood**

**Officers: Miss L Fidler (Minutes)
Mrs A Hollobon-Baxter**

07.12.20 APOLOGIES FOR ABSENCE

No apologies necessary, all councillors were present.

08.12.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

09.12.20 MINUTES

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

RESOLUTION: The Minutes were approved as accurate and signed.

10.12.20 FINANCE COMMITTEE

Councillors received and considered the Minutes of the Finance Committee Meeting held on 9th December 2020.

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

- (i) The financial forecast as at 30th November 2020 was accepted.**
- (ii) A review of the grant awarding process will be deferred until Cllr Wood is available.**
- (iii) An addition will be made to the Sandwich Toll Bridge Fund Financial Regulations to add the use of debit card, using the paragraphs in the Town council Financial Regulations as the basis for this amendment.**
- (iv) An application will be made to open a new bank account with NatWest bank, named Sandwich Toll Bridge Fund Guildhall account, and suitable monetary transfers are made in order to**

fund this account, based on the contributions stated in the 2021/22 budgets.

- (v) An application will be made for a debit card for use with this new account, to be used by the Town Clerk / RFO in order to make purchases within the £1,000 individual purchase spending limits of the Town Clerk or HR/Project Manager specified in our Financial regulations.

11.12.20 PAYMENT SCHEDULES

- (i) Members received the Sandwich Toll Bridge Fund Payment Schedule totalling £54,384.96.
RESOLUTION: All payments were approved.
- (ii) Members received the Museum & Archives Payment Schedule totalling £117.50.
RESOLUTION: All payments were approved.

12.12.20 FINANCES & INVESTMENTS

- (i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2020.
RESOLUTION: Receive and note this information.
- (ii) Councillors received and noted the Sandwich Guildhall Museum Statement of Accounts as at 31st October 2020.
RESOLUTION: Receive and note this factual information.
- (iii) Councillors received the Quilter Cheviot Investment Report at 3st October 2020 along with performance data and a covering letter.
RESOLUTION: This information was noted.
- (iv) **CONFIDENTIAL:** Building contents valuation.
Councillors considered a written report from Miss M Beardmore and consider approval of the quote contained therein.
RESOLUTION: This matter will be deferred to the Advisory & Assets Management Committee for consideration.

13.12.20 DATE AND TIME OF NEXT MEETING

25th January 2021 at the conclusion of the Sandwich Town Council meeting at 6pm.

Signed.....

Date.....