



Sandwich Toll Bridge Fund

Dear Councillor,

Wednesday 13th December 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 18th December 2017** at which your attendance is requested.

Business

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
 - (i) To approve the Minutes of the Meeting of the Trustee held on 27th November 2017 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
4. **FINANCE COMMITTEE**
 - (i) To receive the Minutes and draft budget of the Finance Committee meeting, held on 7th December 2017, and to consider the Recommendations contained therein.
Attach 2
 - (ii) To receive the Minutes of the Finance Committee meeting, held on 11th December 2017 and to consider the Recommendations contained therein.
Attach 3
5. **PAYMENT SCHEDULES**
 - (i) To approve the Sandwich Toll Bridge Fund Payment Schedule.
Attach 4
 - (ii) To approve the Museum & Archives Payment Schedule.
Attach 5
6. **FINANCE**
 - (i) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 30th November 2017.
Attach 6
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 30th November 2017.
Attach 7
7. **ASSET MANAGEMENT**

To be handed out at the Council meeting.

8. **MUSEUM**

(i) Merry Weather Fire Appliances

To receive and consider a report from Mrs M Outen, Museum and Heritage Manager.

Attach 8

(ii) Dr Frank Andrews – Librarian Sandwich Guildhall Archives

To receive and consider a report from Mrs M Outen, Museum and Heritage Manager.

Attach 9

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, consider and note HR report from Acting Town Clerk.

Enclosure 1 previously included within Council agenda

10. **DATE AND TIME OF NEXT MEETING**

Monday 29th January 2018, 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 18th December 2017

A/C No	Payee	Amount	VAT	Total
153	J Redpath Buchanan (Test and inspection of the Guildhall Lightning Protection System)	£255.00	£51.00	£306.00
154	Kevin Cook (Reimbursement for purchase of milk / tea bags for Guildhall, and star and ties for Forecourt Christmas tree)	£32.70	£0.00	£32.70
155	Total Gas & Power (Guildhall gas charges)	£1,158.10	£0.00	£1,158.10
156	Viridor Waste Management Limited (Recycling service)	£53.44	£10.68	£64.12
157	S Weatherall (Wooden wedges for Forecourt Christmas tree)	£25.00	£0.00	£25.00
158	Ewart J Clough (1 x 15 foot Christmas Tree for the Guildhall Forecourt, plus delivery)	£90.00	£18.00	£108.00
159	K Laundry Limited (Laundry service)	£30.85	£6.15	£37.00
160	KM Media Group Ltd (Advert for Assistant Caretaker post)	£457.00	£91.40	£548.40
161	Kent County Council (Toll Bridge pension recharge)	£182.84	£0.00	£182.84
162	Dakota Blue Consulting Ltd (Professional fees initial 25% fee - re staffing review (payment 50% split between STC & STBF))	£1,806.25	£361.25	£2,167.50
163	McCabe Ford Williams (Audit of Sandwich Toll Bridge Fund Accounts year ended 31-03-17)	£1,750.00	£350.00	£2,100.00
164	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.41	£7.28	£43.69
165	Capita Business Services Ltd (December payroll)	£11,425.54	£0.00	£11,425.54
166	Sandwich Town Council (Refund of HR services for December)	£112.00	£22.40	£134.40
167	Mady Outen (Heritage Development Officer for 9th November - 8th December 2017)	£2,000.00	£0.00	£2,000.00
168	Renee Adamson (Return of confetti deposit - wedding on 07/12/17)	£50.00	£0.00	£50.00
169	T Duda (Window cleaning - Guildhall)	£167.16	£0.00	£167.16
		£19,632.29	£918.16	£20,550.45

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 18th December 2017

A/C No	Payee	Amount	VAT	Total
42	Kevin Cook (Reimbursement for purchase of refreshments re Museum Volunteers Reception)	£4.00	£0.00	£4.00
43	DesignMap (Customal Showcase)	£1,500.00	£300.00	£1,800.00
44	Mr J Scollard (Reimbursement for purchase of parking permits for Museum Volunteers)	£36.00	£0.00	£36.00
		£1,540.00	£300.00	£1,840.00