

Guildhall
Cattle Market
Sandwich
Kent CT13 9AH



Telephone: 01304 617197
Fax: 01304 620170
Email: sandwich@tollbridgefund.org.uk

Sandwich Toll Bridge Fund

5th January 2022

To: The Mayor, Cllr P Graeme, as Chairman
Councillors: Bragg, P Carter, Fox (as HR Councillor), Franklin, Friend,
Heaven, Holloway, Staple

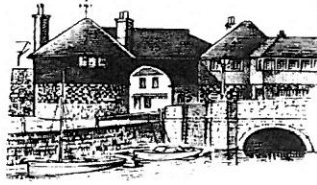
Your attendance is requested at an ordinary meeting of the **Advisory & Assets Management Committee** to be held in the Jury Room on **Monday 10th January 2022 at the conclusion of the Sandwich Town Council Committee Meeting at 6.00pm** to transact the business set out below.

A Hollobon-Baxter
Chief Executive

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **TERMS OF REFERENCE**
To receive and consider the detail within the terms of reference for Advisory and Asset Committee.
4. **DATE AND TIME OF NEXT MEETING**
To be confirmed.

Attach 1



Sandwich Toll Bridge Fund

SANDWICH TOLL BRIDGE FUND ADVISORY & ASSET COMMITTEE

Members

- The Committee shall consist of 8 Trustees.
- The Chairperson (Mayor) shall be a voting member of all committees and shall serve as Chairperson of every Committee, excluding the HR Committee.
- The Committee shall entirely consist of Trustees of Sandwich Toll Bridge Fund.
- Members of the Committee shall be established in May of each year.
- The quorum of this Committee shall be three.

How Often Meetings are Held

- As and when required.
- To review Risk Assessments each year.
- The Chairperson may summon a meeting of the Committee at any time.
- An additional meeting shall also be summoned on the requisition in writing of not less than half the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

Voting

- Members of Committee, entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- The Chairperson of the Committee shall in the case of an equality of votes have a second or casting vote.
- A member who has proposed a resolution which has been referred to any Committee of which he is not a member, may explain his resolution to the Committee but shall not vote.

Decision/Delegated Powers

- To make recommendations regarding all policy matters.
- To discuss recommendations from the Charity Commission.
- Committee does not have individual budget, is advisory and does not have power to act unless resolved by full Trustees on specific items.
- All recommendations made at Committee meetings shall be placed before the ensuing meeting of the Trustees of Sandwich Toll Bridge Fund for discussion and/or approval.

All Committee meetings should be open to the public and press except in the following circumstances: -

- Terms of tenders, and proposals and counterproposals in negotiations for contracts.
- Preparation of cases in legal disputes.
- The initial stages of any dispute.

The Trustees may at any time appoint other Committees as necessary but shall not appoint any member of a Committee so as to hold office later than the meeting in May at which the Chairperson is appointed.

The Trustees may at any time dissolve or alter the membership of a Committee.

The Charity Commission guidelines on interests of members in contracts and other matters shall apply to all Committee members.

Last revised 17 June 2013