

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



**Agenda**

Chair: Cllr P Carter

Councillors: I Black, P Breen, D Carter, E Csuka, W Fortescue, J Franklin, N Gray, S Mallett, D Marie, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson

Councillors are hereby summoned to attend a meeting of the Trustee of Sandwich Toll Bridge Fund on 22<sup>nd</sup> May 2023 at the conclusion of the Ordinary Meeting of the Council, to transact the business on the agenda below.

Gill Gray – Interim Town Clerk

Date: 17<sup>th</sup> May 2023

<b>1</b>	<b>Apologies for absence received:</b>	
<b>2</b>	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
<b>3</b>	<b>Minutes of the previous Meeting:</b> To approve the Minutes of the Ordinary Meeting of STC as Trustee of Sandwich Toll Bridge Fund, held on 24 <sup>th</sup> April 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	<b>Attach 1</b>
<b>4</b>	<b>Payment Schedules:</b>  <b>4a</b> To approve the Sandwich Toll Bridge Fund Payment Schedule for May. <b>4b</b> To approve the Sandwich Toll Bridge Fund Guildhall Payment Schedule for May. <b>4c</b> To approve the Museum and Archives Payment Schedule for May.	<b>Attach 2a, 2b and 2c</b>
<b>5</b>	<b>Finances and Investments:</b>  <b>5a</b> To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 30 <sup>th</sup> April 2023. <b>5b</b> To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 30 <sup>th</sup> April 2023. <b>5c</b> To receive and approve the Sandwich Guildhall Museum Statement of Accounts as at 30 <sup>th</sup> April 2023. <b>5d</b> To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 30 <sup>th</sup> April 2023.	<b>Attach 3a, 3b, 3c and 3d</b>
<b>6</b>	<b>Grant Applications:</b> To receive and consider the following grant application:	

	None received.	
<b>7</b>	<b>Bank Account Signatories</b> To receive and consider a report from the RFO regarding bank account signatories: <b>Two decisions required</b>	<b>Attach 4</b>
<b>8</b>	<b>Museum Reports</b> A Collections Care Grant and Payment B Museum and Archive Committee C Plaque for John May  Members invited to consider the three reports from the Museum Coordinator. <b>A – Decision required</b> <b>B – Three decisions required</b> <b>C – Trustee is asked to note.</b>	<b>Attach 5a, 5b and 5c</b>
<b>9</b>	<b>Date of next Full Council Meeting: Monday 26<sup>th</sup> June 2023</b>	



**Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund Monday 24<sup>th</sup> April 2023**

Chair: Cllr J Franklin  
 Councillors: D Carter, P Carter, D Friend, N Gray, K Heaven, D Marie, M Moorhouse, M Pennington, H Sampson, D Sivrikaya, V Tomlins, C Wiles and C Ungerson – Cllr S Chandler (KCC)  
 Officer: Gill Gray Interim Town Clerk and eleven residents

STBF.04.23.1	<p><b>Apologies for absence received:</b>                  Apologies were received from: Cllr P Graeme (personal reasons) and Cllr A Fox (personal reasons)</p>	
STBF.04.23.2	<p><b>Declarations of interest:</b>                  The following declarations of interest were received:                  Cllr Franklin declared an interest in relation to agenda point 6 (application for a grant) and Cllr Friend declared an interest in relation to agenda point eight.</p>	
STBF.04.23.3	<p><b>Minutes of the previous Meeting:</b>                  To approve the Minutes of the Ordinary Meeting of STC as Trustee of Sandwich Toll Bridge Fund, held on 27<sup>th</sup> March 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.  <b>It was moved by Cllr Moorhouse and seconded by Cllr P Carter and RESOLVED: that the minutes of the STC as Trustee of STBF were approved as an accurate record of the meeting.</b></p>	
STBF.04.23.4	<p><b>Payment Schedules:</b></p> <p><b>5a</b> Members received the Sandwich Toll Bridge Fund Schedule of Payments for April.  <b>RESOLUTION: Schedule of Payments for April were received and approved.</b></p> <p><b>5b</b> Members received the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for April.  <b>RESOLUTION: Schedule of Payments for April were received and approved.</b></p> <p><b>5c</b> Members received the Museum and Archives Schedule of Payments for April.  <b>RESOLUTION: Schedule of Payments for April were received and approved.</b></p>	
STBF.04.23.5	<p><b>Finances and Investments:</b></p> <p><b>6a</b> To receive and note the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> March 2023.</p>	

	<p><b>RESOLUTION: Statement of accounts was received and noted.</b></p> <p><b>6b</b> To receive and note the Sandwich Toll Bridge Fund Statement of Accounts as at 31<sup>st</sup> March 2023.</p> <p><b>RESOLUTION: Statement of accounts was received and noted.</b></p> <p><b>6c</b> To receive and note the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 31<sup>st</sup> March 2023.</p> <p><b>RESOLUTION: Statement of accounts was received and noted.</b></p> <p><b>6d</b> To receive and note the Quilter Cheviot Assets Management monthly investment report as at 31<sup>st</sup> March 2023</p> <p><b>RESOLUTION: Investment report was received and noted.</b></p>	
STBF.04.23.6	<p><b>Grant Applications:</b></p> <p>To receive and consider the following grant applications:</p> <p><b>7a</b> To consider a grant application from Age Concern Sandwich for £250 towards a marketplace event and a virtual dementia tour.</p> <p><b>RESOLUTION: Council approved Grant.</b></p> <p><b>7b</b> To consider a grant application from White Mill Heritage Centre for £150 towards first aid boxes.</p> <p><b>RESOLUTION: Council approved grant.</b></p>	RFO
STBF.04.23.7	<p><b>Investment Drawdown</b></p> <p>Members considered a report from the RFO which requested permission from Members of the STBF to drawdown £20,000 to cover costs for insurance, grants, and salaries.</p> <p><b>RESOLUTION: To agree the drawdown of £20,000 from investments to cover costs for insurance, grants, and salaries.</b></p> <p><b>Cllr Friend left the meeting.</b></p>	RFO Councillors
STBF.04.23.8	<p><b>Museum and IT Facilities</b></p> <p>Members noted a report from the Museum Co-ordinator for the proposed IT facilities for the museum.</p>	
STBF.04.23.9	<p><b>Confidential Matters:</b></p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may 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>Information relating to a particular employee, former employee, or applicant to become an employee of, or a particular officeholder, under the authority:</p>	RFO

	<p><b>RESOLUTION: To request that the public left the remainder of the meeting to consider the confidential matters.</b></p> <p><b>8a</b> Council received an invoice for legal work related to a personnel matter, which was duly discussed.  <b>RESOLUTION: Council agreed that the invoice be paid in full.</b></p> <p><b>8b</b> Council considered the report from the RFO and agreed the uplift in staff salaries by the maximum option and the reinstatement of full-time hours for one caretaker.  <b>RESOLUTION: Council agreed the maximum option in uplift in staff salaries and the reinstatement of full-time hours for one caretaker.</b></p> <p><b>RESOLUTION: Mid-month payments for April, totalling £64,453.70 were approved.</b></p>	
STBF.04.23.10	Date of next STBF Meeting: 22 <sup>nd</sup> May 2023.	

