

**Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund Monday 26<sup>th</sup> June 2023**



Chair: Cllr P Carter  
 Councillors: I Black, P Breen, D Carter, E Csuka, W Fortescue, J Franklin, N Gray, S Mallett, D Marie, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson  
 Officer and others attending: Gill Gray Interim Town Clerk.

STBF.06.23.1	<p><b>Apologies for absence received:</b>          Apologies were received and accepted from: Cllr M Moorhouse – travel commitment.</p>	
STBF.06.23.2	<p><b>Declarations of interest:</b>          The following declarations of interest were received:          Cllr C Wiles – declared an interest in Item 6 Grant Application – Associations with Gazen Salts Nature Reserve and Sandwich Infant School.</p>	
STBF.06.23.3	<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 22<sup>nd</sup> May 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 22<sup>nd</sup> May 2023 be signed and approved as an accurate record of the meeting.</b></p>	
STBF.06.23.4	<p><b>Payment Schedules:</b></p> <p><b>4a</b> Members approved the Sandwich Toll Bridge Fund Schedule of Payments for June.  <b>RESOLUTION: Schedule of Payments for June were received and approved. One Member abstained.</b></p> <p><b>4b</b> Members approved the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for June.  <b>RESOLUTION: Schedule of Payments for June were received and approved. One Member abstained.</b></p> <p><b>4c</b> Members approved the Museum and Archives Schedule of Payments for June.  <b>RESOLUTION: Schedule of Payments for June were received and approved. One Member abstained.</b></p>	
STBF.06.23.5	<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 31<sup>st</sup> May 2023.</p>	

	<p><b>RESOLUTION: STBF Statement of accounts 31<sup>st</sup> May 2023 were received and approved. Three Members abstained.</b></p> <p><b>5b</b> To receive and approve the Sandwich Toll Bridge Fund Guildhall Account Petty Cash Statement as at 30<sup>th</sup> April 2023</p> <p><b>RESOLUTION: STBF Guildhall Account Petty Cash Statement 30<sup>th</sup> April 2023 were received and approved. Three Members abstained.</b></p> <p><b>5c</b> To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31<sup>st</sup> May 2023.</p> <p><b>RESOLUTION: STBF Guildhall Statement of accounts 31<sup>st</sup> May 2023 were received and approved. Three Members abstained.</b></p> <p><b>5d</b> To receive and approve the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 31<sup>st</sup> May 2023.</p> <p><b>RESOLUTION: STBF Guildhall Museum Statement of accounts 31<sup>st</sup> May 2023 were received and approved. Three Members abstained.</b></p> <p><b>5e</b> To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 31<sup>st</sup> May 2023</p> <p><b>RESOLUTION: Quilter Cheviot Assets Management Investment report 31<sup>st</sup> May 2023 were received and approved. Three Members abstained.</b></p>	
STBF.06.23.6	<p><b>Grant Applications:</b></p> <p>To receive and consider the following grant applications:</p> <p><b>a</b> A grant application from Sandwich Infant School for £3,000.00 towards a new trim trail for the playground. The total cost of the project is £10,861.75. One quotation was provided and shared with Members for information. Members debated the application and had the following observations:</p> <ul style="list-style-type: none"> <li>• There was concern that only one quotation was available.</li> <li>• There seemed to be not up to date accounts available; the ledger accounts provided were for 2021-2022.</li> <li>• There seems to be some work underway at the school, therefore clarification needs to be sought if this is a retrospective application.</li> <li>• There is no mention or reference to other organisations that may be supporting or contributing to this scheme of works, equally no cost benefit analysis.</li> </ul> <p>Following a short debate, it was agreed that this application is deferred pending seeking further information. <b>It was moved by Cllr Marie and seconded by Cllr Ripley and RESOLVED: that the grant application from Sandwich Infant School is deferred to a future meeting for decision following seeking clarification on the observations and points raised by Members. Cllr C Wiles did not participate in the vote for this item.</b></p>	

	<p><b>b</b> Gazen Salts Nature Reserve requested an alteration to the spending plan for various works and projects at the Nature Reserve. Members received and considered the report from the RFO.</p> <p>The following observations were recorded:</p> <ul style="list-style-type: none"> <li>• There were no copies of accounts for Members to scrutinise.</li> <li>• Clarification on the process for drawdown from the allocated funds is required.</li> <li>• A copy of the governance document/constitution to be provided for Members.</li> </ul> <p>Following a short debate, it was agreed that this request is deferred pending seeking further information.</p> <p><b>It was RESOLVED: that the request to alter the spending plan for various works and projects at the Gazen Salts Nature Reserve be deferred to a future meeting for decision following clarification on the observations as listed in the minutes. Two Members voted against, and two Members abstained.</b></p>	
STBF.06.23.7	<p><b>Risk Register for STBF</b></p> <p>Members considered the Risk Register for STBF and noted that this to be reviewed and items in red highlighted risks that need to be addressed.</p> <p><b>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Risk Register was deferred for decision as soon as the review was undertaken, and the items highlighted that denote risks were addressed.</b></p>	
STBF.06.23.8	<p><b>Museum and Archive Committee Report</b></p> <p>Members considered a report from Cllr C Ungerson, seeking the reinstatement of the Museum and Archives Committee. Following a short debate there were two proposals and these were considered by Members.</p> <p><b>It was moved by Cllr C Wiles and seconded by Cllr P Carter that the Museum and Archive Committee should not be reinstated; this failed.</b></p> <p><b>It was moved by Cllr Marie and seconded by Cllr Ungerson and RESOLVED: that the Museum and Archive Committee be reinstated, the TOR to be draft in consultation with the Museum Co-ordinator and Cllr C Ungerson. The membership of the M&amp;A Committee to be decided at the next STBF meeting in July.</b></p>	
STBF.06.23.09	<p><b>Fire Extinguishers for the Guildhall</b></p> <p>Members considered a report from the RFO in relation to the replacement of the fire extinguishers that are present in the Guildhall; this is following an on-site inspection and recommendations from the fire extinguisher contractor.</p> <p><b>It was moved by Cllr C Wiles and seconded by Cllr P Carter and RESOLVED: that the quotation was accepted from Chubb and the purchase of replacement extinguishers for the Guildhall were agree at a cost of £2,434.17</b></p>	
STBF.06.23.10	<p><b>Meeting closed at 10.13pm</b></p>	
STBF.06.23.11	<p><b>Date of next STBF Meeting: 28<sup>th</sup> August 2023.</b></p>	

