

Under the Local Government Act of 1972, Schedule 12, Part 111 (s.9(1)):

Notice is hereby given that the Annual Town Meeting for Sandwich will be held on Wednesday 24th May 2023 at 19:00



Agenda

The Annual Assembly of the Town Meeting for Sandwich, to be held at **The Guildhall, Cattle Market, Sandwich, CT13 9AH** to transact the business on the agenda below. All the community are welcome to attend; registered electors for Sandwich will be prioritised in the public discussion forum.

Gill Gray, PSLCC, Interim Town Clerk
Date: 5th May 2023

1	Chair's welcome and introduction of representatives and Town Councillors	
2	Apologies for absence received	
3	Mayor's Annual Report for 2022/2023	
4	Minutes of the Annual Meeting of the Council and Mayor Making: To approve the Minutes of the Annual Town Meeting held on Wednesday 27 th April 2022 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. The minutes are also available at www.sandwichtowncouncil.gov.uk , printed copies are also available from within the Guildhall.	Attach 1
5	Statement of Accounts: To receive unaudited financial statements as at 31 st March 2023 for Sandwich Town Council and Sandwich Toll Bridge Fund. Previous year's audited accounts can be accessed at www.sandwichtowncouncil.gov.uk and on the Charity Commission website.	Attach 2
6	Updates from Guest Speakers and Councillors: To receive any updates from invited representative guests and Councillors.	
7	Question and answer session: Priority will be given to those questions notified in advance of the meeting to the Interim Town Clerk, which allows for a comprehensive response to be given at the meeting, where necessary. Electors are also invited to direct questions to Councillors and representative guests on the night.	
8	Close of Meeting	
9	Date of next Full Council Meeting: 26th June 2023	

MINUTES OF THE ANNUAL TOWN MEETING FOR SANDWICH**Wednesday 27th April 2022 at 18:00.****Attendees:****Sandwich Town Council:**

Cllr J Franklin (Chairman)
 Cllr H Bragg
 Cllr P Carter
 Cllr A Fox
 Cllr N Gray
 Cllr K Heaven
 Cllr D Marie
 Cllr H Sampson
 Cllr C Ungerson
 Cllr C Wiles

Mrs K Palmer - RFO (Minutes)
 Mrs C Leith (Minutes)

Kent County Council:

Cllr S Chandler

Dover District Council:

Mr T Bartlett, Leader of DDC
 Mr R Walton, Strategic Director of Operations
 Mr C Townsend, Inward Investment and Tourism
 Mr Paul Barrell, Dover Community Safety Unit
 Mr P Gill, Community Warden for Sandwich
 PCSO Debbie Bishop

Kent Police:**1. CHAIRMAN'S WELCOME**

The Chairman welcomed members of the public, Councillors and Guests to the Annual Town Meeting.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Graeme, D Friend, M Lintott, D Carter and D Sivrikaya

3. MAYOR'S ANNUAL REPORT for 2021/2022

The Chairman read The Mayor's Report for 2021/2022

4. MINUTES, INCLUDING UPDATES

The Minutes of the Annual Town Meeting held on **Wednesday 17th March 2021 at 7pm** were approved as a true and accurate record.

5. STATEMENT OF ACCOUNTS

The unaudited financial statements as at 31st March 2022 for Sandwich Town Council and Sandwich Toll Bridge Fund were received and noted.

6. ADDRESS BY GUESTS AND COUNCILLORS

Paul Barrell gave an update regarding Community Safety in the District. Statistically, Dover District has the lowest levels of crime in Kent. Serious crime and burglaries

continue to fall, whilst fraud and domestic abuse is increasing. Sandwich and Worth are reported to be the safest wards for reported crime, including reported assaults and public disorder, in the Dover District.

Trevor Bartlett reported that a great deal of hard work has continued within Dover and surrounding communities. The district is rich in attractions and tourism has been heavily promoted in the area. The new St James shopping precinct is an asset to Dover and as some of the shops have relocated, there is now a plan to develop the High Street in Dover. There are plans to update the Maison Dieu building to ensure its suitability as a venue in Dover. There has been considerable investment in Kearsney Abbey, which is now a valuable and much used attraction which has recently earned its Green Flag status. Both KCC and DCC have allocated funding for community events planned for forthcoming Jubilee Celebrations.

Cllr Sampson gave a report on Sandwich Events, an essential part of the post-lockdown economic revitalisation in the town. Local event organisations ask everyone to promote the events and invite people wishing to volunteer to come forward, as additional volunteers are needed to run the events. The Event calendar proves to be a wonderful experience for visitors and local residents alike.

Cllr Marie gave a report on the forthcoming Jubilee Celebrations. A great deal of hard work has been invested in providing a full itinerary for the bank holiday weekend celebrations.

Cllr Wiles gave an update on the progress made at Gazen Salts Nature Reserve. Having been closed following storms two years ago, it is now re-open thanks to the dedication and hard work of volunteers and funding and support from DDC and STBF. It is now already proving to once again be a haven for wildlife!

7. QUESTION & ANSWER SESSION

The following question was received in advance of the meeting:

Should it be forbidden for Councillors to refer, openly or obliquely to other Councillors or Council business on social media?

