

**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 Monday 25th September 2023 at the conclusion of the Ordinary Meeting of the Council, to transact the business on the agenda below.

Gill Gray – Town Clerk

Date: 20th September 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 21 st August 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda.	Attach 1
4	Payment Schedules: 4a To approve the Sandwich Toll Bridge Fund Payment Schedule for September. 4b To approve the Sandwich Toll Bridge Fund Guildhall Payment Schedule for September. 4c To approve the Museum and Archives Payment Schedule for September.	Attach 2a, 2b and 2c
5	Finances and Investments: 5a To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 31 st August 2023. 5b To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31 st August 2023. 5c To receive and approve the Sandwich Guildhall Museum Statement of Accounts as at 31 st August 2023. 5d To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 31 st August 2023.	Attach 3a, 3b, 3c & 3d
6	Membership to the National Conservation Service: Members to consider a report from the Museum Co-ordinator with a request for the Trustee to approve the subscription for the National Conservation Service: Decision required	Attach 4

7	Sandwich Guildhall Museum Update Members to receive a report from the Museum Co-ordinator with an update to note in relation to alterations to the Museum's front desk.	Attach 5
8	Kent Maps Online/Canterbury Christ Church University Project Members to receive a report from the Museum Co-ordinator with an update to note in relation to the Museum's involvement in a project proposed by staff from the School of Humanities, Canterbury Christ Church University.	Attach 6
9	Loan of Items to Kent Mining Museum and Living Seams Members to receive a report from the Museum Co-ordinator in relation to the proposed loaned items related to the Kitchener Camp; the items are being loaned to the Kent Mining Museum as part of the Living Seams' Project. Members are asked to note which items are being loaned for this project.	Attach 7
10	Sandwich Guildhall Fire Alarm System Report Members to consider a report from the Town Clerk with a recommendation following a recent service and site visit. The Kent Fire and Rescue Service advised that a repeater panel for the fire alarm system should be installed next to the main entrance of the Guildhall. The Chubb engineer has identified the need for the additional fire safety equipment: Decision required	Attach 8
11	Kitchener Camp Travelling Display Members to receive a report from the Museum Co-ordinator and to consider use of a room to host the Kitchener Camp Travelling Display project: Decision required	Attach 9
12	Confidential Matters: 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. 1. Work relating to commercial sensitivity within a specific proposed project.	
13	Proposed Project in Relation to a Loan from National Museums Liverpool Members to consider a report from the Museum Co-ordinator in relation to a proposed project that would involve a loan from National Museums Liverpool for a temporary exhibition: Decision required	Enc 1
14	Date of next Full Council Meeting: 30th October 2023.	

Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund Monday 21st August 2023



Chair: Cllr P Carter

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

Officer and others attending: Gill Gray Town Clerk and one resident.

STBF.08.23.1	<p>Apologies for absence received: Apologies were received and accepted from: Cllr W Fortescue – travel commitment, Cllr M Pennington – travel commitment and Cllr C Ungerson – travel commitment.</p>	
STBF.08.23.2	<p>Declarations of interest: None.</p>	
STBF.08.23.3	<p>Minutes of the previous Meeting: To approve the Minutes of the Ordinary Meeting of STC as Trustee of Sandwich Toll Bridge Fund, held on 31st July 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. It was moved by Cllr D Marie and seconded by Cllr E Csuka and RESOLVED: that the minutes of the STC as Trustee of STBF held on 31st July 2023 be signed and approved as an accurate record of the meeting.</p>	1
STBF.08.23.4	<p>Payment Schedules:</p> <p>4a Members approved the Sandwich Toll Bridge Fund Schedule of Payments for August. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Schedule of Payments for August were received and approved. Three Members abstained.</p> <p>4b Members approved the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for August. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Schedule of Payments for August were received and approved. Three Members abstained.</p> <p>4c Members approved the Museum and Archives Schedule of Payments for August. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Schedule of Payments for August were received and approved. Three Members abstained. There were concerns raised that some aspects of the budget were overspent for this year. Cllr C Wiles advised</p>	

	that the Committee for STC – F&GP has agreed priorities and part of this work will include a review of all fees charged for hire. A report to be shared at the next STBF meeting on 25 th September 2023.	2
STBF.08.23.5	<p>Finances and Investments:</p> <p>5a To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 31st July 2023. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the STBF Statement of accounts 31st July 2023 were received and approved. Four Members abstained.</p> <p>5b To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31st July 2023. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the STBF Guildhall Statement of accounts 31st July 2023 were received and approved. Four Members abstained.</p> <p>5c To receive and approve the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 31st July 2023. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the STBF Guildhall Museum Statement of accounts 31st July 2023 were received and approved. Four Members abstained.</p> <p>5d To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 31st July 2023. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the Quilter Cheviot Assets Management Investment report 31st July 2023 were received and approved. One Member abstained.</p> <p>There was a query raised in relation to the Museum Account and why there does not appear to be a budget for this account; a report required for the next STBF meeting on 25th September 2023.</p>	3
STBF.08.23.6	<p>Loan of Items from Sandwich Guildhall Museum</p> <p>Members considered a report from the Museum Co-ordinator in relation to a loan request received from the Kent Mining Museum for Living Seams. Cllr I Black was concerned about agreeing the Collections Access Policy for a five-year period as the Museum and Archive Committee have not yet met to debate the policy. The Museum Co-ordinator report stated the importance of adopting the policy before any loaned items are released to any borrowing museum.</p> <p>It was moved by Cllr I Black and seconded by Cllr P Breen and RESOLVED: that the trustee approved the Collections Access Policy for a period of three months pending consideration by the M&A Committee and the loan of Kitchener Camp related items to Living Seams Kent Mining Museum for a temporary exhibition be approved. Two Members abstained.</p>	4 & 5
STBF.08.23.7	Sandwich Toll Bridge Fund Investments Summary	

	<p>Members considered a report from the RFO which provided the Trustee with a summary of the STBF investment portfolio activity since 2008/2009 whilst with Quilter Cheviot. Members were asked to note the information to aid future decision making.</p> <p>Members debated the value of the fund and agreed that a review of the assets and properties that STC and STBF own was required. The fund manager Quilter Cheviot to be consulted in more detail and a report to be produced for a future agenda. Members thanked the Quilter Cheviot representative for the brief overview before the meeting. The auditors for STBF to be reviewed.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr E Csuka and RESOLVED: that the information was noted and received.</p>	<p>6</p> <p>7</p> <p>8</p>
<p>STBF.08.23.8</p>	<p>Confidential Matters</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 commercial sensitivity within a specific proposed project.</p> <p>It was moved by Cllr D Marie and seconded by Cllr L Ripley and RESOLVED: that the public be asked to leave the meeting for the next item due to the confidential nature of the information and commercial sensitivity of the proposed project.</p>	
<p>STBF.08.23.9</p>	<p>Object Acquisition</p> <p>Members considered a report from the Museum Co-ordinator in relation to a proposed acquisition of an object to the Sandwich Guildhall Museum Collection. Members considered associated policies necessary to enable this project to progress.</p> <p>It was moved by Cllr I Black and seconded by Cllr J Franklin and RESOLVED: that the following policies be adopted for six months pending a review by the M&A Committee:</p> <ul style="list-style-type: none"> • Mission Statement for the Sandwich Guildhall Museum • Sandwich Guildhall Museum Collections Development Policy • Sandwich Guildhall Museum Collections Access Policy • Sandwich Guildhall Museum Collections Care and Conservation Policy <p>It was RESOLVED: that the funding of the proposed project be approved to include external funding and if a successful application is accomplished the Trustee</p>	

	approves the funding of £2,500.00 from the IMHOF Fund for the project.	
STBF.08.23.10	Meeting closed at 9.41pm	
STBF.08.23.11	Date of next STBF Meeting: 25th September 2023.	

