



Sandwich Toll Bridge Fund

Wednesday 21st November 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 26th November 2018** at which your attendance is requested.

Business

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
To approve the Minutes of the Meeting of the Trustees held on 29th October 2018 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
4. **FINANCE COMMITTEE**
To receive the Minutes of the Finance Committee Meeting, held on 19th November 2018, and to consider the Recommendations contained therein.
Attach 2
5. **PAYMENT SCHEDULES**
 - (i) To approve the Sandwich Toll Bridge Fund Payment Schedule.
Attach 3
 - (ii) To approve the Museum & Archives Payment Schedule.
Attach 4
6. **FINANCE**
 - (i) To receive the Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2018.
Attach 5
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st October 2018.
Attach 6
 - (iii) To receive confirmation from the Cllr Veronica Liote, the Mayor, that the account balances given in the above statements match the corresponding Natwest bank statements.
 - (vi) To receive the Sandwich Toll Bridge Fund – IMHOF statement as at 1st November 2018.
Attach 7
7. **ASSET MANAGEMENT**
To receive and consider the following information from Quilter Cheviot:
 - (i) Monthly investment report for the month ending 31st October 2018.
Attach 8
8. **THE “SANDWICH AGREEMENT”**
To receive the notes of a meeting to discuss the freehold transfer of the Guildhall and termination of the Sandwich Agreement that took place on 31st October 2018.
Attach 9 (previously circulated with Council Agenda)
9. **CONFIDENTIAL REPORT**
 - (i) To receive and consider a HR report from Ms A Hollobon-Baxter. Ms A Hollobon-Baxter will be present to answer any questions.
Enclosure 1 (previously circulated with Council agenda)

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

Monday 17th December 2018, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).



Miss Laura Fidler

Town Clerk & Clerk to 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 November 2018

A/C No	Payee	Amount	VAT	Total
123	British Telecommunications plc (Guildhall payphone - final bill)	£43.05	£8.61	£51.66
124	Stand Fast (Maintenance and monitoring of the Guildhall burglar alarm)	£160.50	£32.10	£192.60
125	British Gas (Electricity charges - Guildhall)	£1,766.80	£353.36	£2,120.16
126	Total Gas & Power (Gas charges - Guildhall)	£788.69	£157.74	£946.43
127	Viridor Waste Management Ltd (Recycling service)	£70.10	£14.05	£84.15
128	Grumant (Heating and Plumbing Service Ltd (Service of Guildhall boilers)	£300.00	£60.00	£360.00
129	Sota Solutions Limited (Guildhall Wi-Fi monthly charge)	£323.88	£64.78	£388.66
130	Sandwich Town Council (Refund re part cost of First Aid Course on 02/11/18)	£126.00	£0.00	£126.00
131	K Laundry Limited (Laundry Services)	£31.75	£6.35	£38.10
132	Kent County Council (Toll Bridge Pension recharge)	£106.86	£0.00	£106.86
133	R G Williams & Co (To repair urinals - Guildhall first floor gents)	£83.33	£16.67	£100.00
134	P A Hollingworth & Co (Adjust doors - Mayors Parlour etc, to fit with new carpet fitting)	£106.74	£21.35	£128.09
135	Capita Business Services (November payroll)	£13,176.15	£0.00	£13,176.15
136	C A Stephenson (Refund of wedding damage deposit - wedding on 25/10/18)	£55.00	£0.00	£55.00
		£17,138.85	£735.01	£17,873.86

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 November 2018

A/C No	Payee	Amount	VAT	Total
35	Omnicrom (A2 display boards for the WW1 exhibition)	£80.00	£16.00	£96.00
36	T R & C Carpenter (Specialist battery for monitoring equipment)	£3.10	£0.00	£3.10
37	Julia Baxter (Calligraphy for the Remembrance Book)	£90.00	£0.00	£90.00
38	Funding For All (Tickets for Project Manager and Museum & Heritage Manager to attend a Funding Fair at the Discovery Park, Sandwich on 10/12/18 plus purchase of an accompanying book)	£50.00	£0.00	£50.00
39	SPC design & print (100 x Business Cards for Museum & Heritage Manger)	£35.00	£0.00	£35.00
40	Colin John Lindley (Making of Bowl and Auncel mounts)	£596.00	£119.20	£715.20
		£854.10	£135.20	£989.30