

**Sandwich Town Council
Ordinary Meeting of the Council as Trustee of
Sandwich Toll Bridge Fund**



Agenda

Chair: Cllr J Franklin
Councillors: D Carter, P Carter, A Fox, D Friend, P Graeme, N Gray, K Heaven, D Marie, M Moorhouse, M Pennington, H Sampson, D Sivrikaya, V Tomlins, C Wiles and C Ungerson

Councillors are hereby summoned to attend a meeting of the Trustee of Sandwich Toll Bridge Fund on Monday 27th February 2023 at 7pm at the conclusion of the Ordinary Meeting of the Council, to transact the business on the agenda below.

A Nigol
Acting Town Clerk
Date: **22.02.2023**

1.	Apologies for absence received:	
2.	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
3.	Minutes of the previous Meeting: To approve the Minutes of the Ordinary Meeting of STC as Trustee of Sandwich Toll Bridge Fund, held on Monday 30 th January 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	Attach 1
4.	Payment Schedules: i) To approve the Sandwich Toll Bridge Fund Payment Schedule for February ii) To approve the Sandwich Toll Bridge Fund Guildhall Payment Schedule for February iii) To approve the Museum and Archives Payment Schedules for February	Attach 2 Attach 3 Attach 4

5.	<p>Finances and Investments:</p> <p>i) To receive and note the Sandwich Toll Bridge Fund Statement of Accounts as at 31st January 2023</p> <p>ii) To receive and note the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31st January 2023</p> <p>iii) To receive and note the Sandwich Guildhall Museum Statement of Accounts as at 31st January 2023</p> <p>iv) To receive and note the Quilter Cheviot Investment Management monthly report as at 31st January 2023</p> <p>v) To receive and consider report from the Responsible Finance Officer regarding a draw-down from investments.</p>	<p>Attach 5</p> <p>Attach 6</p> <p>Attach 7</p> <p>Attach 8</p> <p>Attach 9</p>
6.	<p>STBF and STBF Guildhall 2023/24 Budgets: To receive and approve budgets for STBF and STBF Guildhall for the year 2023/24</p>	<p>Attach 10a, 10b, 10c, 10d, 10e</p>
7.	<p>Grant Applications: To receive and consider the following grant application. Please note the 2023/2024 grants budget is £20,000, of which £7,000 has already been allocated (There is already an overspend of £10,020 on this years grants budget).</p> <p>i) A grant application from Sandwich in Bloom for £3,000 towards two new garden initiatives in Sandwich.</p>	<p>Attach 11</p>
8.	<p>Update on Museum Operations: To consider and note an update report on museums operations</p>	<p>Attach 12</p>
9.	<p>Museum Collections Move Project Update To receive and note an update on the Collections Move and the management of the collections.</p>	<p>Attach 13</p>
10.	<p>Conservation Work on Sandwich Tithe Maps To approve the payment for conservation work on sandwich tithe maps</p>	<p>Attach 14</p>
11.	<p>Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public will be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item:</p> <p>i) Information relating to a particular employee, former employee or applicant to become an employee of, or a particular officeholder, under the authority.</p>	<p>Attach 15</p>
12.	<p>Date of next Full Trustee Meeting: 27th March after the Full Council Meeting.</p>	

Minutes of a Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on Monday 30th January 2023 at the conclusion of the Town Council Meeting at 7pm.

Present: Councillors: J Franklin (Chairman)

**P Carter
D Carter
D Friend
P Graeme
N Gray
K Heaven
D Marie
M Moorhouse
D Sivrikaya
H Sampson
C Ungerson
C Wiles**

Officer: Acting Town Clerk (Minutes)

01.01.23 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Fox, who had a personal commitment and Cllr Marie, who had a work commitment. Cllr Pennington, no apologies received.

02.01.23 DECLARATIONS OF INTEREST

Cllr Carter declared an interest in item 7 i), as a member of the ministry at St Clements Church. Cllr Graeme declared an interest in item 7 i) as a member of PCC.

03.01.23 MINUTES

(i) Councillors received and considered the Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund held on 19th December 2022.

Before the minutes were approved, Cllr Gray made a suggestion that the budget of the Toll Bridge Fund needs to be clearly approved, this is to be added to the next meetings agenda on 27th of February.

RESOLUTION: Minutes were approved as accurate and signed.

Cllr Tomlins abstained from voting.

04.01.23 PAYMENT SCHEDULES

Cllr Sampson suggested to accept the payment of schedules on block, this would include:

(i) Members received the Sandwich Toll Bridge Fund Schedule of Payments for January.

(ii) Members received the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for January.

(iii) Members received the Museum & Archives Payment Schedule for January

RESOLUTION: Payments were approved.

Cllrs Sivrikaya abstained from voting.

05.01.23 FINANCES & INVESTMENTS

- (i) To receive and note the Sandwich Toll Bridge Fund Statement of Accounts and cash flow statement as at 31st December 2022.
RESOLUTION: Received and approved.
Cllrs Sivrikaya abstained from voting.
- (ii) To receive and note the Sandwich Toll Bridge Fund Statement of petty cash statement as at 30th November 2022.
RESOLUTION: Received and approved.
Cllrs Sivrikaya abstained from voting.
- (iii) To receive and note the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31st December 2022.
RESOLUTION: Received and approved.
Cllrs Sivrikaya abstained from voting.
- (iv) To receive and note the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 31st December 2022.
RESOLUTION: Received and approved.
- (v) To receive and note the Quilter Cheviot Investment Management Monthly report as at 31st December 2022.
RESOLUTION: Received and approved.
- (vi) To receive and authorise a letter from McCabe Ford Williams regarding Sandwich Toll Bridge Fund Financial statement for the year ended 31st March 2022
RESOLUTION: Received and approved.
Cllrs Sivrikaya abstained from voting.

06.01.23 FINANCIAL REGULATIONS:

Council received financial regulations and amendments to Appendix 1 from the Responsible Finance Officer stating powers of financial delegation. Cllr Ungerson highlighted that the some of the language in the report needs to be changed as it was agreed at the STC meeting and the way the Council operates at the moment.

RESOLUTION: Received and approved.

Cllrs Graeme abstained from voting.

07.01.23 GRANT APPLICATION

The Trustee considered the following grant applications. The Trustee noted that 2023/24 grants budget is £20,000, of which £2,000 has already been allocated (There is t already an overspend of £10,020 on this year's grant budget)

- i) A grant application from PCC of St Clements Church Sandwich for £5,000 towards cleaning and maintenance work on the Church organ together with updated CCTV.
Cllr Sivrikaya questioned whether or not the Church of England should financially support assets of the church. Cllr Moorhouse raised the concerns about the overspend. There was a discussion about the legality Of supporting an item in a Church of England building.
RESOLUTION: Grant of £5,000 is approved, to be paid from the 2023/24 budget.
- ii) A grant application from Deal Maritime and Local History Museum for £3,000 towards the housing of East Kent Mercury Newspapers including Sandwich issues. There was a discussion whether the people of Sandwich

Would benefit from this application. Cllr Friend proposed that more information to be obtained from the applicant. This was fully supported by the Council.

08.01.23

THE HIVE

Council received and considered an email from Perter Gill, Kent Community Warden regarding their continues use of the Hive. Cllr Carter recommended the value of existing usage of the Hive, which last year was funded by KCC supported by Cllr Sue Chandler. Cllr Carter suggested to reach out to Cllr Chandler to see whether she would finance the facility again.

RESOLUTION: A letter to be sent to Cllr Chandler at KCC regarding whether or not the grant to support the Hive will be received for another year. It is hoped that response will be received in time for the next council meeting. The decision has to be made by the Council to clarify the future usage of the Hive.

09.01.23

DATE OF NEXT MEETING

Monday 27th February 2023 at the conclusion of Sandwich Town Council meeting.

Signed.....

Date.....

Sandwich Toll Bridge Fund - Payment Schedule 2022/23 - February 2023

Payment No.	Payee	Description	Budget Heading	Net	Vat	Total
27	Sandwich Town Council	Reimbursement for Toll Bridge Fund Admin Salaries - February 2022	Admin Salaries	£4,565.99	£0.00	£4,565.99
28	Sandwich Toll Bridge Fund Guildhall Account	Contribution to Guildhall Account from Investments	Contribution to Guildhall Account	£24,000.00	£0.00	£24,000.00
				£28,565.99	£0.00	£28,565.99

Sandwich Toll Bridge Fund Guildhall - Payment Schedule 2022/23 - February 2023

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
27/02/2023	207	Kent County Council	Washroom cleaner x 6	Cleaning Stock	PA to CEO	£14.02	£2.02	£17.54	
27/02/2023	208	Kent County Council	Cleaning stock	Cleaning Stock	PA to CEO	£63.89	£16.74	£100.43	£117.97
27/02/2023	209	Global Cleaning Supplies	Toilet Rolls	Cleaning Stock	PA to CEO	£39.00	£7.99	£47.95	£47.95
27/02/2023	210	PPL PRS	Music License for Guildhall	Repairs and Maintenance	PA to CEO	£1,080.00	£216.18	£1,297.08	£1,297.08
27/02/2023	211	Watkins	Quarterly Maintenance - new contract quarter 1	Repairs and Maintenance	PA to CEO	£801.50	£120.30	£721.80	£721.80
27/02/2023	212	Sandwich Town Council	Guildhall Carabiking and Cleaning - December 2022	Caretaker & Cleaner Salaries	STC Minute Ref: 32.06.22 (ii)	£4,808.17	£0.00	£4,808.17	
27/02/2023	212	Sandwich Town Council	Guildhall Administration Salaries - December 2022	Guildhall Admin Salaries	STC Minute Ref: 32.06.22 (ii)	£3,354.48	£0.00	£3,354.48	
27/02/2023	212	Sandwich Town Council	Visitor Information Staff (Guildhall element) - December 2022	Visitor Information Staff (Guildhall room/throughdruggings element)	STC Minute Ref: 32.06.22 (ii)	£727.16	£0.00	£727.16	£8,890.81
27/02/2023	213	Amazon	Anti slip traction tape - for Guildhall stairs	Repairs and Maintenance	PA to CEO	£88.58	£13.35	£70.94	£78.94
27/02/2023	214	Amazon	Brass finger plates for Guildhall door	Repairs and Maintenance	PA to CEO	£15.90	£3.18	£18.96	£18.96
27/02/2023	215	Watkins	Call out to attend hot water switch	Repairs and Maintenance	PA to CEO	£130.00	£26.00	£156.00	£156.00
27/02/2023	216	British Gas	Guildhall Gas Changes - 23/12/2022 - 27/01/2023	Hosting, Lighting, Water & Rates	STC Minute Ref: 32.06.22 (iv)	£1,185.45	£239.09	£1,434.54	£1,434.54
27/02/2023	217	Mr. S. Westhead	Temporary Caretaking Duties - 23/01/2023 - 15/02/2023	Caretaker & Cleaner Salaries	STC Minute Ref: 32.06.22 (ii)	£200.00	£0.00	£200.00	£200.00
27/02/2023	218	Biffa Waste	Recycling Services - January 2023	Repairs and Maintenance	PA to CEO	£87.70	£17.54	£105.24	£105.24
27/02/2023	219	Guardian Security	Annual Charges re Intruder Alarm	Repairs and Maintenance	PA to CEO	£420.00	£84.00	£504.00	£504.00
27/02/2023	220	Amazon	2 Kettles for Guildhall	Office Expenses	PA to CEO	£51.11	£10.22	£61.33	£61.33
27/02/2023	221	Amazon	Graffiti Remover	Repairs and Maintenance	PA to CEO	£10.54	£2.11	£12.65	£12.65
27/02/2023	222	Phoenix Link	Guildhall WiFi Charges	Guildhall WiFi	STC Minute Ref: 32.06.22 (v)	£160.80	£31.96	£205.76	£205.76
					Total	£13,066.47	£793.56	£13,862.03	£13,862.03

Museum and Archives Payment Schedule 2022/23 - February 2022

Month	Payment No.	Payee	Description	Budget Heading	Net	Vat	Total
FEBRUARY	44	Ashford Borough Museum Society	Wheels of Time Contribution 2023	Subscriptions	£50.00	£0.00	£50.00
FEBRUARY	45	Training Highway	Ongoing IT support - (Archive computers) February 2023	Website & Social Media	£113.80	£0.00	£113.80
					£163.80	£0.00	£163.80

INCOME

Balance Brought Forward 01/04/22	£208,647.58
VAT reclaim	
VAT reclaimed from HMRC	£1,397.07
Investment Income	
Transfer from Reserves	£50,000.00
Investment Income	£31,652.85
Guildhall Carpark	
Guildhall Carpark	£14,448.52
Property Rent (incl. Insurance Contribution)	
Property Rent (incl. Insurance Contribution)	£8,096.34
Loan Repayments	
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00
Other	
Rights of Way	£10.00
TOTAL	£315,252.36

EXPENDITURE**VAT**

VAT on purchases	£1,086.60
Staffing	
Admin Salaries	£46,021.53
Administration	
Bank Charges	£55.17
Audit Fees	£1,530.00
Grants	
Grants Donations Gifts	£25,020.00
Insurance	
Rented Property Insurance	£3,163.32
Other Insurances (i.e. libel and slander)	£690.16
Other	
Property Asset Management	£4,003.00
Contribution to Guildhall Account	
Contribution to Guildhall Account	£80,000.00
Miscellaneous	
Investment of proceeds from sale of part of Guildhall carpark	£150,000.00

Bank Balance as per Bank Reconciliation at 31/01/23	£3,682.58
	£315,252.36

Bank Reconciliation as at 31/01/32

Current a/c	£3,682.58
Outstanding Payments	£0.00
	£3,682.58

OUTSTANDING PAYMENTS

TOTAL	£0.00
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SANDWICH TOLL BRIDGE FUND

Balance B/Fwd 01/04/2022 £208,647.58

Expenditure

	Budget 2022/23	Expenditure To Date	Balance to Date
Staffing			
Admin Salaries	£59,040.00	£46,021.53	£13,018.47
Staff Bonus pot	£460.00	£0.00	£460.00
Administration			
Bank Charges	£80.00	£55.17	£24.83
Audit Fees	£1,700.00	£1,530.00	£170.00
Grants			
Grants Donations Gifts	£15,000.00	£25,020.00	-£10,020.00
Insurance			
Rented Property Insurance	£3,430.00	£3,163.32	£266.68
Other Insurances (i.e. libel and slander)	£480.00	£690.16	-£210.16
Other			
Property Asset Management	£8,000.00	£4,003.00	£3,997.00
Contribution to Guildhall Account			
Contribution to Guildhall Account	£37,625.89	£80,000.00	-£42,374.11
Miscellaneous			
Investment of proceeds from sale of part of Guildhall	£0.00	£150,000.00	-£150,000.00
TOTAL	£125,815.89	£310,483.18	-£184,667.29

<u>Income</u>	Budget 2022/23	Income to date	Balance to Date
Predicted Balance carried forward	£157,225.67	£208,647.58	£51,421.91
Investment Income			
Transfer from Reserves	-£112,784.78	£50,000.00	£162,784.78
Investment Income	£46,000.00	£31,652.85	-£14,347.15
Guildhall Carpark			
Guildhall Carpark	£23,780.00	£14,448.52	-£9,331.48
Property Rent (incl. Insurance Contribution)			
Property Rent (incl. Insurance Contribution)	£10,300.00	£8,096.34	-£2,203.66
Loan Repayments			
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£1,000.00	£0.00
Other			
Rights of Way	£270.00	£10.00	-£260.00
Red Town Books sold to VIC and Museum	£25.00	£0.00	-£25.00
TOTAL	£125,815.89	£313,855.29	£188,039.40

