



Sandwich Toll Bridge Fund

Wednesday 12th September 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 17th September 2018** at which your attendance is requested.

Business

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

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

4. FINANCE COMMITTEE

To approve the draft Minutes of the Finance Committee Meeting held on 20th August 2018 and to consider the recommendations therein.

Attach 2

5. PAYMENT SCHEDULES

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

Attach 3

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

Attach 4

6. FINANCE

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

Attach 5

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

Attach 6

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

Attach 8

8. SANDWICH SPRUCER

To consider a proposal by Cllr Friend that Sandwich Toll Bridge Fund should arrange a "town sprucer".

Attach 9

9. CHARITABLE PURPOSES

To receive a report from the Clerk regarding charitable purposes.

Attach 10

10. CONFIDENTIAL REPORT

(i) To receive and consider a report from the HR Councillor.

Enclosure 1 previously included with Council agenda

11. DATE AND TIME OF NEXT MEETING

Monday 29th October 2018, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



Miss Laura Fidler

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

TRUSTEES OF SANDWICH TOLL BRIDGE FUND

SCHEDULE of payments approved at a Meeting of the Trustees of Sandwich Toll Bridge Fund held on 17th September 2018

A/C No	Payee	Amount	VAT	Total
79	PA Hollingworth & Co Ltd (Callout to faulty float valve - watertank ground floor gents toilets watertank)	£84.65	£16.93	£101.58
80	Total Gas & Power (Gas charges - Guildhall)	£365.11	£90.75	£455.86
81	Sota Solutions Limited (August and September charges for Guildhall WI-FI)	£647.76	£129.56	£777.32
82	Sandwich Town Council (Reimbursement for September Peninsula charge)	£112.00	£22.40	£134.40
83	Capita (August and September payroll)	£26,637.85	£0.00	£26,637.85
84	K Laundry Limited (Laundry Services)	£55.53	£11.07	£66.60
85	Kent County Council (Toll Bridge Pension recharge - July and August)	£213.72	£0.00	£213.72
86	British Gas (Electricity - Guildhall)	£1,948.72	£389.74	£2,338.46
87	Viridor Waste Management Limited (Recycling service)	£126.18	£25.29	£151.47
88	DJ Jutson Limited (Attending to clocks in the Guildhall 2017/18)	£325.00	£65.00	£390.00
89	Open Sandwich Design (Annual website maintenance - Guildhall Wedding website)	£100.00	£0.00	£100.00
90	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.25	£7.25	£43.50
91	Croford Coachbuilders (Repairs to four fire engines)	£3,385.00	£677.00	£4,062.00
92	Karen Palmer (Replenish petty cash tin)	£30.00	£0.00	£30.00
93	The Sandwich Folk & Ale Festival (Grant to support the Acorn Stage at the 2018 Festival)	£1,000.00	£0.00	£1,000.00
94	Sandwich Festival Association (2018 Grant to support the Festival)	£1,500.00	£0.00	£1,500.00
95	Sandwich Infant School (2018 Grant to purchase one interactive classroom screen)	£2,500.00	£0.00	£2,500.00
96	King Street Traders (2018 Grant towards the King Street Party)	£1,000.00	£0.00	£1,000.00
97	The Sandwich Society (2018 Grant towards the Heritage Open Days event)	£200.00	£0.00	£200.00
98	Carol Kohn (Wedding damage deposit refund, wedding on 18/08/18)	£50.00	£0.00	£50.00
99	Trevor Parker (Wedding damage deposit refund, wedding on 31/08/18 plus £50 refund as on Sandwich Electoral role since booking)	£100.00	£0.00	£100.00
100	Barry-John Byrne (Wedding damage deposit refund, wedding on 01/09/18)	£50.00	£0.00	£50.00
		£40,467.77	£1,434.99	£41,902.76

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 17th September 2018

A/C No	Payee	Amount	VAT	Total
24	John Scollard (Reimbursement for Museum Volunteer parking permits)	£38.00	£0.00	£38.00
25	Sandwich Town Council (Repay STC for 100 x business cards - M Outen and for distribution of 2,000 Museum Leaflets)	£95.00	£12.00	£107.00
26	Karen Palmer (Increase Museum till float)	£20.00	£0.00	£20.00
27	Sandwich Toll Bridge Fund (Refund regarding balance of Museum Renovation Project loan from STBF)	£298.60	£0.00	£298.60
		£451.60	£12.00	£463.60