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Sandwich Toll Bridge Fund - Payment Schedule 2023/24 - May 2023

Payment No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
7	Sandwich Folk & Ale Festival	Grant for 2023 Festival - event in Sandwich	Grants Donations Gifts	STBF minute ref: 09.10.22	£2,500.00	£0.00	£2,500.00
8	Sandwich Age Concern	Grant for Dementia Tour and Roadshow	Grants Donations Gifts	Minute ref: STBF.4.23.6 a	£250.00	£0.00	£250.00
9	Sandwich Town Council	Reimbursement for Toll Bridge Fund Admin Salaries - May 2023	Admin Salaries	STC Minute Ref: 32.06.22 (iii)	£3,203.31	£0.00	£3,203.31
10	White Mill Sandwich	White Mill - Grant for first aid boxes	Grants Donations Gifts	Minute ref: STBF.4.23.6 b	£150.00	£0.00	£150.00
				<b>Total</b>	<b>£6,103.31</b>	<b>£0.00</b>	<b>£6,103.31</b>

Sandwich Toll Bridge Fund Guildhall - Payment Schedule 2023/24 - May 2023

Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
22/05/2023	17	Shein Distribution UK	Curtain tie backs - Gallery	Miscellaneous	Interim Clerk	£24.50	£0.00	£24.50	£24.50
22/05/2023	18	Amazon	Batteries for Guildhall	Office Expenses	Interim Clerk	£18.71	£2.75	£21.46	£21.46
22/05/2023	18	Amazon	Flash Wipes for Guildhall	Cleaning Stock	Interim Clerk	£2.02	£0.58	£3.50	£3.50
22/05/2023	19	S Weatherall	Temporary Caretaker cover 22/04/2023 - 04/05/2023	Caretaker & Cleaner Salaries	Interim Clerk	£355.00	£0.00	£355.00	£355.00
22/05/2023	20	Smartest Energy	Guildhall Electricity - April 2023	Heating, Lighting, Water & Rates	STC Minute Ref: 32.06.22 (iv)	£1,430.48	£288.10	£1,718.58	£1,718.58
22/05/2023	21	British Gas	Gas Charges - Guildhall 23/03/2023 - 22/04/2023	Heating, Lighting, Water & Rates	STC Minute Ref: 32.06.22 (iv)	£1,045.34	£209.06	£1,254.40	£1,254.40
22/05/2023	22	Biffa	Recycling Service - April	Repairs and Maintenance	Interim Clerk	£67.00	£13.40	£80.40	£80.40
22/05/2023	23	Watkins	Quarterly Maintenance - new contract quarter 1	Repairs and Maintenance	Interim Clerk	£601.50	£120.30	£721.80	£721.80
22/05/2023	24	Chubb Fire & Security Ltd	Fire Alarm Engineer call out	Repairs and Maintenance	Interim Clerk	£252.87	£50.57	£303.44	£303.44
22/05/2023	25	KCS Educational Supplies	Cleaning Stock for Guildhall	Cleaning Stock	Interim Clerk	£67.93	£13.59	£81.52	£81.52
22/05/2023	26	Phoenix Link	Guildhall Wi-Fi Charges - April 2023	Guildhall Wi-Fi	STC Minute Ref: 32.06.22 (iv)	£171.80	£34.36	£206.16	£206.16
22/05/2023	27	Sandwich Town Council	Guildhall Caretaking and Cleaning - April 2023	Caretaker & Cleaner Salaries	STC Minute Ref: 32.06.22 (ii)	£5,872.70	£0.00	£5,872.70	£5,872.70
22/05/2023	27	Sandwich Town Council	Guildhall Administration Salaries - April 2023	Guildhall Admin Salaries	STC Minute Ref: 32.06.22 (ii)	£1,928.09	£0.00	£1,928.09	£1,928.09
22/05/2023	27	Sandwich Town Council	Visitor Information Staff (Guildhall element) - April 2023	Visitor Information Staff (Guildhall room hire/weddings element)	STC Minute Ref: 32.06.22 (iii)	£598.29	£0.00	£598.29	£598.29
22/05/2023	28	Sandwich Town Council	40% cost of Visitor Information Assistant - Temporary Cover	Staffing Contingency Fund	Interim Clerk	£122.69	£0.00	£122.69	£122.69
					<b>Total</b>	<b>£12,558.83</b>	<b>£736.71</b>	<b>£13,295.54</b>	<b>£13,295.54</b>

Museum and Archives Payment Schedule 2023/24 - May 2023

Payment No.	Date of invoice	Payee	Description	Budget Heading	Spending Power	Net	Vat	Total
2	15/05/2023	Training Highway	Ongoing IT support - (Archive computers) May 2023	Website & Social Media	Minute 15.02.19 vii	£113.80	£0.00	£113.80
3	11/05/2023	Co-op	Food for Volunteer meeting	Volunteer Expenses	Museum Co-ordinator	£11.05	£0.00	£11.05
4	09/05/2023	Modes Users Association	Two use licence - Modes	Website & Social Media	Minute 15.02.19 vii	£240.00	£48.00	£288.00
5	28/04/2023	Heart Internet	Renewal of subscription to Heart Internet	Subscriptions	Museum Co-ordinator	£9.99	£2.00	£11.99
6	16/05/2023	Preservation Equipment Limited	Lux meter with data logging, temperature and RH monitor, Archive boxes	Archive Move	May meeting - report	£1,262.45	£252.49	£1,514.94
					<b>Total</b>	<b>£1,637.29</b>	<b>£302.49</b>	<b>£1,939.78</b>

TRUSTEES OF SANDWICH TOLL BRIDGE FUND - STATEMENT AS AT 30/04/23

Attach 3a

**INCOME**

Balance Brought Forward 01/04/23	£10,023.29
<b>Investment Income</b>	
Transfer from Reserves	£20,000.00
Investment Income	£4,374.71
<b>Property Rent (incl. Insurance Contribution)</b>	
Property Rent (incl. Insurance Contribution)	£538.50
<b>TOTAL</b>	<b>£34,936.50</b>

**EXPENDITURE**

<b>Staffing</b>	
Admin Salaries	£3,355.48
<b>Administration</b>	
Bank Charges	£5.98
<b>Grants</b>	
Grants Donations Gifts	£12,000.00
<b>Insurance</b>	
Rented Property Insurance	£3,389.02
Other Insurances (i.e. libel and slander)	£690.16
<b>Bank Balance as per Bank Reconciliation at 30/04/23</b>	<b>£15,495.86</b>
	<b>£34,936.50</b>

**Bank Reconciliation as at 30/04/23**

Current a/c	£15,495.86
Outstanding Payments	£0.00
	<b>£15,495.86</b>

**OUTSTANDING PAYMENTS**

<b>TOTAL</b>	<b>£0.00</b>
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## SANDWICH TOLL BRIDGE FUND