Balance at Bank 31/01/23 (excl. Cheviot Funds) £3,682.58

Notes

SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - STATEMENT AS AT 31/01/23

INCOME

2021/22 Balance Brought Forward from Sandwich Town Council Account	£24,931.80	
		£24,931.80
<u>Vat Refund</u>		
Vat Refund	£5,646.08	
		£5,646.08
<u>Guildhall</u>		
Guildhall Hire Charges	£25,137.26	
Guildhall Tours	£58.95	
		£25,196.21
<u>Miscellaneous Income</u>		
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance	£3,853.48	
Reimbursement from Sandwich Town Council account for Drill Hall insurance	£5,406.19	
Rebate from British Gas	£284.40	
Repayment for broken Guildhall window (receiving installments)	£126.05	
Refund from B & Q (for paint)	£144.00	
Reimbursement from Sandwich Toll Bridge Fund Museum account re cabinet keys	£19.94	
Curfew Ringers Supper Donations - to be moved to STC account	£45.00	
		£9,879.06
<u>Contributions</u>		
Contribution from Sandwich Town Council (excluding utilities)	£85,000.00	
Contribution from Sandwich Toll Bridge Fund	£80,000.00	
		£165,000.00
TOTAL		£230,653.15

EXPENDITURE**Vat Paid**

VAT	£8,417.88	
<u>Guildhall Expenditure</u>		
Guildhall Admin Salaries	£32,541.99	
Caretaker & Cleaner Salaries	£64,403.47	
Visitor Information Staff (Guildhall roomhire/weddings element)	£7,578.71	
Staff Training	£18.00	
Officers Travel & Parking Expenses	£165.00	
Petty Cash	£30.00	
Office Expenses	£110.25	
IT Expenses (incl. Website)	£1,962.05	
Bank Charges	£88.32	
Health & Safety Provisions	£610.61	
Guildhall Insurance including contents	£21,422.39	
Repairs and Maintenance	£26,221.20	
Cleaning Stock	£2,435.23	
Heating, Lighting, Water & Rates	£23,015.54	
Guildhall Wi-Fi	£1,591.80	
Cancelled Weddings & Returned Deposits	£1,100.00	
Guildhall Promotion	£447.50	
Reimbursement to Museum account of planning fees re new Collection Store	£330.00	
Paint for redecoration of Meeting Room for Museum Store	£144.00	
Guildhall Future Plan	£930.23	
Reimbursement for purchase of Christmas Tree decorations	£113.13	
Cabinet Purchased for Museum Collection Store	£408.33	
		£194,085.63
Balance at Bank as per Bank Reconciliation as at 31/01/23		£36,567.52
TOTAL		£230,653.15

Bank Reconciliation as at 31/01/23

Current a/c	£38,328.24
Less: Outstanding payments	£1,760.72
TOTAL	£36,567.52

OUTSTANDING PAYMENTS

121 Sandwich Toll Bridge Fund Museum Account (Reimbursement re Dover District Council planning fees re the new Museum Collection Store)	£330.00
200 Guardian Security (Intruder Alarm Installation in the Museum Collection Store)	£1,174.74
201 Kestrels Fen (Temporary Caretaking Duties - December 24th and various dates)	£220.00
202 Kent County Council (Cleaning Stock)	£35.98
	<hr/>
	£1,760.72

SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - Balance B/Fwd 01/04/22

Expenditure	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Expenditure to Date	Balance to Date
Guildhall Admin Salaries	£40,870.00		£40,870.00	£32,541.99	£8,328.01
Caretaker & Cleaner Salaries	£72,740.00		£72,740.00	£64,403.47	£8,336.53
Staff bonus pot	£900.00		£900.00	£0.00	£900.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£9,290.00		£9,290.00	£7,578.71	£1,711.29
Staffing Contingency Fund	£1,000.00		£1,000.00	£0.00	£1,000.00
Staff Training	£1,500.00		£1,500.00	£18.00	£1,482.00
Officers Travel & Parking Expenses	£1,610.00		£1,610.00	£165.00	£1,445.00
Petty Cash	£40.00		£40.00	£30.00	£10.00
Peninsula Business	£460.00		£460.00	£0.00	£460.00
Office Expenses	£1,000.00		£1,000.00	£110.25	£889.75
IT Expenses (incl. Website)	£6,250.00		£6,250.00	£1,962.05	£4,287.95
Bank Charges	£100.00		£100.00	£88.32	£11.68
Health & Safety Provisions	£5,000.00		£5,000.00	£610.61	£4,389.39
Guildhall Insurance including contents	£11,770.00		£11,770.00	£21,422.39	£9,852.39
Repairs and Maintenance	£40,000.00		£40,000.00	£26,221.20	£13,778.80
Cleaning Stock	£1,200.00		£1,200.00	£2,435.23	£1,235.23
Heating, Lighting, Water & Rates	£36,440.00		£36,440.00	£23,015.54	£13,424.46
Forecourt Christmas Tree	£175.00		£175.00	£0.00	£175.00
Guildhall Watering System	£200.00		£200.00	£0.00	£200.00
Guildhall Wi-Fi	£1,900.00		£1,900.00	£1,591.80	£308.20
Cancelled Weddings & Returned Deposits	£1,200.00		£1,200.00	£1,100.00	£100.00
Guildhall Promotion	£5,000.00		£5,000.00	£447.50	£4,552.50
Reimbursement to Museum account of planning fees re new Collection Store	£0.00		£0.00	£330.00	£330.00
Paint for redecoration of Meeting Room for Museum Store	£0.00		£0.00	£144.00	£144.00
Guildhall Future Plan	£10,000.00		£10,000.00	£930.23	£9,069.77
Reimbursement for purchase of Christmas Tree decorations	£0.00		£0.00	£113.13	£113.13
Cabinet Purchased for Museum Collection Store	£0.00		£0.00	£408.33	£408.33
TOTAL	£248,645.00	£0.00	£248,645.00	£185,667.75	£63,498.71

Income	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Income to Date	Balance to Date
Balance b/f					
Predicted Balance carried forward	£52,119.11		£52,119.11	£24,931.80	£27,187.31
Guildhall					
Guildhall Hire Charges	£61,250.00		£61,250.00	£25,137.26	£36,112.74
Guildhall Tours	£500.00		£500.00	£58.95	£441.05
Miscellaneous Income					
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance	£0.00		£0.00	£3,853.48	£3,853.48
Reimbursement from Sandwich Town Council account for Drill Hall insurance	£0.00		£0.00	£5,406.19	£5,406.19
Rebate from British Gas	£0.00		£0.00	£284.40	£284.40
Repayment for broken Guildhall window (receiving installments)	£0.00		£0.00	£126.05	£126.05
Refund from B & Q (for paint)	£0.00		£0.00	£144.00	£144.00
Reimbursement from Sandwich Toll Bridge Fund Museum account re cabinet keys	£0.00		£0.00	£19.94	£19.94
Curfew Ringers Supper Donations - to be moved to STC account	£0.00		£0.00	£45.00	£45.00
Contributions					
STC 25% contribution for Utilities	£12,150.00		£12,150.00	£0.00	£12,150.00
Contribution from Sandwich Town Council (excluding utilities)	£85,000.00		£85,000.00	£85,000.00	£0.00
Contribution from Sandwich Toll Bridge Fund	£37,625.89		£37,625.89	£80,000.00	£42,374.11
TOTAL	£248,645.00	£0.00	£248,645.00	£225,007.07	£23,637.93
Bank reconciliation as at 31/01/23	£36,567.52				

PETTY CASH - GUILDHALL EXPENSES

STATEMENT TO 31st January 2023

BALANCE BROUGHT FORWARD

Cash at 01/04/22	£30.37
Stamps at 01/04/22	£0.00
	<u>£30.37</u>
Petty Cash Withdrawals	£30.00
TOTAL	<u>£60.37</u>
Stamps Used	£16.93
Spent Cash (not postage)	£31.78
SUB-TOTAL	<u>£48.71</u>
Unused Stamps	£0.00
Cash in hand	£11.66
	<u>£11.66</u>
TOTAL	<u>£60.37</u>

SANDWICH GUILDHALL MUSEUM: GENERAL ACCOUNT SUMMARY
Income & Expenditure Account for the period 1st April 2022 - 31st January 2023

<u>Income</u>	<u>2022/23</u>
Balance Brought Forward (Non Ring-fenced)	£5,885.25
Balance Brought Forward (for Roman Bowl)	£80.00
Balance Brought Forward (SEMP Audience Champions Grant)	£2,291.83
Balance Brought Forward (Ringfenced monies from loan of MC)	£35,000.00
	<hr/> £43,257.08
Merchandise Income	£1,381.13
Donations	£2,516.48
Tours	£160.00
VAT reclaim	£418.20
Refund for 50% of cost of Britain magazine advert	£447.50
Reimbursement for cost of valuation of Roman Bowl	£240.00
<u>External Funding:</u>	
Stewardship Grant	£8,769.99
TOTAL	<hr/> £57,190.38 <hr/>
 <u>Expenditure</u>	
VAT	£6,608.78
<u>Exhibitions and Events:</u>	
General Operations	£85.12
Volunteer Expenses	£280.52
Stationery	£80.44
Website and Social Media	£1,375.11
Parking Permits	£137.50
<u>Other</u>	
Float for Till	£60.00
Stock and Merchandise	£104.00
Collections Care and Conservation (IMHOF)	£676.94
Subscriptions	£1,160.00
MODES	£222.50
Advertising	£914.95
Acquisitions	£1,700.00
<u>External Funding:</u>	
Archive Move (Ring-fenced)	£29,249.94
Balance of Account 31/01/23	<hr/> £14,534.58 <hr/>
	<hr/> £57,190.38 <hr/>

General Museum Income & Expenditure 1st April 2022 - 31st January 2023

Income	2022/23
Balance Brought Forward	£5,965.25
Merchandise Income	£1,381.13
Donations	£2,516.48
Tours	£160.00
Refund for 50% of cost of Britain magazine advert	£447.50
Reimbursement for cost of valuation of Roman Bowl	£240.00
VAT reclaim	£418.20
	<hr/> £11,128.56
<u>Expenditure</u>	
VAT	£822.19
General Operations	£85.12
Volunteer Expenses	£280.52
Stationery	£80.44
Website and Social Media	£1,375.11
Parking Permits	£137.50
Float for Till	£60.00
Stock and Merchandise	£104.00
Collections Care and Conservation (IMHOF)	£676.94
Subscriptions	£1,160.00
Advertising	£914.95
Acquisitions	£1,700.00
MODES	£222.50
	<hr/> £7,619.27
Balance at 31/01/23 (included above)	<hr/> £3,509.29 <hr/>

PROJECTS BREAKDOWN:

SEMP Audience Champions Grant - 1st April 2022 - 31st January 2023

Balance Brought Forward	£2,291.83
<u>Balance at 31/01/23 (included above)</u>	<hr/> £2,291.83 <hr/>

Ringfenced funds from loan of Magna-Carta & COTF - 1st April 2022 - 31st January 2023

Balance Brought Forward	£35,000.00
<u>Expenditure</u>	
VAT	£5,786.59
Dehumidifier for Collections Store	£249.99
Rotadex Racking in undercroft	£28,370.00
Paint to redecorate Museum collection store	£192.00
Archive Boxes and tissue paper	£312.95
Grant Administration paperwork	£125.00
<u>Balance at 31/01/23 (included above)</u>	<hr/> -£36.53 *1 <hr/>

Stewardship Grant 1st April 2022 - 31st January 2023

Balance Brought Forward	£0.00
--------------------------------	--------------

Income

Stewardship Grant £8,769.99

Balance at 31/01/23 (included above) **£8,769.99**

Scottish Widows IMHOF Account balance @ 01/02/23: £16,299.05

*1 Please note - VAT can be reclaimed from HMRC



Sandwich Toll Bridge Fund
1 January 2023 to 31 January 2023

Investment manager:

M. Hearsom

Client reference:

1568601

Telephone:

020 7150 4177

Email:

matthew.hearsom@quiltercheviot.com

Website:

quiltercheviot.com

Address:

Senator House, 85 Queen Victoria Street, London, EC4V 4AB

Contents

- Asset allocation and performance summary
- Asset allocation and net investment summary
- Valuation
- Market transactions and other events
- Capital and income account statement
- Important information

31 January 2023



Investment Objective
Capital & Income
Risk
Medium

Accounts included

Account	Total value	Estimated income	Estimated yield	Income instructions / Standing orders
1 1568601 CORE Sandwich Toll Bridge Fund	£1,972,497	£40,588	2.06%	Monthly Income BACS
Total	£1,972,497	£40,588	2.06%	

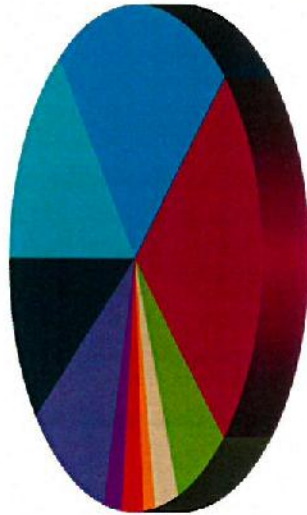
The following investment restrictions are in place:
Client Whitelist for Temporary Removal

Asset allocation and performance summary

Sandwich Toll Bridge Fund



Asset allocation



	Weighting	Value
Fixed Interest	14.5%	£285,713
Equities		
United Kingdom	22.9%	£451,051
North America	25.1%	£494,674
Europe (ex UK)	6.8%	£133,300
Japan	3.1%	£60,244
Asia Pacific (ex Japan)	1.6%	£30,942
Emerging Markets	2.7%	£52,933
Global	2.3%	£45,571
Alternative Investments	10.5%	£206,604
Cash and Cash Products	10.7%	£211,464
Total	100%	£1,972,497

Performance

	30 Dec 2022 - 31 Jan 2023	31 Jan 2022 - 31 Jan 2023
Capital return	2.9%	-6.0%
Income return	0.1%	1.8%
Total return	3.0%	-4.3%
Benchmark - MSCI PIMFA Private Investor Balanced	3.8%	-2.0%
BofA ML UK Gilts 1-10Y Index	1.8%	-6.7%
Iboxx UK Gilts	2.8%	-19.9%
MSCI UK Large Companies	4.1%	9.5%
MSCI UK Large and Medium Companies	4.4%	5.9%
MSCI AC World ex UK	4.8%	0.4%

The portfolio performance total return is 'net' after all charges (including underlying fund charges), expenses and taxes subtracted from the portfolio subject to underlying data being available. Refer to the Important Information section of this report for further detail. The benchmark is 'gross' before any charges or most other investment costs.

