



Sandwich Toll Bridge Fund

Wednesday 23rd January 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 28th January 2019** 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 17th December 2019 and to consider any matters arising from those minutes not covered elsewhere on this agenda.
Attach 1
4. **FINANCE COMMITTEE (INCL. BUDGET SETTING)**
To approve the Minutes of the Finance Committee Meeting, held on 14th January 2019 and consider the Recommendations contained therein.
In relation to the 2019/20 budget there is an A3 copy of the budget (loose within the agenda pack) and a report highlighting the significant variances between the 2018/19 budget and previous years.
Attach 2a, b & c
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 December 2018.
Attach 5
 - (ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st December 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.
 - (iv) To receive and consider a report from Mrs K Palmer, Responsible Finance Officer, regarding the Guildhall's electricity contract.
Attach 7
7. **MUSEUM & ARCHIVE COMMITTEE**
To receive and consider an amended Terms of Reference for the Museum & Archive Committee, which includes updates proposed by the Museum & Archive Manager.
Attach 8
8. **SANDWICH SPRUCER**

To receive a written progress report from the Ms A Hollobon-Baxter, Project Manager, and consider the questions contained therein on how to proceed.

Attach 9

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)

(ii) To consider a proposal from Dr B Drew of the Market Place Surgery.

Enclosure 2 (attached to pre-meeting letter)

(iii) Information related to staffing salary changes; this document is for reference in relation to budget setting (item 4 on the agenda). Any discussion in relation to this information must be taken within a closed session due to General Data Protection Regulations.

Enclosure 3 (previously circulated with Council agenda)

10. DATE AND TIME OF NEXT MEETING

Monday 25th February 2019, at 7pm, in the Council Chamber, Guildhall (**Quarterly Meeting**).



Miss Laura Fidler

Town Clerk & Clerk to Sandwich Toll Bridge Fund