



Sandwich Toll Bridge Fund

Wednesday 24th October 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 29th October 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 17th September 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

4. ADVISORY COMMITTEE

To approve the draft Minutes of the Advisory Committee Meeting held on 9th October 2018 and to consider the recommendations therein. The proposed Standing Orders will be shared with the Councillors by email.

Attach 2

5. MUSEUM & ARCHIVE COMMITTEE

To approve the draft Minutes of the Museum & Archive Committee Meeting held on 10th October 2018 and to consider the recommendations therein.

Attach 3

6. PAYMENT SCHEDULES

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

Attach 4

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

Attach 5

7. FINANCE

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

Attach 6

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

Attach 7

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

Attach 8

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

Attach 9

(v) To receive confirmation from the Cllr Veronica Liote, the Mayor, that the account balances given in the above statements match the corresponding Natwest bank statements.

(vi) To receive the Sandwich Toll Bridge Fund – IMHOF statement as at 1st October 2018.

Attach 10

(vii) To approve the 2017/18 Financial Statements and the accompanying Trustees' Report for submission to the Charity Commission.

Attach 11

8. ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

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

Attach 12

(ii) Monthly investment report for the month ending 30th September 2018.

Attach 13

9. SANDWICH SPRUCER

To consider a proposal from Cllr Friend and Miss L Fidler on how to take forward the Sandwich Sprucer project.

Attach 14

10. GUILDHALL

(i) To reconsider a quote from Action on Heating Loss to replace the loop amplifier and microphone in the Jury Room and also provide an input plate for the link to the PA system. Please be aware that a room hire booking that will generate an income of £3000 in December will be cancelled if this provision is not in place. This equipment for the Jury Room is not included in the forthcoming HLF bid.

Attach 15

(ii) To receive the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement (this meeting took place following a recommendation of the Advisory Committee).

Attach 16 (previously circulated with Council Agenda)

(iii) To receive and consider a report from Miss L Fidler, Town Clerk, regarding the future management of the Guildhall.

Attach 17 (previously circulated with Council Agenda)

11. CONFIDENTIAL REPORT

(i) To receive and consider a HR report from Cllr Ms O'Donoghue and Ms A Hollobon-Baxter including a number of staffing recommendations. Please be aware that this document will be collected by Miss Fidler at the end of the Council meeting.

Enclosure 1 previously included with Council agenda

12. DATE AND TIME OF NEXT MEETING

Monday 26th November 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 29th October 2018

A/C No	Payee	Amount	VAT	Total
101	Dover District Council (Display Energy Certificate and advisory report)	£299.00	£59.80	£358.80
102	Total Gas & Power (Guildhall gas charges)	£444.55	£88.91	£533.46
103	Viridor Waste Management Limited (Recycling service)	£56.08	£11.24	£67.32
104	The Comms Guys Ltd (Telephone charges - Alarm & Lift August and September)	£72.44	£14.49	£86.93
105	Sota Solutions Limited (Guildhall Wi-Fi charges)	£323.88	£64.78	£388.66
106	K Laundry Limited (Laundry services)	£25.40	£5.08	£30.48
107	Temple Lifts Limited (Lift maintenance)	£582.89	£116.58	£699.47
108	Chubb Fire & Security Ltd (Fire alarm contract)	£258.99	£51.80	£310.79
109	Wyman Electrical Limited (Check and reset office door entry system)	£31.00	£6.20	£37.20
110	Mr J R Kingshott (Delivery of the Level 2 Award - Manual Handling Course)	£208.00	£0.00	£208.00
111	Christy Antiques (Repair Court Room chair)	£68.00	£0.00	£68.00
112	Kent County Council (Toll Bridge Pension recharge)	£106.86	£0.00	£106.86
113	Croford Coachbuilders (Repaint and line four Fire Engine wheels)	£3,120.00	£624.00	£3,744.00
114	British Gas Services (Commercial) Limited (British Gas Careplan renewal)	£268.00	£53.60	£321.60
115	Mr J R Kingshott (Delivery of the TQIK Level 3 Award in Emergency First Aid at Work Course)	£315.00	£0.00	£315.00
116	Business Stream (Water charges - Guildhall)	£478.89	£0.00	£478.89
117	M Duda (Window cleaning)	£324.86	£0.00	£324.86
118	David Thomas (Refund of wedding damage deposit - ceremony on 20/10/18)	£50.00	£0.00	£50.00
119	Kevin Cook (Reimbursement for purchase of tea, coffee, milk and replacement wheels for Guildhall trolley)	£61.33	£9.62	£70.95
120	Capita Business Services (October payroll)	£13,206.09	£0.00	£13,206.09
121	Andrew Bushell (Refund of wedding damage deposit - ceremony on 22/09/18)	£50.00	£0.00	£50.00
122	Kent County Council (Renewal of Approved Premises licence)	£2,000.00	£0.00	£2,000.00
		£22,351.26	£1,106.10	£23,457.36

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 29th October 2018

A/C No	Payee	Amount	VAT	Total
28	Sandwich Town Council (10 x tea towels and 20 x fridge magnets taken from the Tourist Information Centre to be sold in the Museum)	£33.50	£0.00	£33.50
29	Rose and Tony (Wool for children's activity event)	£13.61	£0.00	£13.61
30	Christine Wood (Reimbursement for purchase of Felt Tip Pens for activities)	£8.97	£0.00	£8.97
31	Madylene Beardmore (Reimbursement for purchase of yarn, round labels, 1 pack of A4 card, yellow ink cartridge and postage)	£43.15	£4.13	£47.28
32	SPC design & print (Printing of WW1 leaflets x 1500)	£220.00	£0.00	£220.00
33	Collections Trust (100 x Object Entry Forms)	£60.30	£11.50	£71.80
34	Sandwich Local History Society (10 copies of Richborough Port & Haven @ £3.60 to be sold in the Museum)	£36.00	£0.00	£36.00
		£415.53	£15.63	£431.16