



## Sandwich Toll Bridge Fund

Wednesday 24<sup>th</sup> July 2019

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 29<sup>th</sup> July 2019** at which your attendance is requested.

### Business

- 05.07.19 APOLOGIES**
- 06.07.19 DECLARATIONS OF INTEREST**
- 07.07.19 MINUTES**
- (i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 24th June 2019. **Attach 1**
- (ii) To approve the Minutes of the Extra Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 15th July 2019. **Attach 2**
- 08.07.19 PAYMENT SCHEDULES**
- (i) To approve the Sandwich Toll Bridge Fund Payment Schedule. **Attach 3**
- (ii) To approve the Museum & Archives Payment Schedule. **Attach 4**
- 09.07.19 FINANCE**
- (i) To receive and note the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> May 2019. **Attach 5**
- (ii) To receive and note the Sandwich Guildhall Museum Statement of Accounts as at 31<sup>st</sup> May 2019. **Attach 6**
- 10.07.19 MUSEUM & ARCHIVES**
- To receive and note an update report from Miss M Beardmore, Museum & Heritage Manager, on the activities at the Museum and Archives. Usually this report is written quarterly for the Museum & Archive Committee, and in lieu of this committee being able to meeting Miss Beardmore has chosen to update the Trustee directly. **Attach 7**
- 11.07.19 DATE AND TIME OF NEXT MEETING**
- Monday 30<sup>th</sup> September 2019 after the Ordinary Meeting of Sandwich Town Council at 7pm in the Council Chamber Guildhall.

A handwritten signature in black ink that reads "L. Fidler". The signature is written in a cursive style with a large initial "L" and "F".

Miss Laura Fidler  
Town Clerk & Clerk to Sandwich Toll Bridge Fund

Sandwich Toll Bridge Fund - Payment Schedule 2019/20 - 29th July 2019

Payment No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
14	Capita	Administration salaries - July 2019	Admin Salaries	Officer (Town Clerk)	£658.39	£0.00	£658.39
15	The Sandwich Society	Grant towards promotional paperwork for the Heritage Open Days 2019	Grants Donations Gifts	Officer (Town Clerk)	£200.00	£0.00	£200.00
16	Kent County Council	Toll Bridge pension recharges - June 2019	Toll Bridge Pensions	Officer (Town Clerk)	£109.42	£0.00	£109.42
			Total	Total	£967.81	£0.00	£967.81

Museum and Archives Payment Schedule 2019/20 29th July 2019

Payment No.	Payee	Description	Budget Heading	Spending Power	Net	Vat	Total
26	TR & C Carpenter	2 x ant traps	Collections Care and Conservation	Museum and Heritage Manager	£4.20	£0.00	£4.20
27	Sandwich Town Council	Reimbursement for 50 x Cotton Canvas Tote Bags from the Visitor Information Centre	Merchandise	Museum and Heritage Manager	£180.50	£0.00	£180.50
27	Sandwich Town Council	2 Months loan (June and July) repayment for Museum cash register	Operational Costs	Museum and Heritage Manager	£110.72	£0.00	£110.72
28	Dover District Council	2 books of Parking Permits	Volunteer Expenses	Museum and Heritage Manager	£40.00	£0.00	£40.00
29	Post Office Ltd	1 letter - returned photos to sender	Operational Costs	Museum and Heritage Manager	£0.70	£0.00	£0.70
30	PEL Conservation	2 x Proscorb RH Control Cassettes	Collections Care and Conservation	Museum and Heritage Manager	£105.95	£21.19	£127.14
31	Sea Worn Jewellery	10 x Roman Bowl earrings and 10 x Roman Bowl necklaces to be sold in the Museum	Merchandise	Museum and Heritage Manager	£310.00	£0.00	£310.00
32	Training Highway	Ongoing IT support - (Archive computers)	Operational Costs	Minute 15.02.19 vii	£96.00	£0.00	£96.00
		<b>Total</b>			<b>£848.07</b>	<b>£21.19</b>	<b>£869.26</b>