



Sandwich Toll Bridge Fund

Wednesday 12th December 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 December 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 26th November 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

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 November 2018.

Attach 4

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

Attach 5

(iii) 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 November 2018.

Attach 6

6. GUILDHALL PROJECT

To receive a report from Miss M Beardmore regarding funding for the proposed internal work at the Guildhall.

Attach 7

7. CONFIDENTIAL REPORT

(i) To receive and consider a HR report from Ms A Hollobon-Baxter. Ms A Hollobon-Baxter will be present to answer any questions.

Enclosure 1 (previously circulated with Council agenda)

(ii) To confirm any actions that need to be taken following the Pre-Meeting of the Trustee to discuss funding for the "A New Vision for Sandwich: Forecourt Project". This is a confidential item due to commercial confidentiality requirements of the possible business sponsors.

8. DATE AND TIME OF NEXT MEETING

Monday 28th January 2019, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).


Miss Laura Fidler

Town Clerk & Clerk to 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 17th December 2018

A/C No	Payee	Amount	VAT	Total
137	Action on Hearing Loss (Supply and install hearing loop in the Jury Room)	£2,035.84	£407.17	£2,443.01
138	Ewart J Clough (Christmas tree for Forecourt)	£60.00	£12.00	£72.00
139	PPL PRS Ltd (Renewal of music licence for the Guildhall)	£900.00	£180.00	£1,080.00
140	Viridor Waste Management Limited (Recycling service)	£56.08	£11.24	£67.32
141	Sota Solutions Ltd (Guildhall Wi-Fi)	£326.56	£62.10	£388.66
142	K Laundry Limited (Laundry Services)	£25.40	£5.08	£30.48
143	McCabe Ford Williams (Audit and preparation of Charity Accounts @ 31-03-18)	£1,630.00	£326.00	£1,956.00
144	CEF (Sandwich) (Light fittings for the Guildhall)	£54.43	£10.89	£65.32
145	Sandwich Property Care Ltd (Clear gutters, refit wire mesh and survey the Guildhall roof)	£260.00	£0.00	£260.00
146	Total Gas & Power Ltd (Gas charges - Guildhall)	£1,137.16	£227.42	£1,364.58
147	RG Williams & Co (Supply and fit new waste and trap, overhaul stopcock and adjust side entry torbeck - Guildhall urinal - first floor)	£275.99	£55.20	£331.19
148	K Laundry Limited (Laundry services)	£25.40	£5.08	£30.48
149	Capita Business Services (December payroll)	£13,655.66	£0.00	£13,655.66
150	Kevin Cook (Reimbursement for purchase of wheel for wheelbarrow, Guildhall keys for Cleaner, tea and milk)	£30.11	£2.20	£32.31
151	Kent County Council (Toll Bridge pension recharge)	£106.86	£0.00	£106.86
152	Karen Palmer (Replenish petty cash tin)	£30.00	£0.00	£30.00
153	Sandwich Town Council (Refund Pensinsula December invoice)	£112.00	£22.40	£134.40
154	Sandwich Toll Bridge Fund Museum Account (Reimbursement to the Museum account for 2 tickets to 'Funding for All' at the Discovery Park, plus funding guide book)	£50.00	£0.00	£50.00
155	M Duda (Window Cleaning - Guildhall on 12-12-18)	£162.29	£0.00	£162.29
		£20,933.78	£1,326.78	£22,260.56

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 December 2018

A/C No	Payee	Amount	VAT	Total
41	Association of Independent Museums (Membership of AIM from 08/09/18 - 07/09/19)	£56.00	£0.00	£56.00
42	Amazon (Files and Boxes for the Archives)	£46.40	£9.28	£55.68
43	Amazon (3 x yellow ink cartridge for printer)	£8.28	£1.65	£9.93
44	John Scollard (Reimbursement for volunteer parking permits)	£46.00	£0.00	£46.00
45	Kent Archaeological Society (2019 Subscription to Archaeologia Cantiana)	£35.00	£0.00	£35.00
		£191.68	£10.93	£202.61