DRAFT

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

Payment No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
14	Sandwich Town Council	Reimbursement for Toll Bridge Fund Admin Salaries - September 2023	Admin Salaries	Minuta Ref STC 06.23 12 (ii)	£4,181.81	£0.00	£4,181.81
				Total	£4,181.81	£0.00	£4,181.81

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

Date of Meeting	Frnt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcils to Bank Statement)
25/09/2023	99	Storey W & Pearson L	Refund of wedding damage deposit	Cancelled Weddings & Returned Deposits	Town Clerk	£50.00	£0.00	£50.00	£50.00
25/09/2023	100	Sandwich Town Council	Guildhall Caretaking and Cleaning - September 2023	Caretaker & Cleaner Salaries	Minute Ref: STC 06.23.12 (I)	£2,481.49	£0.00	£2,481.49	
25/09/2023	100	Sandwich Town Council	Guildhall Administration Salaries - September 2023	Guildhall Admin Salaries	Minute Ref: STC 06.23.12 (II)	£2,906.59	£0.00	£2,906.59	
25/09/2023	100	Sandwich Town Council	40% cost of Visitor Information Assistant - Temporary Cover	Staffing Contingency Fund	Town Clerk	£374.68	£0.00	£374.68	£5,762.96
25/09/2023	101	Chubb Fire & Security Ltd	Fire Alarm service	Repairs and Maintenance	Town Clerk	£601.66	£120.33	£721.99	£721.99
25/09/2023	102	New Appointments Group	Temporary Caretaker Cover - wk ending 04/09/2023	Staffing Contingency Fund	Town Clerk	£478.17	£95.63	£573.80	
25/09/2023	103	New Appointments Group	Temporary Caretaker Cover - wk ending 29/08/2023	Staffing Contingency Fund	Town Clerk	£504.74	£100.95	£605.69	
25/09/2023	104	New Appointments Group	Temporary Caretaker Cover - wk ending 05/09/2023	Staffing Contingency Fund	Town Clerk	£513.59	£102.72	£616.31	£1,795.80
25/09/2023	105	R. Duda	Guildhall window cleaning	Repairs and Maintenance	Town Clerk	£429.53	£0.00	£429.53	£429.53
25/09/2023	106	Bliffa	Recycling Service	Repairs and Maintenance	Town Clerk	£108.22	£21.64	£129.86	£129.86
25/09/2023	107	British Gas	Gas Charges - Guildhall 23/06/2023 - 22/07/2023	Heating, Lighting, Water & Rates	Minute Ref: STC 06.23.12 (III)	£463.41	£92.68	£556.09	£556.09
25/09/2023	108	Co-operative Sandwich	Milk for Guildhall	Office Expenses	Town Clerk	£8.15	£0.00	£8.15	£8.15
25/09/2023	109	Phoenix Link	Guildhall Wi-Fi Charges	Guildhall Wi-Fi	Minute Ref: STC 06.23.12 (III)	£171.80	£34.36	£206.16	£206.16
25/09/2023	110	Smartest Energy	Guildhall electricity charges 01/08/2023 - 31/08/2023	Heating, Lighting, Water & Rates	Minute Ref: STC 06.23.12 (III)	£1,491.66	£296.33	£1,788.99	£1,788.99
25/09/2023	111	New Appointments Group	Temporary Caretaker Cover - wk ending 10/09/2023	Staffing Contingency Fund	Town Clerk	£513.59	£102.72	£616.31	£616.31
					Total	£11,095.48	£969.36	£12,064.84	£12,064.84

Museum and Archives Payment Schedule 2023/24 - September 2023

Payment No.	Payee	Description	Budget Heading	Spending Power	Net	Vat	Total
18	National Conservation Service	Annual Membership 2023	Subscriptions	Minute ref - if approved	£1,160.00	£232.00	£1,392.00
19	KCS Education	Laminating pouches	Learning / Outreach	Museum Co-ordinator	£32.94	£6.59	£39.53
20	Highway Business Services	Rebuild laptop for Museum & replace charger	IT Support	Museum Co-ordinator	£135.00	£27.00	£162.00
21	Tesco	Food for Volunteer meeting	Volunteer Expenses	Museum Co-ordinator	£67.51	£0.00	£67.51
22	Vista Print	Roller Banners	Marketing	Museum Co-ordinator	£24.16	£4.84	£29.00
22	Vista Print	Postcards	Stock	Museum Co-ordinator	£122.05	£24.42	£146.47
				Total	£1,541.66	£294.85	£1,836.51

TRUSTEES OF SANDWICH TOLL BRIDGE FUND - STATEMENT AS AT 31/08/23

INCOME

Balance Brought Forward 01/04/23	£10,023.29
Investment Income	
Transfer from Reserves	£20,000.00
Investment Income	£17,720.84
Property Rent (incl. Insurance Contribution)	
Property Rent (incl. Insurance Contribution)	£4,087.80
Other	
Rights of Way	£10.00
TOTAL	£51,841.93

EXPENDITURE

Staffing	
Admin Salaries	£16,817.92
Administration	
Bank Charges	£27.79
Grants	
Grants Donations Gifts	£14,900.00
Insurance	
Rented Property Insurance	£3,389.02
Other Insurances (i.e. libel and slander)	£690.16
Bank Balance as per Bank Reconciliation at 31/08/23	£16,017.04
	£51,841.93

Bank Reconciliation as at 31/08/23

Current a/c	£16,017.04
Outstanding Payments	£0.00
	£16,017.04

OUTSTANDING PAYMENTS

TOTAL	£0.00
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SANDWICH TOLL BRIDGE FUND**Balance B/Fwd 01/04/2023 £10,023.29****Expenditure**

