

Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund Monday 31st July 2023



Chair: Cllr P Carter
 Councillors: I Black, P Breen, D Carter, E Csuka, W Fortescue, J Franklin, S Mallett, M Moorhouse, D Marie, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson

Officer and others attending: Gill Gray Interim Town Clerk.

STBF.07.23.1	<p>Apologies for absence received: Apologies were received and accepted from: Cllr N Gray – travel commitment.</p>	
STBF.07.23.2	<p>Declarations of interest: The following declarations of interest were received: Cllr P Breen and Cllr E Csuka – declared an interest in Item 6 Grant Application – living near Gazen Salts Nature Reserve. Cllr Wiles – declared an interest in Item 6 Grant Application – Trustee for Gazen Salts Nature Reserve.</p>	
STBF.07.23.3	<p>Minutes of the previous Meeting: To approve the Minutes of the Ordinary Meeting of STC as Trustee of Sandwich Toll Bridge Fund, held on 26th June 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. It was moved by Cllr D Marie and seconded by Cllr S Mallett and RESOLVED: that the minutes of the STC as Trustee of STBF held on 26th June 2023 be signed and approved as an accurate record of the meeting.</p> <p>Cllr P Breen raised concern that STBF.06.23.8 was not addressed for the July meeting and the M&A Committee Membership does need deciding. Cllr C Ungerson confirmed that the TORs for the Committee will be draft and ready for the August STBF meeting. Cllr I Black raised concern that the Risk Register for STBF was not on the Agenda for the STBF July meeting; Town Clerk and Cllr E Csuka confirmed that this was currently being worked on for STC and STBF.</p>	
STBF.07.23.4	<p>Payment Schedules:</p> <p>4a Members approved the Sandwich Toll Bridge Fund Schedule of Payments for July. It was moved by Cllr D Marie and seconded by Cllr P Carter and the RESOLUTION: Schedule of Payments for July were received and approved. One Member abstained.</p> <p>4b Members approved the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for July.</p>	

	<p>It was moved by Cllr D Marie and seconded by Cllr P Carter and the RESOLUTION: Schedule of Payments for July were received and approved. One Member abstained.</p> <p>4c Members approved the Museum and Archives Schedule of Payments for July.</p> <p>It was moved by Cllr D Marie and seconded by Cllr P Carter and the RESOLUTION: Schedule of Payments for July were received and approved. One Member abstained.</p>	
STBF.07.23.5	<p>Finances and Investments:</p> <p>5a To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 30th June 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and the RESOLUTION: STBF Statement of accounts 30th June 2023 were received and approved. Five Members abstained.</p> <p>5b To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 30th June 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and the RESOLUTION: STBF Guildhall Statement of accounts 30th June 2023 were received and approved. Five Members abstained.</p> <p>5c To receive and approve the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 30th June 2023.</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and the RESOLUTION: STBF Guildhall Museum Statement of accounts 30th June 2023 were received and approved. Five Members abstained.</p> <p>5d To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 30th June 2023</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and the RESOLUTION: Quilter Cheviot Assets Management Investment report 30th June 2023 were received and approved. Five Members abstained.</p> <p>It was agreed that a drill down and review of the investments was necessary; Town Clerk to speak to the RFO to arrange a meeting with the investment manager at Quilter Cheviot Assets at the earliest opportunity.</p>	
STBF.07.23.6	<p>Grant Applications:</p> <p>To receive and consider the following grant applications:</p> <p>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>	

	<p>Following a short debate, it was agreed that this request is approved. Cllr E Csuka sought clarification with aspects of the governance to the charity and outside body. This to be debated at next STBF meeting. Town Clerk to check Articles of Association and write to Gazen Salts Nature Reserve for clarification. Cllr C Wiles to check the documentation including the statement on the Charity Commission website as the organisation is changing the charitable status.</p> <p>It was moved by Cllr D Marie and seconded by Cllr C Ungerson and RESOLVED: that the request to alter the spending plan for various works and projects at the Gazen Salts Nature Reserve be approved. Two Members voted against, and one Member abstained.</p>	
STBF.07.23.7	<p>Scottish Widows Account</p> <p>Members considered the report from the RFO in relation to the Scottish Widows Imhoff Account and the signatories for the account. Cllr D Carter is already a signatory for this account.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr P Carter and RESOLVED: that the following were now signatories for the Imhoff Account:</p> <ul style="list-style-type: none"> • Cllr D Carter • Cllr J Franklin • Cllr D Marie • Town Clerk <p>It was RESOLVED: to remove all ex-Councillors and ex members of staff from this account.</p>	
STBF.07.23.8	<p>Sandwich Guildhall Museum Mission Statement Review</p> <p>Members considered a report from the Museum Co-ordinator with a draft new mission statement for the Sandwich Guildhall Museum.</p> <p>It was RESOLVED: that the statement be deferred and considered by the Museum and Archive Committee when it is established, and the membership agreed.</p>	
STBF.07.23.09	<p>Sandwich Guildhall Museum Collections Development Policy Review</p> <p>Members considered a report from the Museum Co-ordinator with a draft updated Collections Development Policy that is proposed to cover the period July 2023 to July 2028.</p> <p>It was RESOLVED: that the policy be deferred and considered by the Museum and Archive Committee when it is established, and the membership agreed.</p>	
STBF.07.23.10	<p>Sandwich Guildhall Museum Collections Access Policy</p> <p>Members considered a report from the Museum Co-ordinator with a draft Collections Access Policy for the Museum that is proposed to cover the period July 2023 to July 2028.</p> <p>It was RESOLVED: that the policy be deferred and considered by the Museum and Archive Committee when it is established, and the membership agreed.</p>	

STBF.07.23.11	<p>Sandwich Guildhall Museum Collections Care and Conservation Policy</p> <p>Members considered a report from the Museum Co-ordinator with a draft Collections Care and Conservation Policy for the Museum that is proposed to cover the period July 2023 to July 2028.</p> <p>It was RESOLVED: that the policy be deferred and considered by the Museum and Archive Committee when it is established, and the membership agreed.</p>	
STBF.07.23.12	<p>Acquisition of Artefact for the Sandwich Guildhall Museum</p> <p>Members considered a report from the Museum Co-ordinator requesting agreement to the acquisition of a new artefact for the Sandwich Guildhall Museum.</p> <p>Following a short debate, it was agreed to purchase the item; Members requested details in future for acquisitions including photographs and a valuation report where available.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr L Ripley and RESOLVED: that the acquisition of the artefact – treasure find is a gold finger “Memento Mori” ring from the 18th century be acquired at the cost of £600.00 from the IMHOF Fund. Six Members abstained and one Member was against the decision.</p>	
STBF.07.23.13	<p>University of Kent’s Employability Points Scheme</p> <p>Members considered a report from the Museum Co-ordinator in relation to the information regarding the University of Kent’s Employability Points Scheme. The Museum Co-ordinator was commended for all the hard work involved in this project. The report was noted.</p>	
STBF.07.23.14	<p>Meeting closed at 9.30pm</p>	
STBF.07.23.15	<p>Date of next STBF Meeting: 21st August 2023.</p>	