



## Sandwich Toll Bridge Fund

Wednesday 16<sup>th</sup> August 2017

Dear Councillor,

There will be a Meeting of the Council as Trustee of Sandwich Toll Bridge Fund in the Council Chamber at Guildhall at the conclusion of the **Quarterly** Meeting of Sandwich Town Council on **Monday 21<sup>st</sup> August 2017** at which your attendance is requested.

### Business

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**  
To approve the Minutes of the Meeting of the Trustee held on 31<sup>st</sup> July 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
4. **PAYMENT SCHEDULES**
  - (i) To approve the Sandwich Toll Bridge Fund Payment Schedule. **Attach 2**
  - (ii) To approve the Museum & Archives Payment Schedule. **Attach 3**
5. **ASSET MANAGEMENT**  
To receive and consider the following information from Quilter Cheviot:
  - (i) Contract note for the purchase of holdings in Infineon Technologies AG ord NVP (Regd) **Attach 4**
  - (ii) Contract note for the purchase of holdings in Anglo American. **Attach 5**
  - (iii) Contract note for the sale of holdings in NB Global Floating Rate Inc FD Ltd Red ord. **Attach 6**
  - (iv) Monthly investment report for the month ending 31<sup>st</sup> July 2017 **Attach 7**
6. **AUDIO AND VISUAL EQUIPMENT FOR THE GUILDHALL**  
To receive a written report from the Town Clerk proposing improvements to the audio and visual equipment at the Guildhall and to consider the recommendations therein. **Attach 8a & b**
7. **MUSEUM BANK ACCOUNT NAME AND USE OF A DEBIT CARD**  
To receive and consider a report from the Finance Officer proposing amendments to the name of the Museum bank account and application to Natwest for a debit card for this account. **Attach 9**
8. **CONFIDENTIAL REPORT**  
To receive a written report from the Assistant Town Clerk regarding recent issues involving the Empire Cinema and related correspondence. **Enclosure 1a-d**
9. **CONFIDENTIAL REPORT**  
To receive a written report from the Town Clerk regarding the retirement of two Guildhall Caretakers, Enclosure 3a, b & c within the Sandwich Town Council Agenda, and consider a way forwards. Please note that Sandwich Toll Bridge Fund pays 90% of the salary. **Enclosure 2 previously included with Council agenda**

**10. DATE AND TIME OF NEXT MEETING**

Monday 25<sup>th</sup> September 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.

A handwritten signature in black ink that reads "L. Fidler". The signature is written in a cursive style with a large, stylized 'F'.

**LAURA FIDLER**

Town Clerk, Responsible Finance Officer & Clerk to Sandwich Toll Bridge Fund

**TRUSTEES OF SANDWICH TOLL BRIDGE FUND**

SCHEDULE of payments approved at a Meeting of the Trustees of Sandwich Toll Bridge Fund held on 21st August 2017

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
90	Delmaines (Repair of Guildhall washing machine)	£108.96	£0.00	£108.96
91	Kent County Council (Toll Bridge pension refunds - June and July)	£365.68	£0.00	£365.68
92	K Laundry Limited (Laundry service)	£23.92	£4.80	£28.72
93	Viridor Waste Management Limited (Recycling service)	£80.16	£16.02	£96.18
94	British Gas Services (Commercial) Limited (Repair to Guildhall ovens)	£90.00	£18.00	£108.00
95	British Gas (Guildhall electricity charges)	£2,210.59	£442.11	£2,652.70
96	The Sandwich Printing Company Limited (2500 x Battle of Sandwich leaflets)	£355.00	£0.00	£355.00
97	The Comms Guys Ltd (Phone charges - Alarm and Lift)	£36.29	£7.26	£43.55
98	Laura Fidler (Room seperator screen for Battle of Sandwich display)	£322.95	£64.59	£387.54
99	Sandwich Town Council (Reimbursement for August payroll)	£10,053.72	£0.00	£10,053.72
100	Sandwich United Charity (Grant towards production of a promotional leaflet)	£350.00	£0.00	£350.00
101	King Street Traders (Grant towards staging the 2017 King Street Christmas Party)	£750.00	£0.00	£750.00
102	Simon Pettit (Refund of wedding damage deposit - ceremony on 05/08/17)	£50.00	£0.00	£50.00
103	Daniel Martin (Refund of wedding damage deposit - ceremony on 12/08/17)	£50.00	£0.00	£50.00
		<b>£14,847.27</b>	<b>£552.78</b>	<b>£15,400.05</b>

**TRUSTEES OF SANDWICH TOLL BRIDGE FUND - MUSEUM ACCOUNT**

SCHEDULE of payments approved at a Meeting of the Trustees of Sandwich Toll Bridge Fund held on 21st August 2017

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
29	Shepherd Neame (Reservation for one night's accomodation on 23/08/17 re Mr S McGlynn at the Bell Hotel after the Battle of Sandwich lecture)	£80.00	£0.00	£80.00
30	The Sandwich Printing Company Limited (2500 x Museum leaflets)	£570.00	£0.00	£570.00
31	M Outen (Reimbursement for purchase of items for Battle of Sandwich events, ie glue sticks, coloured pencils etc)	£12.69	£0.00	£12.69
32	Sandwich Town Council (Souvenirs taken from the Tourist Information Centre to be sold in the Museum)	£137.75	£0.00	£137.75
33	Kevin Cook (Reimbursement for purchase of refreshments for the Museum & Archive coffee morning)	£10.64	£0.00	£10.64
		<b>£811.08</b>	<b>£0.00</b>	<b>£811.08</b>