	Budget 2023/24	Expenditure To Date	Balance to Date
Staffing			
Admin Salaries	£58,100.00	£16,817.92	£41,282.08
Staff Bonus pot	£480.00	£0.00	£480.00
Parking and Mileage	£250.00	£0.00	£250.00
Administration			
Peninsula	£880.00	£0.00	£880.00
Bank Charges	£90.00	£27.79	£62.21
Audit Fees	£1,800.00	£0.00	£1,800.00
Grants			
Grants Donations Gifts	£20,000.00	£14,900.00	£5,100.00
Insurance			
Rented Property Insurance	£3,170.00	£3,389.02	-£219.02
Other Insurances (i.e. libel and slander)	£690.00	£690.16	-£0.16
Other			
Property Asset Management	£10,000.00	£0.00	£10,000.00
Contribution to Guildhall Account			
Contribution to Guildhall Account	£65,000.00	£0.00	£65,000.00
Miscellaneous			
Investment of proceeds from sale of part of Guildhall	£0.00	£0.00	£0.00
TOTAL	£160,460.00	£35,824.89	£124,635.11

<u>Income</u>	Budget 2022/23	Income to date	Balance to Date
Predicted Balance carried forward	£12,160.00	£10,023.29	-£2,136.71
Investment Income			
Transfer from Reserves	£77,200.00	£20,000.00	-£57,200.00
Investment Income	£45,000.00	£17,720.84	-£27,279.16
Guildhall Carpark			
Guildhall Carpark	£15,000.00	£0.00	-£15,000.00
Property Rent (incl. Insurance Contribution)			
Property Rent (incl. Insurance Contribution)	£9,800.00	£4,087.80	-£5,712.20
Loan Repayments			
Annual repayment from Sandwich Tennis Club (Loan from 2015)	£1,000.00	£0.00	-£1,000.00
Other			
Rights of Way	£270.00	£10.00	-£260.00
Red Town Books sold to VIC and Museum	£30.00	£0.00	-£30.00
TOTAL	£160,460.00	£51,841.93	-£108,618.07
Balance at Bank 31/08/23 (excl. Cheviot Funds)	£16,017.04		

SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - STATEMENT AS AT 31/08/23

INCOME

2022/23 Balance Brought Forward from Sandwich Town Council Account	£44,709.33	
		<u>£44,709.33</u>
<u>Guildhall</u>		
Guildhall Hire Charges	£12,997.54	
Guildhall Tours	£5.85	
		<u>£13,003.39</u>
<u>Miscellaneous Income</u>		
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	£151.26	
Funding for all Grant	£50.00	
Reimbursements from Sandwich Toll Bridge Fund account re batteries	£16.07	
		<u>£9,789.23</u>
<u>Contributions</u>		
STC 25% contribution for Utilities		
Contribution from Sandwich Town Council (excluding utilities)	£113,750.00	
		<u>£113,750.00</u>
TOTAL		<u><u>£181,251.95</u></u>

EXPENDITURE

<u>Vat Paid</u>		
VAT	£5,458.43	
<u>Guildhall Expenditure</u>		
Guildhall Admin Salaries	£31,624.40	
Caretaker & Cleaner Salaries	£29,827.73	
Visitor Information Staff (Guildhall roomhire/weddings element)	£1,445.20	
Staff Contingency	£3,576.41	
Petty Cash	£30.00	
Office Expenses	£114.30	
Bank Charges	£53.55	
Health & Safety Provisions	£951.00	
Guildhall Insurance including contents	£21,790.49	
Repairs and Maintenance	£9,568.04	
Cleaning Stock	£445.46	
Heating, Lighting, Water & Rates	£13,591.05	
Guildhall Wi-Fi	£859.00	
Cancelled Weddings & Returned damage deposits	£800.00	
Reimbursement of 50% of professional legal fees	£943.25	
Curtain tie backs for Gallery	£24.50	
		<u>£121,102.81</u>
Balance at Bank as per Bank Reconciliation as at 31/08/23		<u>£60,149.14</u>
TOTAL		<u><u>£181,251.95</u></u>
Bank Reconciliation as at 31/08/23		
Current a/c		£60,479.14
Less: Outstanding payments		£330.00
TOTAL		<u><u>£60,149.14</u></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 01/04/23 £44,709.33

Expenditure	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Expenditure to Date	Balance to Date
Guildhall Admin Salaries	£42,500.00		£42,500.00	£31,624.40	£10,875.60
Caretaker & Cleaner Salaries	£74,150.00		£74,150.00	£29,827.73	£44,322.27
Staff bonus pot	£950.00		£950.00	£0.00	£950.00
Visitor Information Staff (Guildhall roomhire/weddings element)	£12,510.00		£12,510.00	£1,445.20	£11,064.80
Staffing Contingency Fund	£1,000.00		£1,000.00	£3,576.41	-£2,576.41
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	£30.00	£40.00
Peninsula Business	£1,800.00		£1,800.00	£0.00	£1,800.00
Office Expenses	£1,000.00		£1,000.00	£114.30	£885.70
IT Expenses (incl. Website)	£6,960.00		£6,960.00	£0.00	£6,960.00
Bank Charges	£120.00		£120.00	£53.55	£66.45
Health & Safety Provisions	£5,000.00		£5,000.00	£951.00	£4,049.00
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	£9,568.04	£31,031.96
Cleaning Stock	£1,500.00		£1,500.00	£445.46	£1,054.54
Heating, Lighting, Water & Rates	£43,470.00		£43,470.00	£13,591.05	£29,878.95
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	£859.00	£1,041.00
Cancelled Weddings & Returned Deposits	£1,200.00		£1,200.00	£800.00	£400.00
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
TOTAL	£256,540.00	£0.00	£256,540.00	£115,644.38	£140,895.62
Income	Approved Budget 2023/24	Virements	Revised Budget 2023/24	Income to Date	Balance to Date
<u>Balance b/f</u>					
Predicted Balance carried forward	£8,200.00		£8,200.00	£44,709.33	£36,509.33
<u>Guildhall</u>					
Guildhall Hire Charges	£55,000.00		£55,000.00	£12,997.54	-£42,002.46
Guildhall Tours	£100.00		£100.00	£5.85	-£94.15
<u>Miscellaneous Income</u>					
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	£151.26	£151.26
Funding for all Grant	£0.00		£0.00	£50.00	£50.00
Reimbursements from Sandwich Toll Bridge Fund account re batteries	£0.00		£0.00	£16.07	£16.07
<u>Contributions</u>					
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
TOTAL	£256,540.00	£0.00	£256,540.00	£181,251.95	-£75,288.05
Bank reconciliation as at 31/08/23	£60,149.14				

