



Sandwich Toll Bridge Fund

Wednesday 20th February 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 25th February 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 28th January 2019 and to consider any matters arising from those minutes not covered elsewhere on this agenda.

Attach 1

4. MUSEUM & ARCHIVE COMMITTEE

To approve the Minutes of the Museum & Archive Committee Meeting, held on 18th February 2019 and 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 January 2019.

Attach 5

(ii) To receive the Sandwich Guildhall Museum Statement of Accounts as at 31st January 2019.

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 the Scottish Widows "Sandwich Toll Bridge Fund – IMHOF" statement of account as at 1st January 2019 and 1st February 2019.

Attach 7

(v) To receive and consider a grant application form from Deal Area Foodbank. It was resolved that the full Trustee would consider this application form at this meeting. A report from Ms A Hollobon-Baxter, Project Manager, detailing a related proposal is also included for information.

Attach 8a and 8b

(vi) To receive and consider a grant application form from Sandwich in Bloom. This organisation originally submitted a grant application form in November 2018, consideration was deferred whilst the budgets were set and the organisation was asked

to re-submit this application. In order to plan for the coming spring/summer this organisation need to know as soon as possible what their income will be for the year, and so the Trustee is asked to consider this application now, rather than wait for a Finance Committee Meeting.

Attach 9

NB. In relation to items 6 (v) and (vi) please be aware that £10,000 is unallocated within the 2019/20 grants budget.

7. INVESTMENT PORFOLIO

(i) To receive and note the Quilter Cheviot monthly investment report for the month ending 30th November 2018. The corresponding performance data report is available in the Town Clerk's office.

Attach 10

(ii) To receive and note the Quilter Cheviot quarterly investment report to 31st December 2018. The corresponding performance data report is available in the Town Clerk's office.

Attach 11

(iii) To receive and note the Quilter Cheviot monthly investment report for the month ending 31st January 2019. The corresponding performance data report is available in the Town Clerk's office.

Attach 12

8. 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 receive a written report from Miss M Beardmore, Museum & Heritage Manager, including an update and proposal on how to progress the Guildhall Project. Miss M Beardmore will be available to answer any questions. This report is confidential due information about a user of the Guildhall.

Enclosure 2 (previously circulated with the Council agenda)

9. DATE AND TIME OF NEXT MEETING

Monday 25th March 2019, 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 25th February 2019

A/C No	Payee	Amount	VAT	Total
172	Nick Easthope (Repair of stained glass windows)	£2,045.00	£0.00	£2,045.00
173	Capita Business Services (February payroll)	£13,320.43	£0.00	£13,320.43
174	Karen Palmer (Replenish petty cash tin)	£30.00	£0.00	£30.00
175	Kent County Council (Toll Bridge pension recharge)	£106.86	£0.00	£106.86
176	Viridor Waste Management Limited (Recycling charge)	£56.08	£11.22	£67.30
177	Sota Solutions Limited (Guildhall Wi-Fi charge)	£323.88	£64.78	£388.66
178	Wyman Electrical Limited (Carry out electrical installation condition testing and correct faults on various electrical units and outside light)	£1,441.65	£288.33	£1,729.98
179	Total Gas & Power Limited (Gas charges - Guildhall)	£1,707.62	£341.52	£2,049.14
180	K Laundry Limited (Laundry services)	£31.75	£6.35	£38.10
181	S Weatherall (Caretaking duties on 18th- 21st September 2018)	£40.00	£0.00	£40.00
182	British Gas (Guildhall electricity charges)	£1,909.63	£381.92	£2,291.55
183	HC Slingsby Plc (Entrance mat for Guildhall)	£37.55	£7.51	£45.06
184	The Comms Guys Ltd (Phone charges - alarm and lift)	£36.25	£7.25	£43.50
185	Wyman Electrical Limited (Supply and fit water heater element)	£252.00	£50.40	£302.40
		£21,338.70	£1,159.28	£22,497.98

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 February 2019

A/C No	Payee	Amount	VAT	Total
52	Training Highway (IT support - January, and squarespace renewal and February services)	£451.20	£0.00	£451.20
53	Sandwich Town Council (Purchase of 10 notebooks from Tourist Information Centre)	£70.00	£0.00	£70.00
54	Mr J Scollard (Reimbursement of volunteer travel expenses)	£36.00	£0.00	£36.00
55	Pettmans St Marys (1 x M Day Painting, 'The Old Barbican : Sandwich from the Quay' 1909)	£70.80	£0.00	£70.80
		£628.00	£0.00	£628.00