Cllr Sampson responded from the perspective of a councillor who does not use Facebook a great deal. He explained that legally councillors cannot be prevented from saying what they believe, even though we may disagree with them. Cllr Sampson also noted that because of the recent toxicity on social media, we could be at risk of turning away tourists and new arrivals to our town. He hoped that councillors and activists will restrain themselves and remember that there are different ways of achieving our common aim, which is to make Sandwich the best place it can be.

Questions posed by members of the public on the night:

- a. **Mr B asked about plans for the future regarding the VIC, for the Live streaming of STC Meetings and about road safety/Police presence in Sandwich.**

Cllr Fox explained that interviews have been scheduled to take place next week for additional VIC staff.

STC are currently exploring the feasibility and cost of purchasing the necessary equipment for Live Streaming of meetings.

Paul Barrell explained that Police time must be apportioned throughout the district, but that PCSO Bishop, who spends a considerable amount of time in the town, participates in road safety. He suggested that residents should report any incidents to Kent Police or Kent Highways, so that time can be allocated to resolving them, and also, the data feeds into and informs the future 'Road Safety Plan'.

- b. Mrs H spoke on Police presence in Sandwich and Police response to reports made by residents. She strongly believes that information from recent meetings regarding 'Violence against women and girls' should be accessible to non-internet users. Mrs Hayter stated that she would like to receive an answer to her questions posed at a previous STC meeting, regarding protocol and staffing.**

Mr P Barrell explained that there is a strong Police presence, but agreed they need to do better to improve the engagement/feedback process. He reassured Mrs Hayter that he would investigate the matter of accessibility of information and report back to her.

Cllr Fox explained that restructuring of staff had taken place after resignations, which had proved to be most positive, saving STC £25,000.

- c. Mrs G posed questions from residents watching the meeting from home regarding updated STC website and whether insurance is part of the Guildhall Business Continuity Plan.**

STC have resolved to reinstate a good working relationship with our current IT provider and the website will be a topic for conversation and the RFO will look into insurance.

- d. Mr M commented on the chain of events following the STC restructure and that he believed there to be a disparity between the North and South Wards in Sandwich. He asked why candidates who stand for council election do not have to live in the ward they stand in, as residents of a ward cannot vote in another ward.**

Mr T Bartlett explained that election regulations are set out by Central Government and are not a local government decision. There are no set rules about where a candidate can stand for election, only for where you can vote.

- e. Cllr Bragg reminded members of the public that as a Parish Council with limited powers, our published accounts clearly lay out and explain all expenditure by STC and STBF. He suggested that questions should be focussed on matters within the remit of STC.**

- f. **Cllr Carter asked questions on behalf of residents regarding The Green Spaces project, the 149th Open Legacy, Sandwich waterways and planning enforcement.**

Cllr Chandler explained how the Parks and Open Spaces initiative had brought together green spaces, but unfortunately, the Heritage lottery had changed their strategy, which meant that Sandwich was no longer eligible for funding. However, it had meant that green spaces were formally identified as strategic parks and funding was allocated, which included Kearsney Abbey.

Mr C Townsend explained that the Pandemic had significantly affected the projected Golf Legacy and that an Economic Impact Study had been commissioned, the results of which have not yet been received. He confirmed that the event had promoted visitor awareness, including international visitors and that all the three Sandwich golf courses had worked closely together in consideration of the economic impact on the community. Lots of plans for the Golf Legacy are currently being considered, but they cannot progress until the Study has been reviewed.

Mr R Walton reassured residents that arrangements were already in place to address the problems encountered by weather conditions in previous years along the waterways. He explained that planning enforcement officers are busy monitoring current projects and that the legal process of issuing notices, whilst affective, does take time. He reassured Dover Road residents that DDC are currently monitoring the situation in Dover Road.

- g. **A resident asked why on-line access is no longer available in the Sandwich Library, the nearest facility now being in Dover. Cllr Chandler offered the resident personal assistance with this matter following the meeting. Also, why residents cannot walk into the Whitfield offices any longer to speak to an Officer and why appointment can only be made on-line. She stressed the difficulties encountered by elderly residents without IT access.**

Mr T Bartlett reassured residents that he would follow the question up with DDC. He explained that whilst DDC staff are being encouraged to return to the offices, many members of staff are still working from home post Pandemic.

Cllr Franklin reminded the audience that there is always support available at the Age Concern Centre for elderly residents who need to facilitate access or require support to complete applications etc.

- h. **Mr T complimented Councillors who attended the most recent STC Meeting on their positive attitude. He hopes that in the interests of the collective, moving forward with an apolitical approach, people will give STC a chance.**
- i. **Mr V reported ongoing issues with mobile phone signal within the town, which had been raised previously and taken up by the DDC Councillor. He asked that this matter be pursued.**

Cllr Sampson confirmed that this matter had been discussed by the IT Committee and various companies were being contacted. He agreed to follow this matter up.

- j. **Cllr Carter asked for a feedback report from the 'Walk about' in Sandwich carried out by the Police. Also, what action is to be taken to tackle the bypass motorcycle issue this year.**

Mr P Barrell agreed to provide feedback from the Walk about and confirmed that the Kent Police Road Safety team are tackling the problem areas. 'Safer Summer' plans have already been implemented and some prosecutions have already been enacted.

