



Sandwich Toll Bridge Fund

Dear Councillor,

Wednesday 20th September 2017

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 25th September 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 21st August 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
4. **PAYMENT SCHEDULES** **Attach 1**
 - (i) To approve the Sandwich Toll Bridge Fund Payment Schedule.
 - (ii) To approve the Museum & Archives Payment Schedule. **Attach 2**
5. **FINANCE** **Attach 3**
 - (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**
6. **ASSET MANAGEMENT**
To receive and consider the following information from Quilter Cheviot:
 - (i) Contract note for the purchase of holdings in NN Investment Partners Lux SA Global Convertible Opp I GBP Cap Hdg **Attach 6**
 - (ii) Monthly investment report for the month ending 31st August 2017 **Attach 7**
7. **MERRYWEATHER FIRE APPLIANCES**
To receive and consider a report from the Acting Town Clerk and Acting Clerk to Sandwich Toll Bridge Fund on next steps for the Merryweather fire appliances following an email from the Chairman of the Dover Transport Museum as attached. Also attached is the last report to the Trustee on this matter for ease of reference. **Attach 8a,b & c**
8. **TOLL BRIDGE FUND MANAGEMENT**
To receive and consider the press report regarding Toll Bridge Fund management in last week's Mercury; copy attached for ease of reference. **Attach 9**

9. CONFIDENTIAL REPORT

To receive and consider a written report from the Acting Town Clerk on a staffing matter relating to the Town Clerk's maternity cover period

Enclosure 1 previously included with Council agenda

10. DATE AND TIME OF NEXT MEETING

Monday 30th October 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.



ANNA IRWIN

Acting Town Clerk & Acting Clerk to Sandwich Toll Bridge Fund

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund, held on Monday 21st August 2017 in the Council Chamber, Guildhall, Sandwich

Present: **Councillors:** **The Mayor, Cllr Graeme (in the chair)**
 HJ Bragg
 PI Carter
 RA Daw
 Mrs J Dunay
 JE Franklin
 D Friend
 JEM Gisbey
 MJ Holloway
 Mrs VA Liote
 Ms L O'Donoghue
 JO Sneller
 JJ Watts
 DMA Wood

Officer: **Miss L Fidler & Ms A Irwin**

01.08.17 APOLOGIES

Apologies were received and accepted from Cllr Moorehouse. There is also one vacancy.

02.08.17 DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest or other significant interest were made.

03.08.17 MINUTES

The Minutes of the Meeting of the Trustee held on 31st July 2017 were received, one amendment was requested by Cllr Ms O'Donoghue on point 2.07.17; she is not a member of Sandwich United Charity, they were then approved as accurate and signed. There were no matters resulting therefrom not covered elsewhere on the agenda.

04.08.17 PAYMENT SCHEDULES

(i) The Sandwich Toll Bridge Fund Payment Schedule, totalling £15,400.05, was received, approved and signed.

(ii) The Museum & Archives Payment Schedule, totalling £811.08 was received, approved and signed.

05.08.17 ASSET MANAGEMENT

Members received and considered the following information from Quilter Cheviot:

(i) Contract note for the purchase of holdings in Infineon Technologies AG ord NVP (Regd)

(ii) Contract note for the purchase of holding in Anglo American.

(iii) Contract note for the sale of holdings in NB Global Floating Rate Inc FD Ltd Red ord.

(iv) Monthly investment report for the month ending 31st July 2017

RESOLUTION: That this information be noted.

06.08.17 AUDIO VISUAL EQUIPMENT FOR THE GUILDHALL

The Trustee received a written report from the Town Clerk proposing improvements to the audio and visual equipment at the Guildhall and considered the proposals therein.

RESOLUTION:

(i) Sandwich Town Council allocates a £1000.00 budget from the miscellaneous budget section to purchase of a short term audio visual solution.

(ii) That the Heritage Development Officer and Haley Sharp Design be instructed to consider the cost of upgrading audio visual equipment within the Guildhall and related technical support and consider whether this can be included within the HLF bid.

07.08.17

MUSEUM BANK ACCOUNT NAME AND USE OF A DEBIT CARD

The Trustee received and considered a report from the Finance Officer proposing amendments to the name of the Museum bank account and application for a debit card for this account.

RESOLUTION:

(i) That the name of this account be changed to “Sandwich Toll Bridge Fund Museum Account”.

(ii) That the Responsible Finance Officer apply to Natwest for a debit card for this account to purchase ad hoc items required for the smooth running of the Museum. Expenditure to be reported on the next appropriate payment schedule for post authorisation.