Balance B/Fwd 01/04/2023 £10,023.29

### Expenditure

	<b>Budget 2023/24</b>	<b>Expenditure To Date</b>	<b>Balance to Date</b>
<b>Staffing</b>			
Admin Salaries	£58,100.00	£3,355.48	£54,744.52
Staff Bonus pot	£480.00	£0.00	£480.00
Parking and Mileage	£250.00	£0.00	£250.00
<b>Administration</b>			
Peninsula	£880.00	£0.00	£880.00
Bank Charges	£90.00	£5.98	£84.02
Audit Fees	£1,800.00	£0.00	£1,800.00
<b>Grants</b>			
Grants Donations Gifts	£20,000.00	£12,000.00	£8,000.00
<b>Insurance</b>			
Rented Property Insurance	£3,170.00	£3,389.02	-£219.02
Other Insurances (i.e. libel and slander)	£690.00	£690.16	-£0.16
<b>Other</b>			
Property Asset Management	£10,000.00	£0.00	£10,000.00
<b>Contribution to Guildhall Account</b>			
Contribution to Guildhall Account	£65,000.00	£0.00	£65,000.00
<b>Miscellaneous</b>			
Investment of proceeds from sale of part of Guildhall	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£160,460.00</b>	<b>£19,440.64</b>	<b>£141,019.36</b>

<u>Income</u>	<b>Budget 2022/23</b>	<b>Income to date</b>	<b>Balance to Date</b>
Predicted Balance carried forward	£12,160.00	£10,023.29	-£2,136.71
<b>Investment Income</b>			
Transfer from Reserves	£77,200.00	£20,000.00	-£57,200.00
Investment Income	£45,000.00	£4,374.71	-£40,625.29
<b>Guildhall Carpark</b>			
Guildhall Carpark	£15,000.00	£0.00	-£15,000.00
<b>Property Rent (incl. Insurance Contribution)</b>			
Property Rent (incl. Insurance Contribution)	£9,800.00	£538.50	-£9,261.50
<b>Loan Repayments</b>			
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£0.00	-£1,000.00
<b>Other</b>			
Rights of Way	£270.00	£0.00	-£270.00
Red Town Books sold to VIC and Museum	£30.00	£0.00	-£30.00
<b>TOTAL</b>	<b>£160,460.00</b>	<b>£34,936.50</b>	<b>-£125,523.50</b>

Balance at Bank 30/04/23 (excl. Cheviot Funds)

£15,495.86

**SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - STATEMENT AS AT 30/04/23**

**INCOME**

2022/23 Balance Brought Forward from Sandwich Town Council Account	£44,709.33	
		<b>£44,709.33</b>
<b><u>Guildhall</u></b>		
Guildhall Hire Charges	£2,510.00	
Guildhall Tours	£5.85	
		<b>£2,515.85</b>
<b><u>Miscellaneous Income</u></b>		
Reimbursement from Sandwich Toll Bridge Fund account for Insurance	£4,079.18	
Reimbursement from Sandwich Town Council account for insurance	£5,492.72	
Payment for broken window from HMCTS	£25.21	
		<b>£9,597.11</b>
<b><u>Contributions</u></b>		
Contribution from Sandwich Town Council (excluding utilities)	£113,750.00	
		<b>£113,750.00</b>
<b>TOTAL</b>		<b>£170,572.29</b>

**EXPENDITURE**

<b><u>Vat Paid</u></b>		
VAT	£1,237.77	
<b><u>Guildhall Expenditure</u></b>		
Guildhall Admin Salaries	£22,458.23	
Caretaker & Cleaner Salaries	£5,402.86	
Visitor Information Staff (Guildhall roomhire/weddings element)	£846.91	
Office Expenses	£24.96	
Bank Charges	£10.15	
Guildhall Insurance including contents	£21,790.49	
Repairs and Maintenance	£1,246.65	
Heating, Lighting, Water & Rates	£4,699.03	
Guildhall Wi-Fi	£171.80	
Reimbursement of 50% of professional legal fees	£943.25	
Curtain tie backs for Gallery	£24.50	
		<b>£58,856.60</b>
<b>Balance at Bank as per Bank Reconciliation as at 30/04/23</b>		<b>£111,715.69</b>
<b>TOTAL</b>		<b>£170,572.29</b>

**Bank Reconciliation as at 30/04/23**

Current a/c	£114,456.18
Less: Outstanding payments	£2,740.49
<b>TOTAL</b>	<b>£111,715.69</b>

**OUTSTANDING PAYMENTS**

121 Sandwich Toll Bridge Fund Museum Account (Reimbursement re Dover District Council planning fees re the new Museum Collection Store)	£330.00
5 Dover District Council (Business Rates 2023-24 - Guildhall)	£1,624.56
6 Dover District Council (Business Rates 2023-24 - Guildhall Forecourt)	£785.93
	<b>£2,740.49</b>

**SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - Balance B/Fwd 01/04/23 £44,709.33**

<b>Expenditure</b>	<b>Approved Budget 2023/24</b>	<b>Virements</b>	<b>Revised Budget 2023/24</b>	<b>Expenditure to Date</b>	<b>Balance to Date</b>
Guildhall Admin Salaries	£42,500.00		£42,500.00	£22,458.23	£20,041.77
Caretaker & Cleaner Salaries	£74,150.00		£74,150.00	£5,402.86	£68,747.14
Staff bonus pot	£950.00		£950.00	£0.00	£950.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£12,510.00		£12,510.00	£846.91	£11,663.09
Staffing Contingency Fund	£1,000.00		£1,000.00	£0.00	£1,000.00
Staff Training	£1,500.00		£1,500.00	£0.00	£1,500.00
Officers Travel & Parking Expenses	£1,260.00		£1,260.00	£0.00	£1,260.00
Petty Cash	£70.00		£70.00	£0.00	£70.00
Peninsula Business	£1,800.00		£1,800.00	£0.00	£1,800.00
Office Expenses	£1,000.00		£1,000.00	£24.96	£975.04
IT Expenses (incl. Website)	£6,960.00		£6,960.00	£0.00	£6,960.00
Bank Charges	£120.00		£120.00	£10.15	£109.85
Health & Safety Provisions	£5,000.00		£5,000.00	£0.00	£5,000.00
Guildhall Insurance including contents	£12,350.00		£12,350.00	£21,790.49	£-9,440.49
Repairs and Maintenance	£40,600.00		£40,600.00	£1,246.65	£39,353.35
Cleaning Stock	£1,500.00		£1,500.00	£0.00	£1,500.00
Heating, Lighting, Water & Rates	£43,470.00		£43,470.00	£4,699.03	£38,770.97
Christmas Tree	£200.00		£200.00	£0.00	£200.00
Guildhall Watering System, pots and plants	£500.00		£500.00	£0.00	£500.00
Guildhall Wi-Fi	£1,900.00		£1,900.00	£171.80	£1,728.20
Cancelled Weddings & Returned Deposits	£1,200.00		£1,200.00	£0.00	£1,200.00
Guildhall Promotion	£6,000.00		£6,000.00	£0.00	£6,000.00
Reimbursement of 50% of professional legal fees	£0.00		£0.00	£943.25	£-943.25
Curtain tie backs for Gallery	£0.00		£0.00	£24.50	£-24.50
<b>TOTAL</b>	<b>£256,540.00</b>	<b>£0.00</b>	<b>£256,540.00</b>	<b>£57,618.83</b>	<b>£198,921.17</b>
<b>Income</b>	<b>Approved Budget 2023/24</b>	<b>Virements</b>	<b>Revised Budget 2023/24</b>	<b>Income to Date</b>	<b>Balance to Date</b>
<b><u>Balance b/f</u></b>					
Predicted Balance carried forward	£8,200.00		£8,200.00	£44,709.33	£36,509.33
<b><u>Guildhall</u></b>					
Guildhall Hire Charges	£55,000.00		£55,000.00	£2,510.00	£-52,490.00
Guildhall Tours	£100.00		£100.00	£5.85	£-94.15
<b><u>Miscellaneous Income</u></b>					
Reimbursement from Sandwich Toll Bridge Fund account for Other Insurance	£0.00		£0.00	£4,079.18	£4,079.18
Reimbursement from Sandwich Town Council account for Drill Hall insurance	£0.00		£0.00	£5,492.72	£5,492.72
Payment for broken window from HMCTS	£0.00		£0.00	£25.21	£25.21
<b><u>Contributions</u></b>					
STC 25% contribution for Utilities	£14,490.00		£14,490.00	£0.00	£-14,490.00
Contribution from Sandwich Town Council (excluding utilities)	£113,750.00		£113,750.00	£113,750.00	£0.00
Contribution from Sandwich Toll Bridge Fund	£65,000.00		£65,000.00	£0.00	£-65,000.00
<b>TOTAL</b>	<b>£256,540.00</b>	<b>£0.00</b>	<b>£256,540.00</b>	<b>£170,572.29</b>	<b>£-85,967.71</b>
<b>Bank reconciliation as at 30/04/23</b>			<b>£111,715.69</b>		