8. **CLOSURE OF MEETING**

The Chairman thanked Police, KCC and DCC representatives for their support this evening. He thanked Councillors and members of the public for attending the Annual Town Meeting and closed the meeting at 19:30.

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/03/23

INCOME

Balance Brought Forward 01/04/22 including MWNR Balance (£50,592.85) and other reserve balances (£9,240)	£552,150.94
	<u>£552,150.94</u>
<u>Vat Refund</u>	£39,055.96
<u>Precept</u>	£275,652.10
<u>Outside Sources</u>	
Black Allotment Rents & Water Contribution	£7,455.49
Quay Conveniences	£3,823.76
Fishing Permits	£6.00
Green Waste Bags	£337.51
Cow Leas Lease	£200.00
Drill Hall	£20,075.00
<u>Refunded From Functions</u>	
Deputies supper donations	£210.00
Curfew Ringers Supper	£275.00
<u>Internal Transfers / Adhoc Income</u>	
Museum payment for stock from Visitor Information Centre	£151.24
Refund from Photocopying	£0.20
<u>Monks Wall Nature Reserve</u>	
Income relating to Monks Wall Nature Reserve	£11,812.84
<u>S144 (Visitor Information Centre & Tourism)</u>	
Visitor Information Centre	£208.68
<u>Forecourt Income</u>	
Current Markets	£9,440.00
<u>Miscellaneous Income</u>	
Difference between HMRC payments and amounts paid (timing difference)	£3,831.34
Pension Difference (paid less in July 2022 as paid too much in 2021/22)	413.96
Refund - STBF Salaries	£55,159.19
Refund - STBF Guildhall Salaries	£121,943.23
Refund from STBF Guildhall for Cleaning Stock	£11.80
Refund re Cinque Port Bowls Tournament, which was cancelled	£25.00
Refund from NALC for cancelled course	£60.00
Refund from Dover District Council re Council Tax	£1,097.81
Refund from STBF Guildhall account for STBF logo - subscription	£3,256.09
Guildhall Room Hire - to be moved to STBF Guildhall account	£529.00
Payment made by Sandwich Lawn Tennis Club in error - to be refunded	£45.00
Interim share allocation - G Maddox	£210,000.00
	<u>765,076.20</u>
TOTAL	<u><u>£1,317,227.14</u></u>

EXPENDITURE

<u>Vat Paid</u>	
VAT	£4,972.40
<u>Mayoral and Civic Functions</u>	
Mayoral Expenses	£2,086.10
Mayoral Travel	£1,196.30
Mayor's Hospitality (Including Civic Events)	£854.72
Mayor's Attendant & Uniform	£5,483.76
Cinque Port Functions & Subscription	£413.00
Curfew Ringers Supper (not bell repairs)	£703.15
<u>Staffing</u>	
Town Clerk & Office Staff	£62,165.85
Contribution to Caretaking Staff	£8,186.36
Staffing Contingency	£5,112.00
Staff Recruitment	£240.00
Staff Training	£902.88
Officers Travel & Parking Expenses	£1,433.40
Staff Salaries bonus pot	
Difference between HMRC payments and amounts paid (timing difference)	

<u>Administration</u>	
Petty Cash	£30.00
Peninsula Business (HR)	£1,740.70
Office Expenses (incl. telephone)	£3,252.64
Audit Fees	£2,720.00
Subscriptions & Memberships	£1,517.00
IT Expenses (incl. Website)	£6,438.85
Photocopier (Rental & Usage)	£1,444.36
Bank Charges	£638.25
<u>Insurance</u>	
Guildhall Insurance including contents	£577.19
Insurance - Public Conveniences and Boatmans' Chapel	£224.00
Other Insurances (ie/ Liability & Slander)	£3,919.50
<u>Public Conveniences</u>	
Quay Conveniences - Salaries	£12,191.66
Cattle Market Conveniences - Salaries	£3,120.00
Quay Conveniences - Other Expenditure	£5,123.85
Cattle Market Conveniences - Other Expenditure	£264.73
<u>S144 (Visitor Information Centre & Tourism)</u>	
S144 Salaries	£10,145.83
S144 (Other Expenditure)	£13,010.17
<u>Sandwich Open Spaces / Other Properties</u>	
Black Lane / Sandown Road Allotments	£2,868.27
Boatman's Hill Chapel - Water Rates & Maintenance	£109.54
Cow Leas	£194.55
Donkey Paddock	£150.00
Flowers, cleaning & maintenance of the War Memorial	£500.00
Drill Hall / Quayside Market	£17,436.19
Fishergate	£2,292.70
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	£3,048.03
Highways Improvement Plan (H.I.P's) Reserve	£1,240.96
<u>Miscellaneous / Unexpected Expenditure</u>	
Miscellaneous / Unexpected Expenditure:	
Guildhall Forecourt Business Rates	£1,372.25
Election Expenses	£13,051.50
Legal Advice re market and lease agreement for Hub (part reimbursement due from STBF)	£1,237.50
Reimbursement of Room Hire income to STBF account	£80.00
Insurance of property on Strand Street	£838.96
Council Tax - property on Strand Street	£1,851.00
Legal Advice re setting up new charity	£240.00
Gas Charges - Bay Hall	£924.13
Water Charges - Bay Hall	£17.57
50% cost of Civic Awards (shared with Mayor's Expenses)	£900.00
50% cost of 5 x black wallets for Civic Awards	£26.70
Floral bouquet tribute to HM Queen Elizabeth II	£45.00
Lighting of beacon for Queens Jubilee	£80.00
2 x flower arrangements for memorial - HM Queen Elizabeth II	£80.00
Town Notice Board	£1,000.00
Maintenance of Defibrillator (outside Guildhall)	£63.00
Reimbursement of accidental payment from Sandwich Tennis Club	£45.00
Stamps for petty cash tin	£57.60
Disability Access Strategy	£49.33
<u>Guildhall and Forecourt</u>	
Heating, Lighting, Water & Rates	£6,804.18
Contribution towards running of the Guildhall	£85,000.00
<u>Guildhall Forecourt Project</u>	
Thursday Market Manager	£2,600.00
Loan Repayment	£12,033.48