08.08.17

CONFIDENTIAL REPORT

The Trustee received and considered a report from the Assistant Town Clerk alongside related correspondence regarding a recent issue involving a local business.

RESOLUTION:

(i) That the contents of the correspondence and report be duly noted.

(ii) That Councillor Sneller be appointed to act as the Trustee’s representative on this matter should assistance from the Trustee be required going forwards.

09.08.17

CONFIDENTIAL REPORT

The Trustee received and considered a report from the Town Clerk regarding retirement of two Guildhall Caretakers.

RESOLUTION:

(i) That feedback from Dover District Council on benchmarking the role be obtained and a review of caretaking provisions from Haley Sharpe Design also be obtained in the first instance.

(ii) That a 1 year contract be offered in the first instance and that recruitment can proceed without further recourse to the Trustee if resolution I is met and if it will be financially neutral.

10.08.17

DATE AND TIME OF NEXT MEETING

Monday 25th September 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.

TRUSTEES OF SANDWICH TOLL BRIDGE FUND

SCHEDULE of payments approved at a Meeting of the Trustees of Sandwich Toll Bridge Fund held on 25th September 2017

A/C No	Payee	Amount	VAT	Total
104	C.E.F. (Sandwich) (Replacement bulbs - Guildhall)	£23.18	£4.64	£27.82
105	Tony Cooper (Storytelling at the Battle of Sandwich event)	£120.00	£0.00	£120.00
106	Kent County Council (Sandwich Toll Bridge Pension recharge)	£182.84	£0.00	£182.84
107	Sandwich Town Council Museum Account (Reimbursement by STBF re items purchased by MC Outen for Battle of Sandwich event)	£12.69	£0.00	£12.69
108	John May (Reimbursement for perspex box and photocopying for Battle of Sandwich event)	£179.00	£35.80	£214.80
109	The Comms Guys Ltd (Alarm and lift phone charges)	£36.25	£7.25	£43.50
110	Delmaine's (Callout fee and fitting of 1 door gasket to washing machine)	£41.44	£8.29	£49.73
111	Viridor Waste Management Limited (Recycling service)	£9.38	£1.87	£11.25
112	Chubb Fire & Security Ltd (Fire alarm service)	£251.45	£50.29	£301.74
113	Capita Business Services Ltd (September payroll)	£10,644.05	£0.00	£10,644.05
114	K Laundry Limited (Laundry service)	£29.90	£6.00	£35.90
115	Dr. Sean McGlynn (Delivery of talk on Battle of Sandwich)	£150.00	£0.00	£150.00
116	Haley Sharpe Design Limited (1st Interim Invoice)	£2,925.00	£585.00	£3,510.00
117	Kevin Cook (Reimbursement for purchase of milk and tea bags)	£12.62	£0.00	£12.62
118	Sandwich Town Council (Reimbursment for September Peninsula charge)	£112.00	£22.40	£134.40
119	MC Outen (Heritage Development Officer - work undertaken between 09/08/17 - 08/09/17)	£2,000.00	£0.00	£2,000.00
120	Daniel Davis (Refund of wedding deposit - wedding on 19/08/17 cancelled)	£50.00	£0.00	£50.00
121	Simon Fox (Return of wedding damage deposit - wedding on 16/09/17)	£50.00	£0.00	£50.00
122	Karen Palmer (Replenish petty cash)	£30.00	£0.00	£30.00
123	British Gas (Guildhall gas charges - put on STC pmt schedule - no. 143 in error)	£155.30	£7.76	£163.06
		£17,015.10	£729.30	£17,744.40

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 25th September 2017

A/C No	Payee	Amount	VAT	Total
34	Julia Baxter (Calligraphy for the Remembrance Book)	£86.00	£0.00	£86.00
35	Kevin Cook (Reimbursement for purchase of a spotlight bulb for the Museum)	£4.00	£0.00	£4.00
36	Stand-Fast (Engineer attendance and replacement of museum ceiling detector)	£85.00	£17.00	£102.00
		£175.00	£17.00	£192.00

TRUSTEES OF SANDWICH TOLL BRIDGE FUND - STATEMENT AS AT 31/08/17

INCOME

Balance Brought Forward 01/04/17	£13,167.98
Quilter Cheviot - funds drawn down on 31/03/17	£60,000.00
Guildhall Hire Charges	£15,994.95
Guildhall Tours	£346.00
Sale of Town Guides to TIC and Museum	£130.00
Property Rent (incl. Insurance Contribution)	£4,372.64
Investment Income	£22,949.04
Guildhall Carpark	£37,829.05
Market Rent & Rates - Sandwich Tourism Initiative CIC (Thursday)	£2,530.21
Saturday Farmers Market	£1,250.00
Other Forecourt Income	£195.00
Rights of Way	£10.00
VAT reclaim	£2,933.10
Sale of Souvenirs to Museum	£84.95
IMHOF money drawn down (to be transferred to Museum)	£8,438.89
STC 25% share of Guildhall utilities 2016/17	£4,917.03
Refund of wedding balance from STC and broadband charges paid from TBF in error	£354.92
TOTAL	£175,503.76

