



Sandwich Toll Bridge Fund

Wednesday 16th May 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 21st May 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 30th April 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda. **Attach 1**
 - (ii) Minutes signed subject to approval
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. **FINANCE**
 - (i) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 30th April 2018. **Attach 4**
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 30th April 2018. **Attach 5**
 - (ii) To receive the Scottish Widows IMHOF Statement as at 1st April 2018. **Attach 6**
6. **ASSET MANAGEMENT**

May's information from Quilter Cheviot to be included within June's agenda

7. **CONFIDENTIAL REPORT**

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

Enclosure 1 previously included with Council agenda

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

Monday 25th June 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 21st May 2018

A/C No	Payee	Amount	VAT	Total
24	Kent County Council (Cleaning Stock for Guildhall and PEAT Tests on 25/04/2018)	£299.48	£59.90	£359.38
25	Viridor Waste Management Limited (Recycling service)	£70.10	£14.05	£84.15
26	Sota Solutions Limited (Monthly Wi-fi charges)	£425.04	£85.01	£510.05
27	K Laundry Limited (Laundry services)	£24.68	£4.92	£29.60
28	S.Christy (Repair of Gavel and Chair - Council Chamber)	£100.00	£0.00	£100.00
29	Total Gas & Power (Guildhall gas charges)	£860.02	£172.01	£1,032.03
30	Business Stream (Water charges - Guildhall)	£485.95	£0.00	£485.95
31	K Laundry Limited (Laundry services)	£24.68	£4.92	£29.60
32	Wyman Electrical Limited (Replacement of emergency lights and switches, and install insect killer in kitchen)	£589.00	£117.80	£706.80
33	The Comms Guys Ltd (Phone charges - alarm and lift)	£37.36	£7.47	£44.83
34	Capita Business Services (May payroll)	£12,875.59	£0.00	£12,875.59
35	British Gas (Electricity charge 03/01/18 - 01/04/18) - Guildhall)	£1,963.24	£392.64	£2,355.88
36	Karen Palmer (Replenish petty cash tin)	£80.00	£0.00	£80.00
37	Simon Robinson (Refund of wedding deposit: wedding on 21/04/18)	£50.00	£0.00	£50.00
38	Jasmin Smith (Refund of wedding deposit: wedding on 27/04/2018)	£50.00	£0.00	£50.00
39	Sandwich Town Council (60% share of public liability insurance 2018/19)	£2,177.52	£0.00	£2,177.52
		£20,112.66	£858.72	£20,971.38

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 May 2018

A/C No	Payee	Amount	VAT	Total
8	Madylene Outen (Reimbursement for purchase of ant traps for the Museum and ink cartridges for the archives)	£20.26	£0.00	£20.26
9	Her Majesty's Passport Office (152 Death certificates for the WW1 Sandwich Serviceman project)	£1,406.00	£0.00	£1,406.00
10	Dover Transport Museum Society (17 packaged cards and envelopes - Sandwich Fire Appliance)	£21.42	£3.45	£24.87
11	Westair Reproductions Ltd (VAT from invoices 202209 and 202429 - Museum pmt schedule no. 5)	£0.00	£69.84	£69.84
12	Sandwich Town Council (25 x tea towels taken from TIC stock, to be sold in the Museum)	£45.50	£0.00	£45.50
		£1,493.18	£73.29	£1,566.47