Payment of loan to Dover District Council	£350,000.00
	<u>£666,346.09</u>
<u>Items relating to Sandwich Toll Bridge Fund Account</u>	
VAT refunded to STBF	£2,483.67
STBF Salaries	£52,906.75
	<u>£55,390.42</u>
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>	
VAT refunded to STBF Guildhall	£14,024.00
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£73,677.28
STBF Guildhall Salaries - Guildhall Administration	£39,279.39
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£8,986.56
STBF Guildhall Cleaning Charges (to be reimbursed)	£59.52
Phone Charges (Guildhall share to be reimbursed)	£697.77
Signs for Guildhall	£18.31
IT Support (Guildhall share to be reimbursed)	£453.48
Room Hire income - to be transferred to STBF Guildhall account	£529.00
Guildhall Electricity Charges (Guildhall a/c to reimburse)	£2,067.00
	<u>£139,792.31</u>
<u>Items relating to Sandwich Toll Bridge Fund Museum Account</u>	
VAT refunded to Museum Account	£7,026.98
	<u>£7,026.98</u>
	<u>£868,555.80</u>
Balance at Bank as per Bank Reconciliation as at 31/03/23	£448,671.34
TOTAL	<u><u>£1,317,227.14</u></u>
Bank Reconciliation as at 31/03/23	
Current a/c	£448,696.34
Less: Outstanding payments	£25.00
TOTAL	<u><u>£448,671.34</u></u>
OUTSTANDING PAYMENTS	
195 RBL Poppy Appeal (1 x wreath)	£25.00
	<u>£25.00</u>
<u>Monks Wall Nature Reserve</u>	
<u>Balance Brought Forward 01/04/22</u>	£50,592.85
<u>Income</u>	
Grazing Fees	£2,740.00
Rural Payments Agency	£9,072.84
	<u>£11,812.84</u>
<u>Expenditure</u>	
Warden Fees 19/02/2022 - 01/03/2023	£2,291.63
Cost of padlocks and chain reimbursed to Warden	£26.00
Items for tree and hedge planting	£93.90
Security Tracking System	£174.00
RPA Application - Finns	£462.50
	<u>£3,048.03</u>
Balance as at 31/03/23	<u><u>£59,357.66</u></u>