EXPENDITURE

VAT	£9,221.20
Guildhall Salaries (incl. Civic Wedding & Pension)	£30,015.88
Repair & Maintenance	£8,975.07
Heat, Light, Water and Rates	£11,010.80
Insurance & Other (including telephone)	£13,986.63
Toll Bridge Fund Pensions	£911.85
General Admin & Office Exp. incl. Peninsula	£641.86
Parking Permits	£684.60
Admin Salaries	£16,784.12
Grants Donations Gifts	£8,140.00
Phoenix Centre Youth Grant	£5,150.00
Bank Charges	£123.59
Cancelled Wedding & Returned Deposits	£1,100.00
Rented Property Insurance	£5,420.08
Other Insurances (ie Liability & Slander)	£413.66
Tactile model of Sandwich for the Museum (to be paid from Section 106 grant)	£2,255.00
Wooden frame stacking chairs for the Museum (to be paid from Section 106 grant)	£400.00
Contribution towards final Museum Development cost	£22,532.62
Linda Elliott - mileage to Faversham to visit 3D model (S 106 monies)	£27.00
Museum tactile model (to be paid from Section 106 grant)	£3,045.00
Books for Museum - to be paid back by Museum account	£18.00
Refund for payment of Cow Leas Meadow rent - S Laslett (paid to STBF in error)	£10.00
Fishergate Insurance	£645.50
Transfer of IMHOF monies received to cover STC payment of these to the Museum	£8,438.89
Production of 2500 Battle of Sandwich leaflets	£355.00
Room Screen for Battle of Sandwich display	£322.95
Cattle Market toilets electricity bill direct debit taken from TBF account in error	£155.30
Balance at Bank as per Bank Reconciliation as at 31/08/17	£24,719.16
TOTAL	£175,503.76

Bank Reconciliation as at 31/08/17

Current a/c	£40,147.83
Outstanding Cheques	£15,428.67
TOTAL	£24,719.16

OUTSTANDING CHEQUES

157 T Duda (Window cleaning)	£162.29
38 Sandwich Community Christmas Lights (Grant for the 2017 event)	£1,000.00
87 Suella Telford (Refund of wedding damage deposit - wedding on 24/06/2017)	£50.00
89 T Duda (Window cleaning)	£172.32
90 Delmaines (Repair of Guildhall washing machine)	£108.96
91 Kent County Council (Toll Bridge pension refunds - June and July)	£365.68
94 British Gas Services (Commercial) Ltd (Repair to Guildhall ovens)	£108.00
95 British Gas (Guildhall electricity charges)	£2,652.70
96 The Sandwich Printing Company Ltd (2500 x Battle of Sandwich leaflets)	£355.00
99 Sandwich Town Council (Reimbursement for August payroll)	£10,053.72
100 Sandwich United Charity (Grant towards production of a promotional leaflet)	£350.00
102 Simon Pettit (Refund of wedding damage deposit - ceremony on 05/08/17)	£50.00
TOTAL	£15,428.67

