

**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 27th November 2023 at the conclusion of the Ordinary Meeting of the Council, to transact the business on the agenda below.

Gill Gray – Town Clerk

Date: 22nd November 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 30 th October 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 November. 4b To approve the Sandwich Toll Bridge Fund Guildhall Payment Schedule for November. 4c To approve the Museum and Archives Payment Schedule for November.	Attach 2a, 2b and 2c
5	Finances and Investments: 5a To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 31st October 2023. 5b To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 31 st October 2023. 5c To receive and approve the Sandwich Guildhall Museum Statement of Accounts as at 31 st October 2023. 5d To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 31 st October 2023.	Attach 3a, 3b, 3c & 3d
6	Museum and Archive Committee Membership Further to the nominations of eight Councillors to join the M&A Committee, Cllr M Moorhouse now seeks to join the Committee: Decision required	Attach 4

7	Grant Applications: Members to receive and consider a report from the RFO and four grant applications for consideration by the Trustee: Decision required	Attach 5a, 5b, 5c, 5d & 5e 5
8	STBF Financial Statements and Letter of Representation The Trustee to consider a report from the RFO with an update on an amendment made in the STBF Financial Statements for 2023/2024 and ask that the Trustee approve and sign the 'Letter of Representation': Decision required	Attach 6
9	Date of next STC as STBF Trustee Meeting: 18th December 2023.	

<p>Minutes of the Ordinary Meeting of Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund Monday 30th October 2023</p>	
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Chair: Cllr P Carter
 Councillors: I Black, P Breen, D Carter, E Csuka, W Fortescue, J Franklin, S Mallett, D Marie, M Moorhouse, L Ripley, C Ungerson and C Wiles

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

STBF.10.23.1	<p>Apologies for absence received: Apologies were received and accepted from: Cllr N Gray – travel commitment, Cllr M Pennington – convalescing, Cllr V Tomlins – travel commitment.</p>	
STBF.10.23.2	<p>Declarations of interest: Cllr D Marie, Cllr M Moorhouse, Cllr L Ripley and Cllr C Wiles – Item 14 – Grant application for Gazen Salts Natures Reserve.</p>	
STBF.10.23.3	<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 25th September 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. It was moved by Cllr M Moorhouse and seconded by Cllr D Carter and RESOLVED: that the minutes of the STC as Trustee of STBF held on 25th September 2023 be signed and approved as an accurate record of the meeting.</p>	
STBF.10.23.4	<p>Payment Schedules:</p> <p>4a Members approved the Sandwich Toll Bridge Fund Schedule of Payments for October. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the Schedule of Payments for October were received and approved.</p> <p>4b Members approved the Sandwich Toll Bridge Fund Guildhall Schedule of Payments for October. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the Schedule of Payments for October were received and approved.</p> <p>4c Members approved the Museum and Archives Schedule of Payments for October. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the Schedule of Payments for October were received and approved.</p>	
STBF.10.23.5	Finances and Investments:	

	<p>5a To receive and approve the Sandwich Toll Bridge Fund Statement of Accounts as at 30th September 2023. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the STBF Statement of accounts 30th September 2023 were received and approved. Two Members abstained.</p> <p>5b To receive and approve the Sandwich Toll Bridge Fund Guildhall Statement of Accounts as at 30th September 2023. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the STBF Guildhall Statement of accounts 30th September 2023 were received and approved. Two Members abstained.</p> <p>5c To receive and approve the Sandwich Toll Bridge Fund Guildhall Museum Statement of Accounts as at 30th September 2023. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the STBF Guildhall Museum Statement of accounts 30th September 2023 were received and approved. Two Members abstained.</p> <p>5d To receive and approve the Quilter Cheviot Assets Management monthly investment report as at 30th September 2023 Action: Cllr C Ungerson seeks a meeting with the RFO to discuss the performance of Quilter Cheviot Assets Management and to explore the low-risk strategy. It was moved by Cllr J Franklin and seconded by Cllr D Carter and RESOLVED: that the Quilter Cheviot Assets Management Investment report 30th September 2023 were received and approved. Two Members abstained.</p>	
STBF.10.23.6	<p>STBF Drawdown Report Members considered a report from the RFO which included a request to drawdown funds from the STBF. During a short debate there were concerns raised about the statement of purpose and the value of the fund being eroded. The assets need to be more actively managed and the governance for grants needs to be more robust. The Finance and Assets Working Group will be working to scrutinise in greater depth, including a valuation for STC and STBF assets. It was moved by Cllr J Franklin and seconded by Cllr D Marie and RESOLVED: that the Trustee approved the drawdown amount of £20,000.00 from STBF investments top up the Sandwich Toll Bridge Fund Guildhall account. Three Members abstained.</p>	
STBF.10.23.7	<p>STBF Accounts Members considered a report from the RFO and the draft STBF Financial Statements and Trustee report for year-end 31st March 2023. It was moved by Cllr D Marie and seconded by Cllr J Franklin and RESOLVED: that the draft STBF Financial Statements and Trustee report for year ending 31st</p>	

	March 2023 were received and approved. Four Members abstained.	
STBF.10.23.8	<p>Museum and Archive Committee Members considered a report from the Town Clerk with a recommendation to appoint the membership of the Museum and Archive Committee and to comment/feedback on the first draft of the Terms of Reference. The nominations were: Cllr I Black, Cllr P Carter, Cllr W Fortescue, Cllr J Franklin, Cllr S Mallett, Cllr D Marie, Cllr L Ripley, and Cllr C Ungerson. The Town Clerk and Museum Co-ordinator will both attend the meetings. There should be consideration for a co-optee to the Committee from the History Society. It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the eight nominated Councillors were confirmed for the M&A Committee membership and the Terms of Reference were adopted.</p>	
STBF.10.23.9	<p>Collections Trust and Collections Management Trustee Training Members considered a report from the Museum Co-ordinator in relation to a recommendation that two members of the Museum and Archive Committee attend the Collections Management training which will take place online. It was RESOLVED: that Cllr W Fortescue and Cllr L Ripley will attend the Collections Management Training which the Collections Trust and South East Museums Development are facilitating. The Museum Co-ordinator will contact both Town Councillors and organise the training which will take place on Zoom.</p>	
STBF.10.23.10	<p>Sandwich Guildhall Museum Christmas Hours Members considered a report from the Museum Co-ordinator with recommendations for the Guildhall Museum to be closed over Christmas and New Year period. It was moved by Cllr P Carter and seconded by Cllr D Carter and RESOLVED: that the Guildhall Museum will close on 17th December 2023 and reopen on 3rd January 2024.</p>	
STBF.10.23.11	<p>Guildhall Museum's Forward Plan Members considered a report from the Museum Co-ordinator with the update to note in relation to the Guildhall Museum's Forward Plan and the proposal to include a survey. It was moved by Cllr P Carter and seconded by Cllr M Moorhouse and RESOLVED: that the development of the Guildhall Museum's Forward Plan and the proposed inclusion of a survey was noted.</p>	
STBF.10.23.12	<p>Guildhall Museum Organisational Health Check Members considered a report from the Museum Co-ordinator in relation to the Museum's Organisational Health Check and potential funding opportunity. It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the Trustee approved delegated powers for the Museum Co-ordinator to</p>	