**SANDWICH GUILDHALL MUSEUM: GENERAL ACCOUNT SUMMARY**  
**Income & Expenditure Account for the period 1st April 2023 - 30th April 2023**

<b><u>Income</u></b>	<b>2023/24</b>
Balance Brought Forward (Non Ring-fenced)	£4,010.09
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)	£5,750.06
	<hr/> £12,131.98
Merchandise Income	£193.44
<b><u>External Funding:</u></b>	
Grant from South East Museums	£1,000.00
<b>TOTAL</b>	<hr/> <b>£13,325.42</b> <hr/>
<b><u>Expenditure</u></b>	
Website and Social Media	£113.80
Balance of Account 30/04/23	£13,211.62
	<hr/> <b>£13,325.42</b> <hr/>

**General Museum Income & Expenditure 1st April 2023 - 30th April 2023**

<b>Income</b>	<b>2022/23</b>
Balance Brought Forward	£4,090.09
Merchandise Income	£193.44
	<hr/> £4,283.53
<b><u>Expenditure</u></b>	
<b>VAT</b>	
Website and Social Media	£113.80
	<hr/> £113.80
<b>Balance at 30/04/23 (included above)</b>	<hr/> <b>£4,169.73</b> <hr/>

**PROJECTS BREAKDOWN:**

**SEMP Audience Champions Grant - 1st April 2023 - 30th April 2023**

Balance Brought Forward	£2,291.83
<b><u>Balance at 30/04/23 (included above)</u></b>	<hr/> <b>£2,291.83</b> <hr/>

**Ringfenced funds from loan of Magna-Carta & COTF - 1st April 2023 - 30th April 2023**

Balance Brought Forward	£5,750.06
<b><u>Balance at 30/04/23 (included above)</u></b>	<hr/> <b>£5,750.06</b> <hr/>

**Stewardship Grant 1st April 2023 - 30th April 2023**

Balance Brought Forward	£0.00
<b><u>Balance at 30/04/23 (included above)</u></b>	<hr/> <b>£0.00</b> <hr/>

<b>Scottish Widows IMHOF Account balance @ 01/05/23:</b>	<b>£16,320.64</b>
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**Sandwich Toll Bridge Fund**  
**1 April 2023 to 30 April 2023**

**Investment manager:**

M. Hearsom

**Client reference:**

P1568601

**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

30 April 2023



Investment Objective  
**Capital & Income**  
Risk  
**Medium**  
Responsible Investment Preference  
**Aware**

## Accounts included

Account	Total value	Estimated income	Estimated yield	Income instructions / Standing orders
1 1568601 CORE Sandwich Toll Bridge Fund	£1,899,662	£42,070	2.21%	Monthly Income BACS
<b>Total</b>	<b>£1,899,662</b>	<b>£42,070</b>	<b>2.21%</b>	

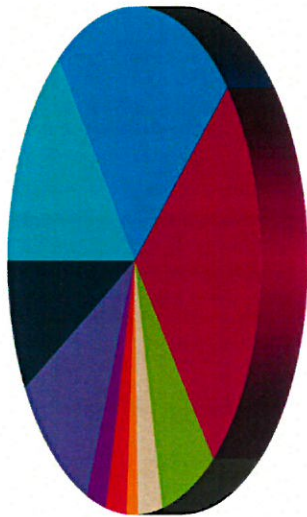
*The following investment restrictions are in place:*  
Client Whitelist for Temporary Removal

# Asset allocation and performance summary

## Sandwich Toll Bridge Fund



### Asset allocation



### Performance

	31 Mar 2023 - 28 Apr 2023	29 Apr 2022 - 28 Apr 2023
Capital return	0.1%	-5.5%
Income return	0.2%	1.8%
<b>Total return</b>	<b>0.3%</b>	<b>-3.6%</b>
Benchmark - MSCI PIMFA Private Investor Balanced	0.2%	-1.0%
BofA ML UK Gilts 1-10Y Index	-0.7%	-5.4%
Iboxx UK Gilts	-1.9%	-16.2%
MSCI UK Large Companies	3.6%	8.3%
MSCI UK Large and Medium Companies	3.6%	6.2%
MSCI AC World ex UK	-0.3%	2.3%

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 April 2023 - 30 April 2023
Net cash in/out - Capital	-£20,000.00
Net cash in/out - Income	-£3,218.43
Net stock in/out	£0.00
<b>Net additions/withdrawals</b>	<b>-£23,218.43</b>
Quilter Cheviot fees (including VAT where applicable)	£2,643.44
<b>Total</b>	<b>-£25,861.87</b>

### Top five holdings by value

Findlay Park Funds ICAV Findlay Park American I USD Dis	8.4%
Schroder International Selection Fd US Large Cap X GBP Dis	5.8%
Blackrock European Dynamic Fund Blackrock European Dynamic Fd Acc	4.6%
Blackrock Collective Investment Fds Ishrs Nrth Am Eq Idx Fd (UK) S Acc	3.4%
Ruffer Investment Co Red Ptg Pref Shs GBPO.0001	3.2%