SANDWICH TOWN COUNCIL - GENERAL A/C - Balance B/Fwd 01/04/22 £552,150.94

Expenditure	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Expenditure to Date	Balance to Date
<u>Mayoral and Civic Functions</u>					
Mayoral Expenses	£2,000.00		£2,000.00	£2,086.10	-£86.10
Mayoral Travel	£2,000.00		£2,000.00	£1,196.30	£803.70
Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£854.72	£2,645.28
Mayor's Attendant & Uniform	£8,960.00		£8,960.00	£5,483.76	£3,476.24
Cinque Port Functions & Subscription	£430.00		£430.00	£413.00	£17.00
Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£703.15	£96.85
<u>Staffing</u>					
Town Clerk & Office Staff	£65,120.00		£65,120.00	£62,165.85	£2,954.15
Contribution to Caretaking Staff	£8,090.00		£8,090.00	£8,186.36	-£96.36
Staffing Contingency	£2,000.00		£2,000.00	£5,112.00	-£3,112.00
Staff Recruitment	£3,500.00		£3,500.00	£240.00	£3,260.00
Staff Training	£2,000.00		£2,000.00	£902.88	£1,097.12
Officers Travel & Parking Expenses	£1,000.00		£1,000.00	£1,433.40	-£433.40
Staff Salaries bonus pot	£640.00		£640.00	£0.00	£640.00
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£0.00	£0.00
<u>Administration</u>					
Petty Cash	£120.00		£120.00	£30.00	£90.00
Peninsula Business & Capita	£1,280.00		£1,280.00	£1,740.70	-£460.70
Office Expenses (incl. telephone)	£7,210.00		£7,210.00	£3,252.64	£3,957.36
Audit Fees	£2,400.00		£2,400.00	£2,720.00	-£320.00
Subscriptions & Memberships	£1,990.00		£1,990.00	£1,517.00	£473.00
IT Expenses (incl. Website)	£14,500.00		£14,500.00	£6,438.85	£8,061.15
Photocopier (Rental & Usage)	£1,600.00		£1,600.00	£1,444.36	£155.64
Bank Charges	£700.00		£700.00	£638.25	£61.75
Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£3,000.00
<u>Insurance</u>					
Guildhall Insurance including contents	£580.00		£580.00	£577.19	£2.81
Insurance - Public Conveniences and Boatmans' Chapel	£120.00		£120.00	£224.00	-£104.00
Other Insurances (ie/ Liability & Slander)	£4,310.00		£4,310.00	£3,919.50	£390.50
<u>Public Conveniences</u>					
Quay Conveniences - Salaries	£13,300.00		£13,300.00	£12,191.66	£1,108.34
Cattle Market Conveniences - Salaries	£5,070.00		£5,070.00	£3,120.00	£1,950.00
Quay Conveniences - Other Expenditure	£4,190.00		£4,190.00	£5,123.85	-£933.85
Cattle Market Conveniences - Other Expenditure	£1,750.00		£1,750.00	£264.73	£1,485.27
<u>S144 (Visitor Information Centre & Tourism)</u>					
S144 Salaries	£6,200.00		£6,200.00	£10,145.83	-£3,945.83
S144 (Other Expenditure)	£19,460.00		£19,460.00	£13,010.17	£6,449.83
<u>Sandwich Open Spaces / Other Properties</u>					
Black Lane / Sandown Road Allotments	£3,000.00	£420.00	£3,420.00	£2,868.27	£551.73
Boatman's Hill Chapel - Water Rates & Maintenance	£100.00		£100.00	£109.54	-£9.54
Cow Leas	£300.00		£300.00	£194.55	£105.45
Donkey Paddock	£2,000.00		£2,000.00	£150.00	£1,850.00
Flowers, cleaning & maintenance of the War Memorial	£250.00		£250.00	£500.00	-£250.00
Drill Hall / Quayside Market	£18,440.00		£18,440.00	£17,436.19	£1,003.81
Fishergate	£9,714.06		£9,714.06	£2,292.70	£7,421.36
Play Areas	£6,500.00		£6,500.00	£0.00	£6,500.00
Telephone Boxes	£1,000.00		£1,000.00	£0.00	£1,000.00
<u>Reserves - Ring-fenced:</u>					
Monks Wall Nature Reserve	£0.00	£50,592.85	£50,592.85	£3,048.03	£47,544.82
IT Reserve	£3,000.00	£7,500.00	£10,500.00	£0.00	£10,500.00
Highways Improvement Plan (H.I.P's) Reserve	£5,000.00	£600.00	£5,600.00	£1,240.96	£4,359.04
Drill Hall Reserve	£1,000.00	£1,140.00	£2,140.00	£0.00	£2,140.00
<u>Reserves- General</u>					
Operating Funds to be kept in Reserve	£35,000.00		£35,000.00	£0.00	£35,000.00
<u>Other Services</u>					
Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£1,400.00
<u>Miscellaneous / Unexpected Expenditure:</u>					
Miscellaneous / Unexpected Expenditure:	£3,000.00		£3,000.00	£0.00	£3,000.00
Guildhall Forecourt Business Rates	£0.00		£0.00	£1,372.25	-£1,372.25
Election Expenses	£0.00		£0.00	£13,051.50	-£13,051.50
Legal Advice re market and lease agreement for Hub (part reimbursement due from STBF)	£0.00		£0.00	£1,237.50	-£1,237.50
Legal Advice re setting up new charity	£0.00		£0.00	£240.00	-£240.00
Council Tax - property on Strand Street	£0.00		£0.00	£1,851.00	-£1,851.00
Gas Charges - Bay Hall	£0.00		£0.00	£924.13	-£924.13
Water Charges - Bay Hall	£0.00		£0.00	£17.57	-£17.57
50% cost of Civic Awards (shared with Mayor's Expenses)	£0.00		£0.00	£900.00	-£900.00
50% cost of 5 x black wallets for Civic Awards	£0.00		£0.00	£26.70	-£26.70

Floral bouquet tribute to HM Queen Elizabeth II	£0.00	£0.00	£45.00	£-45.00
Lighting of beacon for Queens Jubilee	£0.00	£0.00	£80.00	£-80.00
2 x flower arrangements for memorial - HM Queen Elizabeth II	£0.00	£0.00	£80.00	£-80.00
Town Notice Board	£0.00	£0.00	£1,000.00	£-1,000.00
Reimbursement of Room Hire income to STBF account	£0.00	£0.00	£80.00	£-80.00
Insurance of property on Strand Street	£0.00	£0.00	£838.96	£-838.96
Maintenance of Defibrillator (outside Guildhall)	£0.00	£0.00	£63.00	£-63.00
Project Start up Budget	£5,339.69	£5,339.69	£0.00	£5,339.69
Disability Access Strategy	£2,500.00	£2,500.00	£49.33	£2,450.67
Reimbursement of accidental payment from Sandwich Tennis Club	£0.00	£0.00	£45.00	£-45.00
Stamps for petty cash tin	£0.00	£0.00	£57.60	£-57.60