	<p>apply for £2,000.00 to be used in relation to the areas for improvements highlighted in SEMD's report. That the Trustee approved delegated powers for the Museum Co-ordinator to apply for the AIM Higher package to potentially cover another of the priority areas highlighted in SEMD's report.</p>	
STBF.10.23.13	<p>STBF Finance Committee Members considered a report from the RFO to ask the Trustee to agree to form a new STBF Finance Committee and approve the proposed membership. It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the STBF Finance Committee be formed with the same Members as STC F&GP Committee – Cllr I Black, Cllr P Breen, Cllr D Carter, Cllr P Carter, Cllr E Csuka, Cllr J Franklin, Cllr N Gray, Cllr C Ungerson and Cllr C Wiles. That the Town Clerk draft Terms of Reference for the next meeting.</p>	
STBF.10.23.14	<p>Grant Applications Members considered a report from the RFO and an email from Mr M Hall. A Grant to Gazen Salts Nature Reserve of £20,000.00 was approved in principle in September 2021. So far, £13,096.98 has been drawn down. Gazen Salts Nature Reserve are now seeking to draw down the final payment of £6,903.02. It was moved by Cllr C Ungerson and seconded by Cllr J Franklin and RESOLVED: that the final drawdown be granted for payment of £6,903.02 to Gazen Salts Nature Reserve. Five Members abstained.</p>	
STBF.10.23.15	<p>Meeting closed at 10.10pm</p>	
STBF.10.23.16	<p>Date of next STBF Meeting: 27th November 2023.</p>	

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

Month	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
NOVEMBER	Sandwich Town Council	Reimbursement for Toll Bridge Fund Admin Salaries - November 2023	Admin Salaries	Minute Ref: STC 06 23 12 (ii)	£5,223.07	£0.00	£5,223.07
NOVEMBER	Gazan Salts Nature Reserve	Final tranche of £20k grant for nature reserve improvements	Grants Donations Gifts	Minute Ref: STBF-10.23.14	£6,903.02	£0.00	£6,903.02
NOVEMBER	Sandwich Toll Bridge Fund Guildhall	Contribution from Investments	Contribution to Guildhall Account	Minute Ref: STBF-10.23.6	£20,000.00	£0.00	£20,000.00
			Total		£32,126.09	£0.00	£32,126.09

Sandwich Toll Bridge Fund Guildhall - Payment Schedule 2022/24 - November 2023

Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Met	Vet	Total	Actual Payments Made (Reconcils to Bank Statement)
27/11/2023	150	Sandwich Town Council	Guildhall Cleaning and Cleaning - November 2023	Caretaker & Cleaner Salaries	Minute Ref: STC 06.23.12 (f)	£5,881.59	£0.00	£5,881.59	£0,454.45
27/11/2023	150	Sandwich Town Council	Guildhall Administration Salaries - November 2023	Guildhall Admin Salaries	Minute Ref: STC 06.23.12 (f)	£2,762.86	£0.00	£2,762.86	£26.59
27/11/2023	161	KGS Educational Supplies	Cleaning stock for the Guildhall	Cleaning Stock	Town Clerk	£26.59	£0.00	£26.59	£105.24
27/11/2023	152	Bills	Recycling service - October	Repairs and Maintenance	Town Clerk	£17.70	£17.64	£19.60	£159.80
27/11/2023	153	Westgate Security & Electrical Ltd	Call out to rectify Guildhall CCTV	Repairs and Maintenance	Town Clerk	£133.00	£26.40	£159.40	£285.82
27/11/2023	154	Sandwich Town Council	40% cost of Visitor Information Assistant - Temporary Cover	Staffing Contingency Fund	Town Clerk	£285.82	£0.00	£285.82	£54.00
27/11/2023	155	Wymen Electronics Ltd	Check switch on water damaged wall, Museum	Repairs and Maintenance	Town Clerk	£45.00	£0.00	£45.00	£1,054.09
27/11/2023	158	British Gas	Guildhall gas charges 22/09/2023 - 22/10/2023	Heating, Lighting, Water & Rates	Minute Ref: STC 06.23.12 (f)	£974.36	£175.57	£1,149.93	£208.18
27/11/2023	157	Phonix Link	Guildhall Wi-Fi Charges - October 2023	Guildhall Wi-Fi	Minute Ref: STC 06.23.12 (f)	£171.80	£34.36	£206.16	£30.00
27/11/2023	158	Petals and Flour	Balcony Flowers - Guildhall	Guildhall Watering System and Flowers	Town Clerk	£30.00	£0.00	£30.00	£4.95
27/11/2023	159	Brewers Shoes	Various keys for Guildhall, to make up a full set	Repairs and Maintenance	Town Clerk	£4.95	£0.00	£4.95	£10.88
27/11/2023	160	Amazon	Hinges for repair of cupboard in staff kitchen Guildhall	Repairs and Maintenance	Town Clerk	£0.07	£1.61	£1.68	£11,404.71
					Total	£11,133.13	£271.59	£11,404.71	

Museum and Archives Payment Schedule 2023/24 - November 2023

Payment No.	Payee	Description	Budget Heading	Spending Power	Net	Vat	Total
34	Amazon	Milk for Volunteers	Volunteer Expenses	Museum Co-ordinator	£7.10	£0.00	£7.10
35	Conservation Resources	Acid Free issue	Collections Care	Museum Co-ordinator	£49.40	£9.88	£59.28
36	Highway Business Services	Ongoing IT support - (Archive computers) November 2023	IT Expenses	STC Minute Ref 32 06.22 (iv)	£96.00	£19.20	£115.20
				Total	£152.50	£29.08	£181.58

TRUSTEES OF SANDWICH TOLL BRIDGE FUND - STATEMENT AS AT 31/10/23

INCOME

Balance Brought Forward 01/04/23	£10,023.29
Investment Income	
Transfer from Reserves	£20,000.00
Investment Income	£26,210.27
Guildhall Carpark	
Guildhall Carpark	£8,829.37
Property Rent (incl. Insurance Contribution)	
Property Rent (incl. Insurance Contribution)	£5,164.80
Other	
Rights of Way	£10.00
TOTAL	£70,237.73

EXPENDITURE

Staffing	
Admin Salaries	£25,181.54
Administration	
Bank Charges	£38.18
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 31/10/23	£26,038.83
	£70,237.73

Bank Reconciliation as at 31/10/23

Current a/c	£26,038.83
Outstanding Payments	£0.00
	£26,038.83

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	£25,181.54	£32,918.46
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	£38.18	£51.82
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
TOTAL	£160,460.00	£44,198.90	£116,261.10

<u>Income</u>	Budget 2023/24	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	£26,210.27	-£18,789.73
Guildhall Carpark			
Guildhall Carpark	£15,000.00	£8,829.37	-£6,170.63
Property Rent (incl. Insurance Contribution)			
Property Rent (incl. Insurance Contribution)	£9,800.00	£5,164.80	-£4,635.20
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	£70,237.73	-£90,222.27
Balance at Bank 31/10/23 (excl. Cheviot Funds)	£26,038.83		