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

<u>Income</u>	<u>2023/24</u>
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	£1,061.54
Donations	£2,164.38
Tours	£100.00
<u>External Funding:</u>	
Grant from South East Museums	£1,000.00
TOTAL	<hr/> £16,457.90 <hr/>
 <u>Expenditure</u>	
VAT	£1,356.89
<u>Operational Costs:</u>	
Volunteer Expenses	£83.41
Website and Social Media	£967.20
<u>Other</u>	
Stock and Merchandise	£172.80
Collections Care and Conservation (IMHOF)	£1,278.52
Subscriptions	£91.99
<u>Marketing:</u>	
Leaflets	£480.00
<u>External Funding:</u>	
Archive Move (Ring-fenced)	£5,000.00
Balance of Account 31/08/23	<hr/> £7,027.09 <hr/>
	<hr/> £16,457.90 <hr/>

General Museum Income & Expenditure 1st April 2023 - 31st August 2023

Income	2022/23
Balance Brought Forward	£4,090.09
Merchandise Income	£1,061.54
Donations	£2,164.38
Tours	£100.00
	<hr/> £7,416.01
<u>Expenditure</u>	
VAT	£302.49
Website and Social Media	£967.20
Collections Care and Conservation (IMHOF)	£1,278.52
Subscriptions	£91.99
Marketing	£480.00
Volunteer and Staff Training	£0.00
	<hr/> £3,856.41
Balance at 31/08/23 (included above)	<hr/> £3,559.60 <hr/>

PROJECTS BREAKDOWN:

SEMP Audience Champions Grant - 1st April 2023 - 31st August 2023

Balance Brought Forward £2,291.83

Balance at 31/08/23 (included above) £2,291.83

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

Balance Brought Forward £5,750.06

Expenditure

VAT £1,000.00

Rotadex Racking in undercroft £5,000.00

Balance at 31/08/23 (included above) -£249.94 *1

SEMP Grant 2023 (received April 2023) 1st April 2023 - 31st August 2023

Balance Brought Forward £0.00

Income

Grant received: £1,000.00
£1,000.00

Balance at 31/08/23 (included above) £1,000.00

Scottish Widows IMHOF Account balance @ 01/09/23: £16,355.56

Note *1 : £1,000 VAT to be reclaimed from HMRC.



Sandwich Toll Bridge Fund
1 August 2023 to 31 August 2023

Investment manager:

Howard Jenner

Client reference:

1568601

Telephone:

020 7150 4167

Email:

howard.jenner@quiltercheviot.com

Website:

quiltercheviot.com

Address:

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

Attach 3d

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 August 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	£1,901,931	£40,616	2.14%	Monthly Income BACS
Total	£1,901,931	£40,616	2.14%	

Asset allocation and performance summary

Sandwich Toll Bridge Fund



Asset allocation



	Weighting	Value
Fixed Interest	17.9%	£340,865
Equities		
United Kingdom	22.7%	£432,398
North America	29.1%	£553,288
Europe (ex UK)	7.2%	£137,657
Japan	2.5%	£46,752
Asia Pacific (ex Japan)	1.5%	£28,027
Emerging Markets	2.6%	£50,016
Global	2.5%	£47,576
Alternative Investments	8.8%	£167,872
Cash and Cash Products	5.1%	£97,399
Total	100%	£1,901,852

Performance

	31 Jul 2023 - 31 Aug 2023	31 Aug 2022 - 31 Aug 2023
Capital return	-1.5%	-2.2%
Income return	0.2%	2.0%
Total return	-1.2%	-0.2%
Benchmark - MSCI PIMFA Private Investor Balanced	-1.1%	1.8%
BofA ML UK Gilts 1-10Y Index	0.1%	-3.5%
Iboxx UK Gilts	-0.6%	-10.2%
MSCI UK Large Companies	-2.5%	5.4%
MSCI UK Large and Medium Companies	-2.5%	4.8%
MSCI AC World ex UK	-1.2%	5.2%

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 August 2023 - 31 August 2023
Net cash in/out - Capital	£0.00
Net cash in/out - Income	-£3,739.21
Net stock in/out	£0.00
Net additions/withdrawals	-£3,739.21
Quilter Cheviot fees (including VAT where applicable)	£0.00
Total	-£3,739.21

Top five holdings by value

Findlay Park Funds ICAV Findlay Park American USD Dis	9.3%
Schroder International Selection Fd US Large Cap X GBP Dis	6.4%
United Kingdom (Government of) Idx/Lkd Snr Bds 26/01/2035 GBP1000'Regs'	5.1%
Blackrock Fund Managers Ltd Blackrock European Dynamic Fd Acc	4.7%
Blackrock Fund Managers Ltd BR CIF Ishs Nrth Am Eq Idx Fd UK S Acc	3.6%



Asset allocation and net investment summary

Sandwich Toll Bridge Fund

	31 July 2023	Net investment	31 August 2023	Weighting	Estimated income	Estimated yield
Fixed Interest						
United Kingdom	£234,016	£60,667	£294,137	15.5%	£7,156	2.44%
Overseas	£63,447	-£19,612	£46,728	2.5%	£1,887	4.04%
	£297,463	£41,055	£340,865	17.9%	£9,043	2.66%
Equities						
United Kingdom	£432,618	£18,163	£432,398	22.7%	£17,627	4.08%
North America	£549,502		£553,288	29.1%	£2,874	0.52%
Europe (ex UK)	£144,776		£137,657	7.2%	£1,467	1.07%
Japan	£47,875		£46,752	2.5%	£1,334	2.85%
Asia Pacific (ex Japan)	£29,145		£28,027	1.5%	£259	0.92%
Emerging Markets	£52,046		£50,016	2.6%	£1,342	2.68%
Global	£49,005		£47,576	2.5%	£79	0.17%
	£1,304,967	£18,163	£1,295,715	68.1%	£24,982	1.93%
Alternative Investments						
Absolute Return	£188,452	-£17,244	£167,872	8.8%	£2,792	1.66%
Other Alternatives	£188,452	-£17,244	£167,872	8.8%	£2,792	1.66%
Cash and Cash Products						
Cash Products	£138,639	-£45,713	£97,399	5.1%	£3,797	4.07%
Cash & Accruals	£138,639	-£45,713	£97,399	5.1%	£3,797	4.07%
Total	£1,929,521	-£3,739	£1,901,852	100%	£40,614	2.14%