Additions and withdrawals

	1 January 2023 - 31 January 2023
Net cash in/out - Capital	£0.00
Net cash in/out - Income	£1,960.19
Net stock in/out	£0.00
Net additions/withdrawals	£1,960.19
Quilter Cheviot fees (including VAT where applicable)	£2,644.61
Total	£4,604.80

Top five holdings by value

Findlay Park Funds ICAV American USD Dis	8.2%
Schroder International Selection Fd US Large Cap X GBP Dis	5.6%
Blackrock European Dynamic Fund Blackrock European Dynamic Fd Acc	4.3%
Ruffer Investment Co Red Ptg Pref Shs GBPO.0001	3.2%
Blackrock Collective Investment Fds Ishrs Nrth Am Eq Idx Fd (UK) S Acc	3.2%



Asset allocation and net investment summary

Sandwich Toll Bridge Fund

	30 December 2022	Net investment	31 January 2023	Weighting	Estimated income	Estimated yield
Fixed Interest						
United Kingdom	£215,518		£219,134	11.1%	£4,447	2.03%
Overseas	£66,247		£66,579	3.4%	£2,752	4.13%
	£280,765		£285,713	14.5%	£7,199	2.52%
Equities						
United Kingdom	£438,186	-£3,203	£451,051	22.9%	£17,773	3.94%
North America	£475,729		£494,674	25.1%	£2,512	0.51%
Europe (ex UK)	£124,252	-£132	£133,300	6.8%	£918	0.69%
Japan	£59,118		£60,244	3.1%	£1,594	2.65%
Asia Pacific (ex Japan)	£29,160		£30,942	1.6%	£124	0.40%
Emerging Markets	£49,620		£52,933	2.7%	£1,184	2.24%
Global	£43,099		£45,571	2.3%	£68	0.15%
	£1,219,165	-£3,335	£1,268,716	64.3%	£24,173	1.91%
Alternative Investments						
Absolute Return	£66,325	-£65,883	£0	0.0%	£0	0.00%
Other Alternatives	£205,819		£206,604	10.5%	£4,157	2.01%
	£272,144	-£65,883	£206,604	10.5%	£4,157	2.01%
Cash and Cash Products						
Cash Products	£144,803	£67,257	£211,464	10.7%	£5,061	2.42%
Cash & Accruals	£144,803	£67,257	£211,464	10.7%	£5,061	2.42%
Total	£1,916,877	-£1,960	£1,972,497	100%	£40,590	2.06%



Valuation

31 January 2023

Sandwich Toll Bridge Fund

Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Fixed Interest - United Kingdom							
UK Government Securities							
31,385	United Kingdom(Government of) 0.25% Bds 31/01/2025 GBP1000	£93,744 xd	£29,422	1.48%	£29,540	£78	0.27%
35,055	United Kingdom(Government of) 0.875% Snr Bds 22/10/2029 GBP1000	£85.82 +101 days	£30,084 £85	1.53%	£29,454	£307	1.02%
34,665	Allianz UK & European Inv Funds Allianz Gilt Yield Fund I GBP Dis	£1.5333	£53,152	2.69%	£59,704	£605	1.14%
UK Index Linked Securities							
12,270	United Kingdom(Government of) Idx/Lkd Snr Bds 22/11/2036 GBP1000	£136.584386 +70 days	£16,759 £3	0.85%	£20,625	£15	0.09%
21,000	Legal&Gen All Siks Idx Lkd Gilt Idx L&G All Siks Idx Lkd Gilt Idx Tst C Dis	£0.9967	£20,931	1.06%	£20,375	£0	0.00%
Other UK Fixed Interest							
29,888.96	Fidelity Investment Funds Fidelity Moneybuilder Income Fund I Dis	£0.8146	£24,348	1.23%	£30,038	£1,056	4.34%
26,465	GCP Infrastructure Investments Ltd ord GBP0.01	£0.968	£25,618	1.30%	£27,712	£1,853	7.23%
17,250	IFSL Church Hse Inv Grd Fxd Int Fd IFSL Ch House Investment Grd Fxd Int Dis	£1.086 xd	£18,734	0.95%	£19,563	£533	2.85%
				11.11%	£237,010	£4,447	2.03%
Fixed Interest - Overseas							
60	NN (L) Global Convertible Opp I GBP Cap Hdg	£153.29	£9,197	0.47%	£9,337	£0	0.00%
1,425	Pimco Fds Global Investors Srs Plc Global Inv Grade Cred Hgd Instl Dis	£11.43	£16,288	0.83%	£20,191	£519	3.18%
3,360	Polar Capital Funds Plc Global Convertible S Inc NAV	£7.08 xd	£23,789	1.21%	£21,506	£1,182	4.97%
19,100	Starwood European Real Est Fin Ltd ord	£0.906	£17,305	0.88%	£20,135	£1,051	6.07%
				3.38%	£71,168	£2,751	4.13%

Valuation (continued)

Sandwich Toll Bridge Fund

31 January 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Equities - United Kingdom							
Energy							
	Oil, Gas & Consumable Fuels						
3,700	BP ord USD0.25	£4.8885	£18,087	0.92%	£21,290	£631	3.49%
1,900	Shell Plc ord EUR0.07	£23.74	£45,106	2.29%	£2,755	£1,544	3.42%
Materials							
Containers & Packaging							
2,880	Smith(DS) ord GBP0.10	£3.535 xd	£10,181	0.52%	£10,057	£467	4.58%
Metals & Mining							
1,150	Anglo American USD0.54945	£34.665	£39,865	2.02%	£15,098	£2,278	5.71%
Industrials							
Professional Services							
940	Relx Plc GBP0.1444	£24.02	£22,579	1.14%	£13,014	£481	2.13%
Consumer Discretionary							
Household Durables							
350	Persimmon ord GBP0.10	£14.12	£4,942	0.25%	£2,522	£823	16.64%
Hotels, Restaurants & Leisure							
1,291	Compass Group Plc ord GBP0.1105	£19.31 xd	£24,929	1.26%	£12,694	£407	1.63%
Consumer Staples							
Beverages							
1,050	Diageo ord GBP0.28 10/1/08	£35.20	£36,960	1.87%	£20,050	£815	2.21%
Personal Products							
560	Unilever Plc ord GBP0.031111	£41.085	£23,008	1.17%	£8,045	£815	3.54%

Valuation (continued)

Sandwich Toll Bridge Fund

31 January 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Health Care							
Pharmaceuticals							
430	Astrazeneca ord USD0.25	£105.90	£45,537	2.31%	£11,179	£953	2.09%
836	GSK Plc ord GBP0.3125	£14.234	£11,900	0.60%	£11,593	£512	4.30%
Financials							
Banks							
5,875	Barclays Plc ord GBP0.25	£1.8584	£10,918	0.55%	£14,297	£367	3.36%
2,200	HSBC Holdings Plc ord USD0.50	£5.964	£13,121	0.67%	£15,188	£483	3.68%
31,650	Lloyds Banking Group ord GBP0.1	£0.5258	£16,642	0.84%	£22,460	£674	4.05%
Capital Markets							
1,196	Intermediate Capital Group Plc ord GBP0.2625	£13.88	£16,600	0.84%	£7,389	£988	5.95%
11,089	IP Group ord GBP0.02	£0.61	£6,764	0.34%	£17,680	£135	2.00%
Insurance							
8,500	Legal & General Group ord GBP0.025	£2.54	£21,590	1.09%	£18,172	£1,590	7.37%
Information Technology							
Electronic Equip. Instr & Comps							
602	Halma ord GBP0.10	£21.48 xd	£12,931	0.66%	£6,558	£117	0.90%
300	Renishaw ord GBP0.20	£39.44	£11,832	0.60%	£15,270	£218	1.84%
Communication Services							
Wireless Telecom Services							
10,245	Vodafone Group ord USD0.2095238	£0.9312 xd	£9,540	0.48%	£12,605	£793	8.32%
Utilities							
Multi-Utilities							
945	National Grid ord GBP0.12431289	£10.25	£9,686	0.49%	£9,249	£488	5.03%

Valuation (continued)

Sandwich Toll Bridge Fund

31 January 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Real Estate							
Equity Real Estate Inv Trusts							
20,000	AEW UK REIT Plc ord GBP0.01	£1.062 xd	£21,240	1.08%	£20,215	£1,600	7.53%
Collectives							
Unit Trusts							
85	Aberforth UK Small Companies Fund Aberforth UK Small Companies Fund Dis	£201.10 xd	£17,094	0.87%	£14,933	£595	3.48%
			£451,051	22.87%	£300,314	£17,772	3.94%
Equities - North America							
460	Alphabet Inc Capital Stock USD0.001 CIA	\$98.84	£36,935	1.87%	£14,487	£0	0.00%
340	Amazon Com Inc Com USD0.01	\$103.13	£28,485	1.44%	£10,919	£0	0.00%
66,450	Blackrock Collective Investment Fds Ishrs Nrth Am Eq Iox Fd (UK) S Acc	£0.941304	£62,550	3.17%	£61,149	£607	0.97%
1,065	Dodge & Cox Worldwide Funds Plc US Stock Inc NAV	£29.56	£31,481	1.60%	£31,301	£215	0.68%
1,202,638	Findlay Park Funds ICAV American USD Dis	\$165.05	£161,251	8.17%	£28,016	£0	0.00%
245	Nextera Energy Inc Com USD0.01	\$74.63	£14,854	0.75%	£14,023	£338	2.28%
1,792,518	Priviledge Sands US Growth I Uh Inc Nav	£27.435	£49,178	2.49%	£19,879	£0	0.00%
635	Schroder International Selection Fd US Large Cap X GBP Dis	£173.1332	£109,940	5.57%	£74,310	£1,351	1.23%
			£494,674	25.08%	£254,085	£2,511	0.51%
Equities - Europe ex UK							
31,194,155	Blackrock European Dynamic Fund Blackrock European Dynamic Fd Acc	£2.7432	£85,572	4.34%	£22,913	£0	0.00%
1,025	Iberdrola SA EUR0.75	€10.745 xd	£9,722	0.49%	£9,466	£333	3.42%
610	Infineon Technologies AG ord NPV (Regd)	€32.915	£17,723	0.90%	£10,376	£172	0.97%

Valuation (continued)

31 January 2023



Sandwich Toll Bridge Fund

Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
16,047.44	Janus Hend Investment Fds Series I European Selected Opps G GBP Inc	£1.264 xd	£20,284	1.03%	£15,102	£413	2.04%
			£133,300	6.76%	£57,858	£918	0.69%
Equities - Japan							
43,310	Baillie Gifford Inv Funds II ICVC Baillie Gifford Japanese Inc Gth W4 Dis	£1.391 xd	£80,244	3.05%	£61,001	£1,594	2.65%
			£60,244	3.05%	£61,001	£1,594	2.65%
Equities - Asia Pacific ex Japan							
12,250	Fidelity Investment Funds Fidelity Asia Pacific Opps R Acc	£1.421	£17,407	0.88%	£16,397	£110	0.63%
15,021	Veritas Funds Plc Veritas Asian D GBP Inc	£901.0717	£13,535	0.69%	£9,705	£14	0.10%
			£30,942	1.57%	£26,102	£124	0.40%
Equities - Emerging Markets							
15,850	JPMorgan Fund ICVC JPM Emerging Markets C Net Dis	£1.73	£27,421	1.39%	£25,195	£0	0.00%
2,070	Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap Eq R2 GBP Dis	£12.325 xd	£25,513	1.29%	£24,351	£1,184	4.64%
			£52,933	2.68%	£49,546	£1,184	2.24%
Equities - Global							
4,230	Fundsmith Equity Fund Fundsmith Equity Fund I Acc	£5.9396 xd	£25,125	1.27%	£21,030	£68	0.27%
1,195	Legal & General UCITS ETF Plc Robo Global Ron&Auto Go UCITS ETF (GBP)	£17.11	£20,446	1.04%	£19,572	£0	0.00%
			£45,571	2.31%	£40,602	£68	0.15%

Valuation (continued)

Sandwich Toll Bridge Fund

31 January 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Alternative Investments Infrastructure							
31,250	Assura Plc ord GBP0.10	£0.5575	£17,422	0.88%	£20,342	£975	5.60%
15,724	International Public Partner ord GBP0.0001	£1.526	£23,995	1.22%	£19,529	£1,217	5.07%
Total Return							
20,000	Ruffer Investment Co Red Ptg Pref Shs GBP0.0001	£3.135	£62,700	3.18%	£25,580	£550	0.88%
Commodities							
390	Invesco Physical Markets Secured Gold Lkd Nts 31/12/2100 GBP	£150.225	£58,568	2.97%	£39,644	£0	0.00%
Property							
23,580	Supermarket Income REIT Plc ord GBP0.01	£0.962 xd	£22,684	1.15%	£25,242	£1,415	6.24%
Private Equity							
960	Harbourvest Global Private Equity ord NPV	£22.10	£21,216	1.08%	£22,889	£0	0.00%
			£206,604	10.47%	£153,226	£4,157	2.01%
Security Subtotal			£1,761,033	89.28%	£1,250,913	£35,526	2.02%
Cash - Capital Account							
£209,141.21	Capital account - Pounds Sterling	£1.00	£209,141	10.60%	£209,141	£5,061	2.42%

Valuation (continued)
Sandwich Toll Bridge Fund

31 January 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Cash - Accruals							
£2,322.38	XD Dividends Due - Pounds Sterling		£2,322	0.12%		£0	0.00%
Cash Subtotal			£211,464	10.72%		£5,061	2.39%
Portfolio Total			£1,972,497			£40,588	2.06%

Unless otherwise indicated, securities are held by us in our nominee name or with an appointed sub-custodian. Cash - Capital & Income balances are held as Client Money across a panel of banks. See our T&Cs for details of the compensation arrangements which may apply to you.
Cash - Accruals is an amount that represents income entitlements not yet received.

Exchange Rates: £1.00 = \$1.2309 = €1.1329



Market transactions and other events

1 January 2023 to 31 January 2023

Sandwich Toll Bridge Fund

Sales

Execution date	Description Order venue	Reference	Price FX rate	Consideration	Accrued interest Number of days	Execution costs	Total credit
3 Jan 23 (12:00) Settles: 13 Jan 23	163.24 Tosca Focus Class C Restricted Share GBP Off Exchange	KCJS91	£405.917948	£66,262.05		£379.54	£65,882.51
10 Jan 23 (14:26) Settles: 12 Jan 23	1,045 Haleon Plc ord GBP0.01 CBOE EUROPE BXE OFFBOOK	ABQ512	£3.151	£3,292.80		£90.00	£3,202.80
						£469.54	£69,085.31

Execution costs include Quilter Cheviot dealing charges, third party transaction costs, stamp duty and PTM levy but exclude currency conversion charges. Where stated in a different currency, a valuation currency equivalent is included in italics and overseas security prices may include counterparty charges. All transactions are Market Orders unless otherwise stated.