SANDWICH TOLL BRIDGE FUND GUILDHALL A/C - STATEMENT AS AT 31/10/23

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	£23,333.29	
Guildhall Tours	£5.85	
		<u>£23,339.14</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	£237.82	
Funding for all Grant	£50.00	
Reimbursements from Sandwich Toll Bridge Fund account re batteries	£16.07	
		<u>£9,875.79</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>£191,674.26</u></u>

EXPENDITURE

<u>Vat Paid</u>		
VAT	£8,026.30	
<u>Guildhall Expenditure</u>		
Guildhall Admin Salaries	£37,437.59	
Caretaker & Cleaner Salaries	£37,723.46	
Visitor Information Staff (Guildhall roomhire/weddings element)	£1,445.20	
Staff Contingency	£7,649.95	
Officers Travel & Parking Expenses	£275.00	
Petty Cash	£30.00	
Office Expenses	£505.99	
Bank Charges	£72.10	
Health & Safety Provisions	£951.00	
Guildhall Insurance including contents	£21,790.49	
Repairs and Maintenance	£17,201.74	
Cleaning Stock	£637.83	
Heating, Lighting, Water & Rates	£17,538.80	
Guildhall Wi-Fi	£1,202.60	
Cancelled Weddings & Returned damage deposits	£1,150.00	
Reimbursement of 50% of professional legal fees	£943.25	
Room hire for relocating Heather's Dance Class	£66.00	
Curtain tie backs for Gallery	£24.50	
		<u>£154,671.80</u>
Balance at Bank as per Bank Reconciliation as at 31/10/23		<u>£37,002.46</u>
TOTAL		<u><u>£191,674.26</u></u>

Bank Reconciliation as at 31/10/23

Current a/c	£41,052.64
Less: Outstanding payments	£4,050.18
TOTAL	<u><u>£37,002.46</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
129 Biffa - Recycling Service - September	£105.02
130 Chubb Fire & Security Ltd - Fire Safety Service Contract - 12 months ending 29/08/2024	£474.00

132 Dover District Council - Premises Licence Annual Fee 23/11/2023 - 22/11/2024	£295.00
133 Christy Antiques - Repair broken chair - Council Chamber chair	£75.00
134 Amazon - Brasso metal polish x 2	£22.38
137 PJ Smith - Supply and installation of LED battens in Guildhall Gallery	£1,500.00
138 Amazon - Diamond Drill Bit set for Guildhall	£26.98
139 Amazon - Black frame for Health and Safety poster	£10.94
140 KCS Educational Supplies - Cleaning Stock for Guildhall	£179.11
141 A Dudley - Refund of wedding damage deposit	£50.00
142 R Marsh - Refund of wedding damage deposit	£50.00
143 L Walther - Refund of wedding damage deposit	£50.00
144 L Fox - Refund of wedding damage deposit	£50.00
145 Amazon - A4 Yearly Appointment Diary for caretakers	£9.95
146 Watkins - Quarterly Maintenance - new contract quarter 3	£721.80
147 A Golton - Refund of wedding damage deposit	£50.00
149 J Aldridge - Refund of wedding damage deposit	£50.00
	£4,050.18

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	£37,437.59	£5,062.41
Caretaker & Cleaner Salaries	£74,150.00		£74,150.00	£37,723.46	£36,426.54
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	£7,649.95	£-6,649.95
Staff Training	£1,500.00		£1,500.00	£0.00	£1,500.00
Officers Travel & Parking Expenses	£1,260.00		£1,260.00	£275.00	£985.00
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	£505.99	£494.01
IT Expenses (incl. Website)	£6,960.00		£6,960.00	£0.00	£6,960.00
Bank Charges	£120.00		£120.00	£72.10	£47.90
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	£17,201.74	£23,398.26
Cleaning Stock	£1,500.00		£1,500.00	£637.83	£862.17
Heating, Lighting, Water & Rates	£43,470.00		£43,470.00	£17,538.80	£25,931.20
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	£1,202.60	£697.40
Cancelled Weddings & Returned Deposits	£1,200.00		£1,200.00	£1,150.00	£50.00
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
Room hire for relocating Heather's Dance Class	£0.00		£0.00	£66.00	£-66.00
TOTAL	£256,540.00	£0.00	£256,540.00	£146,645.50	£109,894.50
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	£23,333.29	£-31,666.71
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	£237.82	£237.82
Funding for all Grant	£0.00		£0.00	£50.00	£50.00
Reimbursements from Sandwich Toll Bridge Fund account re batte	£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	£191,674.26	£-64,865.74
Bank reconciliation as at 31/10/23			£37,002.46		

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

<u>Income</u>	<u>2023/24</u>
Balance Brought Forward (Non Ring-fenced)	£4,886.82
Balance Brought Forward (for Roman Bowl)	£80.00
Balance Brought Forward (SEMP Improvement Grant)	£1,415.10
Balance Brought Forward (Ringfenced monies from loan of MC)	£5,750.06
	<hr/> £12,131.98
Merchandise Income	£1,077.86
Donations	£2,532.09
Tours	£100.00
<u>External Funding:</u>	
Grant from South East Museums	£1,000.00
TOTAL	<hr/> £16,841.93 <hr/>

<u>Expenditure</u>	
VAT	£1,762.81
Operational	£16.07
Volunteer Expenses	£366.75
Membership to Organisations	£1,242.00
IT Expenses	£1,208.19
Stock and Merchandise	£399.44
Collections Care and Conservation (IMHOF)	£184.35
Collections Care and Conservation	£262.45
Learning / Outreach	£56.94
Marketing	£504.16
<u>External Funding:</u>	
SEMP Audience Champions Grant	£1,000.00
Archive Move (Ring-fenced)	£5,000.00
Balance of Account 31/10/23	<hr/> £4,838.77 <hr/>
	<hr/> £16,841.93 <hr/>

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

<u>Income</u>	<u>2022/23</u>
Balance Brought Forward	£4,966.82
Merchandise Income	£1,077.86
Donations	£2,532.09
Tours	£100.00
	<hr/> £8,676.77

<u>Expenditure</u>	
VAT	£562.81
Operational	£16.07
Volunteer Expenses	£366.75
Membership to Organisations	£1,242.00
IT Expenses	£1,208.19
Stock and Merchandise	£399.44
Collections Care and Conservation (IMHOF)	£184.35
Collections Care and Conservation	£262.45
Learning / Outreach	£56.94
Marketing	£504.16
	<hr/> £4,803.16

Balance at 31/10/23 (included above)	<hr/> £3,873.61 <hr/>
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PROJECTS BREAKDOWN:

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

Balance Brought Forward	£1,415.10
<u>Balance at 31/10/23 (included above)</u>	<u>£1,415.10</u>

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

Balance Brought Forward	£5,750.06
<u>Expenditure</u>	
VAT	£1,000.00
Rotadex Racking in undercroft	£5,000.00
<u>Balance at 31/10/23 (included above)</u>	<u>-£249.94 *1</u>

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

Balance Brought Forward	£0.00
<u>Expenditure</u>	
VAT	£200.00
<u>Income</u>	
Grant received:	£1,000.00
	£1,000.00
<u>Balance at 31/10/23 (included above)</u>	<u>£800.00</u>

Scottish Widows IMHOF Account balance @ 01/11/23: £16,411.95 *2

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

Note *2 : Tithe Map Conservation £1,920 to be drawn-down from IMHOF



Sandwich Toll Bridge Fund
30 September 2023 to 31 October 2023

Investment manager:

Howard Jenner
1568601

Client reference:

020 7150 4167

Telephone:

howard.jenner@quiltercheviot.com

Email:

quiltercheviot.com

Website:

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

Address:

ATTACH 3d

Contents

31 October 2023



Investment Objective
Capital & Income
Risk
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- Asset allocation and performance summary
- Asset allocation and net investment summary
- Net investment performance and contribution summary
- Valuation
- Market transactions and other events
- Capital and income account statement
- Capital and income account statement
- Important information

Accounts included

Account	Total value	Estimated income	Estimated yield	Income instructions / Standing orders
1 1568601 CORE Sandwich Toll Bridge Fund	£1,841,835	£41,199	2.24%	Monthly Income BACS
Total	£1,841,835	£41,199	2.24%	

Asset allocation and performance summary

Sandwich Toll Bridge Fund



Asset allocation



	Weighting	Value
Fixed Interest	18.8%	£346,499
Equities		
United Kingdom	21.4%	£393,465
North America	28.9%	£532,054
Europe (ex UK)	6.9%	£127,697
Japan	2.5%	£45,320
Asia Pacific (ex Japan)	1.4%	£26,622
Emerging Markets	2.6%	£48,542
Global	2.4%	£44,026
Alternative Investments	9.0%	£166,378
Cash and Cash Products	6.0%	£111,231
Total	100%	£1,841,835

Performance

29 Sep 2023 - 31 Oct 2023
31 Oct 2023 - 31 Oct 2023

Capital return	-2.5%	-0.8%
Income return	0.1%	2.2%
Total return	-2.5%	1.3%
Benchmark - MSCI PIMFA Private Investor Balanced	-1.9%	3.3%
BofA ML UK Gilts 1-10Y Index	0.2%	0.1%
Iboxx UK Gilts	-0.5%	-6.5%
MSCI UK Large Companies	-3.6%	7.1%
MSCI UK Large and Medium Companies	-4.0%	6.1%
MSCI AC World ex UK	-2.4%	5.3%

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

Additions and withdrawals

30 September 2023 - 31 October 2023

Net cash in/out - Capital	£0.00
Net cash in/out - Income	-£3,578.16
Net stock in/out	£0.00
Net additions/withdrawals	-£3,578.16
Quilter Cheviot fees (including VAT where applicable)	£2,613.92
Total	-£6,192.08

Top five holdings by value

Findlay Park Funds ICAV Findlay Park American I USD Dis	9.2%
Schroder International Selection Fd US Large Cap X GBP Dis	6.4%
United Kingdom(Government of) Idx/Lkd Snnr Bds 26/01/2035 GBP1000'Regs'	5.1%
Blackrock Fund Managers Ltd Blackrock European Dynamic Fd Acc	4.5%
Blackrock Fund Managers Ltd BR CIF Ishs Ntrh Am Eq Idx Fd UK S Acc	3.6%



Asset allocation and net investment summary

Sandwich Toll Bridge Fund

	29 September 2023	Net investment	31 October 2023	Weighting	Estimated income	Estimated yield
Fixed Interest						
United Kingdom	£289,793		£286,094	15.5%	£7,731	2.71%
Overseas	£61,706		£60,404	3.3%	£2,872	4.75%
	£351,499		£346,499	18.8%	£10,603	3.07%
Equities						
United Kingdom	£408,146		£393,465	21.4%	£15,817	4.02%
North America	£546,517		£532,054	28.9%	£2,927	0.55%
Europe (ex UK)	£132,814		£127,697	6.9%	£1,476	1.16%
Japan	£47,310	£216	£45,320	2.5%	£1,044	2.30%
Asia Pacific (ex Japan)	£27,673		£26,622	1.4%	£298	1.12%
Emerging Markets	£50,015		£48,542	2.6%	£1,342	2.76%
Global	£46,128		£44,026	2.4%	£79	0.18%
	£1,258,601	£216	£1,217,727	66.1%	£22,983	1.89%
Alternative Investments						
Absolute Return	£165,695		£166,378	9.0%	£2,903	1.74%
Other Alternatives	£165,695		£166,378	9.0%	£2,903	1.74%
Cash and Cash Products						
Cash Products	£116,178	£3,362	£111,231	6.0%	£4,710	4.27%
Cash & Accruals	£116,178	£3,362	£111,231	6.0%	£4,710	4.27%
Total	£1,891,974	£3,578	£1,841,835	100%	£41,199	2.24%

Valuation

31 October 2023



Sandwich Toll Bridge Fund

Nominal	Description	Price	Value	% of total	Book cost	Estimated Income	Estimated yield
Fixed Interest - United Kingdom							
UK Government Securities							
31,385	United Kingdom(Government of) 0.25% Bds 31/01/2025 GBP1000	£94.574 +92 days	£29,682 £20	1.61%	£29,540	£78	0.26%
35,055	United Kingdom(Government of) 0.875% Snr Bds 22/10/2029 GBP1000	£82.144 xd +9 days	£28,796 £8	1.56%	£29,454	£307	1.07%
28,805	United Kingdom(Government of) 4.5% Gilt Snr 07/12/2042 GBP1000 'Regs'	£94.55 +146 days	£27,235 £517	1.51%	£28,894	£1,296	4.76%
34,665	Allianz UK & European Inv Funds Allianz Gilt Yield Fund I GBP Dis	£1.3839 xd	£47,973	2.60%	£59,704	£1,450	3.02%
UK Index Linked Securities							
40,000	United Kingdom(Government of) ldx/Lkd Snr Bds 26/01/2035 GBP1000'Regs'	£235.70 +97 days	£94,280 £211	5.13%	£95,217	£800	0.85%
Other UK Fixed Interest							
29,888.96	Fidelity Investment Funds Fidelity Moneybuilder Income Fund I Dis	£0.7699	£23,012	1.25%	£30,038	£1,170	5.09%
26,465	GCP Infrastructure Investments Ltd ord GBP0.01	£0.614	£16,250	0.88%	£27,712	£1,853	11.40%
17,250	IFSL Church Hse Inv Grd Fxd Int Fd IFSL Ch House Investment Grd Fxd Int Dis	£1.05 xd	£18,113	0.98%	£19,563	£777	4.29%
				15.53%	£320,122	£7,731	2.70%
Fixed Interest - Overseas							
60	Goldman Sachs Funds III GS Gbl Cnv Bond Opps I GBP Hgd I Acc	£148.16	£8,890	0.48%	£9,502	£0	0.00%
1,425	Pimco Fds Global Investors Srs Plc Global Inv Grade Cred Hgd Instl Dis	£10.75	£15,319	0.83%	£20,191	£559	3.65%
3,360	Polar Capital Funds Plc Global Convertible S Inc NAV	£6.25 xd	£21,000	1.14%	£21,506	£1,365	6.50%
17,229	Starwood European Real Est Fin Ltd ord NPV	£0.882	£15,196	0.83%	£18,163	£948	6.24%
				3.28%	£69,361	£2,872	4.75%

Valuation (continued)