Valuation

Sandwich Toll Bridge Fund

31 August 2023



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	£93.702 +31 days	£29,408 £7	1.55%	£29,540	£78	0.27%
35,055	United Kingdom(Government of) 0.875% Snr Bds 22/10/2029 GBP1000	£81.702 +131 days	£28,641 £110	1.51%	£29,454	£307	1.07%
28,805	United Kingdom(Government of) 4.5% Gilt Snr 07/12/2042 GBP1000 'Regs'	£98.54 +85 days	£28,384 £301	1.51%	£28,894	£1,296	4.57%
34,665	Allianz UK & European Inv Funds Allianz Gilt Yield Fund I GBP Dis	£1.4265	£49,450	2.60%	£59,704	£980	1.98%
UK Index Linked Securities							
40,000	United Kingdom(Government of) ldx/Lkd Snr Bds 26/01/2035 GBP1000'Regs'	£241.26 +36 days	£96,504 £78	5.08%	£95,217	£800	0.83%
Other UK Fixed Interest							
29,888.96	Fidelity Investment Funds Fidelity Moneybuilder Income Fund I Dis	£0.7735	£23,119	1.22%	£30,038	£1,149	4.97%
26,465	GCP Infrastructure Investments Ltd ord GBP0.01	£0.753 xd	£19,928	1.05%	£27,712	£1,853	9.30%
17,250	IFSL Church Hse Inv Grd Fxd Int Fd IFSL Ch House Investment Grd Fxd Int Dis	£1.0555 xd	£18,207	0.96%	£19,563	£693	3.81%
				15.47%	£320,122	£7,156	2.43%
Fixed Interest - Overseas							
60	Goldman Sachs Funds III GS Gbl Cnv Bond Opps I GBP Hgd I Acc	£156.23	£9,374	0.49%	£9,502	£0	0.00%
1,425	Pimco Fds Global Investors Srs Plc Global Inv Grade Cred Hgd Instl Dis	£111.17	£15,917	0.84%	£20,191	£552	3.47%
3,360	Polar Capital Funds Plc Global Convertible S Inc NAV	£6.38	£21,437	1.13%	£21,506	£1,335	6.23%
				2.46%	£51,198	£1,887	4.04%

Valuation (continued)

Sandwich Toll Bridge Fund



31 August 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	£4.875 xd	£18,038	0.95%	£21,290	£613	3.40%
1,900	Shell Plc ord EUR0.07	£24.115 xd	£45,819	2.41%	£2,755	£1,733	3.78%
Materials							
Containers & Packaging							
2,880	Smith(DS) ord GBP0.10	£3.123	£8,994	0.47%	£10,057	£518	5.76%
Metals & Mining							
1,150	Anglo American USD0.54945	£21.005 xd	£24,156	1.27%	£15,098	£1,171	4.85%
Industrials							
Professional Services							
940	Reix Plc GBP0.1444	£25.78 xd	£24,233	1.27%	£13,014	£525	2.17%
Consumer Discretionary							
Household Durables							
350	Persimmon ord GBP0.10	£10.66	£3,731	0.20%	£2,522	£280	7.50%
Hotels, Restaurants & Leisure							
1,291	Compass Group Plc ord GBP0.1105	£19.93	£25,730	1.35%	£12,694	£479	1.86%
Consumer Staples							
Beverages							
1,050	Diageo ord GBP0.28 101/108	£32.435 xd	£34,057	1.79%	£20,050	£840	2.47%
Personal Products							
560	Unilever Plc ord GBP0.031111	£40.42 xd	£22,635	1.19%	£6,045	£841	3.72%

Valuation (continued)

31 August 2023



Sandwich Toll Bridge Fund

Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Health Care							
Pharmaceuticals							
430	Astrazeneca ord USD0.25	£106.62 xd	£45,847	2.41%	£11,179	£1,009	2.20%
836	GSK Plc ord GBP0.3125	£13.888 xd	£11,610	0.61%	£11,593	£472	4.07%
Financials							
Banks							
5,875	Barclays Plc ord GBP0.25	£1.4736 xd	£8,657	0.46%	£14,297	£452	5.23%
2,200	HSBC Holdings Plc ord USD0.50	£5.831 xd	£12,828	0.67%	£15,188	£347	2.71%
31,650	Lloyds Banking Group ord GBP0.1	£0.42355 xd	£13,405	0.70%	£22,460	£798	5.95%
Capital Markets							
1,196	Intermediate Capital Group Plc ord GBP0.2625	£13.525	£16,176	0.85%	£7,389	£927	5.73%
11,089	IP Group ord GBP0.02	£0.587 xd	£6,509	0.34%	£17,680	£141	2.16%
Insurance							
8,500	Legal & General Group ord GBP0.025	£2.187 xd	£18,590	0.98%	£18,172	£1,669	8.98%
Information Technology							
Electronic Equip, Instr & Comps							
602	Halma ord GBP0.10	£21.44	£12,907	0.68%	£6,558	£122	0.94%
300	Renishaw ord GBP0.20	£36.38	£10,914	0.57%	£15,270	£220	2.02%
Communication Services							
Wireless Telecom Services							
10,245	Vodafone Group ord USD0.2095238	£0.7321	£7,500	0.39%	£12,605	£801	10.69%
Utilities							
Multi-Utilities							
945	National Grid ord GBP0.12431289	£9.902	£9,357	0.49%	£9,249	£524	5.60%

Valuation (continued)

31 August 2023



Sandwich Toll Bridge Fund

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	£0.985 xd	£19,700	1.04%	£20,215	£1,600	8.12%
Collectives							
Unit Trusts							
85	Aberforth UK Small Companies Fund Aberforth UK Small Companies Fund Dis	£187.61 xd	£15,947	0.84%	£14,933	£597	3.75%
Unclassified							
Unclassified							
17,229	Starwood European Real Est Fin Ltd ord NPV	£0.874	£15,058	0.79%	£18,163	£948	6.29%
			£432,398	22.73%	£318,477	£17,628	4.08%
Equities - North America							
460	Alphabet Inc Capital Stock USD0.001 Cl A	\$136.17	£49,430	2.60%	£14,487	£0	0.00%
340	Amazon Com Inc Com USD0.01	\$138.01	£37,029	1.95%	£10,919	£0	0.00%
66,450	Blackrock Fund Managers Ltd BR CIF Ishs Nrth Am Eq Idx Fd UK S Acc	£1.031223	£68,525	3.60%	£61,619	£911	1.33%
1,065	Dodge & Cox Worldwide Funds Plc US Stock Inc NAV	£29.65	£31,577	1.66%	£31,301	£251	0.80%
1,202.638	Findlay Park Funds ICAV Findlay Park American I USD Dis	\$186.30	£176,806	9.30%	£28,016	£0	0.00%
245	Nextera Energy Inc Com USD0.01	\$66.80 xd	£12,915	0.68%	£14,023	£362	2.80%
1,792.518	Privileged Sands US Growth I Uh Inc Nav	£31.2522	£56,020	2.95%	£19,879	£0	0.00%
635	Schroder International Selection Fd US Large Cap X GBP Dis	£190.5318	£120,988	6.36%	£74,310	£1,351	1.12%
			£553,288	29.09%	£254,555	£2,875	0.52%

Valuation (continued)