Total £1,899,662



## Asset allocation and net investment summary

### Sandwich Toll Bridge Fund

	31 March 2023	Net investment	28 April 2023	Weighting	Estimated income	Estimated yield
<b>Fixed Interest</b>						
United Kingdom	£215,181		£214,062	11.3%	£4,944	2.31%
Overseas	£65,413		£64,188	3.4%	£2,849	4.44%
	<b>£280,593</b>		<b>£278,250</b>	<b>14.6%</b>	<b>£7,793</b>	<b>2.80%</b>
<b>Equities</b>						
United Kingdom	£436,001		£445,776	23.5%	£17,082	3.83%
North America	£493,812		£495,915	26.1%	£2,858	0.58%
Europe (ex UK)	£139,553		£136,437	7.2%	£1,464	1.07%
Japan	£58,772		£59,681	3.1%	£1,594	2.67%
Asia Pacific (ex Japan)	£29,582		£28,472	1.5%	£259	0.91%
Emerging Markets	£50,318	£-121	£49,147	2.6%	£1,477	3.01%
Global	£47,518		£47,563	2.5%	£68	0.14%
	<b>£1,255,555</b>	<b>£-121</b>	<b>£1,262,992</b>	<b>66.5%</b>	<b>£24,802</b>	<b>1.96%</b>
<b>Alternative Investments</b>						
Absolute Return						
Other Alternatives	£199,977		£199,803	10.5%	£4,157	2.08%
	<b>£199,977</b>		<b>£199,803</b>	<b>10.5%</b>	<b>£4,157</b>	<b>2.08%</b>
<b>Cash and Cash Products</b>						
Cash Products						
Cash & Accruals	£180,570	£-23,098	£158,617	8.3%	£5,319	3.44%
	<b>£180,570</b>	<b>£-23,098</b>	<b>£158,617</b>	<b>8.3%</b>	<b>£5,319</b>	<b>3.44%</b>
<b>Total</b>	<b>£1,916,695</b>	<b>£-23,218</b>	<b>£1,899,662</b>	<b>100%</b>	<b>£42,071</b>	<b>2.22%</b>

# Valuation

## Sandwich Toll Bridge Fund

28 April 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
<b>Fixed Interest - United Kingdom</b>							
<b>UK Government Securities</b>							
31,385	United Kingdom(Government of) 0.25% Bds 31/01/2025 GBP1000	£93.441 +87 days	£29,326 £19	1.54%	£29,540	£78	0.27%
35,055	United Kingdom(Government of) 0.875% Snr Bds 22/10/2029 GBP1000	£84.49 +6 days	£29,618 £5	1.56%	£29,454	£307	1.04%
34,665	Allianz UK & European Inv Funds Allianz Gilt Yield Fund I GBP Dis	£1.4855 xd	£51,495	2.71%	£59,704	£980	1.90%
<b>UK Index Linked Securities</b>							
12,270	United Kingdom(Government of) Idx/Lkd Snr Bds 22/11/2036 GBP1000	£135.640103 +157 days	£16,643 £7	0.88%	£20,625	£15	0.09%
21,000	Legal&Gen All Stks Idx Lkd Gilt Idx L&G All Stks Idx Lkd Gilt Idx Tst C Dis	£0.9684	£20,336	1.07%	£20,375	£0	0.00%
<b>Other UK Fixed Interest</b>							
29,888.96	Fidelity Investment Funds Fidelity Moneybuilder Income Fund I Dis	£0.7974	£23,833	1.25%	£30,038	£1,101	4.62%
26,465	GCP Infrastructure Investments Ltd ord GBP0.01	£0.919	£24,321	1.28%	£27,712	£1,853	7.62%
17,250	IFSL Church Hse Inv Grd Fxd Int Fd IFSL Ch House Investment Grd Fxd Int Dis	£1.07 xd	£18,458	0.97%	£19,563	£611	3.31%
				<b>11.27%</b>	<b>£237,010</b>	<b>£4,945</b>	<b>2.31%</b>
<b>Fixed Interest - Overseas</b>							
60	Goldman Sachs Funds III GS Gbl Cnv Bond Opps I GBP Hgd I Acc	£149.31	£8,959	0.47%	£9,337	£0	0.00%
1,425	Pimco Fds Global Investors Srs Plc Global Inv Grade Cred Hgd Instl Dis	£11.29	£16,088	0.85%	£20,191	£531	3.30%
3,360	Polar Capital Funds Plc Global Convertible S Inc NAV	£6.59 xd	£22,142	1.17%	£21,506	£1,267	5.72%
19,100	Starwood European Real Est Fin Ltd ord	£0.89	£16,999	0.89%	£20,135	£1,051	6.18%
				<b>3.38%</b>	<b>£71,168</b>	<b>£2,849</b>	<b>4.44%</b>

# Valuation (continued)

## Sandwich Toll Bridge Fund

28 April 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
<b>Equities - United Kingdom</b>							
<b>Energy</b>							
	Oil, Gas & Consumable Fuels						
3,700	BP ord USD0.25	£5.344	£19,773	1.04%	£21,290	£618	3.13%
1,900	Shell Plc ord EUR0.07	£24.52	£46,588	2.45%	£2,755	£1,569	3.37%
<b>Materials</b>							
Containers & Packaging							
2,880	Smith(DS) ord GBP0.10	£3.101	£8,931	0.47%	£10,057	£467	5.22%
Metals & Mining							
1,150	Anglo American USD0.54945	£24.45 xd	£28,118	1.48%	£15,098	£1,812	6.45%
<b>Industrials</b>							
Professional Services							
940	Relx Plc GBP0.1444	£26.46 xd	£24,872	1.31%	£13,014	£513	2.06%
<b>Consumer Discretionary</b>							
Household Durables							
350	Persimmon ord GBP0.10	£13.14 xd	£4,599	0.24%	£2,522	£210	4.57%
Hotels, Restaurants & Leisure							
1,291	Compass Group Plc ord GBP0.1105	£20.97	£27,072	1.43%	£12,694	£407	1.50%
<b>Consumer Staples</b>							
Beverages							
1,050	Diageo ord GBP0.28 101/108	£36.22	£38,031	2.00%	£20,050	£815	2.14%
Personal Products							
560	Unilever Plc ord GBP0.031111	£44.365	£24,844	1.31%	£6,045	£837	3.37%