31 October 2023



Sandwich Toll Bridge Fund

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	£5.026	£18,596	1.01%	£21,290	£640	3.44%
1,900	Shell Plc ord EURO0.07	£26.465	£50,284	2.73%	£2,755	£1,808	3.60%
Materials							
	Containers & Packaging						
2,880	Smith(DS) ord GBP0.10	£2.852	£8,214	0.45%	£10,057	£518	6.31%
Metals & Mining							
1,150	Anglo American USD0.54945	£20.965	£24,110	1.31%	£15,098	£1,185	4.91%
Industrials							
	Professional Services						
940	Relx Plc GBP0.1444	£28.68	£26,959	1.46%	£13,014	£525	1.95%
Consumer Discretionary							
	Household Durables						
350	Persimmon ord GBP0.10	£10.16 xd	£3,556	0.19%	£2,522	£280	7.87%
Hotels, Restaurants & Leisure							
1,291	Compass Group Plc ord GBP0.1105	£20.73	£26,762	1.45%	£12,694	£479	1.79%
Consumer Staples							
	Beverages						
1,050	Diageo ord GBP0.28 101/108	£31.07	£32,624	1.77%	£20,050	£840	2.57%
Personal Products							
560	Unilever Plc ord GBP0.031111	£38.89	£21,778	1.18%	£6,045	£841	3.86%

Valuation (continued)

31 October 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	£102.50	£44,075	2.39%	£11,179	£1,009	2.29%
836	GSK Plc ord GBP0.3125	£14.574	£12,184	0.66%	£11,593	£472	3.88%
Financials							
Banks							
5,875	Barclays Plc ord GBP0.25	£1.316	£7,732	0.42%	£14,297	£452	5.85%
2,200	HSBC Holdings Plc ord USD0.50	£5.923	£13,031	0.71%	£15,188	£960	7.37%
31,650	Lloyds Banking Group ord GBP0.1	£0.3994	£12,641	0.69%	£22,460	£798	6.31%
Capital Markets							
1,196	Intermediate Capital Group Plc ord GBP0.2625	£13.045	£15,602	0.85%	£7,389	£927	5.94%
11,089	IP Group ord GBP0.02	£0.4385	£4,863	0.26%	£17,680	£141	2.90%
Insurance							
8,500	Legal & General Group ord GBP0.025	£2.114	£17,969	0.98%	£18,172	£1,669	9.29%
Information Technology							
Electronic Equip, Instr & Comps							
602	Halma ord GBP0.10	£18.45	£11,107	0.60%	£6,558	£122	1.09%
300	Renishaw ord GBP0.20	£30.84	£9,252	0.50%	£15,270	£229	2.47%
Communication Services							
Wireless Telecom Services							
10,245	Vodafone Group ord USD0.2095238	£0.757	£7,755	0.42%	£12,605	£801	10.33%
Utilities							
Multi-Utilities							
945	National Grid ord GBP0.12431289	£9.786	£9,248	0.50%	£9,249	£524	5.67%

Valuation (continued)

31 October 2023

Sandwich Toll Bridge Fund



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Collectives							
Unit Trusts							
85	Aberforth UK Small Companies Fund Aberforth UK Small Companies Fund Dis	£177.935	£15,124	0.82%	£14,933	£597	3.95%
			£393,465	21.36%	£280,099	£15,817	4.02%
Equities - North America							
460	Alphabet Inc Capital Stock USD0.001 Cl A	\$124.08	£46,985	2.55%	£14,487	£0	0.00%
340	Amazon Com Inc Com USD0.01	\$133.09	£37,249	2.02%	£10,919	£0	0.00%
66,450	Blackrock Fund Managers Ltd BR CIF Ishs Nrth Am Eq Idx Fd UK S Acc	£0.993159 xd	£65,995	3.58%	£62,082	£934	1.41%
1,065	Dodge & Cox Worldwide Funds Plc US Stock Inc NAV	£28.43	£30,278	1.64%	£31,301	£265	0.88%
1,202.638	Findlay Park Funds ICAV Findlay Park American I USD Dis	\$170.87	£169,159	9.18%	£28,016	£0	0.00%
245	Nextera Energy Inc Com USD0.01	\$58.30	£11,758	0.64%	£14,023	£377	3.21%
1,792.518	Privilege Sands US Growth I Uh Inc Nav	£29.2193	£52,376	2.84%	£19,879	£0	0.00%
635	Schroder International Selection Fd US Large Cap X GBP Dis	£186.2261	£118,254	6.42%	£74,310	£1,351	1.14%
			£532,054	28.89%	£255,018	£2,927	0.55%
Equities - Europe ex UK							
31,194.155	Blackrock Fund Managers Ltd Blackrock European Dynamic Fd Acc	£2.6723875	£83,363	4.53%	£23,463	£549	0.66%
1,025	Iberdrola SA EUR0.75	€10.50	£9,373	0.51%	£9,221	£362	3.86%
610	Infineon Technologies AG ord NPV (Regd)	€27.475	£14,597	0.79%	£10,376	£170	1.16%
16,047.44	Janus Hend Investment Fds Series I Janus Henderson Eurp Sel Opps G GBP Dis	£1.269	£20,364	1.11%	£15,102	£395	1.94%
			£127,697	6.93%	£58,161	£1,476	1.16%

Valuation (continued)

31 October 2023



Sandwich Toll Bridge Fund

Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Equities - Japan							
17,310	Baillie Gifford Inv Funds II ICVC Baillie Gifford Japanese Inc Gth W4 Dis	£1.251	£21,655	1.18%	£24,381	£571	2.64%
18,975	M&G Investment Funds (1) M&G Japan Sterling PP Dis	£1.2472 xd	£23,666	1.28%	£23,870	£473	2.00%
			£45,320	2.46%	£48,251	£1,045	2.30%
Equities - Asia Pacific ex Japan							
12,250	Fidelity Investment Funds Fidelity Asia Pacific Opps R Acc	£1.268	£15,533	0.84%	£16,427	£245	1.58%
15,021	Veritas Funds Plc Veritas Asian D GBP Inc	£738.2606	£11,089	0.60%	£9,705	£53	0.48%
			£26,622	1.45%	£26,132	£298	1.12%
Equities - Emerging Markets							
15,850	JPMorgan Fund ICVC JPM Emerging Markets C Net Dis	£1.524	£24,155	1.31%	£25,075	£241	1.00%
2,070	Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap Eq2 R2 GBP Dis	£11.781 xd	£24,387	1.32%	£24,351	£1,101	4.52%
			£48,542	2.64%	£49,426	£1,342	2.76%
Equities - Global							
4,230	Fundsmith Equity Fund Fundsmith Equity Fund Acc	£6.1197	£25,886	1.41%	£21,109	£79	0.30%
1,195	Legal & General UCITS ETF Plc Robo Global Ron&Auto Go UCITS ETF (GBP)	£15.18	£18,140	0.98%	£19,572	£0	0.00%
			£44,026	2.39%	£40,681	£79	0.18%
Alternative Investments Infrastructure							
31,250	Assura Plc ord GBP0.10	£0.4094	£12,794	0.69%	£20,342	£1,025	8.01%
15,724	International Public Partner ord GBP0.0001	£1.164 xd	£18,303	0.99%	£19,529	£1,278	6.98%

Valuation (continued)