31 August 2023



Sandwich Toll Bridge Fund

Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Equities - Europe ex UK							
31,194.155	Blackrock Fund Managers Ltd Blackrock European Dynamic Fd Acc	£2.8771915	£89,752	4.72%	£23,463	£549	0.61%
1,025	Iberdrola SA EUR0.75	€10.96	£9,615	0.51%	£9,221	£356	3.70%
610	Infineon Technologies AG ord NPV (Regd)	€33.015	£17,237	0.91%	£10,376	£167	0.97%
16,047.44	Janus Hend Investment Fds Series I Janus Henderson Eurp Sel Opps G GBP Dis	£1.312	£21,054	1.11%	£15,102	£395	1.88%
			£137,657	7.24%	£58,161	£1,467	1.07%
Equities - Japan							
17,310	Baillie Gifford Inv Funds II ICVC Baillie Gifford Japanese Inc Gth W4 Dis	£1.296 xd	£22,434	1.18%	£24,381	£571	2.55%
18,975	M&G Investment Funds (1) M&G Japan Sterling PP Dis	£1.2816	£24,318	1.28%	£24,086	£763	3.14%
			£46,752	2.46%	£48,467	£1,334	2.85%
Equities - Asia Pacific ex Japan							
12,250	Fidelity Investment Funds Fidelity Asia Pacific Opps R Acc	£1.325	£16,231	0.85%	£16,427	£245	1.51%
15,021	Veritas Funds Plc Veritas Asian D GBP Inc	£785.2821	£11,796	0.62%	£9,705	£14	0.12%
			£28,027	1.47%	£26,132	£259	0.92%
Equities - Emerging Markets							
15,850	JPMorgan Fund ICVC JPM Emerging Markets C Net Dis	£1.573	£24,932	1.31%	£25,075	£241	0.97%
2,070	Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap Eq R2 GBP Dis	£12.118	£25,084	1.32%	£24,351	£1,101	4.39%
			£50,016	2.63%	£49,426	£1,342	2.68%

Valuation (continued)

Sandwich Toll Bridge Fund

31 August 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Equities - Global							
4,230	Fundsmith Equity Fund Fundsmith Equity Fund I Acc	£6.3586 xd	£26,897	1.41%	£21,109	£79	0.29%
1,195	Legal & General UCITS ETF Pic Robo Global Ron&Auto Go UCITS ETF (GBP)	£17.305	£20,679	1.09%	£19,572	£0	0.00%
			£47,576	2.50%	£40,681	£79	0.17%
Alternative Investments							
Infrastructure							
31,250	Assura Plc ord GBP0.10	£0.4588	£14,338	0.75%	£20,342	£1,025	7.15%
15,724	International Public Partner ord GBP0.0001	£1.32	£20,756	1.09%	£19,529	£1,247	6.01%
Total Return							
20,000	Ruffer Investment Co Red Ptg Pref Shs GBP0.0001	£2.69	£53,800	2.83%	£25,580	£520	0.97%
Commodities							
390	Invesco Physical Markets Secured Gold Lkd Nts 31/12/2100 GBP	£147.955	£57,702	3.03%	£39,644	£0	0.00%
Private Equity							
960	Harbourvest Global Private Equity ord NPV	£22.35	£21,456	1.13%	£22,889	£0	0.00%
			£168,052	8.84%	£127,984	£2,792	1.66%
Security Subtotal							
			£1,804,632	94.88%	£1,295,203	£36,819	2.04%
Cash - Capital Account							
£93,284.58	Capital account - Pounds Sterling	£1.00	£93,285	4.90%	£93,285	£3,797	4.07%

Valuation (continued)

Sandwich Toll Bridge Fund

31 August 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Cash - Accruals							
£4,013.76	XD Dividends Due - Pounds Sterling		£4,014	0.21%		£0	0.00%
Cash Subtotal							
			£97,298	5.12%		£3,797	3.90%
Portfolio Total							
			£1,901,931			£40,616	2.14%

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 = \$1.2672 = €1.1684

Market transactions and other events

Sandwich Toll Bridge Fund

1 August 2023 to 31 August 2023



Purchases

Execution date	Description: Order venue	Reference	Price FX rate	Consideration	Accrued interest Number of days	Execution costs	Total cost
23 Aug 23 (15:32) Settles: 24 Aug 23	40,000 United Kingdom(Government of) Idx/Lkd Snr Bds 26/01/2035 GBP1000'Regs' Bloomberg Trading Facility Limited		£2.37381	£94,952.40	£136.29 + 29 days	£264.92	£95,353.61
		HCWL21				£264.92	£95,353.61

Sales

Execution date	Description: Order venue	Reference	Price FX rate	Consideration	Accrued interest Number of days	Execution costs	Total credit
23 Aug 23 (15:35) Settles: 24 Aug 23	12,270 United Kingdom(Government of) Idx/Lkd Snr Bds 22/11/2036 GBP1000 Bloomberg Trading Facility Limited		£1.29209165	£15,853.96	£5.67 + 94 days	£123.73	£15,735.90
23 Aug 23 (13:24) Settles: 25 Aug 23	23,580 Supermarket Income REIT Plc ord GBP0.01 London Stock Exchange	HCWL01	£0.739752	£17,443.35		£199.38	£17,243.97
25 Aug 23 (12:00) Settles: 29 Aug 23	21,000 Legal & General(Unit Trust Mgrs)Ltd L&G All Siks Idx Lkd Gilt Idx Tst C Dis Off Exchange	HCWC05	£0.9124	£19,160.40		£209.54	£18,950.86
		HCXW69				£532.65	£51,930.73

Execution costs include Quilifer, 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
29 Aug 23	17,229	Converted Securities: Starwood European Real Est Fin Ltd ord NPV
29 Aug 23	-17,229	Stock Converted: Starwood European Real Est Fin Ltd ord NPV
31 Aug 23	-1,405	Redemption: Starwood European Real Est Fin Ltd ord NPV



Capital and income account statement

1 August 2023 to 31 August 2023

Sandwich Toll Bridge Fund

UK Pound Sterling Capital Account

Date	Details	Price	Debit	Credit	Balance
	Balance brought forward				£135,258.62
23 Aug 23	Sold 23,580 Supermarket Income REIT Plc ord GBP0.01 Sett 25/08/23	£0.73975		£17,243.97	£152,502.59
23 Aug 23	Bought 40,000 United Kingdom(Government of) Idx/Lkd Snr Bds 26/01/2035 GBP1000'Regs' Sett 24/08/23	£2.37381	£95,353.61		£57,148.98
23 Aug 23	Sold 12,270 United Kingdom(Government of) Idx/Lkd Snr Bds 22/11/2036 GBP1000 Sett 24/08/23	£1.29209		£15,735.90	£72,884.88
25 Aug 23	Sold 21,000 Legal & General(Unit Trust Mgrs)Ltd L&G All Siks Idx Lkd Gilt Tst C Dis Sett 29/08/23	£0.9124		£18,950.86	£91,835.74
31 Aug 23	Starwood European Real Est Fin Ltd redemption pcds @ GBP1.0312 p/s			£1,448.84	£93,284.58
	Balance carried forward				£93,284.58

