

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on Monday 31st October 2022 at the conclusion of the Town Council Meeting at 7pm.

Present: Councillors: J Franklin (Chairman)

**D Carter
P Carter
A Fox
D Friend
P Graeme
N Gray
K Heaven
D Marie
M Moorhouse
M Pennington
H Sampson
C Ungerson
C Wiles**

Officer: C Leith (Minutes)

01.10.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received and accepted from the CEO, due to illness.
No apologies were received from Cllr Sivrikaya.

02.10.22 DECLARATIONS OF INTEREST

Cllrs Sampson and Marie declared an interest in the Sandwich Folk and Ale Festival grant application due to their involvement.

03.10.22 MINUTES

Councillors received and considered the Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 26th September 2022.

RESOLUTION: Minutes were approved as accurate and signed.

04.10.22 PAYMENT SCHEDULES

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

RESOLUTION: All payments were approved.

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

RESOLUTION: All payments were approved.

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

Cllr Carter declared that he was not prepared to authorise the payment for Attach 4, no28, The Chelsea Magazine Co Ltd, full-page advert in Britain Magazine for November, due what he considered to be a rather short-sighted decision for such a significant amount of money. He asked that clarification be sought regarding why this decision was taken.

It was further noted that this entry should reflect 50/50 split showing Guildhall/Museum budget.

Cllr Sampson suggested that the payment schedule be approved on the proviso that this issue is investigated further.

RESOLUTION: Payments were approved, pending further investigate of no 28.

Cllrs Carter, Carter, Wiles, Gray, Ungerson, Moorhouse, Heaven and Pennington voted against payment of no28.

05.10.22 FINANCES & INVESTMENTS

- (i) To receive and note the Sandwich Toll Bridge Fund Statement of Accounts and cash flow statement as at 30th September 2022.
RESOLUTION: Received and approved
- (ii) To receive and note the Sandwich Toll Bridge Fund Statement of Accounts, petty cash and cash flow statement as at 30th September 2022.
RESOLUTION: Received and approved
- (iii) To receive and note the Sandwich Toll Bridge Fund Guildhall Statement of Accounts and petty cash as at 30th September 2022.
RESOLUTION: Received and approved
- (iv) To receive and note the Quilter Cheviot Investment Management monthly report at 30th September 2022.
RESOLUTION: Received and noted

06.10.22 GRANT APPLICATIONS FEEDBACK

- (i) Council received and noted a grant feedback form from Sandwich Technology School regarding their grant of £10,000, received from the Toll Bridge Fund.
Cllr Fox suggested that in the future when a grant is awarded, perhaps STC should request that a plaque be displayed to show STC's support in community projects. Councillors agreed that this would be a good idea.
RESOLUTION: This feedback was received and noted.
- (ii) Council received and noted a grant feedback form from Hi Kent regarding their grant of £480,000, received from the Toll Bridge Fund.
RESOLUTION: This feedback was received and noted.

07.10.22 FIFTIES FESTIVAL GRANT

Council received and considered a report from the RFO with accompanying accounts from Sandwich Fifties Festival, which took place in August.

Cllr Carter expressed concern that the accounts submitted by event organisers did not appear to have been audited externally. Cllr Marie explained that this was a joint SCEA/Killertone partnership. Cllr Fox explained that this a private company with charitable status.

Cllr Wiles asked for clarification on the Artists performance fees, as this costing should be clearly distinguished as to which artists performed inside and which performed outside. A discussion ensued as to this distinction as the events scheduled outside were all free of charge, whereas the events held within St Marys were all chargeable. Councillors discussed being much more prescriptive about what we expect from accounts submitted following grant applications in future.

RESOLUTION: This feedback was received and noted.

08.10.22 SIR ROGER MANWOOD'S SCHOOL GRANT APPLICATION

Trustee received and considered a report from the RFO with accompanying evidence regarding the grant of £14,024, which was agreed in principle at the meeting of the Trustee on 26th September 2022. The overspend of £520 on this year's grants budget was noted.