Other events

Date	Nominal	Description
6 Jan 23	1,025	Rights issue: Iberdrola SA EUR0.75(Sik Riv 20/01/2023)
31 Jan 23	-1,025	Capital repayment: Iberdrola SA EUR0.75(Sik Riv 20/01/2023)



Capital and income account statement

1 January 2023 to 31 January 2023

Sandwich Toll Bridge Fund

UK Pound Sterling Capital Account

Date	Details	Price	Debit	Credit	Balance
Balance brought forward					
3 Jan 23	Sold 163.24 Tosca Focus Class C Restricted Share GBP Sett 13/01/23	£405.91794		£65,882.51	£142,568.71
5 Jan 23	Man Chg 31/12/22 Ref A/c 1568601		£2,203.84		£208,451.22
5 Jan 23	Man Chg 31/12/22 Ref A/c 1568601 VAT		£440.77		£206,247.38
10 Jan 23	Sold 1,045 Haleon Plc ord GBP0.01 Sett 12/01/23	£3.151		£3,202.80	£205,806.61
31 Jan 23	Iberdrola SA Return of Capital @ EUR 0.18 less WHT			£131.80	£209,009.41
Balance carried forward					
					£209,141.21

UK Pound Sterling Income Account

Date	Details	Debit	Credit	Balance
Balance brought forward				
10 Jan 23	Dividend 1196 Intermediate Capital Group Plc ord GBP0.2625		£302.59	£302.59
10 Jan 23	Dividend Grp 1 1065 Dodge & Cox Worldwide Funds Plc US Stock Inc NAV		£54.32	£356.91
11 Jan 23	Dividend 945 National Grid ord GBP0.12431289		£168.59	£525.50
11 Jan 23	Dividend 31250 Assura Plc ord GBP0.10		£243.75	£769.25
12 Jan 23	Dividend 836 GSK Plc ord GBP0.3125		£114.95	£884.20
12 Jan 23	Dividend Grp 1 1425 Pimco Fds Global Investors Srs Plc Global Inv Grade Cred		£120.36	£1,004.56
18 Jan 23	Dividend Grp 1 2070 Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap		£226.87	£1,231.43
26 Jan 23	Dividend Grp 1 29888.96 Fidelity Investment Funds Fidelity Moneybuilder Income		£103.03	£1,334.46
31 Jan 23	Dividend Grp 1 16047.44 Janus Hend Investment Fds Series European Selected O		£60.23	£1,394.69
31 Jan 23	Dividend 2880 Smith(DS) ord GBP0.10		£172.80	£1,567.49
31 Jan 23	Dividend 31385 United Kingdom(Government of) 0.25% Bds 31/01/2025 GBP1000		£39.23	£1,606.72
31 Jan 23	Dividend Grp 1 3360 Polar Capital Funds Plc Global Convertible S Inc NAV		£353.47	£1,960.19
31 Jan 23	BACS Paid to A/C ****8388	£1,960.19		£0.00
Balance carried forward				
				£0.00



Important Information

Security values used in this report have been determined by us on the following basis (unless otherwise stated on the Contents page):

- (i) UK and overseas investments: the mid-market price as provided by Interactive Data (Europe) Ltd or the last closing dealing price;
- (ii) Unlisted companies and other infrequently priced assets: evaluated on a regular basis in line with their financial and operating performance;
- (iii) Dividends and interest: dividends on a (projected) receivable basis and interest on a (projected) accrued basis.

If the marker ** appears immediately after the account name in the table of contents, there is a charge over the securities in your account which we are aware of. Details of any interest payments in respect of loans or borrowings secured against your holdings are shown on your Capital Account statements.

Transactions, and therefore cash and stock positions, recorded in this pack reflect your position on a trade date basis. Consequently, there may be cash and stock shown which relates to trades that have not yet settled and which is still in our custody or has not yet been delivered into our custody. If you have any questions regarding this, or require definitive confirmation of your position, please contact your Investment Manager.

The absence of a market price is likely to be indicative of a lack of liquidity. The evaluation of the estimated value shall be performed by the firm on a best effort basis.

Performance: Calculations are made on a daily basis adjusted for cash and asset flows, then compounded as necessary to provide returns for longer periods. Figures are presented on a capital and total return basis, net of Quilter Cheviot management fees and other expenses or taxes (including underlying fund charges) subtracted from the portfolio subject to the necessary data being available. For longer request periods (or where the requested time frame includes dates prior to May 2017) the relevant historic detail may not be held, in which case returns are quoted on a Total Return basis only, and gross of Quilter Cheviot management fees. Further information can be provided by your investment manager on request.

We provide tax information and valuations based on information which we are in possession of as at the date such tax information and valuations are provided to you and which may include (where applicable) information regarding assets and liabilities which you have told us about but which are not in our custody. We shall not be liable to you, whether in contract, tort (including negligence), for breach of statutory duty, or otherwise, in connection with our provision of tax information and valuations for: (a) loss of profits; (b) loss of sales or business; (c) loss of agreements or contracts; (d) loss of anticipated savings; (e) loss of or damage to goodwill; or (f) any indirect or consequential loss. Notwithstanding the foregoing, nothing in this paragraph shall limit or exclude: (1) any liability for fraud or fraudulent misrepresentation; or (2) any duties or liabilities imposed upon us under the Financial Services and Markets Act 2000 or any other applicable regulatory system.

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Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 27th February 2023

Report from: Responsible Finance Officer

Date: 21st February 2023

Subject: Investment Draw-down Request

Classification: Not Confidential

Purpose of report:

To request permission to draw-down £32,000 from Investments.

Balancing the Sandwich Toll Bridge Fund Guildhall Account

The Sandwich Toll Bridge Fund account makes contributions as and when necessary to help fund the shortfall in the Guildhall Account.

Draw-down from Sandwich Toll Bridge Fund Investments are necessary in order to top-up the STBF account, so that it can make these contributions.

Net-Investment in 2022/23

In this current financial year, at 31st January, the amount drawn down from Investments has been £50,000. The amount invested (from the sale of part of the Guildhall carpark) in April 2022 was £150,000. Therefore, the current net amount for drawdown is -£100,000 (i.e. overall, £100,000 was put into investments).

The 2022/23 budget for investment drawdown was -£112,785 (net) but unfortunately a further £32,000 is required, which would take this to -£80,785 (net). Please see the information about the Sandwich Toll Bridge Fund account and Sandwich Toll Bridge Fund Guildhall account below:

STBF Guildhall Account

The balance @ 31/01/23 on the Sandwich Toll Bridge Fund Guildhall Account was £36,568.

The estimated net spend in February and March is £45,000.

Please note that included in the £45,000 is the agreed funds to complete the Museum Collection Store. The Trustee agreed to contribute £14,450 to the completion of the Museum Collection Store – minute ref: STBF 11.10.22. and of this, there is £12,732 left to spend.

There has also been a shortfall of Guildhall Room Hire income. The budget was set at £61,000 but only around £31,000 is expected. This underachievement is improved slightly by some expected general underspends across the budget.

To allow a healthy balance of around £15,000 at year end, a further £24,000 is required.

Sandwich Toll Bridge Fund account

The balance @ 31/01/23 on the Sandwich Toll Bridge Fund Account was £3,683.

The estimated net spend in February and March is £1,700.

To allow a healthy balance of around £10,000, a further £8,000 is required.

Total Required

Sandwich Toll Bridge Fund Account	£8,000
Sandwich Toll Bridge Fund Guildhall Account	<u>£24,000</u>
Total required from Investments:	£32,000

Recommendations:

Please can the Trustee approve a draw-down of £32,000 from Investments to top up the balances in the Sandwich Toll Bridge Fund and STBF Guildhall accounts?

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 27th February 2023

Report from: Responsible Finance Officer

Date: 22nd February 2023

Subject: Approval of Sandwich Toll Bridge Fund and STBF Guildhall Budgets 2023/24

Classification: Not Confidential

Purpose of report:

For Trustee to confirm their approval of the attached 2023/24 Budgets for the Sandwich Toll Bridge Fund and Sandwich Toll Bridge Fund Guildhall Accounts.

The Sandwich Toll Bridge Fund Finance Committee considered the attached 2023/24 budgets and accompanying reports in December 2022 and Recommended approval.

The Trustee approved the minutes of the meeting, including the Recommendation of these budgets on 19th December 2022 (minute ref: 07.12.22).

However, to acknowledge that the Trustee had properly considered these budgets, it was felt appropriate to include them on this agenda.

If it is felt that any amendments should be made to these budgets, please list these clearly.

Please note: the Sandwich Town Council budget has been approved and the precept calculated, so therefore no changes can be made that would have an impact on that budget (joint charges / contributions etc).

Recommendations:

Please can the Trustee confirm that they are happy to proceed with the attached budgets.

SANDWICH TOLL BRIDGE FUND - DRAFT BUDGET 2023/24

Expenditure

	Budget 2022/23	Expenditure @ 30-09-22	Forecast @ 31-03-23	Draft Budget 2023/24
Staffing				
Admin Salaries	£59,040.00	£27,695.30	£55,493.48	£58,100.00
Staff bonus pot	£460.00	£0.00	£460.00	£480.00
Parking and Mileage				£250.00
Administration				
HR (Peninsula)				£880.00
Bank Charges	£80.00	£33.59	£67.19	£90.00
Audit Fees	£1,700.00	£0.00	£1,700.00	£1,800.00
Grants				
Grants Donations Gifts	£15,000.00	£15,520.00	£25,020.00	£20,000.00
Insurance				
Rented Property Insurance	£3,430.00	£3,163.32	£3,163.32	£3,170.00
Other Insurances (ie Liability & Slander)	£480.00	£690.16	£690.16	£690.00
Other				
Property Asset Management	£8,000.00	£4,003.00	£35,000.00	£10,000.00
Contribution to Guildhall Account				
Contribution to Guildhall Account	£37,625.89	£10,000.00	£77,000.00	£65,000.00
Miscellaneous				
Investment of proceeds from sale of part of Guildhall	£0.00	£150,000.00	£150,000.00	£0.00
TOTAL	£125,815.89	£211,105.37	£348,594.15	£160,460.00

Income

	Budget 2022/23	Income @ 30-09-22	Forecast @ 31-03-23	Draft Budget 2023/24
Predicted Balance carried forward	£157,225.67	£208,647.58	£208,647.58	£12,160.00
Investment Income				
Transfer from Reserves	£112,784.78	£0.00	£90,000.00	£77,200.00
Investment Income	£46,000.00	£18,742.01	£35,260.00	£45,000.00
Guildhall Carpark				
Guildhall Carpark	£23,780.00	£14,448.52	£14,448.52	£15,000.00
Property Rent (incl. Insurance Contribution)				
Property Rent (incl. Insurance Contribution)	£10,300.00	£4,792.80	£9,704.16	£9,800.00
Loan Repayments				
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£0.00	£1,000.00	£1,000.00
Other				
Rights of Way	£270.00	£10.00	£270.00	£270.00
Red Town Books sold to VIC and Museum	£25.00	£0.00	£25.00	£30.00
Miscellaneous / Unexpected Income				
Refund of VAT	£0.00	£0.00	£1,397.07	£0.00
TOTAL	£125,815.89	£246,640.91	£360,752.33	£160,460.00

			-£12,158.18	£0.00
Sum of accounts as at 01-04-2022	£208,647.58			
Minus predicted expenditure for 2022-23	£348,594.15			
Plus predicted income for 2022-23	£152,104.75			
Guildhall accounts balance @ 31-03-23	£12,158.18			

To: Sandwich Toll Bridge Fund Finance Committee
Date: 15th November 2022
From: Responsible Finance Officer
Subject: Notes for the Draft 2023/24 Sandwich Toll Bridge Fund budget
Classification: Not Confidential

Summary: To provide information to accompany the Excel spreadsheet STBF 2023/24 Draft Budget

The draft budget has been collated by the Responsible Finance Officer, in conjunction with the Chief Executive.

The Committee and then the Trustee have ultimate responsibility for this information and can make any changes deemed necessary.

Due to STBF's investments any large projects / additional expenditure can be considered throughout the year if necessary.

This document accompanies the Excel spreadsheet, STBF 2023/24 Draft Budget.

In summary, the main changes to the Draft 2023/24 STBF budget when compared to the current budget are as follows:

- Small parking and mileage budget apportioned across STBF budget
- HR budget apportioned across STBF
- Grants budget increased
- Property Asset Management budget increased
- Contribution to Guildhall account increased
- Transfer from Reserves budget increased
- Guildhall carpark income budget decreased

Explanations regarding Sandwich Toll Bridge Fund budgets are below:

Expenditure

Staffing

Admin Salaries

Please refer to the CONFIDENTIAL SALARIES tab on the STC 2023/24 Draft Budget Excel spreadsheet for details. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Staff Bonus Pot

This budget was first set in 2021/22 to enable staff to receive a bonus for outstanding work. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Administration

Bank Charges

The NatWest Bank charges relating to transactions made.

Audit Fees

McCabe Ford Williams currently carries out an independent examination of the accounts and produces the Charity Accounts each year.

Grants

Grants, Donations & Gifts

The Finance Committee should set the grants budget. This is a popular budget with the community associations and has never been under used. For this reason, I have increased the budget for 2023/24.

Insurance

Rented Property Insurance

The sum to be reclaimed from the tenants of the rented properties for insurance.

Other Insurances (i.e. Liability & Slander)

The main insurance renewal took place on 1st April 2021, and the lowest quote was provided by Zurich, who will continue to provide insurance for Sandwich Town Council and Toll Bridge Fund until 31st March 2024.

Other

Property Asset Management

A budget of £10,000 has been added here for expected expenditure regarding Toll Bridge Fund Properties during 2023/24. Please note that this can be increased during the year using Toll Bridge Fund Investments.

Contribution to Guildhall Account

This is the amount expected to be required to balance the Guildhall account in 2023/24.

Income

Investment Income

Transfer from Reserves

The draw-down from Investments calculated to be required in 2023/24 is £77,200.

Investment Income

Quilter Cheviot currently forecasts income of £35,260 for 2022/23. However, I have set the 2023/24 budget at £45,000 hoping that markets will pick up during next year.

Guildhall Car Park

This income is paid to us in arrears from Dover District Council. The income received in 2022/23 (for 2021/22) was £14,448.52. It is hoped that the income has risen this year, although part of the rear Guildhall car park has been sold, which will decrease any income we do receive by about a quarter.

Property Rent & Insurance Contributions

As per last year:

- Rent & insurance reclaim for St. Peters Day & Social Hall
- Rent & insurance reclaim for Empire Cinema

NB. Sandwich Toll Bridge Fund absorbs the cost of the White Mill's insurance.

Loan Repayments

Annual repayment from Sandwich Tennis Club (loan from 2015)

Sandwich Toll Bridge Fund made an interest free £10,000 loan to Sandwich Tennis Club seven years ago, and the Tennis Club is repaying that loan £1,000 per year.

Other

Rights of Way

There are two historic Rights of Way that total £270 per year. These will not vary in the coming year.

Red Town Books sold to the Visitor Information Centre and Museum

These books were purchased by the Toll Bridge Fund some years ago and are still sold in the VIC and Museum today.