Guildhall and Forecourt

Heating, Lighting, Water & Rates	£12,150.00	£12,150.00	£6,804.18	£5,345.82
Contribution towards running of the Guildhall	£85,000.00	£85,000.00	£85,000.00	£0.00

Guildhall Forecourt Project

Thursday Market Manager	£2,730.00	£2,730.00	£2,800.00	£130.00
Loan Repayment	£12,040.00	£12,040.00	£12,033.48	£6.52
Payment of loan to Dover District Council	£0.00	£0.00	£350,000.00	£-350,000.00

Items relating to Sandwich Toll Bridge Fund Account

STBF Salaries	£0.00	£0.00	£52,906.75	£-52,906.75
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Items relating to Sandwich Toll Bridge Fund Guildhall Account

STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00	£0.00	£73,677.28	£-73,677.28
STBF Guildhall Salaries - Guildhall Administration	£0.00	£0.00	£39,279.39	£-39,279.39
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00	£0.00	£8,986.56	£-8,986.56
STBF Guildhall Cleaning Charges (to be reimbursed)	£0.00	£0.00	£59.52	£-59.52
Phone Charges (Guildhall share to be reimbursed)	£0.00	£0.00	£697.77	£-697.77
Signs for Guildhall	£0.00	£0.00	£18.31	£-18.31
IT Support (Guildhall share to be reimbursed)	£0.00	£0.00	£453.48	£-453.48
Room Hire income - to be transferred to STBF Guildhall account	£0.00	£0.00	£529.00	£-529.00
Guildhall Electricity Charges (Guildhall a/c to reimburse)	£0.00	£0.00	£2,067.00	£-2,067.00

TOTAL

£397,283.75	£60,252.85	£457,536.60	£840,048.75	£146,162.91
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Income

	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Income to Date	Balance to Date
STC Balance carried forward from 2021/22 (less MWNR balance)	£73,971.65	£9,660.00	£83,631.65	£501,558.09	£417,926.44
Monks Wall Nature Reserve balance brought forward	£0.00	£50,592.85	£50,592.85	£50,592.85	£0.00
Precept	£275,652.10		£275,652.10	£275,652.10	£0.00
<u>Outside Sources</u>					
Black Lane Allotment Rents & Water Contribution	£4,880.00		£4,880.00	£7,455.49	£2,575.49
Sandown Road Allotment	£0.00		£0.00	£0.00	£0.00
Quay Conveniences	£5,940.00		£5,940.00	£3,823.76	£-2,116.24
Fishing Permits	£100.00		£100.00	£6.00	£-94.00
Green Waste Bags	£1,500.00		£1,500.00	£337.51	£-1,162.49
Cow Leas Lease	£0.00		£0.00	£200.00	£200.00
Drill Hall	£21,900.00		£21,900.00	£20,075.00	£-1,825.00
P22 Electricity Charge	£230.00		£230.00	£0.00	£-230.00
<u>Refunded From Functions</u>					
Deputies supper donations	£540.00		£540.00	£210.00	£-330.00
Curfew Ringers Supper	£420.00		£420.00	£275.00	£-145.00
<u>Internal Transfers / Adhoc Income</u>					
Museum payment for stock from Visitor Information Centre	£100.00		£100.00	£151.24	£51.24
Refund from Photocopying	£50.00		£50.00	£0.20	£-49.80
<u>Monks Wall Nature Reserve</u>					
Income relating to Monks Wall Nature Reserve	£0.00		£0.00	£11,812.84	£11,812.84
<u>§144 (Visitor Information Centre & Tourism)</u>					
Visitor Information Centre	£3,500.00		£3,500.00	£208.68	£-3,291.32
Sandwich Chamber of Commerce - contribution towards Town Guides	£500.00		£500.00	£0.00	£-500.00
<u>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</u>					
Current Markets	£8,000.00		£8,000.00	£9,440.00	£1,440.00
<u>Miscellaneous Income</u>					
Difference between HMRC payments and amounts paid (timing difference)	£0.00		£0.00	£3,831.34	£3,831.34
Pension Difference (paid less in July 2022 as paid too much in 2021/22)	£0.00		£0.00	£413.96	£413.96
Refund - STBF Salaries	£0.00		£0.00	£55,159.19	£55,159.19
Refund - STBF Guildhall Salaries	£0.00		£0.00	£121,943.23	£121,943.23
Refund - STBF Museum Salaries	£0.00		£0.00	£0.00	£0.00
Refund from STBF Guildhall for Cleaning Stock	£0.00		£0.00	£11.80	£11.80
Refund from NALC for cancelled course	£0.00		£0.00	£60.00	£60.00
Refund from Dover District Council re Council Tax	£0.00		£0.00	£1,097.81	£1,097.81
Refund re Cinque Port Bowls Tournament, which was cancelled	£0.00		£0.00	£25.00	£25.00
Refund from STBF Guildhall account for STBF logo - subscription	£0.00		£0.00	£3,256.09	£3,256.09