Sandwich Toll Bridge Fund

31 October 2023



Nominal	Description	Price	Value	% of total	Book cost	Estimated income	Estimated yield
Total Return							
20,000	Ruffer Investment Co Red Ptg Pref Shs GBPO.0001	£2.64	£52,800	2.87%	£25,580	£600	1.14%
Commodities							
390	Invesco Physical Markets Secured Gold Lkd Nts 31/12/2100 GBP	£158.445	£61,794	3.35%	£39,644	£0	0.00%
Private Equity							
960	Harbourvest Global Private Equity ord NPV	£21.55	£20,688	1.12%	£22,889	£0	0.00%
			£166,378	9.03%	£127,984	£2,903	1.75%
Security Subtotal			£1,730,604	93.96%	£1,275,235	£36,489	2.11%
Cash - Capital Account							
£110,300.51	Capital account - Pounds Sterling	£1.00	£110,301	5.99%	£110,301	£4,710	4.27%
Cash - Accruals							
£930.47	XD Dividends Due - Pounds Sterling		£930	0.05%		£0	0.00%
Cash Subtotal			£111,231	6.04%		£4,710	4.23%
Portfolio Total			£1,841,835			£41,199	2.24%

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 = \$1.2148 = €1.1482

Market transactions and other events

30 September 2023 to 31 October 2023



Sandwich Toll Bridge Fund

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

Other events

Date	Nominal	Description
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No data for this period.

Capital and income account statement

30 September 2023 to 31 October 2023



Sandwich Toll Bridge Fund

UK Pound Sterling Capital Account

Date	Details	Price	Debit	Credit	Balance
	Balance brought forward				£112,698.68
5 Oct 23	Man Chg 30/09/23 Ref A/c 1568601		£2,178.27		£110,520.41
5 Oct 23	Man Chg 30/09/23 Ref A/c 1568601 VAT		£435.65		£110,084.76
31 Oct 23	Equalisation M&G Investment Funds (1) M&G Japan Sterling PP Dis			£215.75	£110,300.51
	Balance carried forward				£110,300.51



Capital and income account statement

30 September 2023 to 31 October 2023

Sandwich Toll Bridge Fund

UK Pound Sterling Income Account

Date	Details	Debit	Credit	Balance
	Balance brought forward			£0.00
3 Oct 23	Dividend 2880 Smith(DS) ord GBP0.10		£345.60	£345.60
10 Oct 23	Dividend Grp 1 15.021 Veritas Funds Plc Veritas Asian D GBP Inc		£53.42	£399.02
10 Oct 23	Dividend Grp 1 1065 Dodge & Cox Worldwide Funds Plc US Stock Inc NAV		£70.29	£469.31
11 Oct 23	Dividend 31250 Assura Plc ord GBP0.10		£256.25	£725.56
12 Oct 23	Dividend 1050 Diageo ord GBP0.28 101/108		£516.29	£1,241.85
12 Oct 23	Dividend 836 GSK Plc ord GBP0.3125		£117.04	£1,358.89
12 Oct 23	Dividend Grp 1 1425 Pimco Fds Global Investors Srs Plc Global Inv Grade Cred		£145.65	£1,504.54
17 Oct 23	Dividend Grp 1 2070 Pacific Capital UCITS Funds Plc Pac Nth of Sth EM All Cap		£263.31	£1,767.85
23 Oct 23	Dividend 35055 United Kingdom(Government of) 0.875% Snr Bds 22/10/2029 GBP10		£153.37	£1,921.22
26 Oct 23	Dividend Grp 1 29888.96 Fidelity Investment Funds Fidelity Moneybuilder Income		£97.92	£2,019.14
27 Oct 23	Dividend 20000 Ruffer Investment Co Red Ptg Pref Shs GBP0.0001		£330.00	£2,349.14
31 Oct 23	Dividend Grp 1 34665 Allianz UK & European Inv Funds Allianz Gilt Yield Fund		£866.52	£3,215.66
31 Oct 23	Dividend Grp 2 18975 M&G Investment Funds (1) M&G Japan Sterling PP Dis		£31.88	£3,247.54
31 Oct 23	Dividend Grp 1 3360 Polar Capital Funds Plc Global Convertible S Inc NAV		£330.62	£3,578.16
31 Oct 23	BACS Paid to A/C ****8388	£3,578.16		£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 27th November 2023
Report from: Town Clerk
Date: 22nd November 2023
Subject: Museum & Archive Committee
Classification: General
Purpose of report:
To consider the request from Cllr M Moorhouse to join the membership of the Museum & Archive Committee.
The Terms of Reference state up to nine Town Councillors/Trustee for membership, it is recommended that the request from Cllr M Moorhouse is agreed, and he is approved as joining the membership of the M&A Committee.
Recommendations:
<ul style="list-style-type: none">• Agree the nomination for Cllr M Moorhouse and confirm the membership for the Museum and Archive Committee.

Report to Trustee of: Sandwich Toll Bridge Fund

Meeting scheduled for 27th November 2023

Report from: Responsible Finance Officer

Date: 22nd November 2023

Subject: Grants for Consideration by Trustee

Classification: General

Purpose of report:

To ask the Trustee to consider four grants received with requests for funding from STBF.

The Grants details are:

- Age Concern requesting an amount of £260.00
- Baypoint requesting an amount of up to £10,000.00 (not stipulated)
- Sandwich Folk and Ale Festival requesting an amount of £3,000.00
- Sandwich Music Events Association requesting an amount of £1,000.00

This is a total of £14,260.00.

The budget for grants is currently overspent by £1,803.02; a total of £21,803.02 has been granted this fiscal year to date.

Recommendations:

- **The Trustee is asked to consider the four grant application requests.**

SANDWICH TOLL BRIDGE FUND

GRANT APPLICATION FORM

Application Summary:

Name of organisation / individual:	Age Concern Sandwich
Brief project / event description:	A Christmas party for the clientele of age Concern Sandwich
Total cost of project / event:	£500
How much grant is requested from Sandwich Toll Bridge Fund?	£260

.....
FOR OFFICE USE ONLY:

Charitable purposes covered:	i2. The relief of those in need, by reason of youth, age, ill-health, disability etc.
Are two sets of financial accounts included?	one set (yr ended 31/3/22 but with comparisons from 2021)
Other information attached to this application:	Risk Assessment
Approved to be considered by Sandwich Toll Bridge Fund? (RFO to sign here):	K.P.