Cllr Carter stated that STC had requested a second quote. Cllr Wiles explained that this had been included on a previous Agenda. Cllr Friend explained that the total cost was in fact £40,000 and we were asked for £14,000, that we had awarded a similar grant to Sandwich Technology School and that other grants in excess of this amount had also been awarded. Cllr Sampson reminded Council that we had already agreed this grant in principle. Cllr Ungerson commented that the school appeared to have considerable reserves and suggested that they make up the difference if we offered a reduced grant award. Cllr Fox reminded Council that with limited funds available, this award seemed too much to afford when there was alternative funding available. Cllr Wiles reminded Council that the remit of STBF is for 'the good and benefit of the people of the town' and he believed that only 25% of the pupils who attend the school live in the town. Cllr Marie reminded Council that the school was well established and that it was for the benefit of the students.

Cllr Fox proposed that we offer £2,000, which was not agreed by all Councillors.

It was then proposed that Council offer half the award, £7,000, which was agreed by a majority vote.

RESOLUTION: Trustee agreed that a grant of £7,000 be offered to Sir Roger Manwood's School.

09.10.22 SANDWICH FOLK AND ALE FESTIVAL GRANT APPLICATION

Trustee received and considered a grant application from Sandwich Folk and Ale Festival for £2,500 to contribute to the 2023 Festival.

Cllr Sampson read a statement from the Chairman expressing their pleasure in received considerable praise for the 2022 event before leaving the room with Cllr Marie.

Cllr Fox explained that the accounts had been externally audited and the audit was expected shortly. A conversation ensued regarding additional funding applications from other sources as sponsorship was expected to be low and a bigger festival was planned for 2023.

Cllr Fox suggested that Trustee should set a limit on STBF's reserve and asked Council to consider what it considers to be a reasonable limit. Cllrs Pennington and Wiles suggested that a reserve policy be established for the future, setting out clear criteria.

There was praise for the event from Councillors and they were reminded that this was in fact the purpose of the STBF, to support this type of event.

RESOLUTION: Trustee agreed that the grant of £2,500 be awarded to the Sandwich Folk and Ale Festival.

10.10.22 DRAWDOWN FROM INVESTMENTS

Council received and considered a request from the RFO to drawdown funding from Sandwich Toll Bridge Fund investments.

RESOLUTION: Trustee agreed that £50,000 funds should be drawn down from Sandwich Toll Bridge Fund investments.

Cllrs Heaven, Carter, Carter and Ungerson abstained from voting.

11.10.22 MUSEUM COLLECTION STORE

Council received and considered a request from the CEO and Museum Coordinator requesting approval for payment of the outstanding costs of the new Museum Collection Store from Sandwich Toll Bridge Fund.

RESOLUTION: Trustee agreed payment of outstanding costs of the Museum Collection Store.

12.10.22 WARM SPACES

Council considered a request from Cllr Heaven to make space available within the Guildhall for community use during the coming winter months. Cllr Heaven explained that the purpose of this project was to provide residents with the opportunity to take advantage of warm spaces to spend time in at no cost, helping people in our community to stay warm through the winter months at public expense. He suggested using rooms within the Guildhall during the day when the building is heated anyway. Cllr Carter reminded Council that the town no longer has Wayfarers, who might have offered elderly residents a similar service.

Cllr Ungerson suggested that this issue demanded considerable thought and planning, best undertaken by a Working Group, who could fully consider type and suitability of provision, timeframe, daily offering, activities, etc, together with volunteering body to sustain the services offered. Cllr Ungerson suggested that Cllr Pennington Chair this Working Group, given his past experience in similar initiatives.

Cllr Friend informed Council of the initiatives already put in place to provide Warm Spaces in response to the many needs of our diverse community. He praised local businesses who were already supporting the initiative and suggested that it would be a worthy cause for STBF involvement.

RESOLUTIONS:

Trustee agreed to set up a Working Group to plan for STBF’s contribution to the Warm Spaces initiative, to be Chaired by Cllr Pennington.

CEO to set up a meeting of Councillors who would be interested in being involved. Cllr Friend should be invited to input his knowledge of what is already established.

13.10.22 ACQUISITION OF ARTEFACT FOR SANDWICH GUILDHALL MUSEUM.

Trustee received a report from the Museum Coordinator requesting purchase of the medieval gold coin pendant using the IMHOF fund.

RESOLUTION: Trustee agreed to the purchase of the medieval gold coin pendant using the IMHOF fund.

14.06.22 DATE AND TIME OF NEXT MEETING

Monday 28th November 2022 at the conclusion of Sandwich Town Council meeting.

Meeting closed at 21:12.

Signed.....

Date.....