Guildhall Room Hire - to be moved to STBF Guildhall account	£0.00		£0.00	£529.00	£529.00
Payment made by Sandwich Lawn Tennis Club in error - to be refunded	£0.00		£0.00	£45.00	£45.00
interim share allocation - G Maddox	£0.00		£0.00	£210,000.00	£210,000.00
TOTAL	£397,283.75	£60,252.85	£457,536.60	£1,278,171.18	£820,634.58
Bank reconciliation as at 31/03/23	£448,671.34				

TRUSTEES OF SANDWICH TOLL BRIDGE FUND - STATEMENT AS AT 31/03/23

INCOME

Balance Brought Forward 01/04/22	£208,647.58
VAT reclaim	
VAT reclaimed from HMRC	£2,483.67
Investment Income	
Transfer from Reserves	£82,000.00
Investment Income	£36,140.40
Guildhall Carpark	
Guildhall Carpark	£14,448.52
Property Rent (incl. Insurance Contribution)	
Property Rent (incl. Insurance Contribution)	£10,010.52
Loan Repayments	
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00
Other	
Rights of Way	£10.00
TOTAL	£354,740.69

EXPENDITURE

VAT	
VAT on purchases	£1,086.60
Staffing	
Admin Salaries	£55,159.19
Administration	
Bank Charges	£65.13
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	£104,000.00
Miscellaneous	
Investment of proceeds from sale of part of Guildhall carpark	£150,000.00

Bank Balance as per Bank Reconciliation at 31/03/23 £10,023.29

£354,740.69 *

Bank Reconciliation as at 31/03/23

Current a/c	£10,023.29
Outstanding Payments	£0.00
	£10,023.29

OUTSTANDING PAYMENTS

TOTAL **£0.00**

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	£55,159.19	£3,880.81
Staff Bonus pot	£460.00	£0.00	£460.00
Administration			
Bank Charges	£80.00	£65.13	£14.87
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	£104,000.00	-£66,374.11
Miscellaneous			
Investment of proceeds from sale of part of Guildhall	£0.00	£150,000.00	-£150,000.00
TOTAL	£125,815.89	£343,630.80	-£217,814.91

Income

	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	£82,000.00	£194,784.78
Investment Income	£46,000.00	£36,140.40	-£9,859.60
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	£10,010.52	-£289.48
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	£352,257.02	£226,441.13

Balance at Bank 31/03/23 (excl. Cheviot Funds) £10,023.29

Notes

SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - STATEMENT AS AT 31/03/23

INCOME

2021/22 Balance Brought Forward from Sandwich Town Council Account	£24,931.80	
		£24,931.80
<u>Vat Refund</u>		
Vat Refund	£14,024.00	
		£14,024.00
<u>Guildhall</u>		
Guildhall Hire Charges	£35,953.08	
Guildhall Tours	£58.95	
		£36,012.03
<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)	£226.89	
Refund from B & Q (for paint)	£144.00	
Reimbursement from Sandwich Toll Bridge Fund Museum account re cabinet keys	£19.94	
Refund from STC for cost of Data Protection Fee, charged to STBF in error	£60.00	
Refund from STC for 50% cost of security key boxes	£27.68	
Curfew Ringers Supper Donations - to be moved to STC account	£45.00	
Reimbursement from Sandwich Town Council for cleaning stock used	£1,909.39	
Contribution from Museum Account for collection store renovation	£8,769.99	
		£20,746.96
<u>Contributions</u>		
STC 25% contribution for Utilities	£6,804.18	
Contribution from Sandwich Town Council (excluding utilities)	£85,000.00	
Contribution from Sandwich Toll Bridge Fund	£104,000.00	
		£195,804.18
TOTAL		£291,518.97

EXPENDITURE

Vat Paid

VAT align="right">£13,542.00

Guildhall Expenditure

Guildhall Admin Salaries	£39,279.39
Caretaker & Cleaner Salaries	£74,502.28
Visitor Information Staff (Guildhall roomhire/weddings element)	£8,986.56
Staff Training	£18.00
Officers Travel & Parking Expenses	£165.00
Petty Cash	£30.00
Office Expenses	£859.13
IT Expenses (incl. Website)	£2,367.65
Bank Charges	£111.07
Health & Safety Provisions	£610.61
Guildhall Insurance including contents	£21,422.39
Repairs and Maintenance	£48,819.45
Cleaning Stock	£2,901.94
Heating, Lighting, Water & Rates	£27,741.70
Guildhall Wi-Fi	£1,931.40
Cancelled Weddings & Returned Deposits	£1,100.00
Guildhall Promotion	£495.38
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
	<u>£246,809.64</u>

Balance at Bank as per Bank Reconciliation as at 31/03/23	£44,709.33
TOTAL	<u>£291,518.97</u>

Bank Reconciliation as at 31/03/23	
Current a/c	£45,039.33
Less: Outstanding payments	£330.00
TOTAL	<u>£44,709.33</u>

OUTSTANDING PAYMENTS

121 Sandwich Toll Bridge Fund Museum Account (Reimbursement re Dover District Council planning fees re the new Museum Collection Store)	£330.00
	<u>£330.00</u>

