



Sandwich Toll Bridge Fund

Wednesday 25th October 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 30th October 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 25th September 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 September 2017. **Attach 4**
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 30th September 2017. **Attach 5**
6. **ASSET MANAGEMENT**
To receive and consider the following information from Quilter Cheviot:
 - (i) Monthly investment report for the month ending 30th September 2017. **Attach 6**
7. **MUSEUM AND ARCHIVE COMMITTEE**
To approve the draft Minutes of the Museum and Archive Committee held on 9th October 2017 and to consider the recommendations therein. **Attach 7**
8. **GUILDHALL FORECOURT**
To receive and consider a request from Age Concern to utilise the Guildhall forecourt free of charge. **Attach 8**

9. CONFIDENTIAL REPORT

(i) To receive and consider a written report from the Responsible Finance Officer relating to TOIL.

Enclosure 1 previously included with Council agenda

(ii) To receive and approve the draft Minutes of the Advisory Committee held on 12th October 2017 and to consider the recommendations therein.

Enclosure 2

(iii) To receive and approve proposal from Advisory Committee relating to changes to contractual terms of employment of Heritage Development Officer.

Enclosure 3 previously included with Council agenda

10. DATE AND TIME OF NEXT MEETING

Monday 27th November 2017, following the Quarterly meeting of the Town Council, in the Council Chamber.

AMANDAJAYNE HOLLOBON-
Proper Officer
Sandwich Town Council and 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 30th October 2017

A/C No	Payee	Amount	VAT	Total
124	RG Williams & Co (To clear urinal - Guildhall)	£118.29	£23.66	£141.95
125	J Redpath Buchanan & Co Ltd (Test and inspection of the lightning protection system at the White Mill Windmill)	£150.00	£30.00	£180.00
126	Kevin Cook (Reimbursement for milk and coffee, and purchase of a washing machine for the Guildhall)	£185.66	£0.00	£185.66
127	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.82	£7.36	£44.18
128	Capita Business Services Ltd (October payroll)	£8,481.54	£0.00	£8,481.54
129	Viridor Waste Management Limited (Recycling service)	£53.44	£10.68	£64.12
130	Total Gas & Power (Gas charges - Guildhall)	£469.98	£93.99	£563.97
131	K Laundry Limited (Laundry services)	£24.68	£4.92	£29.60
132	Temple Lifts Limited (Lift maintenance)	£565.92	£113.18	£679.10
133	Kent County Council (Toll Bridge Fund pension recharge)	£182.84	£0.00	£182.84
134	British Telecommunications plc (Phone charges - payphone)	£89.10	£17.82	£106.92
135	Karen Diggerson (Refund of damage deposit - wedding on 21/10/17)	£50.00	£0.00	£50.00
		£10,408.27	£301.61	£10,709.88

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 30th October 2017

A/C No	Payee	Amount	VAT	Total
37	John May (Reimbursement for printing and laminating for the Museum)	£7.68	£0.00	£7.68
38	Sandwich Toll Bridge Fund (Purchase of 50 red town guides to be sold in the Museum)	£50.00	£0.00	£50.00
39	John Scollard (Reimbursement for parking vouchers for Museum volunteers)	£18.00	£0.00	£18.00
		£75.68	£0.00	£75.68