



Sandwich Toll Bridge Fund

Wednesday 25th July 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 July 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 25th June 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 Advisory Committee Minutes of a meeting held by the Trustees on 5th July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 2

(iv) Minutes signed subject to approval

(v) To approve the Museum and Archive Committee Minutes of a meeting held by the Trustees on 11th July 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 3

(vi) Minutes signed subject to approval

4. PAYMENT SCHEDULES

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

Attach 4

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

Attach 5

5. **FINANCE**

(i) To receive and consider a report from Mrs Karen Palmer, Finance Officer and Admin Assistant, regarding the NatWest Bankline application.

Previously included with Council agenda

(ii) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 30th June 2018.

Attach 6

(iii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 30th June 2018.

Attach 7

(iv) To receive the Scottish Widows IMHOF Statement as at 1st July 2018.

Attach 8

6. **ASSET MANAGEMENT**

To receive and consider the following information from Quilter Cheviot:

(i) Monthly investment report for the month ending 30th June 2018.

Attach 9

(ii) To receive further correspondence from Quilter Cheviot dated June 2018.

Attach 10

(iii) To receive and consider a portfolio update dated 27th June 2018, and a 'Guide To Understanding Your Investment Portfolio' from Quilter Cheviot.
Copy of letter to be signed by two Councillors if agreed.

Attach 11

7. **COMMITTEES**

(i) To reconsider proposed Membership of the following Committees: - Finance and Museum and Archives.

Attach 12

(ii) To consider adding Councillor O'Donoghue back onto Advisory Committee.

8. **CONFIDENTIAL REPORT**

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

Enclosure 1 previously included with Council agenda

(ii) To receive and consider a restructure of the Tourist Information Centre.

Enclosure 2 previously included with Council agenda

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

Monday 20th August 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 July 2018

A/C No	Payee	Amount	VAT	Total
60	Kevin Cook (Reimbursement for purchase of parking permits, door closers and tea bags for Guildhall)	£834.16	£0.00	£834.16
61	British Telecommunications plc (Phone charges - payphone)	£71.10	£14.22	£85.32
62	Sota Solutions Limited (Guildhall Wi-Fi charges)	£323.88	£64.78	£388.66
63	Business Stream (Water charges - Guildhall)	£228.97	£0.00	£228.97
64	British Gas (Electricity charges - Guildhall)	£2,012.66	£402.53	£2,415.19
65	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.78	£7.36	£44.14
66	Capita Busines Services (July payroll)	£13,427.51	£0.00	£13,427.51
67	M Duda (Window cleaning)	£167.16	£0.00	£167.16
68	K Laundry Limited (Laundry service)	£24.68	£4.92	£29.60
69	Total Gas & Power (Gas charges - Guildhall)	£322.60	£64.52	£387.12
70	Chubb Fire & Security Ltd (Fire alarm service)	£258.99	£51.80	£310.79
71	Viridor Waste Management Limited (Recycling service)	£56.08	£11.24	£67.32
72	Kent County Council (Fire extinguisher maintenance)	£80.00	£16.00	£96.00
73	Paula Fright (Reimbursment for purchase of iron for Guildhall)	£22.00	£0.00	£22.00
74	Kent County Council (Toll Bridge Pension Recharge)	£106.86	£0.00	£106.86
75	Temple Lifts Limited (Lift maintenance)	£582.89	£116.58	£699.47
76	Stand Fast Burglar Alarm Co (East Kent) Ltd (Alarm maintenance)	£50.00	£10.00	£60.00
77	Rachel Thomas (Refund of wedding damage deposit - wedding on 26/06/18)	£50.00	£0.00	£50.00
78	Action on Hearing Loss (Site survey re PA system for Main Hall)	£135.00	£27.00	£162.00
		£18,791.32	£790.95	£19,582.27

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 July 2018

A/C No	Payee	Amount	VAT	Total
16	Kent County Council (Laminating pouches for the Museum)	£10.00	£2.00	£12.00
17	Julia Baxter (Name entries in the Remembrance Book)	£152.00	£0.00	£152.00
18	Madylene Outen (Reimbursement for purchase of Archive conservation equipment)	£39.30	£0.00	£39.30
19	Westair Reproductions Ltd (Souvenir items to be sold in the Museum)	£66.15	£8.23	£74.38
20	John May (Reimbursement for purchase of Museum exhibition boards)	£50.05	£10.01	£60.06
21	Sandwich Town Council (10 notebooks purchased from the Tourist Information Centre)	£70.00	£0.00	£70.00
22	Chris Anthony (Maintenance of Archive computers)	£70.00	£0.00	£70.00
23	Sandwich Town Council (Refund for purchase of pencils)	£17.90	£0.00	£17.90
		£475.40	£20.24	£495.64