

**Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund Monday 25<sup>th</sup> September 2023**



Chair: Cllr P Carter  
 Councillors: I Black, D Carter, E Csuka, J Franklin, N Gray, S Mallett, M Moorhouse, D Marie, L Ripley, V Tomlins, and C Wiles

Officer and others attending: Gill Gray Town Clerk.

STBF.09.23.1	<p><b>Apologies for absence received:</b>          Apologies were received and accepted from: Cllr W Fortescue – travel commitment, Cllr M Pennington – convalescing, Cllr P Breen – travel commitment and Cllr C Ungerson – travel commitment.</p>	
STBF.09.23.2	<p><b>Declarations of interest:</b>          None.</p>	
STBF.09.23.3	<p><b>Minutes of the previous Meeting:</b>          To approve the Minutes of the Ordinary Meeting of STC as Trustee of Sandwich Toll Bridge Fund, held on 21<sup>st</sup> August 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.  <b>It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the minutes of the STC as Trustee of STBF held on 21<sup>st</sup> August 2023 be signed and approved as an accurate record of the meeting.</b></p>	
STBF.09.23.4	<p><b>Payment Schedules:</b></p> <p><b>4a</b> Members approved the Sandwich Toll Bridge Fund Schedule of Payments for September.  <b>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Schedule of Payments for September were received and approved.</b></p> <p><b>4b</b> Members approved the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for September.  <b>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Schedule of Payments for September were received and approved.</b></p> <p><b>4c</b> Members approved the Museum and Archives Schedule of Payments for September.  <b>It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Schedule of Payments for September were received and approved.</b></p>	
STBF.09.23.5	<p><b>Finances and Investments:</b></p>	

	<p><b>5a</b> To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 31st August 2023.  <b>It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the STBF Statement of accounts 31<sup>st</sup> August 2023 were received and approved.</b></p> <p><b>5b</b> To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31<sup>st</sup> August 2023.  <b>It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the STBF Guildhall Statement of accounts 31st August 2023 were received and approved.</b></p> <p><b>5c</b> To receive and approve the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 31st August 2023.  <b>It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the STBF Guildhall Museum Statement of accounts 31st August 2023 were received and approved.</b></p> <p><b>5d</b> To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 31st August 2023  <b>It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the Quilter Cheviot Assets Management Investment report 31st August 2023 were received and approved.</b></p>	
STBF.09.23.6	<p><b>Membership to the National Conservation Service</b>  Members considered a report from the Museum Co-ordinator in relation to a request for the Trustee to approve the subscription for the National Conservation Service.  <b>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the Trustee approved the request and the annual subscription for the National Conservation Service be approved.</b></p>	
STBF.09.23.7	<p><b>Sandwich Guildhall Museum Update</b>  Members considered a report from the Museum Co-ordinator with an update in relation to alterations to the Museum's front desk. It is proposed to fix an illustrated board to the back of the desk which will face outwards and be visible to visitors and look more appealing and professional.  <b>It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that the information was noted and received.</b></p>	
STBF.09.23.8	<p><b>Kent Maps Online/Canterbury Christ Church University Project</b>  Members considered a report from the Museum Co-ordinator with an update to note in relation to the Museum's involvement in a project proposed by staff from the School of Humanities, Canterbury Christ Church University. Members debated and it was proposed that the</p>	

	<p>town trails could be joined together, and the promotion shared more widely. Town Clerk to seek further explanation around the idea about using postcards from the Museum Co-ordinator for this digitisation project.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that the Kent Maps Online and Canterbury Christ Church University Project details were noted.</b></p>	
STBF.09.23.9	<p><b>Loan of Items to Kent Mining Museum and Living Seams</b></p> <p>Members considered a report from the Museum Co-ordinator in relation to the proposed loan of items related to the Kitchener Camp; the items to be loaned to the Kent Mining Museum as part of the Living Seams Project. Town Clerk to establish if the items will be returned in time for the Kitchener Camp Travelling Display project.</p> <p><b>It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the following named objects: Spoons, Postcards, Training manual, Kitchener Camp Reviews June and July 1939 were all noted as being loaned to the Kent Mining Museum as part of a project developed by Living Seams.</b></p>	
STBF.09.23.10	<p><b>Sandwich Guildhall Fire Alarm System Report</b></p> <p>Members considered a report from the Town Clerk with recommendations following a recent service and site visit. The Kent Fire and Rescue Service advised that a repeater panel for the fire alarm system should be installed next to the main entrance of the Guildhall.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the repeater panel for the fire alarm system be installed by Chubb Fire and Security Limited at a cost of £2,737.94 to be installed next to the main entrance of the Guildhall.</b></p>	
STBF.09.23.11	<p><b>Kitchener Camp Travelling Display</b></p> <p>Members considered a report from the Museum Co-ordinator with the proposal to use the Hive to host the Kitchener Camp Travelling Display project. Members debated the request to use the space and agreed that the future use was still not agreed.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr I Black and RESOLVED: that the information in relation to the Kitchener Camp Travelling Display was noted and that the Hive was approved to use for the purposes of this project without prejudice for future use of the space known as the Hive.</b></p>	
STBF.09.23.12	<p><b>Confidential Matters</b></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p>	

	<p>Information relating to commercial sensitivity within a specific proposed project.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the public be asked to leave the meeting for the next item due to the confidential nature of the information and commercial sensitivity of the proposed project.</b></p>	
STBF.09.23.13	<p><b>Proposed Project in Relation to a Loan from National Museum Liverpool</b></p> <p>Members considered a report from the Museum Co-ordinator in relation to a proposed project that would involve a loan from National Museums Liverpool for a temporary exhibition at the Sandwich Guildhall Museum.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr I Black and RESOLVED: that the item be deferred pending further information sought from the Museum Co-ordinator and to consider if the Museum and Archive Committee should meet to debate this proposal. Two Members abstained.</b></p>	
STBF.09.23.14	<b>Meeting closed at 9.37pm</b>	
STBF.09.23.15	<b>Date of next STBF Meeting: 30th October 2023.</b>	