Recommendations:

- **That the Trustee consider if there are any other changes required to the Draft Budget.**
- **That it is noted that the Draft Budget cannot be approved until staff salaries have been considered and decided.**
- **The Finance Committee meet in December to further discuss and approve 2023/24 budgets.**
- **That if budgets cannot be approved in December, that a meeting is scheduled for mid-January to approve 2023/24 budgets.**

SANDWICH TOLL BRIDGE FUND GUILDHALL ACCOUNT - DRAFT BUDGET 2023/24

Expenditure

	Approved Budget 2022/23	Expenditure @ 30-09-22	Balance to Date	Forecast @ 31-03-23	Draft Budget 2023/24
Guildhall Expenditure:					
Guildhall Admin Salaries	£40,870.00	£25,626.98	£15,243.02	39,559.97	£42,500.00
Caretaker & Cleaner Salaries	£72,740.00	£32,251.05	£40,488.95	75,865.33	£74,150.00
Staff bonus pot	£900.00	£0.00	£900.00	900.00	£950.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£9,290.00	£4,817.77	£4,472.23	9,290.96	£12,510.00
Staffing Contingency Fund	£1,000.00	£0.00	£1,000.00	500.00	£1,000.00
Staff Training	£1,500.00	£18.00	£1,482.00	1,518.00	£1,500.00
Officers Travel & Parking Expenses	£1,610.00	£165.00	£1,445.00	1,665.00	£1,260.00
Petty Cash	£40.00	£30.00	£10.00	60.00	£70.00
HR	£460.00	£0.00	£460.00	460.00	£1,800.00
Office Expenses	£1,000.00	£63.28	£936.72	563.28	£1,000.00
IT Expenses (incl. Website)	£6,250.00	£78.00	£6,172.00	6,250.00	£6,960.00
Bank Charges	£100.00	£57.33	£42.67	99.25	£120.00
Health & Safety Provisions	£5,000.00	£610.61	£4,389.39	5,000.00	£5,000.00
Guildhall Insurance including contents	£11,770.00	£21,422.39	£-9,652.39	21,422.39	£12,350.00
Repairs and Maintenance	£40,000.00	£9,526.25	£30,473.75	40,000.00	£40,600.00
Cleaning Stock	£1,200.00	£1,373.90	£-173.90	1,200.00	£1,500.00
Heating, Lighting, Water & Rates	£36,440.00	£13,359.87	£23,080.13	24,431.65	£43,470.00
Christmas Tree	£175.00	£0.00	£175.00	175.00	£200.00
Guildhall Watering System, pots and plants	£200.00	£0.00	£200.00	200.00	£500.00
Guildhall Wi-Fi	£1,900.00	£948.00	£952.00	1,896.00	£1,900.00
Cancelled Weddings & Returned Deposits	£1,200.00	£300.00	£900.00	750.00	£1,200.00
Guildhall Promotion	£5,000.00	£0.00	£5,000.00	5,000.00	£6,000.00
Guildhall Future Plan	£10,000.00	£908.23	£9,091.77	10,000.00	£0.00
TOTAL	£248,645.00	£111,556.66	£137,088.34	£246,806.83	£256,540.00

	Approved Budget 2022/23	Income @ 30-09-22	Balance to Date	Forecast @ 31-03-23	Draft Budget 2023/24
<u>Income</u>					
<u>Balance b/f</u>					
Predicted Balance carried forward	£51,119.11	£24,931.80	£26,187.31	£24,931.80	£8,200.00
Guildhall					
Guildhall Hire Charges	£61,250.00	£16,614.62	£44,635.38	£33,229.22	£55,000.00
Guildhall Tours	£500.00	£58.95	£441.05	£61.05	£100.00
Miscellaneous Income					
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance		£3,853.48	£-3,853.48	£3,853.48	£0.00
Reimbursement from Sandwich Town Council account for Drill Hall insurance		£5,406.19	£-5,406.19	£5,406.19	£0.00
Rebate from British Gas		£284.40	£-284.40	£284.40	£0.00
Repayment for broken Guildhall window (receiving installments)		£75.63	£-75.63	£75.63	£0.00
Reimbursement from Sandwich Toll Bridge Fund Museum account re cabinet keys		£19.94	£-19.94	£19.94	£0.00
Contributions					
STC 25% contribution for Utilities	£12,150.00	£0.00	£12,150.00	£12,150.00	£14,490.00

Contribution from Sandwich Town Council (excluding utilities)	£85,000.00	£85,000.00	£0.00	£85,000.00	£113,750.00
Contribution from Sandwich Toll Bridge Fund	£37,625.89	£10,000.00	£27,625.89	£90,000.00	£65,000.00
TOTAL	£247,645.00	£146,245.01	£101,399.99	£255,011.71	£256,540.00
Sum of accounts as at 01-04-2022	£24,931.80			£8,204.88	£0.00
Minus predicted expenditure for 2022-23	£246,806.83				
Plus predicted income for 2022-23	£230,079.91				
Guildhall accounts balance @ 31-03-23	£8,204.88				

To: Sandwich Toll Bridge Fund Finance Committee
Date: 15th November 2022
From: Responsible Finance Officer
Subject: Notes for the Draft 2023/24 Sandwich Toll Bridge Fund Guildhall budget
Classification: Not Confidential

Summary: To provide information to accompany the Excel spreadsheet STBF 2023/24 Draft Guildhall Budget

The draft budget has been collated by the Responsible Finance Officer, in conjunction with the Chief Executive.

The Committee and then the Trustee have ultimate responsibility for this information and can make any changes deemed necessary.

Due to STBF's investments any large projects / additional expenditure can be considered throughout the year if necessary.

This document accompanies the Excel spreadsheet, STBF 2023/24 Draft Guildhall Budget.

In summary, the main changes to the Draft 2023/24 STBF Guildhall budget when compared to the current budget are as follows:

- Increased Visitor Information hours - therefore, salary budget increase.
- Increased HR costs due to change of provider
- Gas and Electric budgets increased by 300%
- Guildhall Future Plan budget removed for 2023/24
- Contribution from Sandwich Town Council increased
- Contribution from Sandwich Toll Bridge Fund increased

Explanations regarding Sandwich Toll Bridge Fund Guildhall budgets are below:

Expenditure

Guildhall Admin Salaries

Please refer to the CONFIDENTIAL SALARIES tab on the STC 2023/24 Draft Budget Excel spreadsheet for details. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Caretaker & Cleaner Salaries

Please refer to the CONFIDENTIAL SALARIES tab on the STC 2023/24 Draft Budget Excel spreadsheet for details. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Staff Bonus Pot

This budget was first set in 2021/22 to enable staff to receive a bonus for outstanding work. The Personnel Group should advise further as to how this budget should be set for 2023/24.

Visitor Information Staff (Guildhall room-hire/weddings element)

This budget covers Visitor Information staff time. The calculation for 2023/24 includes opening weekdays all year, 34 weekends (Spring – Autumn), and bank holidays. This budget has been requested by the Chief Executive to cover expected working hours.

Staffing Contingency Fund (Guildhall staff)

Over the last few years there have been several long-term staff absences and the need to recruit temporary staff. I would suggest that a small staffing contingency budget is helpful – although obviously it is hoped that this is not required.

Staff Training (Guildhall related)

Periodic training needs to be arranged for the caretaking staff. Ongoing training opportunities for the office staff are also essential.

Officers Travel & Parking Expenses (Guildhall related travel)

Mileage (45p p/mile) and parking expenses can be claimed by officers when attending meetings and training. The cost of the office staff's parking permits is also taken from this budget.

Petty Cash

I estimate that £70 will be spent on small items of Guildhall expenditure.

HR

The monthly cost of the Peninsula Business contract is £112.67. 25% of Peninsula Business costs have been historically charged to the Guildhall Peninsula budget. The Chief Executive has expressed a wish to move to a different HR Organisation, and an increase has been added for an increased cost.

Office Expenses (incl. Telephone)

This budget covers one third contribution towards the Guildhall phone system, and a contribution towards stationary.

IT Expenses

Includes an uplift on the IT Support contribution, and other known costs are a new Guildhall projector and screen.

Bank Charges

Our bank charges us for use of the NatWest Bankline system, and we also pay a charge per bank transaction. 50% cost shared with STC Functions Bank Charges.

Health & Safety Provisions

The cost of Health & Safety checks and reviews due on the Guildhall and it's activities.

Guildhall Insurance including contents

The main insurance renewal took place on 1st April 2021, and the lowest quote was provided by Zurich, who will continue to provide insurance for Sandwich Town Council and Toll Bridge Fund until 31st March 2024.

This budgeted amount of the insurance pays for the Guildhall building and general contents.

Repairs & Maintenance

The budget has been set at £40,600. The basic maintenance budget has been uplifted and £15,000 has been added for some larger repairs.

Cleaning Stock

Cleaning stock which relates to the Guildhall.

Heating, Lighting, Water & Rates (Guildhall Functions)

This budget covers 75% of the Guildhall's utilities. Past Business Rates have been settled with Dover District Council, but a 300% increase has been built into the Electricity and Gas charges (The current Guildhall gas contract ends in August 2023).

Christmas Tree

Budget has been included for a Christmas tree and lights for the Guildhall foyer / landing. Sandwich Community Christmas Lights had planned to organise the outside tree in the future.

Guildhall Watering System

The Town Sergeant has requested an extension to the current watering system, to take it across the Guildhall balcony. The cost of pots and plants have also been included.

Guildhall Wi-Fi

The current Guildhall Wi-Fi contract is with Phoenix Link, and the annual cost now their new equipment has been purchased, is £1,900. The contract ends on 06/05/24.

Cancelled Bookings & Returned Wedding Ceremony Deposits

It is difficult to predict how many bookings may be made and then cancelled, there is sometimes a £100 deposit repayable to the hirer if they have cancelled their booking in the accepted timeframe. This budget also covers the £50 returnable deposit that is charged on all wedding ceremonies (in case of any extra cleaning required in the Court Room, this is known to the staff as the 'confetti deposit').

Guildhall Promotion

The Chief Executive has requested a minimum of £6,000 in order to promote the Guildhall next year.

Guildhall Future Plan

No budget has been requested this year, but it is hoped that this budget can be reinstated in 2024/25.

Income

Guildhall

Guildhall Hire Charges

The budget for 2023/24 has been set at £55,000. Guildhall wedding ceremonies are to be marketed to try and increase this income stream.

Guildhall Tours

Tours of the whole Guildhall are undertaken by the Town Sergeant. There has not been an opportunity to increase tours in 2022/23 and so I have decreased the income target to £100.

Contributions

STC 25% contribution for Utilities

A 25% contribution from Sandwich Town Council is made towards the cost of the Guildhall Heating Lighting Water and Rates each year. An internal transfer would be made at the end of the financial year.

Contribution from Sandwich Town Council

A further contribution of £113,750 towards the running of the Guildhall has been added in here, as the 2020/21 precept rise indicated a promise to relieve the pressure from the Sandwich Toll Bridge Fund investments. Therefore, the total contribution in the budget towards the Guildhall is £128,240.

Contribution from Sandwich Toll Bridge Fund

The deficit on the Guildhall accounts will need to be covered by a transfer from the Sandwich Toll Bridge Fund, ultimately from the investments. The budget here has been set at £65,000, which is likely to be higher than the income from investments during the year.

Recommendations:

- **That the Trustee consider if there are any other changes required to the Draft Budget.**
- **That it is noted that the Draft Budget cannot be approved until staff salaries have been considered and decided.**
- **The Finance Committee meet in December to further discuss and approve 2023/24 budgets.**
- **That if budgets cannot be approved in December, that a meeting is scheduled for mid-January to approve 2023/24 budgets.**

SANDWICH TOLL BRIDGE FUND

GRANT APPLICATION FORM

Application Summary:

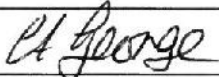
Name of organisation / individual:	Sandwich In Bloom
Brief project / event description:	Ensuring that SIB continues to provide its well loved and established floral offering to the Town along with the creation of two new garden initiatives for the Quay and at Gazen Salts.
Total cost of project / event:	£5K
How much grant is requested from Sandwich Toll Bridge Fund?	£3K

FOR OFFICE USE ONLY:

Charitable purposes covered:	11. THE ADVANCEMENT OF ENVIRONMENTAL PROTECTION OR IMPROVEMENT
Are two sets of financial accounts included?	✓
Other information attached to this application:	NONE
Approved to be considered by Sandwich Toll Bridge Fund? (RFO to sign here):	<i>W Palmer</i>

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation or individual detailed above.

Signed:	
Name	Carole George
Date:	13.02.2023
Status (e.g. Chairperson, Secretary):	Chair

The Applicant:

Name of organisation / individual:	Sandwich in Bloom
Primary Contact regarding application:	Carole George
Address:	26, Moat Sole, Sandwich, Kent CT13 9AU
Telephone no. (daytime):	07764 272207
Telephone no. (evening):	07764272207
What is the main purpose of your organisation?	To support local businesses by increasing visitor numbers, enhance the charm and beauty of the historic buildings in our medieval town and to evoke civic pride and well being. It is also our aim to encourage local business and residents to display their own flowering hanging baskets and window boxes ensuring Sandwich blooms.

When was your organisation founded?	2018
<p>If your organisation is a club with membership, please provide the following details:</p> <p>Membership: Number of adult members: Number of junior members:</p> <p>Does your club charge for membership? Yes / No</p> <p>If yes, please give details of the membership scheme and charges applicable</p>	<p>No</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
What activities are available for members?	N/A
Is club membership restricted in any way? If yes, please give details:	N/A
Is your club affiliated to any national or local organisations (e.g. Sports Council?) Please list any affiliations:	N/A

If you are an individual applying for a personal grant, please give details about yourself to support your application:

N/A

The project / event:

Project Title:

The Blooming Gardens of Sandwich

Description of project / event (please put as much detail as possible here):

Sandwich in Bloom wishes to retain the historic floral offering on the Quay, Train Station, Guildhall Forecourt along with other small sites around the Town. Our Christmas Tree Trail has previously been a great success with children and we hope to repeat this fun activity this year. It is also our intention to support the three Churches in Sandwich, all be it with limited funds, helping to create gardens of interest where visitors and residents can enjoy a green open space while admiring the beauty of our historic buildings. We were delighted to be able to negotiate the transfer of the circular bench on the Guildhall Forecourt to surround a tree in St Peters Church Garden along with the two remaining Planters from the Forecourt to positions on the Quay.

We have worked for the past 5 years with Sarah Doyle, who is a member of our committee and Manager of Archer Low Nursery. Sarah has been key to our organisation and instrumental in the design, delivery and support of SIB. Archer Low costs have always been advantageous to SIB for which we and the Town are enormously grateful. We rely on Sarah's horticultural expertise and are happy that we are able to use a local trader who has been outstandingly generous with her time and that of her staff who, over the years, have become a part of the SIB team.

This year we wish to expand our floral offering by creating two new garden areas. We always need to carefully select areas for garden expansion as maintaining and access to water is critical to ensuring longevity.

1) Dry Garden at the edge of the Gazen Salts Car Park and entry to Gazen Salts Nature Reserve.

The specific area is currently impacted soil, weeds and brambles that has not been cultivated for many years. It sits to the left of the pedestrian pathway taking you through to the nature reserve and the car park. Visitors entering Sandwich via the Ash Road would enter this car park, perhaps as first option, not knowing the Town. SIB would like to enhance this area, making it a bright and welcoming garden ensuring we give an excellent first impression of Sandwich. Having approached DDC they are hopeful of helping us with an initial dig. One of our volunteers is researching the plants and mapping out an initial planting design. Sarah Doyle at Archer Low will advise and supply soil, gravel etc and the plants. While we utilise member of our volunteer team to create the garden we already have an offer from two of these volunteers to tend and water the garden as required.

2) A garden area situated around the old Bus Shelter on the Quay.

Accessing the shelter from the pathway to the open grass land there are two squares of land immediately in front of the shelter. We wish to create two small flower gardens in these areas and then extend these by approximately 12 inches all of the way around the edges of the paved surround, planting these beds with low flowering shrubs. We are currently researching the plants to ensure we include pollinators to support the environment and encourage the bees. We believe that this will establish a fitting memorial garden for those wishing to rest and enjoy the benefits of shelter and seating in the old bus shelter. In addition to a welcome and colourful resting place for visitors this should also serve as an

acceptable creative area for those residents who have voiced concerns regarding the transfer of the shelter from the Guildhall Forecourt. We have received offers of help to ensure this area is regularly watered.

