



Sandwich Toll Bridge Fund

Wednesday 25th April 2018

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 Ordinary Meeting of Sandwich Town Council on **Monday 30th April 2018** at which your attendance is requested.

Business

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

(i) To approve the Minutes of the Meeting of the Trustees held on 26th March 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

(ii) Minutes signed subject to approval

(iii) To approve the Minutes of the Meeting of the Trustees held on 9th April 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 2

(iv) Minutes signed subject to approval

4. MONKS WALL NATURE RESERVE COMMITTEE

(i) To approve the Minutes of the Monks Wall Nature Reserve Committee meeting of the Trustees held on 11th April 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 3

5. PAYMENT SCHEDULES

(i) To approve the Sandwich Toll Bridge Fund Payment Schedule.

Attach 4

(ii) To approve the Museum & Archives Payment Schedule.

Attach 5

6. FINANCE

(i) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 31st March 2018.

Attach 6

(ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st March 2018.

Attach 7

7. ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

- (i) Monthly investment report for the month ending 31st March 2018.

Attach 8

8. CONFIDENTIAL REPORT

- (i) To receive, consider and note HR report from Acting Town Clerk.

Enclosure 1 previously included with Council agenda

- (ii) To adopt Dakota Blue's recommendations following receipt of costings relating to same from Acting Town Clerk and for The Mayor to urgently undertake a Councillor Skills audit.

Enclosure 2 previously included with Council agenda

- (iii) To receive proposal in relation to CCF bid

Enclosure 3 previously included with Council agenda

9. DATE AND TIME OF NEXT MEETING

Monday 21st May 2018, following the Quarterly meeting of the Town Council, in the Council Chamber.



AMANDAJAYNE HOLLOBON-BAXTER
Acting Town Clerk
Sandwich Town Council and 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 30th April 2018

A/C No	Payee	Amount	VAT	Total
1	Dakota Blue Consulting Ltd (Final 50% of project fee - staffing review)	£4,062.44	£812.49	£4,874.93
2	British Telecommunications Plc (Phone charges - payphone)	£71.10	£14.22	£85.32
3	Zurich Municipal (Guildhall insurance 2018/19)	£10,962.47	£200.02	£11,162.49
4	Sota Solutions Limited (Structured wiring system, cloud storage and firewall and internet activation plus monthly charges- Guildhall Wi-Fi)	£4,499.48	£899.90	£5,399.38
5	Kent County Council (Toll Bridge pension refund)	£209.78	£0.00	£209.78
6	Chubb Fire & Security Ltd (Fire alarm service)	£251.45	£50.29	£301.74
7	PA Hollingworth & Co Ltd (Repair and replace parts - WC's Guildhall)	£91.31	£18.26	£109.57
8	M Duda (Window Cleaning - Guildhall)	£344.65	£0.00	£344.65
9	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.25	£7.25	£43.50
10	Guardian Security & Fire Ltd (To attend internal CCTV cameras)	£87.50	£17.50	£105.00
11	Capita Business Services (April payroll)	£12,903.39	£0.00	£12,903.39
12	Temple Lifts Limited (Lift maintenance)	£582.89	£116.58	£699.47
13	Total Gas & Power Limited (Gas charges)	£1,645.17	£329.04	£1,974.21
14	Wyman Electrical Limited (Repair light under Guildhall archway and check cables near Mayor's Parlour)	£210.00	£42.00	£252.00
15	Viridor Waste Management Limited (Recycling service)	£56.08	£11.24	£67.32
16	K Laundry Limited (Laundry services)	£24.68	£4.92	£29.60
17	C.E.F. (Sandwich) (Replacement bulbs in Guildhall)	£24.45	£4.89	£29.34
18	Kevin Cook (Reimbursement for purchase of items for Guildhall)	£36.80	£0.00	£36.80
19	Sandwich In Bloom (2018/19 grant towards floral displays in Sandwich)	£750.00	£0.00	£750.00
20	The Phoenix Centre (2018/19 grant towards the Phoenix Centre)	£5,150.00	£0.00	£5,150.00
21	Rotary Club of Sandwich (2018/19 grant towards the 'Sandwich Salutes the 40's weekend)	£1,250.00	£0.00	£1,250.00
22	Simone Cassina (Refund of confetti deposit re wedding on 23-03-18)	£50.00	£0.00	£50.00
23	Dover District Council (Guildhall Business Rates 2018/19 (75%))	£4,326.08	£0.00	£4,326.08
		£47,625.97	£2,528.60	£50,154.57

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 30th April 2018

A/C No	Payee	Amount	VAT	Total
1	Sandwich Toll Bridge Fund (Refund of loan given by Sandwich Toll Bridge Fund for the Museum Renovation Project, less agreed donation)	£15,199.70	£0.00	£15,199.70
2	GB Promotional Products Ltd (500 x Sandwich Guildhall pens to be sold in the Tourist Information Centre / Museum)	£258.50	£51.70	£310.20
3	Mr J Scollard (Reimbursement for purchase of parking vouchers for Museum Volunteers)	£44.00	£0.00	£44.00
4	Madylene Outen (Reimbursement for purchase of 100 x plastic gripseal bags, 1 x magna carta mug, 5 x drawer organisers and 2 x clear acrylic boxes for the Museum / Archives)	£55.77	£5.57	£61.34
5	Westair Reproductions Ltd (Purchase of souvenirs to be sold in the Museum giftshop)	£424.20	£0.00	£424.20
6	V&A Enterprises Ltd (St Thomas Becket display panel for the Museum)	£70.00	£14.00	£84.00
7	Julia Baxter (Calligraphy for the Remembrance Book)	£102.00	£0.00	£102.00
		£16,154.17	£71.27	£16,225.44