



Sandwich Toll Bridge Fund

Wednesday 26th July 2017

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 31st July 2017** at which your attendance is requested.

Business

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
To approve the Minutes of the Meeting of the Trustee held on 26th June 2017 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 June 2017. **Attach 4**
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 30th June 2017. **Attach 5**
 - (iii) To consider a grant application from King Street Traders Events requesting assistance with the Christmas Street party event, which is due to take place on 16th December 2017. This application is coming directly to the Trustee in the interests of time. Please be aware that there is currently £2,460 unallocated in the grants budget for 2017/18. **Attach 6**
 - (iv) To consider a grant application from Sandwich United Charity requesting assistance with production of a promotional leaflet for Sandwich. This application is coming directly to the Trustee in the interests of time. Please be aware that there is currently £2,460 unallocated in the grants budget for 2017/18. **Attach 7**
6. **ASSET MANAGEMENT**
To receive and consider the following information from Quilter Cheviot:
 - (i) Contract note for the sale of holdings in South32 Ltd. **Attach 8**
 - (ii) Contract note for the sale of holdings in Tritax Big Box REIT. **Attach 9**
 - (iii) Contract note for the sale of holdings in Alphabet Inc Capital. **Attach 10**
 - (iv) Contract note for the sale of holdings in Amazon Com Inc. **Attach 11**

(v) Monthly investment report for the month ending 30th June 2017

Attach 12

7. ALCOHOL LICENCE FOR THE GUILDHALL FORECOURT

To receive an email from the Town Clerk to Mr S Laslett dated 14th July 2017 and related report dated 25th July 2016 and to consider whether or not to make an application to Dover District Council for a permanent licence to sell alcohol on the Guildhall forecourt.

Attach 13 a & b

8. DATE AND TIME OF NEXT MEETING

Monday 21st August 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.



LAURA FIDLER

Town Clerk, Responsible Finance Officer & 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 31st July 2017

A/C No	Payee	Amount	VAT	Total
68	Sandwich Town Council (Transfer of IMHOF monies received to cover STC payment of these to the Museum (£8,438.89), reimbursement for July payroll (£8,454.18), correction of June's payroll reimbursement (22p) and refund for cleaning items purchased by STC for the Guildhall (£33.70))	£16,926.99	£0.00	£16,926.99
69	Kent County Council (Batteries for Guildhall and Fire Extinguisher maintenance)	£283.65	£56.73	£340.38
70	The Sandwich Folk & Ale Festival (Grant funding towards the 2017 Folk & Ale Festival)	£500.00	£0.00	£500.00
71	Delmaine's (Callout and fitting of heating element to Guildhall washing machine)	£90.80	£18.16	£108.96
72	McCabe Ford Williams (Audit of 2016/17 TBF accounts)	£350.00	£70.00	£420.00
73	Temple Lifts Limited (Guildhall lift maintenance)	£565.92	£113.18	£679.10
74	K Laundry Limited (Laundry services - May and June)	£53.82	£10.80	£64.62
75	Standfast Burglar Alarm Co (East Kent) Ltd (Guildhall alarm maintenance)	£50.00	£10.00	£60.00
76	Viridor Waste Management Limited (Recycling service)	£53.44	£10.68	£64.12
77	C.E.F. (Sandwich) (Light bulbs for Guildhall)	£14.91	£2.98	£17.89
78	Total Gas & Power (Gas charges - Guildhall)	£316.27	£63.25	£379.52
79	The Comms Guys Ltd (Guildhall alarm and lift phone charges)	£36.21	£7.24	£43.45
80	Kerry-Marie Smith (Refund of wedding deposit for wedding on 07/07/2017)	£50.00	£0.00	£50.00
81	Business Stream (Guildhall water charges)	£473.65	£0.00	£473.65
82	Karen Palmer (Petty cash to replenish tin)	£80.00	£0.00	£80.00
83	Kevin Cook (Reimbursement for purchase of milk and tea bags for Guildhall)	£8.49	£0.00	£8.49
84	Suzanne Bateman (Refund of room hire fees paid for cancelled wedding, booked for 29/07/2017)	£400.00	£0.00	£400.00
85	Stuart Darch (Refund of wedding deposit paid for cancelled wedding, booked for 22/07/2017)	£150.00	£0.00	£150.00
86	Kevin Tremain (Refund of wedding damage deposit - wedding on 24/06/2017)	£50.00	£0.00	£50.00

87	Suella Telford (Refund of wedding damage deposit - wedding on 24/06/2017)	£50.00	£0.00	£50.00
88	British Gas Services (Commercial) Limited (Repair to Guildhall ovens)	£90.00	£18.00	£108.00
89	T Duda (Window cleaning)	£172.32	£0.00	£172.32
		£20,766.47	£381.02	£21,147.49

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 31st July 2017

A/C No	Payee	Amount	VAT	Total
18	Karen Palmer (Replenish Sandwich Serviceman petty cash for other Museum related items purchased)	£39.43	£0.00	£39.43
19	Sandwich Town Council (Refund for souvenir stock taken from Tourist Information Centre to be sold in the Museum and refund for 250 colour photocopies)	£446.47	£0.00	£446.47
20	Training Highway (IT licence and support for Archive computers 1/7/17 - 30/6/18)	£182.00	£0.00	£182.00
21	Sandwich Toll Bridge Fund (Reimbursement for Museum books - paid from TBF in error -see TBF pmt schedule no. 56)	£18.00	£0.00	£18.00
22	Fairyfaye Publications Ltd (10 copies of 'Life as a Medieval Peasant' @ £2.50)	£25.00	£0.00	£25.00
23	University of Kent (Sandwich Guildhall Museum website - balance of payment due)	£150.00	£30.00	£180.00
24	Tim Dennis (Make good interior decorations to Guildhall Museum)	£120.00	£0.00	£120.00
25	Julia Baxter (Calligraphy for the Remembrance Book)	£94.00	£0.00	£94.00
26	John Scollard (Reimbursement for purchase of parking permits for Museum Volunteers and postage on underpaid letter)	£19.50	£0.00	£19.50
27	Kent County Council (Office items for the Museum)	£7.55	£1.51	£9.06
28	Linda Elliott (Reimbursement for round inkjet labels purchased for the Museum)	£10.50	£0.00	£10.50
		£1,112.45	£31.51	£1,143.96