At our recent AGM our volunteers discussed the idea of a special floral tribute to mark the Coronation of King Charles. Exactly what this should be is still to be established.

It should be remembered that Sandwich in Bloom relies totally on volunteers, who work tirelessly throughout the year to keep our planters tidy however the real work takes place in the summer when their contribution is invaluable as a daily rota is in place to ensure the barrier baskets and planters on The Quay are watered.

What are your aims of the project / event?

Creating colourful, floral areas that enhance the beauty of Sandwich and supports our business community and Tourism. Ensuring that visitors have an excellent experience when coming to Sandwich and are impressed by our loved, well cared for and flower decked Town. By encouraging residents and businesses alike to join Sandwich in Bloom in displaying their own floral exhibits we aim to bring the community together ensuring that we all feel proud to call Sandwich our home and to see it bloom.

<p>If the application is for an annual or recurring local event, please answer the following additional questions:</p>	<p>Sandwich in Bloom operates throughout the year.</p>
<p>1. For how many years has the event run?</p>	<p>5 Years</p>
<p>2. What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event? Attendance at last event:</p>	<p>Every person living in, close by or visiting Sandwich can enjoy the flowers especially the displays on the Quay. I am assuming that we reach many thousands of people.</p>

Anticipated attendance at planned event:	
--	--

What was achieved at the last event which you consider to have been of benefit to Sandwich?

Our achievements are quite difficult to calculate but from comments via residents, businesses and tourists we are aware that our flowers are admired, spoken about and well photographed. This we believe encourages other visitors to Sandwich so supporting the local economy and brings wellbeing and civic pride to those who reside in and around the Town. We consider the floral exhibits that support this ethos ensures that our beautiful medieval Town remains in the spotlight which must be of benefit to Sandwich.

NB We have been made aware of these facts by the conversations between the public and our volunteers while they are watering the Quay Planters.

Why do you think that the Charity should support this event / project?

Our strong believe is that Sandwich in Bloom is an asset to the Town but we can only survive if adequately funded and supported. .

We have in the past relied on donations from local business, Community Grants and match funding from STC.

As we can all appreciate Covid and lock down badly affected trade in the Town and the current economic issues are antagonising this situation as such we believed that it would be morally wrong to ask local businesses for donations. Hence with little or no income we were not in a position to apply for match funding stipulated by STC.

The Trustees may remember that some 4 years ago we were recipients of the Co-op Community Fund and therefore we have been carefully eking out this money to maintain the status quo with respect to our floral offering.

We did cut back on spending again in 2022, so no Christmas Tree Trail or contribution to the flowers in No Name Street, the war memorial in Market Street and the replenishment of the gardens or purchase of hanging baskets at the Train Station. Two of our volunteers purchased and paid for a lawnmower in order to

regularly cut the grass at St Marys Church. Clearly this is not an ideal situation if Sandwich in Bloom is going to survive and flourish to the benefit of Sandwich.

It is our hope that with the financial support from your charity this year, we can continue the established floral offering in the Town and build on this initiative to benefit other areas in Sandwich. The aim for the future is to regain funding support from organisations and community funds as they realise the benefits that Sandwich in Blooms floral displays and activities bring to the Town, the community and local business.

Project / event planning

Date that you propose to commence the project or hold the event	April as preparation for summer planting begins.
What is the proposed duration of the project / event?	Once established the gardens should remain a permanent feature.
If the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination)	DDC are supportive of the proposals to develop two new garden areas.
Is planning consent required? If yes, what is the status of your application? (Not yet submitted / submitted not determined / granted)	NO
Planning reference no.:	N/A
If planning consent has been granted, are any conditions attached? If yes, please provide details:	N/A
Is your building listed?	N/A
If yes, have you received the appropriate listed building consent?	N/A

Financial details

Estimated total cost (including any fees)	The entire initiative for 2023 would cost £5K
Contribution from Sandwich Toll Bridge Fund:	£3K
Contribution from your funds:	£2K
Contribution from other organisations (please specify):	At the time of submitting this application we have no other contributions for 2023, however we have applied to Royal St Georges, Discovery Park, SPAR Community Fund and will apply to DDC Community Grant later this year.
Does the estimated total cost of the project / event include payments in kind, e.g. free labour / materials etc.? If yes, please provide details below, i.e. assumed number of hours x hourly rates etc. And total assumed cost £.	Yes free labour and material costs. As our initiatives rely totally on volunteers all labour is freely given and the number of hours used will depend totally on the requests that we make for their cooperation versus the actual time taken to complete the projects. Along with watering and maintenance tasks .across all projects in 2022 I would estimate 20 hours per week x 4.5 weeks per month x 6 months = 540 hours at a minimum charge out rate of £10 per hour this would £5,400. This does not include the planning, meetings, maintenance and administration etc. during the winter months. The costs of plants, soil etc. comes to us from Archers Low at an advantageous costs.

Check list

Please tick to indicate if you have enclosed the following documents to support your application:

Financial accounts (2 years)	✓
Three estimates	N/A
Drawing / sketches	N/A
Other supporting information	N/A

**SANDWICH TOLL BRIDGE FUND
INFORMATION REQUIRED (WHERE APPLICABLE) WITH GRANT
APPLICATIONS**

Information / assurance required	
Please confirm that you have appropriate insurance & current insurance certificate	SIB maintains an annual Insurance Policy . NFU MUTUAL AND Avon Group
Please confirm that statutory obligations under the Human Rights Act have been considered	Policy No 030X5142429 N/A * See below
Please confirm that statutory obligations under the	

x As we are in the process of changing our Treasurer's contact details with our Insurers I am waiting for a copy of the new policy. We remain members of the the RHB at £45 per annum as this gives us an advantageous deal for insurance with NFU Mutual and Avon Group at £75 per annum.

Disability Discrimination Act have been considered. Please give details opposite or on a separate sheet.	N/A
How will your project / event help the Sandwich Toll Bridge Fund to fulfil its obligation to promote racial equality? Please give details opposite or on a separate sheet.	N/A
Evidence that all health & safety issues have been properly considered - please give brief details opposite and enclose a copy of your risk assessment.	Yes - Risk assessments are carried out for any new activity and volunteers are then briefed.
Do you have a policy on environmental awareness? Please give details opposite or on a separate sheet.	No
The Charity has an obligation under s17 of the Crime & Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project / event have for this requirement and how, in particular, will it assist the Charity to meet its obligation? Please give details opposite or on a separate sheet.	N/A

SANDWICH TOLL BRIDGE FUND

**CHILD PROTECTION & VULNERABLE ADULTS PROFORMA
GUIDANCE NOTES**

Please read the following notes carefully before completing the proforma

Sandwich Toll Bridge Fund recognises that the protection and safety of children, young people and vulnerable adults is everyone's responsibility. The Charity is committed to this principle and to the development of best practice within those community groups which it supports.

Definition of Children and Young People

Those who have not yet reached their eighteenth birthday.

Definition of Vulnerable Adults

The Charity defines a vulnerable adult based on the Law Commission's definition – that is, a person who:

'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation'.

In clarifying this further, the Charity adopts the Department of Health's guidance in that an 'adult' refers to a person aged 18 years or over and that people with learning difficulties, mental health problems, older people and people with a disability or impairment will be included within this definition, particularly when their situation is complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

The approach that the Charity will take is based on and reflects the principles of both legislation and guidance and is that:

- the welfare of the child, young person or vulnerable adult is the paramount consideration
- all children, young people and vulnerable adults, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

The Charity requires that all groups seeking funding for activities which involve the delivery of services to children and young people have the following in place:

- an acceptable child protection policy, which addresses recruitment and selection procedures, and issues of confidentiality;
- relevant procedures for reporting concerns relating to the protection of children and young people, which have been designed to complement local area Child Protection Committee procedure;
- a Code of Practice highlighting acceptable behaviour with children and young people.

What if we are a community centre?

If you are a Community Centre you should have appropriate policies in place which ensure that your users are aware of their duty of care for children, young people and vulnerable adults.

What if our organisation does not work with children, young people or vulnerable adults?

There may be instances where you do not currently work with children, young people or vulnerable adults. In such cases it is reasonable that you do not have policies in place. However, you must be aware that, if at any time during the life of the project these circumstances change and you do start to work with these

groups, you will be required to introduce the appropriate policies and comply with all necessary legislation.

What if we work with children, young people or vulnerable adults and we don't have an appropriate policy?

If your organisation works with children, young people or vulnerable adults, it is your responsibility to ensure their safety and well-being during their time with you. You must have appropriate policies in place to help you meet your responsibilities.

For child protection related issues there is the NSPCC help and advice helpline for enquiries from adults (0808 800 5000) or if you have queries about protecting vulnerable adults you should contact the social services department of your local authority.

The Charity can not make payments if appropriate policies are not in place.

The Charity's policy on the protection of children, young people and vulnerable adults means that it can not make payments to any organisation working with such groups that does not have appropriate policies in place.

Your project can only be processed if:

- you have completed the attached form confirming that you do have appropriate policies in place
- OR
- you confirm that you do not work with such groups and that you will take all necessary steps to put policies in place if you do start to work with such groups during the life of the project.

The standard terms and conditions attached to all grants awarded by Sandwich Toll Bridge Fund state that all relevant official legislation (see attached list) and other requirements relating to individuals who are considered vulnerable are to be complied with at all times.

PLEASE KEEP THESE GUIDANCE NOTES FOR YOUR INFORMATION AND ASSISTANCE

RELEVANT LEGISLATION

Child Protection

The Children Act 1989
The Human Rights Act 1998
The Protection of Children Act 1999
The Sexual Offences (Amendment) Act 2000
The Criminal Justice and Court Services Act 2000
Rehabilitation of Offenders Act 1974
Working Together to Safeguard Children, Department of Health 1999
Caring for the Young and Vulnerable, Home Office, 1999

Vulnerable Adults

Carers (Recognition and Services) Act 1995
Chronically Sick and Disabled Persons Act 1970
Data Protection Act 1998
Disability Discrimination Act 1995
Disabled Persons (Services, Consultation and Representation) Act 1986
Employment Rights Act 1996
Health Act 1999
Health Services and Public Health Act 1968
Housing Act 1985 & 1996
Human Rights Act 1998
Local Authority Social Services Act 1948
Mental Health Act 1959 & 1983
National Assistance Act 1948
National Health Service and Community Care Act 1990
National Health Service Act 1977
Police and Criminal Evidence Act 1984
Power of Attorney Act 1971
Public Health Acts 1936 & 1961
Public Interest Disclosure Act 1998
Registered Homes Act 1984
Registered Homes (Amendment) Act 1991
Sexual Offences Act 1956 & 1967
Sexual Offences (Amendment) Act 2000

SANDWICH TOLL BRIDGE FUND

CHILD PROTECTION AND VULNERABLE ADULTS PROFORMA

Please complete this form and return it with your grant application

Name of organisation	
Project / event name	
Contact name	
Daytime telephone no.	

Email address	
Date	

Please answer the following questions:

1. Do you work with children or young people?

YES [] NO []

If yes, please give details:

--

2. Do you work with any client group that may come under the heading of 'vulnerable'?

YES [] NO []

If yes, please give details:

--

Please note that if you answer 'no' to the above but your application form suggests otherwise, the Charity will be required to ask further questions on this matter. You may be required to implement appropriate policies before any potential grant payment could be made.

3. Does your organisation have:

	YES	NO
A Child Protection Statement	[]	[]
Child Protection Procedures in place and staff are aware of these	[]	[]
A Vulnerable Adults policy statement	[]	[]
Vulnerable Adults procedures in place and staff are aware of these	[]	[]

Your policy / policies should include the following as a **minimum** requirement:

Child Protection Policies	Vulnerable Adult Policies
<ul style="list-style-type: none"> - Recruitment & selection procedures - Confidentiality procedures - Reporting of concerns relating to the protection of children & young people (in line with local Area Child Protection Committee procedures) - Code of Practice (relating to acceptable behaviour with children and young people) 	<ul style="list-style-type: none"> - Recruitment & selection procedures - Confidentiality procedures - Reporting of concerns relating to the protection of vulnerable adults (in line with local authority policy) - Code of Practice (relating to acceptable behaviour with vulnerable adults)

Please tick to confirm that your policy / policies include the minimum requirements set out above: []

STATEMENT

I CONFIRM THAT ARE AWARE OF OUR DUTY OF CARE TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. (Where applicable this applies to Community Centres ensuring that there are procedures in place to ensure its users are also aware of their duty of care to Children, Young People and Vulnerable Adults).

I CONFIRM THAT WE HAVE TAKEN ALL NECESSARY STEPS TO COMPLY WITH THE LEGAL REQUIREMENTS IN THIS REGARD.

I CONFIRM THAT IF WE DO START TO WORK WITH CHILDREN, YOUNG PEOPLE AND / OR VULNERABLE ADULTS DURING THE LIFE OF THE PROJECT, WE WILL TAKE ALL NECESSARY STEPS TO COMPLY WITH THE LEGAL REQUIREMENTS IN THIS REGARD.

This document **must** be signed by an appropriately senior Director, Trustee, Chair or Vice-Chair of your organisation.

Signed:	<i>CA George</i>
Name:	<i>C. A. GEORGE</i>
Position:	<i>CHAIR - SIB</i>
Date:	<i>13-02-2023</i>

SANDWICH IN BLOOM

Accounts for the year 2021

Income

Sandwich Town Council	£1,544.00
Dover Lottery	£375.50
Donations received:	£170.00

£2,089.50

Expenditure

Cost of plants etc:	£4,426.00
Christmas Tree trail	£207.90
RHS insurance	£75.00
RHS affiliation	£35.00
Donations given:	
St Peter's Gardens	£350.00
St Clement's Churchyard	£37.60
Town Christmas tree	£100.00

£5,231.50

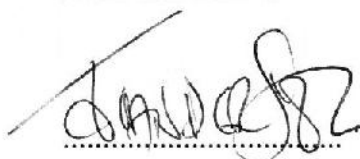
Surplus or Deficit -£3,142.00

Accounts verified by:

Carole George



John van der Dol



Bank reconciliation

Opening balance	£3,040.72
Surplus or Deficit	-£3,142.00
Reserve account	£5,000.00
Closing balance	£4,898.72

SANDWICH IN BLOOM

Accounts for 2022

Income

DDC grant (1)	£2,430.00
DDC grant (2)	£1,166.67
URC	£500.00
Dover Lottery	£224.00

Expenditure

Payments to Archers Low:	
Quay baskets	£2,320.00
Post Office makeover	£2,150.00
Guildhall baskets	£639.00
Bulbs	£150.00

Quay watering upgrade £243.09

RHS £110.00

£4,320.67

£5,612.09

Surplus or Deficit -£1,291.42

Accounts verified by:

Carole George



John van der Dol



Bank reconciliation

Opening balance £2,898.72

Surplus or Deficit -£1,291.42

Reserve account £2,000.00

Closing balance £3,607.30

Sandwich Ln Bloom - Accounts for 2023

Please note the closing balance on 2022 Accounts Shows, £3,607.30.

Since that SIB have incurred further costs of

£45.00 Membership of R.H.S

£75.00 Insurance cover with NFU Mutual and Avon Group.

