



Sandwich Toll Bridge Fund

Wednesday 22nd November 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 **Quarterly** Meeting of Sandwich Town Council on **Monday 27th November 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 30th October 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 31st October 2017.

Attach 4

(ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st October 2017.

Attach 5

(iii) To receive the Sandwich Toll Bridge Fund Financial Statements for the year ended 31st March 2017.

Attach 6

6. ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

(i) Monthly investment report for the month ending 31st October 2017.

Attach 7

7. COMMITTEE VACANCIES

To receive and consider report advising Committee suggestions for Cllr Felton to support.

Attach 8

8. MUSEUM

(i) To receive and note a recent article within Museums Journal regarding Sandwich Guildhall Museum.

Attach 9

(ii) To receive request from Julia Baxter regarding the Magna Carta and guidance from Mrs M Outen, Heritage Development Officer.

Attach 10

9. CONFIDENTIAL ITEM

(i) It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) To receive and consider a verbal update from The Mayor relating to Acting Town Clerk Position.

(iii) To receive an update from The Mayor relating to Staffing Review consultants.

(iv) To receive and consider a verbal update from The Mayor relating to Temporary Acting Town Clerk.

(v) To receive and note a report from The Mayor relating to East Kent Road Car Company Shelter.

Enclosure 1 previously included within Council agenda

10. DATE AND TIME OF NEXT MEETING

Monday 18th December 2017, following the Ordinary meeting of the Town Council, in the Council Chamber.



AMANDAJAYNE HOLLOBON-BAXTER
Acting Town Clerk
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 27th November 2017

A/C No	Payee	Amount	VAT	Total
137	Dover District Council (Annual premises licence)	£295.00	£0.00	£295.00
138	Dorma UK Limited (Callout to repair Guildhall entrance door)	£179.76	£35.95	£215.71
139	Kent County Council (Toll Bridge pension recharge)	£182.84	£0.00	£182.84
140	K Laundry Limited (Laundry services)	£24.68	£4.92	£29.60
141	PA Hollingworth & Co (Replace flush handle - ladies WC at Guildhall)	£88.84	£17.77	£106.61
142	Standfast Burglar Alarm Co (East Kent) Ltd (Maintenance and monitoring of burglar alarm)	£160.50	£32.10	£192.60
143	Sandwich Town Council (Reimburse STC re Guildhall Promotion)	£100.00	£0.00	£100.00
144	Viridor Waste Management Limited (Recycling service)	£66.80	£13.35	£80.15
145	Capita Business Services Ltd (November payroll)	£7,374.13	£0.00	£7,374.13
146	Business Stream (Water charges - Guildhall)	£1,005.56	£0.00	£1,005.56
147	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.30	£7.26	£43.56
148	Rummey Design Associates (50% of the Professional fees - Guildhall Forecourt concept plan)	£1,503.96	£300.79	£1,804.75
149	British Gas (Electricity - Guildhall)	£793.28	£158.65	£951.93
150	Total Gas & Power Limited (Gas Charges - Guildhall)	£585.22	£117.04	£702.26
151	MC Outen (Heritage Development Officer 9/10/17 - 8/11/17)	£2,000.00	£0.00	£2,000.00
152	British Gas Services (Commercial) Limited (Renewal of Careplan for boiler)	£260.20	£52.04	£312.24
		£14,657.07	£739.87	£15,396.94

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 27th November 2017

A/C No	Payee	Amount	VAT	Total
40	Sandwich Town Council (Stock taken from Tourist Information Centre to be sold in the Museum)	£607.50	£0.00	£607.50
41	Association of Independent Museums (2017 Annual subscription)	£49.00	£0.00	£49.00
		£656.50	£0.00	£656.50