



Sandwich Toll Bridge Fund

Wednesday 21st February 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 Quarterly Meeting of Sandwich Town Council on **Monday 26th February 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 29th January 2018 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 January 2018.
Attach 4
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st January 2018.
Attach 5
 - (iii) To receive a report from Acting Responsible Finance Officer relating to debit card for Museum.
Attach 6
- 6. ASSET MANAGEMENT**

To receive and consider the following information from Quilter Cheviot:

 - (i) Monthly investment report for the month ending 31st January 2018.
Attach 7a
 - (ii) Quarterly investment report for period ending 31st December 2018.
Attach 7b

7. **A NEW VISION FOR SANDWICH – MARKET PLACE/FORECOURT**
To receive and consider report from Acting Town Clerk relating to the tree and bus shelter in the Guildhall Market Place/Forecourt.
Attach 8
8. **HLF BID**
To receive an update from Museum and Heritage Manager relating to STBF HLF bid.
Attach 9
9. **FIND MY PAST**
To receive and consider report from Museum and Heritage Manager relating to support for membership from this organisation.
Attach 10
10. **MAY COUNCIL MEETING DATE**
To receive and consider report from Acting Town Clerk relating to the movement of Toll Bridge Fund meeting in May 2018
Attach 11
11. **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 minutes (to be handed out at the meeting) from Advisory Committee meeting held on Monday 19th February 2018.
- (iii) To receive and consider report from Acting Town Clerk relating to Haley Sharpe Design Consultants.
Enclosure 2 previously included with Council agenda
12. **DATE AND TIME OF NEXT MEETING**
Monday 26th March 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 26th February 2018

A/C No	Payee	Amount	VAT	Total
188	Kent County Council (Toll Bridge Fund pension recharge)	£103.75	£0.00	£103.75
189	K Laundry Limited (Laundry Services)	£30.85	£6.15	£37.00
190	Total Gas & Power (Guildhall gas charges)	£2,851.57	£570.31	£3,421.88
191	Viridor Waste Management Limited (Recycling service)	£91.97	£13.35	£105.32
192	Dover District Council (Guildhall display energy certificate)	£105.00	£0.00	£105.00
193	C.E.F. (Sandwich) (Light bulbs for Guildhall)	£57.50	£11.50	£69.00
194	British Gas (Guildhall electricity)	£1,564.73	£312.94	£1,877.67
195	The Comms Guys Ltd (Phone charges - Alarm and Lift)	£36.86	£7.37	£44.23
196	Sandwich Town Council (Re-apportionment of F. Butcher's salary: 50% STC & 50% TBF - December 2017 and January 2018)	£901.79	£0.00	£901.79
197	Capita Business Services Ltd (February payroll)	£14,697.56	£0.00	£14,697.56
198	Karen Palmer (Replenish petty cash tin)	£60.00	£0.00	£60.00
199	Grummant (Heating and Plumbing Services Ltd) (Attend and fix water leak - upstairs ladies wc)	£89.42	£17.88	£107.30
200	Canterbury Flooring (Sand and varnish floor in Main Hall)	£3,200.00	£0.00	£3,200.00
		£23,791.00	£939.50	£24,730.50

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 26th February 2018

A/C No	Payee	Amount	VAT	Total
53	The Sandwich Printing Company Limited (Printing of 100 Business Cards for Madylene Outen)	£35.00	£7.00	£42.00
54	Sandwich Toll Bridge Fund (Transfer cost of Mr Sean McGlynn accomodation to Museum - HLF)	£150.00	£0.00	£150.00
55	Madylene Outen (Reimbursement for the purchase of storage boxes for the Archives and key safe for Museum keys)	£114.85	£12.80	£127.65
56	Julia Baxter (Update and repaint wooden Museum sign)	£250.00	£0.00	£250.00
57	Chris Anthony (General maintenance on Archive computers)	£48.00	£0.00	£48.00
		£597.85	£19.80	£617.65