.....
Declaration:

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

Signed:	
Name	
Date:	27/04/23
Status (e.g. Chairperson, Secretary):	Chief Officer

The Applicant:

Name of organisation / individual:	Age Concern Sandwich
Primary Contact regarding application:	
Address:	Sneller House 19/21 Cattle Market Sandwich Kent CT13 9AP
Telephone no. (daytime):	01304 614237
Telephone no. (evening):	n/a
What is the main purpose of your organisation?	Age Concern Sandwich is a community based independent

	<p>charity providing social and well-being support to the over 50s. our mission is to promote the well-being of mature adults, to help make their future a fulfilling and enjoyable experience, and to enhance the social aspects of life.</p>
<p>When was your organisation founded?</p>	<p>Age Concern was founded in 1982 and the Sunflower Centre in 2011</p>
<p>If your organisation is a club with membership, please provide the following details:</p> <p>Membership: Number of adult members: Number of junior members:</p> <p>Does your club charge for membership? Yes / No</p> <p>If yes, please give details of the membership scheme and charges applicable</p>	<p>n/a</p>
<p>What activities are available for members?</p>	
<p>Is club membership restricted in any way? If yes, please give details:</p>	
<p>Is your club affiliated to any national or local organisations (e.g. Sports Council?) Please list any affiliations:</p>	

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

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The project / event:

Project Title:

Age Concern Sandwich Christmas Party for our elderly clientele

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

Our annual client Christmas Party for everyone who uses Age Concern Sandwich. We must hire the guildhall to host this party as our own premises are too small. We will use both the main hall and the kitchen facilities at the Guildhall. We hold a two course Christmas dinner consisting of roast turkey with all the trimmings plus Christmas pudding with custard plus entertainment. We need use of the hall from 8am so we can start setting up and taking over all our decorations, food and drink and start preparing. Our entertainment starts from 11am with the local school choir and a singer comes in from 12.30pm. The dinner finishes at 2.30pm so we can clean up and transport everything back to Age Concern Sandwich. This annual event brings the people of the local community together during the festive period.

What are your aims of the project / event?

Our aim is to give our clients a wonderful Christmas party experience that will help combat all the social wellbeing issues that can be experienced over the festive period. We would like to do this party so we can continue support the social living standards of the over 50s in Sandwich and the neighbouring towns and villages. To continue to support their social and wellbeing needs and to help grow and maintain their quality of life in order the extend their life expectancy. To offer them and safe, warm, friendly environment to combat loneliness and prevent any health issues that this can cause. And to maintain the services of the wellbeing centre for future generations to be able to continue using the facilities that are available.

If the application is for an annual or recurring local event, please answer the following additional questions:

1. For how many years has the event run?
2. What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event?
Attendance at last event:
Anticipated attendance at planned event:

The event has run for over 10 years

We had 100 clients attend the last party and we expect at least the same this time.

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

To be able to give over 100 elderly clients a two course Christmas dinner with entertainment and drinks, at a heavily discounted price, benefits the local elderly community.

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

Serving a Christmas meal to over 100 clients who live in Sandwich and the neighbouring isolated towns, helps bring the local elderly community together and helps combat isolation and loneliness. We also have local people and business volunteer on the day of the event which brings the whole local community together.

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Project / event planning

Date that you propose to commence the project or hold the event	Thursday 14 th December 2023
What is the proposed duration of the project / event?	This day only.
If the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination)	n/a
Is planning consent required? If yes, what is the status of your application? (Not yet submitted / submitted not determined / granted)	n/a
Planning reference no.:	n/a
If planning consent has been granted, are any conditions attached? If yes, please provide details:	n/a
Is your building listed?	n/a
If yes, have you received the appropriate listed building consent?	n/a

Financial details

Estimated total cost (including any fees)	£500
Contribution from Sandwich Toll Bridge Fund:	£260
Contribution from your funds:	£240
Contribution from other organisations (please specify):	

<p>Does the estimated total cost of the project / event include payments in kind, e.g. free labour / materials etc.? If yes, please provide details below, i.e. assumed number of hours x hourly rates etc. And total assumed cost £.</p>	<p>We will have 12 volunteers from Pfizer and the Sandwich Rotary club to help us on the day. This equates to 60 hours unpaid work at a saving of £625.20</p>
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Check list

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

Financial accounts (2 years)	x
Three estimates	
Drawing / sketches	
Other supporting information	x

SANDWICH TOLL BRIDGE FUND

INFORMATION REQUIRED (WHERE APPLICABLE) WITH GRANT APPLICATIONS

Information / assurance required	
Please confirm that you have appropriate insurance & current insurance certificate	Yes / No / Not Applicable Yes
Please confirm that statutory obligations under the Human Rights Act have been considered	Yes / No
Please confirm that statutory obligations under the Disability Discrimination Act have been considered. Please give details opposite or on a separate sheet.	Yes / Yes Yes
How will your project / event help the Sandwich Toll Bridge Fund to fulfil its obligation to promote racial equality? Please give details opposite or on a separate sheet.	
Evidence that all health & safety issues have been properly considered - please give brief details opposite and enclose a copy of your risk assessment.	Yes / No Risk assessment attached
Do you have a policy on environmental awareness? Please give details opposite or on a separate sheet.	No
The Charity has an obligation under s17 of the Crime & Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project / event have for this requirement and how, in particular, will it assist the Charity to meet its obligation? Please give details opposite or on a separate sheet.	

SANDWICH TOLL BRIDGE FUND

CHILD PROTECTION & VULNERABLE ADULTS PROFORMA GUIDANCE NOTES

Please read the following notes carefully before completing the proforma

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

Definition of Children and Young People

Those who have not yet reached their eighteenth birthday.

Definition of Vulnerable Adults

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

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

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

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

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

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

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

- a Code of Practice highlighting acceptable behaviour with children and young people.

What if we are a community centre?

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

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

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

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

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

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

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

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

Your project can only be processed if:

- you have completed the attached form confirming that you do have appropriate policies in place

OR

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

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

PLEASE KEEP THESE GUIDANCE NOTES FOR YOUR INFORMATION AND ASSISTANCE

RELEVANT LEGISLATION

Child Protection

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

Vulnerable Adults

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

If yes, please give details:

The Elderly and mature adults

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

3. Does your organisation have:

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

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

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

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


STATEMENT

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

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

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

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

Signed:	
Name:	Ben Garratt
Position:	General Manager
Date:	11/08/23

RISK ASSESEMENT FORM – SMALL EVENTS

NOTE: This form is suitable for using to assess the basic hazards/risks associated with regular low key, fundraising events. These events should attract no more than 75 attendees and will include, but not be limited to, such activities as:

- ◆ Coffee mornings
- ◆ Quiz nights
- ◆ Whist drives
- ◆ Open gardens
- ◆ Afternoon tea
- ◆ Jumble/Bric-a-brac sales

Name of Event: AGE CONCERN SANDWICH CLIENTS XMAS DINNER

Description of Event: A Christmas Dinner at the Guildhall for our clients

Location: Sandwich Guildhall

Date of Event: 14/12/23 **Post Code:** CT13 9AH

Is this a recurring event at this location? Yes No

If 'Yes', how many times per annum is it held at this location? 1

Is the location:

- Someone's private residence? Yes No
- Owned by a religious organisation of public body (e.g. Parish, Local or County Council)? Yes No
- Owned by a business or individual commercially? Yes No

Have the owners of the location confirmed they have insurance that covers them whilst you undertake this event? Yes No

Have the owners of the location made any requests or stipulations to you regarding insurance for the event? Yes No

If 'Yes', describe these requests/stipulations (continue on Page 3 if necessary)

