



Sandwich Toll Bridge Fund

Wednesday 24th January 2018

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 29th January 2018** 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 18th December 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 December 2017.

Attach 4

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

Attach 5

6. ASSET MANAGEMENT

To receive and consider the following information from Quilter Cheviot:

(i) Terms and condition changes which include receiving quarterly investment reports instead of monthly.

Attach 6

7. **MUSEUM AND ARCHIVE COMMITTEE**
To approve the draft Minutes of the Museum and Archive Committee held on 8th January 2018 and to consider the recommendations therein.
Attach 7
8. **TITHE MAP**
To receive an update and conservation quote from Kent History and Library Centre for consideration as to which option should be agreed and approved.
Attach 8
9. **WI-FI FOR GUILDHALL**
(i) To receive three quotations for consideration and approval from Cllr Friend
Attach 9
10. **CONFIDENTIAL REPORT**
(i) To receive, consider and note HR report from Acting Town Clerk.
Enclosure 1 previously included with Council agenda

(ii) To receive and consider update report from Museum and Heritage Manager relating to Council meeting on 8th January 2018.
Enclosure 2 previously included with Council agenda
11. **DATE AND TIME OF NEXT MEETING**
Monday 26th February 2018, following the Quarterly 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 29th January 2018

A/C No	Payee	Amount	VAT	Total
170	Dover District Council (Parking permits for J Redsull and M Outen)	£146.18	£0.00	£146.18
171	British Telecommunications plc (Phone charges - payphone)	£89.10	£17.82	£106.92
172	John Redsull (Reimbursement of parking fees 3rd - 18th January: 9 days @ £6 per day)	£54.00	£0.00	£54.00
173	Business Stream (Water charges - Guildhall)	£453.39	£0.00	£453.39
174	Chubb Fire & Security Ltd (Fire alarm service agreement)	£251.45	£50.29	£301.74
175	The Comms Guys Ltd (Phone charges - Alarm and lift)	£36.23	£7.25	£43.48
176	Total Gas & Power (Gas charges - Guildhall)	£1,192.59	£238.52	£1,431.11
177	Guardian Security & Fire Ltd (Annual CCTV charges - maintenance)	£288.00	£57.60	£345.60
178	Kent County Council (Toll Bridge Pension recharge)	£182.84	£0.00	£182.84
179	Capita Business Services Ltd (January payroll)	£17,191.88	£0.00	£17,191.88
180	Viridor Waste Management Ltd (Recycling service)	£53.43	£10.68	£64.11
181	Temple Lifts Limited (Lift maintenance)	£565.92	£113.18	£679.10
182	K Laundry Limited (Laundry services)	£24.68	£4.92	£29.60
183	Dakota Blue Consulting Ltd (Staff review)	£1,923.46	£384.95	£2,308.41
184	Sandwich Carnival Association (Grant towards Sandwich Carnival 2018)	£750.00	£0.00	£750.00
185	Age Concern (Grant towards energy efficient lighting system at Sneller House, Sandwich)	£2,753.00	£0.00	£2,753.00
186	R Tappenden (Refund of confetti deposit - wedding on 29/12/17)	£50.00	£0.00	£50.00
187	Kevin Cook (Reimbursement for tea and coffee for the Guildhall and set of Guildhall keys cut)	£46.46	£0.00	£46.46
		£26,052.61	£885.21	£26,937.82