SANDWICH TOLL BRIDGE FUND

Balance B/Fwd 01/04/2017 £13,167.98

Expenditure

	Budget 2017/18	Expenditure To Date	Balance to Date
Guildhall Salaries (incl. Civic Weddings & Pension)	£63,840.00	£30,015.88	£33,824.12
Repair & Maintenance	£18,000.00	£8,975.07	£9,024.93
Heat, Light, Water and Rates	£18,820.00	£11,010.80	£7,809.20
Insurance & Other (including telephone)	£16,000.00	£13,986.63	£2,013.37
Toll Bridge Fund Pensions	£2,170.00	£911.85	£1,258.15
General Admin & Office Exp. incl. Peninsula	£2,500.00	£641.86	£1,858.14
Parking Permits	£750.00	£684.60	£65.40
Admin Salaries	£48,850.00	£16,784.12	£32,065.88
Grants Donations Gifts	£10,000.00	£8,140.00	£1,860.00
Phoenix Centre Youth Grant	£5,150.00	£5,150.00	£0.00
Staffing Contingencies Fund	£9,400.00	£0.00	£9,400.00
Bank Charges	£340.00	£123.59	£216.41
Staff Training	£500.00	£0.00	£500.00
Cancelled Weddings & Returned Deposits	£1,000.00	£1,100.00	£-100.00
Guildhall Promotion	£105.00	£0.00	£105.00
Rented Property Insurance	£5,200.00	£5,420.08	£-220.08
Other Insurances (i.e. liability and slander)	£420.00	£1,059.16	£-639.16
Maintenance of Properties	£500.00	£0.00	£500.00
EK Human Resources - Health & Safety Provisions	£700.00	£0.00	£700.00
Forecourt Christmas Tree	£90.00	£0.00	£90.00
12 x Monthly visits for a debt/benefits specialist to attend the CAB	£1,440.00	£0.00	£1,440.00
Contribution towards installing play equipment at Bulwarks Play Area	£6,775.00	£0.00	£6,775.00
Tactile model of Sandwich for the Museum (to be paid from Section 106 grant)	£0.00	£5,300.00	£-5,300.00
Wooden frame stacking chairs for the Museum (to be paid from Section 106 grant)	£0.00	£400.00	£-400.00
Contribution towards final Museum Development cost	£0.00	£22,532.62	£-22,532.62
Linda Elliott - mileage to Faversham to visit 3D model (S 106 monies)	£0.00	£27.00	£-27.00
Books for Museum - to be paid back by Museum account	£0.00	£18.00	£-18.00
Refund for payment of Cow Leas Meadow rent - S Laslett (paid to STBF in error)	£0.00	£10.00	£-10.00
Transfer of IMHOF monies received to cover STC payment of these to the Museum	£0.00	£8,438.89	£-8,438.89
Production of 2500 Battle of Sandwich leaflets	£0.00	£355.00	£-355.00
Room Screen for Battle of Sandwich display	£0.00	£322.95	£-322.95
Cattle Market toilets electricity bill direct debit taken from TBF account in error	£0.00	£155.30	£-155.30
TOTAL	£212,550.00	£141,563.40	£70,986.60

Income

	Estimate 2017/18	Income to date	Balance to Date
Predicted Balance carried forward from 2016/17	£20,864.95	£13,167.98	£-7,696.97
Potential Realised Gains from Trading & Investments	£31,500.00	£60,000.00	£28,500.00
Guildhall Hire Charges	£50,000.00	£15,994.95	£-34,005.05
Guildhall Tours	£700.00	£346.00	£-354.00
Guildhall Maintenance contribution DDC	£7,980.00	£0.00	£-7,980.00
Sale of Town Guides to TIC and Museum	£40.00	£130.00	£90.00
Property Rent (incl. Insurance Contribution)	£11,800.00	£4,372.64	£-7,427.36
Investment Income	£50,000.00	£22,949.04	£-27,050.96
Guildhall Carpark	£30,000.00	£37,829.05	£7,829.05
Market Rent & Rates - Sandwich Tourism Initiative CIC (Thursday)	£4,500.00	£2,530.21	£-1,969.79
Saturday Farmers Market	£3,000.00	£1,250.00	£-1,750.00
Other Forecourt Income	£240.00	£195.00	£-45.00
Rights of Way	£270.00	£10.00	£-260.00
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£0.00	£-1,000.00
Sale of Magna Carta Souvenirs (via TIC & Museum)	£500.00	£0.00	£-500.00
Red Town Books sold to TIC and Museum	£180.00	£0.00	£-180.00
Sale of Souvenirs to Museum	£0.00	£84.95	£84.95
IMHOF money drawn down (to be transferred to Museum)	£0.00	£8,438.89	£8,438.89
STC 25% share of Guildhall utilities 2016/17	£0.00	£4,917.03	£4,917.03
Refund of wedding balance from STC and broadband charges paid from TBF in error	£0.00	£354.92	£354.92
TOTAL	£212,574.95	£172,570.66	£-40,004.29

Balance at Bank 31/08/17 (excl. Cheviot Funds)

£24,719.16

Notes

PETTY CASH - SANDWICH TOLL BRIDGE FUND

STATEMENT TO 31st AUGUST 2017

BALANCE BROUGHT FORWARD

Cash at 01/04/17	£45.38
Stamps at 01/04/17	£0.00
	<u>£45.38</u>
Petty Cash Cheques	£130.00
TOTAL	<u>£175.38</u>
Stamps Used	£80.90
Spent Cash (not postage)	£17.98
SUB-TOTAL	<u>£98.88</u>
Unused Stamps	£0.00
Cash in hand	£76.50
TOTAL	<u>£175.38</u>