# Valuation (continued)

## Sandwich Toll Bridge Fund

28 April 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
<b>Health Care</b>							
<b>Pharmaceuticals</b>							
430	Astrazeneca ord USD0.25	£117.46	£50,508	2.66%	£11,179	£1,029	2.04%
836	GSK Plc ord GBP0.3125	£14.41	£12,047	0.63%	£11,593	£472	3.92%
<b>Financials</b>							
<b>Banks</b>							
5,875	Barclays Plc ord GBP0.25	£1.5988	£9,393	0.49%	£14,297	£426	4.53%
2,200	HSBC Holdings Plc ord USD0.50	£5.738	£12,624	0.66%	£15,188	£560	4.44%
31,650	Lloyds Banking Group ord GBP0.1	£0.482 xd	£15,255	0.80%	£22,460	£760	4.98%
<b>Capital Markets</b>							
1,196	Intermediate Capital Group Plc ord GBP0.2625	£13.015	£15,566	0.82%	£7,389	£988	6.35%
11,089	IP Group ord GBP0.02	£0.563	£6,243	0.33%	£17,680	£140	2.24%
<b>Insurance</b>							
8,500	Legal & General Group ord GBP0.025	£2.341 xd	£19,899	1.05%	£18,172	£1,646	8.27%
<b>Information Technology</b>							
<b>Electronic Equip, Instr &amp; Comps</b>							
602	Halma ord GBP0.10	£23.08	£13,894	0.73%	£6,558	£117	0.84%
300	Renishaw ord GBP0.20	£36.04	£10,812	0.57%	£15,270	£220	2.04%
<b>Communication Services</b>							
<b>Wireless Telecom Services</b>							
10,245	Vodafone Group ord USD0.2095238	£0.959	£9,825	0.52%	£12,605	£793	8.08%
<b>Utilities</b>							
<b>Multi-Utilities</b>							
945	National Grid ord GBP0.12431289	£11.445	£10,816	0.57%	£9,249	£488	4.51%

# Valuation (continued)

## Sandwich Toll Bridge Fund

28 April 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
<b>Real Estate</b>							
Equity Real Estate Inv Trusts							
20,000	AEW UK REIT Plc ord GBP0.01	£0.98	£19,600	1.03%	£20,215	£1,600	8.16%
<b>Collectives</b>							
Unit Trusts							
85	Aberforth UK Small Companies Fund Aberforth UK Small Companies Fund Dis	£193.73	£16,467	0.87%	£14,933	£595	3.61%
			<b>£445,776</b>	<b>23.47%</b>	<b>£300,314</b>	<b>£17,082</b>	<b>3.83%</b>
<b>Equities - North America</b>							
460	Alphabet Inc Capital Stock USD0.001 Cl A	\$107.34	£39,298	2.07%	£14,487	£0	0.00%
340	Amazon Com Inc Com USD0.01	\$105.45	£28,535	1.50%	£10,919	£0	0.00%
66,450	Blackrock Collective Investment Fds Ishrs Nrth Am Eq Idx Fd (UK) S Acc	£0.957721 xd	£63,641	3.35%	£61,149	£911	1.43%
1,065	Dodge & Cox Worldwide Funds Plc US Stock Inc NAV	£28.05	£29,873	1.57%	£31,301	£231	0.77%
1,202,638	Findlay Park Funds ICAV Findlay Park American I USD Dis	\$166.35	£159,224	8.38%	£28,016	£0	0.00%
245	Nextera Energy Inc Com USD0.01	\$76.63	£14,942	0.79%	£14,023	£365	2.44%
1,792,518	Priviledge Sands US Growth I Uh Inc Nav	£27.7968	£49,826	2.62%	£19,879	£0	0.00%
635	Schroder International Selection Fd US Large Cap X GBP Dis	£174.135	£110,576	5.82%	£74,310	£1,351	1.22%
			<b>£495,915</b>	<b>26.11%</b>	<b>£254,085</b>	<b>£2,858</b>	<b>0.58%</b>
<b>Equities - Europe ex UK</b>							
31,194.155	Blackrock European Dynamic Fund Blackrock European Dynamic Fd Acc	£2.797103 xd	£87,253	4.59%	£22,913	£549	0.63%
1,025	Iberdrola SA EUR0.75	€11.78 xd	£10,590	0.56%	£9,466	£331	3.12%
610	Infineon Technologies AG ord NPV (Regd)	€32.905	£17,604	0.93%	£10,376	£171	0.97%

# Valuation (continued)

28 April 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 Janus Henderson Eurp Sel Opps G GBP Dis	£1.308	£20,990	1.10%	£15,102	£413	1.97%
			<b>£136,437</b>	<b>7.18%</b>	<b>£57,858</b>	<b>£1,464</b>	<b>1.07%</b>
<b>Equities - Japan</b>							
43,310	Baillie Gifford Inv Funds II ICVC Baillie Gifford Japanese Inc Gth W4 Dis	£1.378	£59,681	3.14%	£61,001	£1,594	2.67%
			<b>£59,681</b>	<b>3.14%</b>	<b>£61,001</b>	<b>£1,594</b>	<b>2.67%</b>
<b>Equities - Asia Pacific ex Japan</b>							
12,250	Fidelity Investment Funds Fidelity Asia Pacific Opps R Acc	£1.325 xd	£16,231	0.85%	£16,397	£245	1.51%
15,021	Veritas Funds Plc Veritas Asian D GBP Inc	£814.9256	£12,241	0.64%	£9,705	£14	0.11%
			<b>£28,472</b>	<b>1.50%</b>	<b>£26,102</b>	<b>£259</b>	<b>0.91%</b>
<b>Equities - Emerging Markets</b>							
15,850	JPMorgan Fund ICVC JPM Emerging Markets C Net Dis	£1.59 xd	£25,202	1.33%	£25,075	£241	0.96%
2,070	Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap Eq R2 GBP Dis	£11.568	£23,946	1.26%	£24,351	£1,236	5.16%
			<b>£49,147</b>	<b>2.59%</b>	<b>£49,426</b>	<b>£1,477</b>	<b>3.01%</b>
<b>Equities - Global</b>							
4,230	Fundsmith Equity Fund Fundsmith Equity Fund I Acc	£6.4622	£27,335	1.44%	£21,078	£68	0.25%
1,195	Legal & General UCITS ETF Plc Robo Global Ron&Auto Go UCITS ETF (GBP)	£16.9275	£20,228	1.06%	£19,572	£0	0.00%
			<b>£47,563</b>	<b>2.50%</b>	<b>£40,650</b>	<b>£68</b>	<b>0.14%</b>

# Valuation (continued)

## Sandwich Toll Bridge Fund

28 April 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
<b>Alternative Investments</b>							
<b>Infrastructure</b>							
31,250	Assura Plc ord GBP0.10	£0.509	£15,906	0.84%	£20,342	£975	6.13%
15,724	International Public Partner ord GBP0.0001	£1.468 xd	£23,083	1.22%	£19,529	£1,247	5.40%
<b>Total Return</b>							
20,000	Ruffer Investment Co Red Ptg Pref Shs GBP0.0001	£3.02	£60,400	3.18%	£25,580	£520	0.86%
<b>Commodities</b>							
390	Invesco Physical Markets Secured Gold Lkd Nts 31/12/2100 GBP	£153.49	£59,861	3.15%	£39,644	£0	0.00%
<b>Property</b>							
23,580	Supermarket Income REIT Plc ord GBP0.01	£0.875 xd	£20,633	1.09%	£25,242	£1,415	6.86%
<b>Private Equity</b>							
960	Harbourvest Global Private Equity ord NPV	£20.75	£19,920	1.05%	£22,889	£0	0.00%
			<b>£199,803</b>	<b>10.52%</b>	<b>£153,226</b>	<b>£4,157</b>	<b>2.08%</b>
<b>Security Subtotal</b>			<b>£1,741,045</b>	<b>91.65%</b>	<b>£1,250,841</b>	<b>£36,751</b>	<b>2.11%</b>
<b>Cash - Capital Account</b>							
£154,618.27	Capital account - Pounds Sterling	£1.00	£154,618	8.14%	£154,618	£5,319	3.44%

