



## *Sandwich Toll Bridge Fund*

Wednesday 20<sup>th</sup> June 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 25<sup>th</sup> June 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 Trustees held on 21<sup>st</sup> May 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

**Attach 1**

**(ii)** Minutes signed subject to approval

**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 and consider a report from Mrs Karen Palmer, Acting Responsible Finance Officer, regarding a move to Online Banking.

**Previously included with Council agenda**

**(ii)** To receive the Financial Regulations, attached with an accompanying report from Mrs Karen Palmer.

**Attach 4**

**(iii)** To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 31st May 2018.

**Attach 5**

**(iv)** To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st May 2018.

**Attach 6**

**6. ASSET MANAGEMENT**

To receive and consider the following information from Quilter Cheviot:

(i) Monthly investment report for the month ending 30<sup>th</sup> April 2018.

**Attach 7**

(ii) Monthly investment report for the month ending 31<sup>st</sup> May 2018.

**Attach 8**

**7. HLF BID**

To receive and consider a report from Museum and Heritage Manager in relation to the Guildhall HLF Bid.

**Attach 9**

**8. COMMITTEES**

(i) To consider proposed Membership of the following Committees: - Advisory, Finance, Halls and Museum and Archives.

**Attach 10**

(ii) To consider a change of name from Halls Committee to Property Services.

**9. 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 The Mayors recommendation in regards to new staffing post.

**Enclosure 2 previously included with Council agenda**

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

Monday 30<sup>th</sup> July 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 25th June 2018

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
39	Sandwich Town Council (Transfer KCC Members Grant paid to the incorrect account and 1st quarter reimbursement re HR services)	£3,112.00	£22.40	£3,134.40
40	Guardian Security & Fire Ltd (Replace CCTV part)	£498.00	£99.60	£597.60
41	Action Carpets (Supply and fit oak flooring to Bar area and landing outside Mayor's Parlour)	£9,615.90	£1,923.18	£11,539.08
42	SPC Sandwich Property Care Ltd (Fix loose lead work on roof of Guildhall)	£150.00	£0.00	£150.00
43	Paula Fright (Refund for purchase of a clothes airer for the Guildhall)	£10.00	£0.00	£10.00
44	K Laundry Limited (Laundry services)	£30.85	£6.15	£37.00
45	Capita Business Services (June payroll)	£12,665.03	£0.00	£12,665.03
46	Viridor Waste Management Limited (Recycling services)	£56.08	£11.24	£67.32
47	Kent County Council (Fire extinguisher maintenance and April and May's Toll Bridge Pension refund)	£447.39	£46.90	£494.29
48	Total Gas & Power (Gas charges)	£557.31	£111.46	£668.77
49	C.E.F. (Sandwich) (Light bulbs for Guildhall)	£8.05	£1.61	£9.66
50	Sota Solutions Limited (Wi-Fi Charges - Guildhall)	£447.76	£89.56	£537.32
51	VR Sani-Co Ltd (Sanitary disposal - Guildhall)	£835.00	£167.00	£1,002.00
52	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.25	£7.25	£43.50
53	Canterbury Flooring (Sand back Jury Room floor and re-stain)	£1,408.00	£0.00	£1,408.00
54	Kevin Cook (Reimbursement for purchase of door hinge for the meeting room, milk, tea bags and travelcards for Amandajayne Hollobon-Baxter and Madylene Outen to attend HLF meeting in London on 19-06-18)	£177.77	£0.00	£177.77
55	Josephine Millwater (Refund of damage deposit - wedding on 09/06/18)	£50.00	£0.00	£50.00
56	Elizabeth Poulter (Refund of damage deposit - wedding on 12/05/2018)	£50.00	£0.00	£50.00
57	Geoffrey Stockwell (Refund of damage deposit - wedding on 16/05/2018)	£50.00	£0.00	£50.00

58	Carol Elias (Refund of damage deposit - wedding on 19/05/2018)	£50.00	£0.00	£50.00
59	Alexander Dixon (Refund of damage deposit - wedding on 16/06/2018)	£50.00	£0.00	£50.00
		<b>£30,305.39</b>	<b>£2,486.35</b>	<b>£32,791.74</b>

**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 25th June 2018

<b>A/C No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
13	Tony Cooper (15 x copies of 'Kent Folk Tales' to be sold in the Museum)	£112.50	£0.00	£112.50
14	Madylene Outen (Reimbursement for purchase of posting Museum leaflets to TIC, renewal - Heart Internet, 100 sheets of acetate, 8 x A2 prints and light bulb for Museum)	£90.92	£8.80	£99.72
15	BASH (12 hand struck pewter badges to be sold in the Museum)	£36.00	£0.00	£36.00
		<b>£239.42</b>	<b>£8.80</b>	<b>£248.22</b>