SANDWICH GILDHALL MUSEUM: GENERAL ACCOUNT SUMMARY
Income & Expenditure Account for the period 1st April 2017 - 31st August 2017

Income	2017/18
Balance Brought Forward	£17,035.45
Souvenirs and Books	£1,233.79
VAT refund	£7,929.58
Donations	£2,875.65
Funds drawn down from IMHOF fund (to cover spend on artefacts)	£1,728.89
Funds drawn down from IMHOF fund (to pay for Museum Redevelopment)	£6,710.00
Heritage Lottery Grant (Museum Renovation Project)	£39,960.00
TOTAL	£77,473.36
Expenditure	
Books for Stock	£149.60
Small Souvenirs	£805.97
Admin Expenses (incl. Till Rolls & Float)	£110.63
Archiving Equipment	£182.00
Travel & Parking Expenses	£18.00
Pictures & Artifacts	£6.25
Keys cut for Museum contractors	£11.00
Subscriptions	£35.00
Museum website	£342.95
Bank Charges	£53.02
WWI Project Expenditure	£352.00
Museum Redevelopment Project Expenditure	£50,437.43
Sandwich Serviceman Project Expenditure	£322.95
Repair to Museum window	£65.00
Museum keypad keys cut for Museum Volunteers	£25.00
Musical Performances - Museum opening day	£100.00
Doormat for Museum	£29.35
Bell Hotel accomodation for Mr McGlynn - talk on Battle of Sandwich	£80.00
Reimbursement for items of stationary for Battle of Sandwich Event	£12.69
VAT	£8,640.21
Balance of Account 31/08/17	£15,694.31
	£77,473.36

General Museum Income & Expenditure 1st April 2017 - 31st August 2017

Income	2017/18
Balance Brought Forward	£103.93
Donations	£2,875.65
Funds drawn down from IMHOF fund (to cover spend on artefacts)	£1,728.89
Souvenirs and Books	£1,233.79
Vat Refund	£0.60
	£5,942.86
Expenditure	
Books for Stock	£149.60
Small Souvenirs	£805.97
Admin Expenses (incl. Till Rolls & Float)	£110.63
Archiving Equipment	£182.00
Travel & Parking Expenses	£18.00
Pictures & Artifacts	£6.25
Subscriptions	£35.00
Keys cut for Museum contractors	£11.00
Museum website	£342.95
Bank Charges	£53.02
Repair to Museum window	£65.00
Doormat for Museum	£29.35
Museum keypad keys cut for Museum Volunteers	£25.00
Musical performance at Museum Opening	£100.00
Bell Hotel accomodation for Mr McGlynn - talk on Battle of Sandwich	£80.00
Reimbursement for items of stationary for Battle of Sandwich Event	£12.69
VAT	£40.87
	£2,067.33
Balance at 31/08/17 (included above)	£3,875.53

PROJECTS BREAKDOWN:

WW1 Remembrance 1st April 2017 - 31st August 2017

Income

Balance Brought Forward £1,365.03

Expenditure

Calligraphy for Remembrance Book £343.00
Reimbursement of photocopying charge - WW1 stories £9.00
£352.00

Balance at 31/08/17 (included above) **£1,013.03**

Museum Renovation Project 1st April 2017 - 31st August 2017

Balance Brought Forward £10,448.20

Income

Heritage Lottery Grant Stage 1 Payment £39,960.00
Funds drawn down from IMHOF fund (to pay for Museum Redevelopment) £6,710.00
VAT Refund £7,928.98
£54,598.98

Expenditure

Design and Installation of the Museum (second payment of three) £37,674.00
Design and Installation of the Museum (third payment of three - rest paid from STBF) £6,710.00
Make good interior decorations £120.00
Reimbursement - re tiles for the Museum floor £145.20
Stationary £261.90
Storage Boxes £84.95
Training for Museum Volunteers £150.00
Accommodation for Professor Nicholas Vincent £190.00
Dressing-up clothes £326.33
Inkjet labels for badge cutter £10.50
Banner for Guildhall Museum £131.95
Guildhall Tours £90.00
White glass display cabinets £4,542.60
VAT £8,534.75
£58,972.18

Balance at 31/08/17 (included above) **£6,075.00**

WW1 Sandwich Servicemen Project 1st April 2017 - 31st August 2017

Balance Brought Forward £5,118.29

Income

£0.00

Expenditure

Display Boards for the Museum £322.95
VAT £64.59
£387.54

Balance at 31/08/17 (included above) **£4,730.75**