# Valuation (continued)

## Sandwich Toll Bridge Fund

28 April 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
<b>Cash - Accruals</b>							
£3,998.94	XD Dividends Due - Pounds Sterling		£3,999	0.21%		£0	0.00%
<b>Cash Subtotal</b>			<b>£158,617</b>	<b>8.35%</b>		<b>£5,319</b>	<b>3.35%</b>
<b>Portfolio Total</b>			<b>£1,899,662</b>			<b>£42,070</b>	<b>2.21%</b>

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&C's 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 = \$1.2564 = €1.1402

# Market transactions and other events

## Sandwich Toll Bridge Fund

1 April 2023 to 30 April 2023



Execution date	Description Order venue	Reference	Price FX rate	Net value	Accrued interest Number of days	Execution costs	Total value
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No data for this period.

### Other events

Date	Nominal	Description
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No data for this period.



# Capital and income account statement

1 April 2023 to 30 April 2023

## Sandwich Toll Bridge Fund

### UK Pound Sterling Capital Account

Date	Details	Price	Debit	Credit	Balance
	<b>Balance brought forward</b>				<b>£177,141.21</b>
6 Apr 23	Man Chg 31/03/23 Ref A/c 1568601		£2,202.87		£174,938.34
6 Apr 23	Man Chg 31/03/23 Ref A/c 1568601 VAT		£440.57		£174,497.77
25 Apr 23	BACS Paid to A/C ****8388		£20,000.00		£154,497.77
28 Apr 23	Equalisation JPMorgan Fund ICVC JPM Emerging Markets C Net Dis			£120.50	£154,618.27
	<b>Balance carried forward</b>				<b>£154,618.27</b>

### UK Pound Sterling Income Account

Date	Details	Debit	Credit	Balance
	<b>Balance brought forward</b>			<b>-£270.00</b>
4 Apr 23	Dividend 20000 Ruffer Investment Co Red Ptg Pref Shs GBP0.0001		£270.00	£0.00
13 Apr 23	Dividend 31250 Assura Plc ord GBP0.10		£243.75	£243.75
13 Apr 23	Dividend 300 Renishaw ord GBP0.20		£50.40	£294.15
13 Apr 23	Dividend Grp 1 1065 Dodge & Cox Worldwide Funds Plc US Stock Inc NAV		£68.16	£362.31
13 Apr 23	Dividend 1050 Diageo ord GBP0.28 101/108		£323.72	£686.03
13 Apr 23	Dividend 836 GSK Plc ord GBP0.3125		£114.95	£800.98
17 Apr 23	Dividend Grp 1 1425 Pimco Fds Global Investors Srs Plc Global Inv Grade Cred		£146.38	£947.36
19 Apr 23	Dividend Grp 1 2070 Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap		£81.53	£1,028.89
21 Apr 23	Dividend 19100 Starwood European Real Est Fin Ltd ord		£382.00	£1,410.89
24 Apr 23	Dividend 35055 United Kingdom(Government of) 0.875% Snr Bds 22/10/2029 GBP10		£153.37	£1,564.26
26 Apr 23	Dividend Grp 1 29888.96 Fidelity Investment Funds Fidelity Moneybuilder Income		£95.94	£1,660.20
27 Apr 23	Dividend 2200 HSBC Holdings Plc ord USD0.50		£407.86	£2,068.06
28 Apr 23	Dividend 1150 Anglo American USD0.54945		£680.85	£2,748.91
28 Apr 23	Dividend Grp 2 15850 JPMorgan Fund ICVC JPM Emerging Markets C Net Dis		£120.42	£2,869.33
28 Apr 23	Dividend Grp 1 3360 Polar Capital Funds Plc Global Convertible S Inc NAV		£349.10	£3,218.43

Capital and income account statement  
Sandwich Toll Bridge Fund - continued (CORE 1568601)

1 April 2023 to 30 April 2023



Date	Details	Debit	Credit	Balance
28 Apr 23	BACS Paid to A/C ****8388	£3,218.43		£0.00
	<b>Balance carried forward</b>			<b>£0.00</b>

## 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.

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## Important Information (continued)



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<b>Report to Councillors and Members of: Sandwich Toll Bridge Fund</b>
<b>Meeting scheduled for 22<sup>nd</sup> May 2023</b>
<b>Report from: Responsible Finance Officer</b>
<b>Date: 17<sup>th</sup> May 2023</b>
<b>Subject: Bank Account Signatories</b>
<b>Classification: Non-Confidential</b>
<b><u>Purpose of report:</u></b>
<b>To request more Councillors to volunteer to become signatories for the Sandwich Town Council and Sandwich Toll Bridge Fund NatWest Bank accounts.</b>
<b>The list of signatories should be the same for both organisations.</b>
<b><u>Bankline Authorisation</u></b>
Sandwich Town Council and Sandwich Toll Bridge Fund use NatWest Bankline to authorise most of their payments, including salaries, by BACS.
Some payments are authorised as direct debits and standing orders. Occasionally, cheques are still requested by creditors in place of a BACS payment.
Internal transfers between accounts are also set up and authorised at the same time as BACS payments.
<b><u>Monthly Timetable</u></b>
Each month there are two standard BACS / Internal Transfer runs – one which takes place mid-month, which includes staff salaries along with urgent invoices, and one at month-end consisting of invoices that are received later in the month.
Bank authorisation is required to be made by two Councillors, as stipulated in the Sandwich Town Council and Toll Bridge Fund financial regulations and in the mandates submitted to the NatWest.
Two authorisations take place:
<ul style="list-style-type: none"><li>• The first normally between the 13<sup>th</sup> and 16<sup>th</sup> of each month.</li><li>• The second take place in the couple of days following the monthly Council / Trustee Meeting.</li></ul>
Each bank signatory signs for all accounts.

### **More Signatories Recommended**

Currently we have five Councillors who are set up as signatories on our NatWest bank accounts.

Please could I request that another 3 or 4 Councillors volunteer to be a bank signatory, so that we have a good availability of signatories at all times?

Please do think about your availability at those times mentioned above. Authorisation can take place at home on the Councillor iPad, or in the Guildhall office. Training will be given!

### **Recommendations:**

- 1. Three or four Councillors are requested to volunteer to be a Bank Signatory.**
- 2. That all other Councillors and staff no longer serving the Council (or Charity) should be removed immediately as signatories on the Bank Mandate.**

<b>Report to Trustee of: Sandwich Toll Bridge Fund</b>
<b>Meeting scheduled for 22<sup>nd</sup> May 2023</b>
<b>Report from: Museum Coordinator</b>
<b>Date: 15<sup>th</sup> May 2023</b>
<b>Subject: Collections Care Grant and Payment</b>
<b>Classification: General</b>

**Purpose of report:**

To approve the payment for collections care materials for the museum.