UK Pound Sterling Income Account

Date	Details	Debit	Credit	Balance
	Balance brought forward			£0.00
1 Aug 23	Dividend 31385 United Kingdom(Government of) 0.25% Bds 31/01/2025 GBP1000		£39.23	£39.23
4 Aug 23	Dividend 1196 Intermediate Capital Group Plc ord GBP0.2625		£624.31	£663.54
4 Aug 23	Dividend 23580 Supermarket Income REIT Plc ord GBP0.01		£325.14	£988.68
4 Aug 23	Dividend 23580 Supermarket Income REIT Plc ord GBP0.01		£28.56	£1,017.24
4 Aug 23	Dividend 10245 Vodafone Group ord USD0.2095238		£395.84	£1,413.08
9 Aug 23	Dividend 945 National Grid ord GBP0.12431289		£355.32	£1,768.40
18 Aug 23	Dividend 602 Halma ord GBP0.10		£74.29	£1,842.69
25 Aug 23	Dividend 18634 Starwood European Real Est Fin Ltd ord NPV		£256.22	£2,098.91
29 Aug 23	Dividend Grp 1 29888.96 Fidelity Investment Funds Fidelity Moneybuilder Income		£100.88	£2,199.79
31 Aug 23	Dividend Grp 1 85 Aberforth UK Small Companies Fund Aberforth UK Small Compan		£310.86	£2,510.65
31 Aug 23	Dividend Grp 1 17310 Baillie Gifford Inv Funds II ICVC Baillie Gifford Japane		£415.44	£2,926.09
31 Aug 23	Dividend Grp 1 17250 IFSL Church Hse Inv Grd Fxd Int Fd IFSL Ch House Investm		£205.92	£3,132.01
31 Aug 23	Dividend 20000 AEW UK REIT Plc ord GBP0.01		£400.00	£3,532.01
31 Aug 23	Dividend 560 Unilever Plc ord GBP0.031111		£207.20	£3,739.21

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

1 August 2023 to 31 August 2023



Date	Details	Debit	Credit	Balance
31 Aug 23	BACS Paid to A/C ****8388	£3,739.21		£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.

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Report to Trustee of: Sandwich Toll Bridge Fund
Meeting scheduled for 25th September 2023
Report from: Museum Coordinator
Date: 10th September 2023
Subject: Membership to the National Conservation Service
Classification: General
Purpose of report:
To approve the subscription for the National Conservation Service
<p>The Trustee is asked to approve the payment for a year's membership to the National Conservation Service (NCS), amounting to £1,160 excluding VAT (net £1,392).</p> <p>The museum first subscribed to the NCS in 2021 for a membership that provides four days of work from the organisation a year. This service has been used in the past to create the sealed frames to house the Magna Carta and Charter of the Forest. One day a year of the museum's subscription is used to check the environmental monitors inside these frames to ensure the conditions are appropriate to preserve the documents. The membership could also be used to monitor other environmental readers and pest traps within the museum and collection store. The staff at NCS have been incredibly helpful by providing advice, particularly on the collection store project and the Magna Carta loan.</p> <p>The annual membership fee (as above) exceeds the Museum Coordinator's spending powers; therefore, the Trustee is asked to approve the payment from the Museum's Account.</p> <p>Additionally, the Trustee is asked to approve the ongoing yearly membership. If the net cost rises above £1,500 this item will be put on an agenda to be reapproved.</p>
Recommendations:
<ul style="list-style-type: none">• The Trustee is asked to approve the payment of £1,392 (inc. VAT) for the museum's annual membership to the NCS.• The Trustee is asked to approve the ongoing annual membership to the NCS where the net cost does not rise above £1,500.



Figure 2

Recommendations:

- **The Trustee is asked to note the above information regarding an update to the museum's front desk.**

Report to Trustee of: Sandwich Toll Bridge Fund
Meeting scheduled for 25th September 2023
Report from: Museum Coordinator
Date: 10th September 2023
Subject: Kent Maps Online/Canterbury Christ Church University Project
Classification: General
Purpose of report:
To note the museum's involvement in a project proposed by staff from the School of Humanities, Canterbury Christ Church University
<p>The museum has been approached by staff from the School of Humanities at Canterbury Christ Church University who are applying for funding to carry out a joint project with local museums. They host a website called Kent Maps Online, which brings together maps and stories about the history of Kent. They are hoping to expand on this idea by working with museums and producing a website that will bring together information about their collections and local history. Their current plan is to apply for funding for an IT professional and equipment to digitise collections. Volunteers in each museum will be trained on how to digitise items and use the online website platform to share the items and their research. The museum would not be applying for this funding but would be referred to on the application.</p> <p>The museum would retain full copyright of any images produced during this project; however, the organisers would ask to use them for free or at a reduced rate on their website. Providing an agreement is put in place for this, including limited use to specific purposes, the Museum Coordinator believes this would be beneficial for the museum.</p> <p>This idea is in the beginning stages; however, the organisers have also referenced an idea for a potential trail around the towns and even between the museums for those who wish to do a longer walk. They have suggested visitors can walk to key locations and access the website on a device to read about items within a museum's collection that are relevant to the areas they are in.</p> <p>The Museum Coordinator and staff at the university have an idea whereby the museum could use this as an opportunity to digitise its postcard collection, which is extensive. The online platform could then show the same areas of the town as a comparison to the photographs or artist's impressions on the postcards. If a town trail was produced as part of this project, this would be ideal, as visitors could view what the streets used to look like whilst standing in them.</p> <p>Additionally, in the future there could be an opportunity for university students to carry out internships at the museums. For example, they mentioned a student had completed work at a museum digitising a portion of their collection and then produced articles in relation to the collections that could be featured on the Kent Maps Online platform.</p> <p>Organisations in Deal, Ramsgate and Broadstairs have stated they will be involved in this project. The organisers hope to apply for funding in October of this year. It is hoped this will be the beginning of a strong relationship with Canterbury Christ Church University.</p>

Recommendations:

- **The Trustee is asked to note the above information about the museum's involvement in a digitisation project proposed by staff at Canterbury Christ Church University.**

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 25th September 2023

Report from: Museum Coordinator

Date: 10th September 2023

Subject: Loan of Items to Kent Mining Museum and Living Seams

Classification: General

Purpose of report:

To note which items related to the Kitchener Camp are being loaned to the Kent Mining Museum as part of Living Seams' project.

At the STBF meeting in August the Trustee approved the loan of items related to the Kitchener Camp for an exhibition at the Kent Mining Museum as arranged by Living Seams.

The Museum Coordinator and organisers of this exhibition have arranged for the following items to be loaned to the Kent Mining Museum:

Object Number	Object Name	Notes
1994.35.1, 1994.35.2	Spoons	Accompanying label and mount
B445, B446	Postcards	Accompanying label
B447	Training manual	Accompanying label and mount
B449	Kitchener Camp Review, July 1939	Accompanying label
SANGM:2005.32	Kitchener Camp Review, June 1939	

They will also borrow the mounts and exhibition labels where needed. Sandwich Guildhall Museum will be credited within the interpretation. Other items related to the Kitchener Camp will be put on display temporarily in Sandwich Guildhall Museum, with a label stating some items are out on loan.

