

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held remotely on Monday 30th November 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**

14.11.20 APOLOGIES FOR ABSENCE

No apologies necessary, all councillors were present.

15.11.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

16.11.20 MINUTES

- (i)** Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 26th October 2020.

RESOLUTION: The Minutes were approved as accurate and signed.

- (ii)** Councillors received and considered the Minutes of the Extra-Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 9th November 2020.

RESOLUTION: The Minutes were approved as accurate and signed.

17.11.20 FINANCE COMMITTEE

Councillors received and considered the Minutes of the Finance Committee Meeting held on 18th November 2020. A copy of the recommended 2021/2022 budget was included as a separate document.

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

- (i) That the updated financial forecast be noted.**
(ii) That the draft 2021/2022 Sandwich Toll Bridge Fund budget be approved. It was noted that the grants budget could be

increased in the year if required; all grant application received will be considered.

- (iii) That the draft Guildhall 2021/2022 budget be approved.

18.11.20 MUSEUM & ARCHIVE COMMITTEE

Councillors received and considered the Minutes of the Museum & Archive Committee Meeting held on 19th November 2020.

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

- (i) The Museum & Heritage Manager's report was noted.
(ii) Information received about the co-opted committee members was noted.
(iii) A confidential update regarding the Hawkwood International loan was noted. Miss M Beardmore to look into whether DCMS need to be contacted.

19.11.20 PAYMENT SCHEDULES

- (i) Members received the Sandwich Toll Bridge Fund Payment Schedule totalling £73,845.88.

RESOLUTION: All payments were approved.

- (ii) Members received the Museum & Archives Payment Schedule totalling £294.20.

RESOLUTION: All payments were approved.

20.11.20 FINANCES & INVESTMENTS

- (i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2020.

RESOLUTION: This information was noted.

- (ii) Councillors received and noted the Sandwich Guildhall Museum Statement of Accounts as at 31st October 2020.

RESOLUTION: This information was noted.

- (iii) Councillors received the Quilter Cheviot Investment Report at 3rd October 2020 along with performance data and a covering letter.

RESOLUTION: This information was noted.

- (iv) Councillors considered a motion from Cllr Wood that the Trustee of Sandwich Toll Bridge Fund reviews the charity's grant application process. Cllr Wood reported a number of updates that he believes should be considered within such a report. A motion to approve these updates immediately failed at the vote.

RESOLUTION: That a review of the grant application process, encompassing the suggestions by Cllr Wood, be considered by the Finance Committee.

- (v) Councillors received a written report from Mrs K Palmer, Responsible Finance Officer, and considered the recommendations contained therein.

RESOLUTIONS

- a) That £40,000 be transferred from the investment portfolio to the general account.
b) It was noted that the proceeds from the sale of the Causeway Tip are achieving 6% returns in the equity market.
(vi) CONFIDENTIAL ITEM: Councillors received a written report from Miss M Beardmore, Museum & Heritage Manager, and consider

how to progress the plan to update the Guildhall's electrics. It was AGREED to defer this matter to give more time for the quote to be considered.

21.11.20 DATE AND TIME OF NEXT MEETING

314th December 2020 at the conclusion of the Sandwich Town Council meeting at 6pm.

Signed.....

Date.....

DRAFT