As the Trustee is aware, one of the important projects that is currently being focussed on is the packing of the collection using the correct museum grade materials. This was referred to in an update report in February 2023. In addition to this the Museum Coordinator has identified concerns about the lack of environmental monitoring within the museum, including temperature, relative humidity, pest management and lighting. At the beginning of this year, the Museum Coordinator completed an application for a Collections Care Grant of £1,000 from South East Museums Development, to assist in buying materials and equipment for improvements in relation to these areas of concern. This grant has been awarded and the funds received.

The Museum Coordinator has spending powers of up to £1,000, however, the transaction for these materials would exceed this limit. The regulations do not currently state specific details in relation to whether grant money, although ringfenced for specific items, is included within this limit. Therefore, the Museum Coordinator is requesting the approval for the payment of the items listed below. Most of these items were specifically included within the grant application; therefore, changes cannot be made to this purchase and if they are not purchased, the grant will have to be returned.

<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>
Lux metre with data logging	£698.00	1	£698.00
Temperature and RH monitor	£17.50	4	£70.00
Archive boxes (larger size, 25 pack)	£182.50*	2**	£365.00
Archive boxes, A4 size	£5.05	10	£50.50
Archive boxes, A3 size	£6.40	10	£64.00
<b>Subtotal</b>			<b>£1,247.50</b>
VAT			£252.49
Delivery			£14.95
<b>Total</b>			<b>£1,514.94</b>
Reclaimable VAT			£252.49
<b>Net Cost</b>			<b>£1,262.45</b>

\*Please note, since being awarded the grant, this cost has increased from £169.00 to £182.50.

\*\*One of these was not included within the grant, however it would be beneficial to order two lots of these boxes, as it avoids paying another delivery fee in a few months when more boxes are required.

To reiterate the details above, the full payment will be £1,514.94, with £252.49 of this being VAT that can be reclaimed. £1,000 of this total is covered by the grant awarded by South East Museums Development, meaning the remaining £262.45 will come from the Museum Account.

**Recommendations:**

- **The Trustee is asked to approve the payment for the above items, totalling £1,514.94 including VAT from the Museum Account.**

<b>Report to Trustee of: Sandwich Toll Bridge Fund</b>
<b>Meeting scheduled for 22<sup>nd</sup> May 2023</b>
<b>Report from: Museum Coordinator</b>
<b>Date: 15<sup>th</sup> May 2023</b>
<b>Subject: Museum &amp; Archive Committee</b>
<b>Classification: General</b>
<b>Purpose of report:</b>
To approve suggestions from the Museum Coordinator regarding the Museum & Archive Committee.
<p>As the Trustee is aware the Museum &amp; Archive Committee has not met for some time. The Museum Coordinator had plans to address this at the beginning of 2023, however, as the elections grew closer, it seemed more appropriate to delay this until after 4<sup>th</sup> May. There have been references to the Museum &amp; Archive Committee being formed after the election, therefore the Museum Coordinator would like to make some suggestions regarding this.</p> <p>Firstly, all members of the committee, including councillors, should have training to provide some background knowledge on museum operations. This is important to provide context for decision making. This training could be carried out by an outside body, if possible, and would likely be equivalent to Trustee training that a museum Board of Trustees might have. Alternatively, or in addition to this, the Museum Coordinator could hold a training session with committee members featuring a presentation on the guidelines that Accredited museums need to follow. With the museum's accreditation return due, at the earliest, mid-way through 2024, committee members having this knowledge would mean they could provide stronger support to the Museum Coordinator for the completion of all necessary work needed for the museum's application. It is vital that members of this committee have a willingness to understand the legislation and guidelines the museum is governed by.</p> <p>Secondly, to again strengthen the committee and museum's governance, the Museum Coordinator would like to suggest that co-opted members have specific knowledge that could assist in pushing the museum forward. For example, staff within the museum sector often have roles on the Board of Trustees for a different museum to the one they work for. Another example could be someone who works in education, who would have knowledge to assist with the development of the museum's learning and outreach programme.</p> <p>The Museum Coordinator believes that these suggestions will provide a stronger foundation for the Museum and Archive Committee, in turn, supporting the Museum Coordinator and ensuring the museum can continue developing and improving.</p>
<b>Recommendations:</b>
<ul style="list-style-type: none"> <li>• <b>Trustee is asked to approve the suggestion that all members of the Museum &amp; Archive Committee should have a form of training, either provided by an outside body, or by the Museum Coordinator.</b></li> <li>• <b>Trustee is asked to approve the suggestion that co-opted members onto the Museum &amp; Archive Committee should have knowledge of museum operations or expertise to assist in a specific element of operations.</b></li> <li>• <b>Trustee is asked to approve that the Museum Coordinator investigates training provided by an external body and evaluate if resources would allow for this, before reporting back on the findings.</b></li> </ul>

<b>Report to Trustee of: Sandwich Toll Bridge Fund</b>
<b>Meeting scheduled for 22<sup>nd</sup> May 2023</b>
<b>Report from: Museum Coordinator</b>
<b>Date: 15<sup>th</sup> May 2023</b>
<b>Subject: Plaque for John May</b>
<b>Classification: General</b>
<b>Purpose of report:</b>
To make the Trustee aware of the information below regarding a plaque in memory of Honorary Curator John May.
<p>In early 2020, John May, who was Honorary Curator from 2016 to 2019 and an incredibly valued member of the museum team, sadly passed away. At the time, a temporary exhibition space for the museum was being developed, which would have been in the larger room at the back of the courtroom. In the March 2020 Museum &amp; Archive Committee meeting (minute ref: 06.03.20) it was recommended that the temporary exhibition space should be named after John May, as it would be a fitting memorial for the work he did for the museum, including his efforts to develop a temporary exhibition programme. In the Sandwich Toll Bridge Fund meeting of April 2020 (minute ref: 04.04.20), the M&amp;A Committee minutes were approved, and the Trustee supplied the following resolution, "the temporary exhibition space to be named after John may and a plaque to be sought to explain this." The Museum Coordinator has since seen notes from the Museum and Heritage Manager at the time in which the room was referred to as the "May Exhibition Room" and has intended to honour this.</p> <p>Due to the pandemic and staffing, this never came into fruition, however the Museum Coordinator has now contacted John's wife, Pam, to discuss this further. As the nature of how this specific room will be used has not been confirmed, it has been agreed between the Museum Coordinator and Pam that a plaque will be created in memory of John May, on the understanding that it may move in the future should a temporary exhibition space or equivalent area become available. Pam has stated that she will fund the plaque for John, and it has been agreed that it will simply state his name and the dates of when he was in his role at the museum. A decision has not been made about its location; however, it will likely be within the museum itself, with potential for movement as the space evolves.</p> <p>The Museum Coordinator is working closely with Pam to continue progressing this project after such a long delay. Pam has confirmed she is happy with the details shared in this report.</p>
<b>Recommendations:</b>
<ul style="list-style-type: none"><li>• <b>The Trustee is asked to note the information above regarding a plaque in memory of John May.</b></li></ul>