

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on Monday 25th April 2022, at the conclusion of the Town Council Meeting at 7pm.

Present: Councillors: J Franklin (in the chair)

**J Bragg
D Carter
P Carter
A Fox
N Gray
K Heaven
H Sampson
C Ungerson
C Wiles**

**Officer: K Palmer (Minutes)
C Leith (Minutes)**

Due to the absence of the Mayor and as there is no deputy Mayor the meeting resolved to appoint Cllr Franklin as Chair of the meeting.

01.04.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Graeme, Friend and Sivrikaya (unwell) and Cllrs Lintott and Marie (work commitment).

02.04.22 DECLARATIONS OF INTEREST

None

03.04.22 MINUTES

Councillors received and considered the Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 28th March 2022

RESOLUTION: Minutes were approved as accurate and signed.

04.04.22 PAYMENT SCHEDULES

(i) Members received the Sandwich Toll Bridge Fund Schedule of Payments for April 2022.

RESOLUTION: All payments were approved.

(ii) Members received the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for April 2022.

RESOLUTION: All payments were approved.

(iii) Members received the Museum & Archives Payment Schedule for April 2022.

RESOLUTION: All payments were approved.

05.04.22 FINANCES & INVESTMENTS

To receive and note the Sandwich Toll Bridge Fund Statement of Accounts as at 31st March 2022.

RESOLUTION: Received and approved

(ii) To receive and note the Sandwich Toll Bridge Fund Guildhall Statement of Accounts and petty cash as at 31st March 2022.

RESOLUTION: Received and approved

- (iii) To receive and note the Sandwich Guildhall Museum Statement of Accounts as at 31st March 2022.
RESOLUTION: Received and approved
- (iv) To receive and note the Quilter Cheviot Investment Management monthly report at 31st March 2022.
RESOLUTION: Received and noted

06.04.22 GRANT APPLICATION 2022/23

To consider the following grant application from the 2022/23 STBF grants budget. Please note that there is £11,000 remaining in the budget.

- (i) Deal Music Festival: an application for £2,000 funding has been received towards events in Sandwich in 2022.
It was noted that Deal Music Festival are to be congratulated for the high-quality entertainment they proved.

RESOLUTION: Received and approved

07.04.22 GRANT FEEDBACK

To receive grant feedback from Sandwich Cricket Club, following receipt of a £2,000 grant from Sandwich Toll Bridge Fund.

It was noted that assistance had been given by the RFO, which resulted in an excellent Grant application, which should be used as a model in future.

RESOLUTION: Received and approved

Councillors agreed to commission the Finance Committee to review the Grants Application process, to investigate making it more accessible on-line.

08.04.22 INVESTMENT / USE OF CAR PARK PROCEEDS

To receive and consider a report from the Responsible Finance Office requesting a decision from the Trustee.

RESOLUTION: Received and approved

09.04.22 GUILDHALL ARCHIVES

Cllrs received and considered a report and quotation from the Chief Executive and the Consultant Archivist at the previous Council Meeting in March, relating to the Guildhall Archives.

RESOLUTION: Councillors unanimously resolved that:

- (i) Work on relocating the Guildhall Archives should be commissioned as quickly as possible, as per the quotations already received.
- (ii) That we should obtain removal quotations to transfer heavy cabinets into the new Archives, when appropriate.
- (iii) That Guildhall Caretakers time can be used to assist with the relocation.
- (iv) That Linda Elliott and Lynne O'Donoghue should be appointed joint Honorary Archivists and allowed to proceed with the relocation.

10.04.22 ACQUISITION OF ARTEFACTS FOR GUILDHALL MUSEUM

To receive a report from the PA to the Chief Executive regarding the acquisition of new artefacts for the Guildhall Museum.

RESOLUTION: Councillors agreed to the renegotiation of the Roman Bowl loan and to Officers entering into negotiations to acquire the artefacts for the Guildhall Museum.

11.04.22 REVIEW OF COMMITTEES

To receive a report from the PA to the Chief Executive and agree how to proceed with the review of Committees.

RESOLUTION: Cllr Heaven agreed to be the designated member to join the councillors carrying out the Review of Committees.

12.04.22 CONFIDENTIAL ITEM

To receive a report from the Responsible Finance Officer regarding renewal of St Peters Hall and Day Social Hall lease.

RESOLUTION: Councillors agreed to the following action:

- (i) Progressing with a new lease for St Peters Hall as a matter of urgency.**
- (ii) Seek quotations for work to be carried out on the roof.**
- (iii) Determine the percentage of contribution expected from the tenant.**
- (iv) That STBF should fund the larger portion of the expense.**
- (v) Seek recommendations and renegotiate the lease price.**

13.04.22 DATE AND TIME OF NEXT MEETING

Monday 30th May 2022 at 7pm

Signed.....

Date.....

DRAFT