

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on Monday 29th November 2021, at the conclusion of the Town Council Meeting at 6pm.

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

**HJ Bragg
D Carter
P Carter
J Franklin
DR Friend
M Lintott
D Marie
HW Sampson
D Sivrikaya**

Officers: Ms A Hollobon-Baxter (Minutes)

- 06.11.21 APOLOGIES FOR ABSENCE**
Apologies were received and accepted from Cllr A Fox (illness).
- 07.11.21 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
No declarations were made.
- 08.11.21 MINUTES**
Councillors received and considered the Minutes of the Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 25th October 2021.
RESOLUTION: The Minutes were approved as accurate and signed.
- 09.11.21 PAYMENT SCHEDULES**
- (i) Members received the Sandwich Toll Bridge Fund Schedule of Payments for November.
RESOLUTION: All payments were approved.
 - (ii) Members received the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for November.
RESOLUTION: All payments were approved.
 - (iii) Members received the Museum & Archives Payment Schedule for November.
RESOLUTION: All payments were approved.
- 10.11.21 FINANCES & INVESTMENTS**
- (i) Councillors received the Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2021.
RESOLUTION: This information was received and noted.
 - (ii) Councillors received the Sandwich Toll Bridge Fund Guildhall Statement of Accounts and Petty Cash statement as at 31st October 2021.
RESOLUTION: This information was received and noted.
 - (iii) Councillors received the Sandwich Guildhall Museum Statement of Accounts as at 31st October 2021.
RESOLUTION: This information was received and noted.

- (iv) Councillors received, considered and approved the attached letter of representation from McCabe Ford Williams, with respect to the Charities accounts as at 31st March 2021. Please note these accounts were approved at the Sandwich Toll Bridge Fund meeting of 25th October 2021, minute reference 05.10.21 (iv).
RESOLUTION: This information was received, approved and noted.
- (v) Councillors received the Quilter Cheviot Assets Management monthly investment report at 31st October 2021.
RESOLUTION: This information was received and noted.
- (vi) To receive and approve a request from Mrs K Palmer, Responsible Finance Officer, to draw down investment funds.
RESOLUTION: Approve draw down of £50,000 from investments into the Sandwich Toll Bridge Fund account and this contribution is made from the Sandwich Toll Bridge Fund account as soon as possible by NatWest Bankline internal transfer into the STBF Guildhall account.

11.11.21 COMMITTEES

Councillors received and considered a revised committee structure proposal from the Mayor adding Cllr's to Advisory and Assets, Finance and Planning Committees.
Cllr Sivrikaya did not wish to join Finance.
RESOLUTION: Approve proposal substituting Cllr Sivrikaya with Cllr P Carter on finance.

12.11.21 FINANCES

- (i) Councillors received and approved a report from Responsible Finance Officer in relation to changes to bank account signatories.
RESOLUTION: Mr Wood and Ms Fidler to be removed. Ms Hollobon-Baxter to be added to signatories (for the purpose of Debit card purchases).
- (ii) To receive and consider a report from Responsible Finance Officer in relation to changes to bank account signatories for the Scottish widows IMHOF account.
RESOLUTION: Additional signatories, Cllr D Carter and Ms Hollobon-Baxter approved and removal of Mr Wood and Ms Fidler.

13.11.21 DATE AND TIME OF NEXT MEETING

13th December 2021 at the conclusion of the Sandwich Town Council meeting at 6pm.

Signed.....

Date.....