£103.00 AGM and Annual Meeting

£300.00 Donation to St. Peters Church Gardens

£523.00

Report to Trustee of: Sandwich Toll Bridge Fund
Meeting scheduled for 27th February 2023
Report from: Museum Coordinator
Date: 21st February 2023
Subject: Update on Museum Operations
Classification: General

Purpose of report:

To consider and note an update on museum operations.

Content:

Operations & Visitor Experience

1.1 Visitor Figures

The museum reopened in April 2022.

Month	Total
April	581
May	633
June	1031
July	1166
August	1493
September	1037
October	876
November	675
December	92
Total	7584

Previously the 'year' ran from May to April. The table below shows the past figures.

Period	Total
2017/2018	14617
2018/2019	15877
2019/2020	13212
May 19 th 2021 – November 2021	3817

There are several reasons that could be attributed as to why the figures for 2022 are lower than those of past years. In 2017 and 2018 the museum was reopened after the project funded by HLF, therefore the museum was still 'new'. The pandemic is still influencing visitor figures, which, in conjunction with the museum closure from November 2021 to March 2022, means that it will take time to rebuild the museum's reputation as a place to visit within the town and wider area of Kent.

1.2 Increasing the Museum's Offer

It is important to note that while the museum has a high-quality offering to visitors through its professionally finished displays, the 16th century courtroom and incredibly knowledgeable volunteers, the museum displays have been mostly unchanged for five years. Being unable to offer equally professional temporary exhibitions is likely to be having a huge effect on visitor

numbers. It is vital that the museum can offer new displays and artefacts for visitors to see. This will increase access to the collection, as well as encouraging repeat visits.

1.3 User Development

As part of the museum's accreditation return, a User Development Plan will need to be produced, which explores who does and does not visit the museum. In preparation for this the Museum Coordinator created a visitor survey that was trialled for some months last year using a QR code. The survey has questions about the user experience and offers a chance to provide feedback, while also collecting information about who visits the museum.

All the feedback has been positive, with a clear focus on the knowledge and approachability of the volunteers. The following is a selection of the feedback we have received:

"Really lovely volunteers and interesting place."

"Absolutely incredible and amazing staff. So interesting. Thanks to the staff, they made this visit worth it."

"Amazing experience overall, only thing that would improve is perhaps more artefacts for a longer visit."

"Staff were extremely welcoming and knowledgeable and made my visit extremely enjoyable and thought provoking."

Although we did receive several responses, there is an ongoing plan to put more effort into distributing these surveys and making paper versions available to visitors as well, so the results are not skewed by the distribution method. This has yet to begin as work needs to be done to ensure GDPR regulations are followed and that this information is explained to the volunteers. Research from these surveys will create the foundation for the museum's User Development Plan.

1.4 Maintenance

There is water ingress around the museum's front door, which has travelled as far as a light switch panel, causing some concern. This has happened before and it was thought that the marks on the wall could be staining, however they have been tested and are showing the wall has almost 50% moisture in those areas as opposed to the areas that appear dry which show just under 20%. A contractor has checked this and filled several holes on the outside; however, the condition of the wall has not improved. The Museum Coordinator will continue carrying out work to recognise and deal with the source of this issue.

During the colder months it is difficult to keep the museum's front door open as it gets very cold for the volunteers. The Museum Coordinator is investigating the addition of an internal glass porch, which would allow the main front door to remain open to seem welcoming to visitors, while also ensuring the volunteers do not get too cold. This was considered by past members of staff; therefore, it seems to be an ongoing issue that the museum would benefit from solving.

The Museum Coordinator is carrying out research into blinds for the museum as the current ones have suffered from wear and tear and one window has no blind at all, which frequently causes the incredibly rare Sandwich Custumal to be positioned in sunlight, which will be causing light damage.

1.5 Security

The Museum Coordinator is currently working to increase security within the museum. This report will not include details; however, it is likely that much of this work will be complete within the next few months.

Income & Donations

2.1 Overview

The details below are the total income the museum has made through selling merchandise and receiving donations from April 2022 to December 2022, taken from the Museum Account information compiled by the Responsible Finance Officer.

Income	£1,354.41
Donations	£2,516.48
Total	£3870.89

2.2 Card Reader

The museum's card reader was not working for the majority of 2022 due the company failing to authorise the account after adjustments were made. They did not recognise the charity's structure with the town council as sole Trustee; therefore, the Museum Coordinator repeatedly contacted the company regarding this to find a solution for the issue. This took several months but the account was finally authorised towards the end of October and the museum began taking card payments again.

2.3 Shop

The old bookcase originally used to hold the museum's merchandise has been removed and three new units have been purchased. The units are low enough that the products can be displayed on top of them, ensuring they are accessible to people in wheelchairs, as the top shelves of the bookcase were not. The units have lockable doors on them so they can hold extra stock. They are also positioned so the museum's name and five illustrated Magna Carta panels on the wall behind are visible to visitors when they enter the front door.

Redisplaying the shop is an ongoing project to make the space more welcoming and attractive, with the aim of increasing income. Single shelves will be purchased to run along the wall slightly above the units to better display the museum's books. Once this has been achieved, there is a plan to purchase new stock of more variety to interest visitors.

Accreditation

3.1 Details

Currently we can expect the Arts Council England to ask us to submit our accreditation application in 2024. Once they request this, there will be six months to complete the application and supply all required, Trustee approved, policies.

3.2 Policies & Procedures

The policies and procedures needed specifically to achieve museum accreditation are out of date. Key polices were last written in 2019, but in some cases, the most recent version that can be found is dated 2015.

The Museum Coordinator has begun the process of writing updated policies, which will eventually need approval from the Trustee. Some elements of the documents are difficult to complete currently as they require information about the collection that is not available. The completion of the collection projects is vital to assist in completing these documents and supporting plans for future work.

Collections Management

4.1 Collections Care Grant

The Museum Coordinator has recently completed a successful application for a grant of £1,000 to assist in purchasing equipment and materials for the Inventory and Repacking Projects. Information about these projects will be included in a separate report with an update on the Collection Move Project.

4.2 Collections Care & Conservation

The Museum Coordinator is working on a project to improve the care of the collection, specifically the items that are on display in the museum. Improvements need to be made to the temperature, relative humidity, lighting, and pest control. Some of the grant referred to above will be used to purchase equipment needed to progress this project. The goal is to implement a regular monitoring system, which will form the basis of a plan to make alterations to improve the care of the collection over the long term.

Temporary Exhibitions

5.1 Temporary Exhibition Space

The Museum Coordinator was made aware that the space used throughout 2022 by the PCSO was supposed to become the museum's temporary exhibition space, confirmed by work the Museum & Heritage Manager carried out to get funding to refurbish the space in 2020.

There has been speculation as to whether the space was included within previous funding applications. It has been confirmed that the museum did receive a grant from South East Museums Development. This was to prepare the room and purchase a new display case to facilitate the loan from Liverpool, which would be the first of many professional temporary exhibitions.

Also, in the STBF meeting held in April 2020, the Trustee approved (ref. 04.04.20) of the recommendations made by the M&A Committee, this included a suggestion that the temporary exhibition space be named after John May, who previously did a lot of work for the museum. Since becoming aware of this the Museum Coordinator has always intended to follow through with this.

There has been no communication as to whether this space will be given back to the museum in due course when the PCSO ceases to use it. This is causing delays to important projects such as the loan from National Museums Liverpool (see below: 5.3), which, if not continued could have a negative effect on the museum's reputation.

5.2 Loan from Oxford

Contact was made with staff at the History and Science Museum Oxford in early July last year. It was explained that staff in Oxford who were assisting with this project have since left their positions. The plan was for the item to be on display permanently, with the loan being renewed every three years. This was initially discussed in 2017 with a start date set in 2019, however the

project has since stalled. Staff in Oxford are still on board, but this project will need to start from the beginning. Sandwich Guildhall Museum is currently not able to facilitate this loan, as there are maintenance and environmental issues within the museum that need to be addressed first. The Museum Coordinator is endeavouring to solve these issues and will restart the project when the museum is in a better position.

5.3 Loan from National Museums Liverpool

In July 2019, the museum was approached by the Ash Heritage Group who had recently visited the World Museum in Liverpool to view a hoard of items found at a burial site in Guilton, Ash, which has ended in the ownership of National Museums Liverpool. The heritage group were keen to develop a project with Sandwich Guildhall Museum to bring the hoard back to the area it was found in for a significant temporary exhibition. The Museum Coordinator has been in contact with the Curator of Classical Antiquities at National Museums Liverpool, and they are still very enthusiastic about this project.

The exhibition would explore Bryan Faussett's work, who was a pioneer of archaeology. He produced thorough descriptions of his finds, something which was unusual for the time. Ash Heritage Group have created a fifteen-minute film about the collection, Faussett and how it came to be in Liverpool. The Heritage Group are refraining from sharing the film as the plan was for it to be part of the exhibition.

The original goal was for the room at the back of the courtroom (to the left) to become the temporary exhibitions space and the Museum & Heritage Manager had referred to it as such in past reports to the Trustee. This exhibition was to be the first of many temporary exhibitions and would cement Sandwich Guildhall Museum's reputation as being a professionally run organisation that cares for and exhibits high class collections. Not being able to complete this project would be a huge disappointment to multiple stakeholders, including a National museum. The project cannot progress until the temporary exhibition space is definitively allocated to the museum for use.

Volunteers

6.1 Recruitment & Cover

Since reopening eleven volunteers have returned and fourteen volunteers have been recruited across front of house and collections positions. One of these was a recent graduate who has since gone on to full time employment. An additional regular volunteer is still required to cover a Saturday afternoon, although another volunteer is assisting with this shift where possible. Further efforts will be made to recruit for this position.

6.2 Management

A new system for managing the volunteer calendar has been introduced, which seems to be more helpful for communicating availability and ensuring there is adequate cover.

6.3 Policies

The Volunteer Policy, Handbook and Agreement need to be reviewed. Creating new versions of these documents has begun, with reference to those of similar organisations and the Volunteer Management Handbook created by Stronger Kent Communities.

Last year, the Museum Coordinator attended three training sessions produced by SHARE Museums East, these were based on Volunteer Recruitment, Volunteer Management and

Volunteer Strategy. This training will also support the redevelopment of these documents. When complete, the Trustee will be asked to approve them.

6.4 Volunteer Roles

It would be beneficial to update the volunteer roles, including separating specific areas of work. This will form part of the ongoing work to update the Volunteer Policy documents. It is hoped that new roles can be developed such as Learning and Outreach Volunteers who can assist with visits from schools and other outreach work.

6.5 Volunteer Gatherings

In December we held the first volunteer gathering for some time and it was great to see most of the museum team in one place, especially as there are only two volunteers per shift, and new members have been recruited recently. Everyone enjoyed the event and felt it would be beneficial to do this more often. There is a plan in place to hold a gathering on a seasonal basis, to give the option of getting together as a team more frequently.

Learning & Outreach

7.1 Work Experience

In 2022, the Museum Coordinator took on one student who completed a week of work experience in the museum.

7.2 University of Kent

The University of Kent runs a scheme called Employability Points for their students to encourage them to do activities outside of their studies, they are then awarded prizes such as volunteer placements that will help them to find employment. Sandwich Guildhall Museum will be advertised to students focussing on museums, heritage, and history, with the aim of being part of this scheme. Students will be interviewed by the university and, if agreed by the Museum Coordinator, will be given a volunteer placement at the museum during summer. Students will also have the option to attend a short session developed and run by the Museum Coordinator to learn more about work within a museum and gain some hands-on experience, while also helping the museum to achieve its goals.

It is hoped that this the start of a strong relationship between the museum and the university.

7.3 Large Group Visits

The museum had one formal school trip visit last year, which involved tours of the museum as well as craft activities. The Museum Coordinator also hosted a tour about Medieval Animals for a group of children with Special Education Needs and Disabilities, as part of a wider workshop they were involved in.

The museum has seen multiple visits from language schools and travel company groups, including one day where there were over 200 visitors as the language school groups from Canterbury could not get to their destination in Dover due to issues at the port. Volunteers divided the group and carried out tours of the museum and courtroom, which was very much appreciated.

There was a visit from the New England Historic Genealogical Society in Boston, Massachusetts. The visit was delayed by two years due to the pandemic, but the group finally

managed to visit, and the Museum Coordinator hosted a tour around the museum and 16th century rooms in the building, with a focus on the Mayflower.

Although it seems the museum has a good reputation for larger group visits, a concentrated effort into promoting the museum to language schools and travel groups could form an element of a larger project focussed on increasing visitor figures.

Marketing

8.1 Online Presence

The Museum Coordinator has begun sharing posts on Facebook, Instagram, and Twitter on a regular basis. The aim of this is to post twice a week, however, there have been times when this has been more difficult to achieve as preparing the content is quite time consuming.

This has been successful, and the museum's online engagement is likely to have increased in comparison to when the social media was previously used less frequently. By posting on a regular basis and being active online, the museum's posts should be shown to more people, therefore increasing awareness that the museum is a place to be visited.

When the collection is documented more thoroughly and is easier to access, it is anticipated that creating this content will be less time consuming as information will be readily available and objects will be easier to locate and photograph.

A volunteer role to assist with marketing could be developed in the future, however it is not currently a definite plan.

8.2 CommunityAd

The museum still has a good relationship with the local publication including CommunityAd. They recently ran a story about William Boyer, and the Museum Coordinator was able to produce a small display of his photographs in the courtroom, which was mentioned at the end of the article. This resulted in a noticeable number of visitors requesting specifically to see those items.

Upcoming Events

9.1 Wheels of Time

Sandwich Guildhall Museum will be hosting the Wheels of Time launch this year in March. Every year the organisers run this event from a different museum that is a member of the scheme. All museum members are invited to attend, along with children and their parents, and VIPS relevant to the hosting museum.

This event was agreed to when staff numbers were at full capacity, however the Museum Coordinator is still determined to see it through and make it a success. The Wheels of Time team are fully on board to support the work needed to prepare for this event. The event will give an opportunity to network with other museums (staff from twenty-seven museums attended last year's launch) and promote the town and our museum.

Training

As well as the Volunteer Management training, the Museum Coordinator has attended a session for managing archives in museums, which resulted in a contact at the National Archives who has been very helpful in developing plans for how to manage the collection. The Museum

Coordinator also completed a Disability Essentials E-Learning course, which will aid the production of updating the museum's accessibility documents.

Recommendations: Trustee is asked to receive and note the update report on museum operations.

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 27th February 2023

Report from: Museum Coordinator

Date: 21st February 2023

Subject: Collections Move Project Update

Classification: General

Purpose of report:

To receive and note an update on the Collections Move and the management of the collection.

