

**Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held remotely on Monday 25<sup>th</sup> January 2021, 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 Lintott  
HW Sampson  
Ms D Sivrikaya  
WP Staple**

**Officer: Mrs A Hollobon-Baxter**

**12.01.21 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Holloway and Wood.

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

Cllr Sivrikaya declared an interest in Sandwich Social Supermarket CIC.  
Cllr Fox declared an interest in Sandwich Social Supermarket CIC as the author of the grant application.  
Cllr P Carter declared an interest in Sandwich Technology School as a governor.

**14.01.21 MINUTES**

Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 14<sup>th</sup> December 2020.

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

**15.01.21 ADVISORY & ASSETS MANAGEMENT COMMITTEE**

The Minutes of the Advisory & Assets Management Committee Meeting held on the 11<sup>th</sup> January 2021 were received and considered.

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

- (i) Governance: The Clerk should progress with the work as detailed in the report, working with the Museum & Heritage Manager regarding matters relating to the Museum, Archives and artefacts. This work should be concluded within 3 months.**
- (ii) Guildhall contents valuation: Two further quotes should be obtained before February's Trustee meeting.**

**15.01.21 FINANCE COMMITTEE**

Councillors received and considered the Minutes of the Finance Committee Meeting held on 18<sup>th</sup> January 2021.

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

- (i) The financial forecast as at 31<sup>st</sup> December 2020 was noted.
- (ii) A grant of £1,500 to Sandwich Social Supermarket CIC to set up the Sandwich Pantry be provided; this is not intended to be an ongoing running cost.
- (iii) That the current match funding amount for 2020/2021 be drawn down by Sandwich in Bloom and a new grant application be requested for £5,000 of match funding in 2021/2022.

The grant application form from Sandwich Technology School will be returned to the Finance Committee for further consideration. Details about s106 monies, whether any has been awarded to the schools recently, will be obtained.

**16.01.21 PAYMENT SCHEDULES**

- (i) Members received the Sandwich Toll Bridge Fund Payment Schedule totalling £4,311.64.  
**RESOLUTION: All payments were approved.**
- (ii) Members received the Museum & Archives Payment Schedule totalling £661.06  
**RESOLUTION: All payments were approved.**

**17.01.21 FINANCES & INVESTMENTS**

- (i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> December 2020.  
**RESOLUTION: Receive and note this information.**
- (ii) Councillors received and noted the Sandwich Guildhall Museum Statement of Accounts as at 31<sup>st</sup> December 2020.  
**RESOLUTION: Receive and note this information.**
- (iii) Councillors received the Quilter Cheviot Investment Report at 31<sup>st</sup> December 2020 along with performance data and a covering letter.  
**RESOLUTION: This information was noted.**
- (iv) Councillors received a report from Mrs K Palmer, Responsible Finance Officer, and considered a draw-down request from the investment fund  
**RESOLUTION: To approve a draw-down of £20,000 from the investment fund to the general account.**

**18.01.21 DATE AND TIME OF NEXT MEETING**

25<sup>th</sup> January 2021 at the conclusion of the Sandwich Town Council meeting at 6pm.

Signed.....

Date.....