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	£39,279.39	£1,590.61
Caretaker & Cleaner Salaries	£72,740.00		£72,740.00	£74,502.28	-£1,762.28
Staff bonus pot	£900.00		£900.00	£0.00	£900.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£9,290.00		£9,290.00	£8,986.56	£303.44
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	£859.13	£140.87
IT Expenses (incl. Website)	£6,250.00		£6,250.00	£2,367.65	£3,882.35
Bank Charges	£100.00		£100.00	£111.07	-£11.07
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	-£9,652.39
Repairs and Maintenance	£40,000.00		£40,000.00	£48,819.45	-£8,819.45
Cleaning Stock	£1,200.00		£1,200.00	£2,901.94	-£1,701.94
Heating, Lighting, Water & Rates	£36,440.00		£36,440.00	£27,741.70	£8,698.30
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	£1,931.40	-£31.40
Cancelled Weddings & Returned Deposits	£1,200.00		£1,200.00	£1,100.00	£100.00
Guildhall Promotion	£5,000.00		£5,000.00	£495.38	£4,504.62
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	£233,267.64	£15,898.82
Income	Approved Budget 2022/23	Virements	Revised Budget 2022/23	Income to Date	Balance to Date
<u>Balance b/f</u>					
Predicted Balance carried forward	£52,119.11		£52,119.11	£24,931.80	-£27,187.31
<u>Guildhall</u>					
Guildhall Hire Charges	£61,250.00		£61,250.00	£35,953.08	-£25,296.92
Guildhall Tours	£500.00		£500.00	£58.95	-£441.05
<u>Miscellaneous Income</u>					
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	£226.89	£226.89
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
Refund from STC for cost of Data Protection Fee, charged to STBF in error	£0.00		£0.00	£60.00	£60.00
Refund from STC for 50% cost of security key boxes	£0.00		£0.00	£27.68	£27.68
Curfew Ringers Supper Donations - to be moved to STC account	£0.00		£0.00	£45.00	£45.00
Reimbursement from Sandwich Town Council for cleaning stock used	£0.00		£0.00	£1,909.39	£1,909.39
Contribution from Museum Account for collection store renovation	£0.00		£0.00	£8,769.99	£8,769.99
<u>Contributions</u>					
STC 25% contribution for Utilities	£12,150.00		£12,150.00	£6,804.18	-£5,345.82
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	£104,000.00	£66,374.11
TOTAL	£248,645.00	£0.00	£248,645.00	£277,494.97	£28,849.97
Bank reconciliation as at 31/03/23			£44,709.33		

SANDWICH GUILDHALL MUSEUM: GENERAL ACCOUNT SUMMARY
Income & Expenditure Account for the period 1st April 2022 - 31st March 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	£1,578.34
Donations	£2,989.77
Tours	£160.00
VAT reclaim	£7,026.98
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/> £64,469.66 <hr/>
<u>Expenditure</u>	
VAT	£6,636.28
General Operations	£245.12
Volunteer Expenses	£280.52
Stationery	£80.44
Membership to Organisations	
Website and Social Media	£1,863.35
Parking Permits	£275.00
Float for Till	£60.00
Stock and Merchandise	£136.50
Collections Care and Conservation (IMHOF)	£676.94
Subscriptions	£1,210.00
MODES	£222.50
Events	£16.15
Advertising	£914.95
Acquisitions	£1,700.00
<u>External Funding:</u>	
Archive Move (Ring-fenced)	£29,249.94
Stewardship Grant (to be used for Archive Collection Store)	£8,769.99
Balance of Account 31/03/23	<hr/> £12,131.98 <hr/>
	<hr/> £64,469.66 <hr/>

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

Income	2022/23
Balance Brought Forward	£5,965.25
Merchandise Income	£1,578.34
Donations	£2,989.77
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	£1,240.39
	<hr/>
	£12,621.25
<u>Expenditure</u>	
VAT	£849.69
General Operations	£245.12
Volunteer Expenses	£280.52
Stationery	£80.44
Website and Social Media	£1,863.35
Parking Permits	£275.00
Float for Till	£60.00
Stock and Merchandise	£136.50
Collections Care and Conservation (IMHOF)	£676.94
Subscriptions	£1,210.00
Events	£16.15
Advertising	£914.95
Acquisitions	£1,700.00
MODES	£222.50
	<hr/>
	£8,531.16
Balance at 31/03/23 (included above)	<hr/> £4,090.09 <hr/>

PROJECTS BREAKDOWN:

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

Balance Brought Forward	£2,291.83
<u>Balance at 31/03/23 (included above)</u>	<u>£2,291.83</u>

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

Balance Brought Forward	£35,000.00
<u>Income</u>	
Vat Reclaim	<u>£5,786.59</u>
	£5,786.59
<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 31/03/23 (included above)</u>	<u>£5,750.06</u>

Stewardship Grant 1st April 2022 - 31st March 2023

Balance Brought Forward	£0.00
<u>Income</u>	
Stewardship Grant	£8,769.99
<u>Expenditure</u>	
Contribution towards Archive renovation costs	£8,769.99
<u>Balance at 31/03/23 (included above)</u>	<u>£0.00</u>
Scottish Widows IMHOF Account balance @ 01/03/23:	£16,299.05