Content:

Collections Move

1.1 Project timeline with key details:

Date	Action
2017	Museum & Heritage Manager (MHM) reports on a HLF application to rearrange the Guildhall building, with a particular focus on heritage at risk.
2018	The HLF application is submitted, MHM reports to Trustee that the application was unsuccessful. Trustee resolves (ref. 07.06.18) to resubmit in August. Trustee notes report from MHM in June (06.12.18) that the second application was also unsuccessful. The report resolves to seek alternative funding.
2019	MHM redevelops project to focus on moving the contents of the attic to the CAB space and creating a learning space within the building. The project is ongoing, with quotes being received for work. MHM consults with HLF regarding the project with an aim of applying in March 2020.
March 2020	Funding application submitted. HLF stop all non-covid related funding. Lockdown starts.
October 2021	Racking company that originally quoted for work makes contact to see if the project is still live.
March 2022	Trustee receives report from Chief Executive (CEO) and Consultant Archivist and resolves to move the museum collection from the attic to the Undercroft (ref. 08.03.22).
May 2022	Museum Coordinator (MC) arranges visit to receive new quote for Undercroft from first racking company.
June 2022	Chief Executive (CEO) arranges and facilitates visit from the Consultant Security Advisor for Arts Council England.
July 2022	After carrying out research, MC arranges a meeting to obtain a quote from a second racking company. MC develops plan for additional artwork racking, long-span racking, and plan chest drawers to hold more of the collection and better utilise the space. This is communicated to the first racking company, who alters their plans and issues a new quote.
July 2022	MC arranges a meeting to obtain a quote from third racking company. Facilities Manager (FM) is briefed on new plans and meets with contractor in the MC's absence.
July 2022	Collections Manager from Dover Museum visits to give advice. MC arranges for herself, CEO and FM to visit Dover Museum's new collection store. CEO obtains advice from Dover District Council (DDC) about applying for a Certificate of Lawfulness. Director of National Conservation Service visits to offer advice.
August 2022	MC arranges for herself, FM, and CEO to visit Kent History and Library Centre's archive store and receive advice from the manager. CEO obtains advice from Strategic Director (Operations & Commercial) at DDC. CEO

	and FM complete Full Plans Application and Application for Certificate of Lawfulness of Proposed Works to a Listed Building submitted to DDC.
September 2022	Grant of Certificate of Lawfulness of Proposed Works is received from DDC. CEO, FM, and MC work on proposal regarding funding from an independent sponsor. The sponsor agrees to give \$10,000 to the project, amounting to £8,769.99 after fees and the exchange rate is applied.
October 2022	Arts Council England recommendations regarding building works are communicated to contractors by CEO and CEO's PA. Quotes are received for fire and security systems. Report regarding project is put on the agenda for the STBF meeting, including costs of the project. Trustee agrees to pay the outstanding balance (ref. 11.10.22). Racking company is selected; CEO facilitates visit from the Director to finalise plans.
November 2022	Initial elements of alarm systems installed. CEO signs off on fire alarm work. Locks changes and new fire doors installed. Building work complete.
December 2022	Racking company pushes back installation date due to manufacturing delays.
January 2023	MC arranges completion of alarm system. MC and Caretakers facilitate racking installation.
February 2023	Cleaner assists MC with cleaning Collection Store and racking of any dust to prepare for moving collection. Racking company Director returns to check racking and do a health and safety run through with MC. Sign off is delayed due to snagging issues.

1.2 Estimated dates for continuation of project:

February 2023	Items begin to be moved to new Collection Store. This will be an ongoing process.
February/ March 2023	MC to sign off racking work once snagging issues are complete. MC to arrange for preparing laptops and installing tables for volunteer use.
March 2023	MC to facilitate completion of security work.
March 2023	MC to investigate the completion of risk assessments for use of the Collection Store. MC to complete Health & Safety documentation and ensure it is available to volunteers.

1.3 Update

As the timeline shows, although the racking has now been installed, there are still some elements of the project to be completed before a focused effort can be made to move the collection. It is anticipated that the move and organisation of this space will take some time. The ongoing Inventory and Repacking projects are likely to take the rest of the year, if not longer, to complete. Below is an update of collections management and the projects currently taking place to tackle the backlog of work that has accrued over the years.

Collections Management

2.1 Archives

The "archives" as they are currently known, that is, most of the contents of the attic, whether they are paper items or 3D items, are actually accessioned as part of the museum's collection. Hence, it is referred to as such by the Museum Coordinator.

The National Archives appoints approved Places of Deposit for archives, these are generally divided into the categories of local record office (for example borough or county archive services) such as Kent Archives, government (for example national museums) and specialist (such as universities). Places of Deposit are approved after an inspection to ensure suitable arrangements are in place. Professionally managed archives are accredited under the Archive

Service Accreditation and the National Archives use this accreditation programme to ensure standards are met.

There is an issue of disconnect between the collection and the museum, in part most likely due to the use of the word 'archives' to describe the collection, which communicates something different to the public and those within the museum and archive sector. The museum is completely reliant on its collection and ultimately, cannot function without it. Although, due to the nature of its content it is likely the collection will be managed using both museum and archive standards, it is important that the collection is considered and treated as a part of the museum's operations, not as a separate entity.

From now on what was referred to as the "Archives" will be referred to with the overarching term of "Museum Collection". Currently, this includes all items, including archival holdings and paper collections. In due course, these may be categorised more specifically as part of the ongoing Collections Management projects.

2.2 Action Plan

Note: for the purposes of the action plan, the word "object" refers to any item within the museum's collection, including documents.

Order	Project	Description	Reason
Current	Inventory	Carry out a full audit of the collection. (see details below under heading "2.3 Inventory")	Required for accreditation. Facilitates repacking project. Facilitates museum operations. Facilitates accurate completion of museum policies.
Current	Repacking	Repacking the collection in museum grade materials to ensure it is cared for and preserved to museum standards. (see details below under heading "2.4 Repacking")	Part of a museum's duty to preserve its collection. Enables the collection to be stored properly on the new racking. Forms part of the Collections Care and Conservation documentation required for accreditation.
Complete	Digitise Object Entry Forms	Digitise the past object entry forms.	To make searching them less time-consuming and to assist with future project of resolving issues in object records.
Anticipated start soon, will be ongoing	Accession Register and Copy of Accession Register	Complete digitisation of third accession book and ensure digital copies of the first two are up to date. Carry out any other work to ensure the Accession Registers comply with required standards.	Required for accreditation. Referred to as an area for improvement in initial accreditation award letter.

Future	Object Documentation	Evaluate museum paperwork and match with objects where possible. Resolve discrepancies. Ensure numbering system is uniform (in some cases there are currently multiple numbers for objects).	Required for accreditation. Referred to as an area for improvement in initial accreditation award letter.
Future	Collections Review	A Collections Review and Disposal project will need to take place in the future. This involves assessing the whole collection or areas of it against a specific criterion. If an item does not meet the criteria, it will be considered for disposal.	Some items in collection are not related to Sandwich and do not meet the museum's Collection Development Policy. (This policy will be updated and provided to the Trustee for approval prior to submitting the museum's accreditation return as it is a requirement.)
Future	CMS/Cataloguing	Evaluate how inventory of collection relates to what has been catalogued. Current descriptions could be more detailed, and locations will need adjusting after collection move. Update CMS with new information.	Required for accreditation.

2.3 Inventory Project

There are nine primary procedures under Spectrum that are a requirement in the Accreditation Standard 2018 produced and evaluated by Arts Council England. To provide context for this project, the following information is from the Collections Trust and explains the Inventory procedure requirements. The first two columns are copied directly from the Collections Trust and the Museum Coordinator has included an additional column on Sandwich Guildhall Museum's current position in the relation to each Inventory requirement.

Minimum Requirement	Why this is important	Sandwich Guildhall Museum's position
You have met the minimum requirements for all other primary procedures.	You are not creating a new backlog of objects without basic information.	New procedures have been implemented to ensure the correct measures are taken when an object enters the museum. This will be an ongoing process.
From the various records in your system, you could, if required, produce a complete list of every object (or group of objects) in your care.	You can account for every object you are responsible for, including your own collections, loans and items temporarily left with you.	Although there are multiple lists of what is in the collection, it is not possible to say if every object has been listed, as locating objects, and carrying out checks to decipher the information in relation to the physical

		objects is very difficult given the way the attic is organised.
Every object (or group of objects) has a unique number securely associated with it, linking you records to the physical item they describe.	You can identify the object you are looking for amount a shelf of similar objects.	The collection has a mix of objects that are numbered and some that are not. Just over 2000 objects have been listed so far in the inventory and over 500 temporary numbers have been used on objects that have no identifiable number. In addition, some objects have multiple numbers which makes the process of locating the linked records quite confusing.
If a unique number refers to a group of objects, or one object with several parts, you record the number of individual items.	You can quickly make one inventory record for a drawer containing many insect specimens or a box containing many pot shards.	This is being factored into the new inventory project.
You know the current location of every object (or group of objects) and when it was noted there.	You are able to find objects when you need them. You could produce an accurate list of the objects in a location if needed for an audit or insurance claim.	This is not currently possible, hence the inventory project taking place.
You know who owns each object (or group of objects) in your care, and how they came to be in your care (eg acquired, on loan).	You can contact the owners of objects due to be returned. You have no 'orphan objects' whose ownership is unclear.	It is likely that we have some 'orphan objects'. Resolving issues with the documentation will assist in dealing with these items.
If you have more than one type of collection (eg accessioned objects and a handling collection) you know which collection an object belongs to.	You can make appropriate decisions about how to use objects.	For the most part this is possible as there are only a small number of items deemed as 'outreach objects'.
If you do not currently meet the above requirements, you have an appropriate plan to do so within an agreed time period.	Your governing body can meet the minimum standard of accountability for the objects in its care.	There is no agreed time period for this project as yet, but this will be put in place closer to the time when the accreditation application is due as it will be easier to predict once we have made more progress and the

		<p>collection has started moving to the new store.</p> <p>A new goal has been implemented to list at least 500 objects in the inventory every month. This figure is based on 125 objects a week, which has mostly been surpassed so far by the Collections Volunteers.</p> <p>Collections Volunteers with a focus on the documents are being recruited as the collection of documents is the most time-consuming to work with. The monthly goal will be extended if necessary once we have an increased capacity of Collections Volunteers.</p>
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As mentioned above, there is no full inventory of the collection. This has been the case since 2019, as the Forward Plan includes an estimate of the quantity of items in the collection, but also states that cataloguing projects are taking place, therefore “there is currently no accurate data for any of the collection (only a selection of mismatched databases.)” While work started to complete this project, there is no clear indication of where the information is located. Also, from viewing the CMS the object information included in it could be more detailed. This, in conjunction with the collection move and the requirements of inventory, is justification enough for carrying out this project.

Having a working inventory will also facilitate many other museum operations. For example, being able to search through the information using key words greatly reduces the time it takes to carry out research for enquiries or locate items for researchers to view. It would also assist the Museum Coordinator in producing social media content or temporary exhibitions and could eventually be the foundation for providing a searchable database for the public on the museum’s website.

2.4 Repacking Project

The collection is currently not packed correctly, with some boxes containing little to no padding to support the items, which will be causing damage, or with items wrapped in tissue paper. The use of materials that are not inert could also be having a negative effect on the condition of the objects. Whilst the new collection store will make a huge difference to the care of the collection, protecting objects at box level is also incredibly important. The collection should be packed to a professional museum standard. The Repacking Project is taking place in parallel to the Inventory Project. The aim is that items will be moved in their existing boxes and this project will be continued in the new store.

2.5 Fire Safety

In July 2022 there was an unexpected visit from the Kent Fire & Rescue Service's Building Fire Safety Inspector. The result of his visit was a letter stating that the premises is failing to meet the Regulatory Reform (Fire Safety) Order 2005. The letter included several requirements to be undertaken by staff to ensure the premises meets the requirements of the legislation. He also discussed this with staff, however the Museum Coordinator was not present for this meeting and the information was communicated to her later by the CEO and Facilities Manager. The use of the attic was referred to verbally by the Safety Inspector, who advised that only specific members of staff should be allowed to access the attic and its content. This was not put in writing, and it is understood that the reason for this was because the attic should be closed to everyone, however it was recognised that the issue of fire safety in the attic could not be dealt with by staff if they were no longer allowed to access the space. The Museum Coordinator has since spoken to the Fire Safety Inspector who confirmed his advice. For this reason, the Collections Volunteers had to be relocated to work in another area of the building and all volunteers have been unable to access the attic since.

2.6 Access to the Collection

The plan throughout the process of moving the collection was that once the new store was complete, it will be a space where the Museum Coordinator and volunteers will work on specific projects involving the collection. Anyone volunteering in the Collection Store will need authorised access and will be supervised.

In the past volunteers have been able to access the attic of their own accord. This is not how these services function and it is not a professional way of working. This, as well as the fact that members of the public with research enquiries were allowed to freely enter the attic, is the reason its contents are currently incredibly unorganised, and it has created a huge backlog of work that must be completed.

There have been some indications that previous volunteers are disappointed they can no longer access the attic; however, the Museum Coordinator has only received correspondence from one volunteer regarding this matter and the issue of fire safety was explained to them. There has been a suggestion that those people still wanting to access the attic could sign a non-disclaimer taking responsibility for their safety. The Museum Coordinator would like it to be noted that the aim is not to pass blame or responsibility, but to stop people from getting injured. The Museum Coordinator has spoken to a health and safety adviser who has also reiterated this.

The view of staff has always been that the previous volunteers who used to work with the collection are welcome to return and this has been communicated with those who have contacted the Museum Coordinator. However, there will be no carrying out projects formed by individuals. As mentioned above, the Inventory and Repacking projects are vital to the organisation of the collection and must be completed, therefore all volunteers will be working on elements of those projects for the foreseeable future.

It must be understood by everyone involved that the work carried out in relation to the whole collection is based on what needs to be achieved to benefit the museum and subsequently, the service it can offer.

Next Steps

3.1 Continuation of Projects

The Museum Coordinator will continue working on the final elements of the project to prepare the space for a concerted effort to move the contents of the attic. Collection Volunteers will continue their work on the Inventory and Repacking Projects, aided using the new collection store when it is ready.

3.2 Collections Trust 1-2-1

The Museum Coordinator has signed up for a 1-2-1 with the Collections Trust to go over the issues the museum is facing regarding collections management with specific links to the Spectrum procedures. It is hoped advice from this meeting will assist with the action plan of work to be completed.

Recommendations: Trustee is asked to receive and note the above update on the Collections Move Project and the management of the collection.

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 27th February 2023

Report from: Museum Coordinator

Date: 21st February 2023

Subject: Conservation Work on Sandwich Tithe Maps

Classification: General

Purpose of report:

To approve the payment for conservation work on Sandwich tithe maps.

In 2018 the Museum & Heritage Manager wrote a report to the Trustee requesting approval to use the Imhof Fund to pay for conservation work on two tithe maps that are part of the museum's collection. The maps had gone to Kent History and Library Centre in 2016 and staff there prepared a report with a quote for the work. The Trustee resolved to use the Imhof Fund to pay the cost (ref. 17.01.18). This work was never done, and the maps have remained there ever since. These are the only known copies of these maps; they are incredibly important but are suffering greatly and are in desperate need of conservation work. The manager at the Kent History and Library Centre asked the Museum Coordinator for a decision to be made as to whether this work will be completed, or the maps should be returned to Sandwich untreated.

There are four maps, two however, are not related to Sandwich. At this stage, the Museum Coordinator would like to ensure the necessary work on the Sandwich maps is carried out as soon as possible and the remaining two maps will be assessed in the future.

An updated quote was created in 2018 and the manager of Kent Library and History Centre has agreed to honour it. The work will cost £720 for the St Clements map and £1200 for the St Mary's map, amounting to £1920 altogether including VAT. The Museum Coordinator recommends this be paid from the Imhof Account.

Recommendation: The Trustee is asked to approve the payment of £1920 from the Imhof Fund for the conservation work on the Sandwich tithe maps.