A UKRG Facilities Report has been completed by the Kent Mining Museum, as the borrowing organisation, and an official loan agreement will be put in place, as per the museum's Loans Out Policy.

Recommendations:

- **The Trustee is asked to note which items will be loaned to the Kent Mining Museum as part of a project developed by Living Seams.**

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for Monday 25th September 2023

Report from: Town Clerk

Date: 20th September 2023

Subject: Fire Alarm Repeater Panel

Classification: General

Purpose of report:

To gain approval for a recommended Fire Alarm Repeater Panel to be installed in the Guildhall.

Chubb Fire and Security Limited, who currently maintain the Guildhall's Fire Alarm system, have recently visited to carry out a service.

As part of the service, the engineer identified and recommended that a repeater panel for the alarm system should really be sited just inside the main entrance door of the Guildhall.

The reason that this is recommended is that the two parts of the building (old and new) are very disconnected, and the current fire alarm panel is positioned under the stairs outside the entrance to the Court Room, which is not very accessible for the Fire Service.

Chubb have sent a quote for installation of a new repeater panel (£2,737.94 net of VAT), which is attached. The current Guildhall Repairs and Maintenance budget can cover this expenditure.

Recommendations:

Please can the Trustee approve the purchase of the repeater panel?

Date: 01 September 2023
RECOMMENDATION NO: 32664817

SANDWICH TOWN COUNCIL
TOWN CLERKS OFFICE
GUILDHALL, CATTLE MARKET,
SANDWICH
KENT
CT13 9AH

Dear Customer,

FIRE ALARM SYSTEM - RECOMMENDATION

Following our engineers' recent visit to carry out the service on the fire alarm system at the: **Site Address** specified on the attached recommendation, our engineer has identified that replacement or additional fire safety equipment is required. Should you wish to receive these recommendations via email in the future, please drop us an email with your preferred email address and we will update this on our system. Thank you for helping us become more environmentally sustainable and environmentally responsible.

Your system has been serviced in accordance with: **British Standard (BS) 5839 2013 Part 1**

It is our duty to ensure you are aware of the potential outcomes if your fire alarm does not meet the above standards, which may include:

- Inadequate cover for your property and your employees in the event of a fire.
- Your insurance company criteria may not be met.
- Your existing equipment may fail to operate correctly. (if a fault has been identified)
- You may not be meeting your legal requirement under fire safety legislation.

Chubb are recommending in line with the above British Standards but you may wish to take further advice from your fire risk assessor to satisfy your own safety requirements.

Upon acceptance of this recommendation Chubb will ensure:

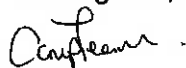
- Replacement of any equipment required.
- Time on site to carry out any Installation work recommended.
- Commissioning of the equipment by a qualified engineer in line with British Standards.

Please complete your response and return preferably via email: UK_ComplianceTeam@Chubbfs.com or alternatively send via post to address above using to confirm your requirements.

If you have any queries regarding this, then you can also contact us via phone on 0344 335 0725

Your safety and the safety of your employees and property are of our paramount concern.

Kind regards,



Recommendation Team



POWERED BY **API GROUP**

Recommendation No: 32664817

CUSTOMER ADDRESS
SANDWICH TOWN COUNCIL TOWN CLERKS OFFICE GUILDHALL, CATTLE MARKET, SANDWICH KENT CT13 9AH

SITE ADDRESS
SANDWICH TOWN COUNCIL THE GUILDHALL TOWN CLERK SANDWICH KENT CT13 9AH

CUSTOMER NUMBER	50938700	SITE NUMBER	51070095	ENGINEER NUMBER	50004812	ENGINEER NAME	Starling Stephen
CONTRACT NUMBER	2384555	ORDER NUMBER	32664542	ORDER TYPE	WB	INSPECTION DATE	30/08/2023

RECOMMENDATION

Quantity	Reason	Part Number	Part Description	Price Each	Total Price
1.0000	Additional	201FF850826N	ZM 108AR REPEATER PANEL	486.93	486.93
125.0000	Additional	201FF855014N	FP200 4 CORE 1.5MM RED	6.25	781.25
16.0000	Additional	201FC02	STANDARD ADDITIONAL HOURS	91.86	1469.76
Total					£ 2737.94

All prices subject to additional VAT where ever applicable.

REMARKS

As per Fire Brigade recommendations, quotation to install a fully functioning fire alarm repeater panel adjacent to main building entrance. Cable to new panel to be hidden where possible.

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 25th September 2023

Report from: Museum Coordinator

Date: 21st July 2023

Subject: Kitchener Camp Travelling Display

Classification: General

Purpose of report:

To note information regarding the Kitchener Camp Travelling Display project and to approve the use of a room to host said exhibition.

At the beginning of this year, Cllr Ungerson approached the Museum Coordinator and Jon Iveson, Museum and Tourism Manager at Dover District Council, to develop a project related to the Kitchener Camp.

The Wiener Holocaust Library has made available a series of travelling exhibitions, consisting of multiple roller banners, including one related to the Kitchener Camp, titled Leave to Land. The committee mentioned above have been developing a project whereby this display could travel across multiple sites within East Kent, beginning at Sandwich Guildhall Museum in January 2024. It will be at the museum for two weeks, covering Holocaust Memorial Day, before moving on to other sites. There could potentially be a launch event at the museum also. There have been four sites confirmed to host the exhibition across January, February, and March, including Canterbury Cathedral. Details on how the exhibition will travel between the venues has not yet been confirmed.

There is a deposit to pay to hire the exhibition, however the Library have agreed to allow the museum to pay one hire fee for all three months. The cost is £250. This money will be returned providing no damage is caused to the roller banners. Due to resources, particularly staffing, in relation to hosting the exhibition within the main Guildhall building, it was decided that the most suitable space would be close to the museum, so that the volunteers can invigilate and ensure no damage is caused. Using the Hive will reduce impact on other room hirers in the main area of the building. It will also be closer to the museum's exhibit of items related to the Kitchener Camp. There are ten roller banners, therefore it was decided that the best location for this would be at the back of the courtroom, flowing into the room behind the courtroom (formally known as the Hive). As those involved do not have responsibility over this space, the Trustee is asked to approve the use of this room for this purpose between 10th January and 29th January 2024.

Recommendations:

- **The Trustee is asked to note the above details regarding the Kitchener Camp Travelling Display project to be carried out in January, February, and March 2024.**
- **The Trustee is asked to approve the use of the room behind the courtroom, (formally known as the Hive), between the 10th of January and 29th January 2024.**