RISK ASSESEMENT FORM – SMALL EVENTS

About the Event/Venue

- | | | | | |
|---|-----|-------------------------------------|----|--------------------------|
| 1. Are you satisfied with ease of access to, parking at and exit from the venue in normal circumstances? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Is there adequate provision for disabled access/exit? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Have you determined the maximum safe capacity of the venue and made provision for this not to be exceeded? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Are all internal/external floor areas, paths, steps/stairs/paved areas, etc, in good repair, even and free from trailing cables, bags, boxes and similar obstacles? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Have you made provision for the possibility of adverse weather affecting the location? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Are you satisfied of the adequacy of lighting to both the exterior and the interior of the venue? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Have you supervised/inspected the erection of any temporary structures and are you satisfied with their safety? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Have you ensured helpers will not be involved in lifting heavy loads and that trolleys are available as appropriate? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 9. If donated goods for sale have to be sorted, will all helpers wear rubber gloves, tip out sacks and use a stick to check for hazardous items, e.g. broken glass, sharp metal edges, knives, syringes, etc? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 10. Have you supervised or arranged the setting out of tables chairs stalls, etc, and are you satisfied with their safety? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 11. Are all Fire Exits at the premises clearly marked and remaining free from all forms of obstruction? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 12. Do you know the location of fire extinguishers? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 13. Have you ensured restricted access to all kitchen/catering areas? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 14. Will all people who are handling food be wearing gloves? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 15a. Does at least one member of the kitchen staff hold the Basic Food Hygiene Certificate? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 15b. If 'No' to 15a, have all food handlers read the Food Standards Agency's leaflet - 'Guide to Food Hygiene'? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 16. Have you taken adequate precautions to warn attendees at the event about nuts or nut products being supplied? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 17. Will there be adequate supervision of children? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 18. Have all the Helpers at the event been briefed on the child protection measures to be used? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 19. Will there be a First Aider and basic First Aid facilities available? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 20. Have cash handling and security arrangements been discussed with and explained to all helpers? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 21. Have first time or inexperienced helpers been supplied with appropriate information and instructions and will they be adequately supervised? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 22. If alcoholic drinks are available, have the necessary licenses/permissions been obtained? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 23. Do you have a satisfactory means of communication available to summon help in the case of an emergency? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

NB: If the answer to any of the previous questions is 'No' please provide further information in the box below. You may also wish to consult your fundraising team for guidance as it is possible that a full risk assessment could be required.

Name of Person(s) organising this event:

Name of Person completing this form (please print):

Signed:

Date:

26.9.13

Company registration number: 04969814

Charity registration number: 1109346

Age Concern Sandwich Centre for the Retired

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Batchelor Coop Ltd
Chartered Accountant
The New Barn
Mill Lane
Eastry
Sandwich
Kent
CT13 0JW

Age Concern Sandwich Centre for the Retired

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Age Concern Sandwich Centre for the Retired

Reference and Administrative Details

Trustees	J O Sneller Frics Chairman P G Graeme P Harris J E Franklin L C Odonahue J Males
Secretary	P G Graeme
Charity Registration Number	1109346
Company Registration Number	04969814
Registered Office	The charity is incorporated in England and Wales. Sneller House 19-21 Cattle Market Sandwich CT13 9AP
Auditor	Batchelor Coop Ltd Chartered Accountant The New Barn Mill Lane Eastry Sandwich Kent CT13 0JW
Solicitors:	Stilwell and Singleton Potter Street Sandwich CT13 9DR
Bankers	HSBC 9 Rose Lane Canterbury Kent CT1 2JP

Age Concern Sandwich Centre for the Retired

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Objectives and activities

The objectives of Age Concern Sandwich Centre for the Retired remain unchanged and are to promote the welfare of the over 50s in Sandwich and the surrounding villages, and offer chiropody, hairdressing, curative therapy, talking therapy, bathing, hot meals, transport, Meals on Wheels, Befriending, Personal Independence Co-Ordinator and an advice service from the Day Centre. We also welcome people who just pop in for snacks and drinks. In addition, we offer a wide range of social activities both within the Centre such as Chair Yoga and scrabble clubs. The Chief Officers work closely with the Statutory Bodies, Voluntary Organizations, General Practitioners, Carers and Families in the hope that no one is left in need.

However, for the majority of the last year, during the devastating Covid Pandemic, effectively the Centre has been closed until July 2021 but continued to operate a Meals on Wheels Service, Befriending, Service, Prescription and Shopping services in accordance with Government Covid guidelines until that time.

Respite care for those living with a Dementia and their carers is offered through the Sunflower Centre. This too was closed for most of the year due to the pandemic, although demand is consistent. The Centre hopes to expand on this highly successful service although this has been very limited to telephone contact and other contact within Covid guidelines during the lockdown periods.

The Day Centre is managed by Janet Baker who is our Chief Officer. Janet manages the Day Centre Manager, Sunflower Centre Manager, staff and a team of volunteers who work to fulfill our aims.

All Staff work exceptionally well as a well organised team to provide probably the best Age Concern facilities in Kent.

We are also Friends of Age UK.

As a condition of our Grant, we work to a Service Level Agreement set down by Kent County Council, Social Services Department. Our funds are accessed through SEK in addition to this in the last year we have accessed many grants and Government support which was on offer. We have a current Health & Safety Policy and an up to date Fire Procedure. We have adopted an Equal Opportunities Policy. All policies have been thoroughly reviewed in the last year and are all up to date.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Age Concern Sandwich Centre for the Retired

Trustees' Report

Achievements and performance

Since April 1st 2004 the Centre has been operated by Age Concern Sandwich Centre for the Retired, a company limited by guarantee and has registered this company with the Charities Commission.

As stated in previous years we are unable to extend our facilities further due to the structural size of the premises. However we continue striving to maintain a comfortable, clean and welcoming Centre for our clients. All staff has received appropriate training in all aspects of their jobs and further training is planned.

Age Concern Sandwich Centre for the Retired runs two Charity Shops in Sandwich which are vital in financially supporting the Day Centre. The Charity Shops in Market Street and Cattle Market continue to make a great contribution to the Centre's finances although they both were closed during the pandemic.

Both the Day Centre and Charity Shops continue to rely heavily on the invaluable help given by our volunteers who work tirelessly for our cause. These volunteers are overseen by the Day Centre Chief Officers and Head of Retail who have day to day responsibility for all matters relating to the Centre and Charity Shops.

None of our volunteers are expected to lift, bath or toilet any clients due to the fact that the majority are elderly people themselves. They do however work in our Hairdressing Salon, the Main Centre, the Tea Bar, Meals on Wheels, Befriending and Charity Shops.

Financial review

Age Concern Sandwich Centre for The Retired has an annual grant from Kent County Council Social Services. The Trustees continue to review fully the finances of the Charity.

The assets held by Age Concern Sandwich Centre for The Retired will continue to be used to carry out the Centre's objectives.

During the year income exceeded expenditure by £74,343 increasing the reserves brought forward of £664,570 to give cumulative reserves at 31 March 2022 of £738,913.

Policy on reserves

Our policy is to continue building up reserves to a level by means of annual operating surpluses and judicious management of our investment assets. There are no plans for any major capital investments or expenditure in the coming year.

Structure, governance and management

Recruitment and appointment of trustees

The centre has policies and procedures in place for recruiting and induction, and training of new Trustees.

Arrangements for setting key management personnel remuneration

Remuneration of staff at all levels is reviewed at least annually in accordance with policies set out and agreed by Trustees.

Organisational structure

In relation to the structure and administration of the Trust and the Company, there have been no changes since our report last year. The assets of the company are vested in company-registered number 4969814 named Age Concern Sandwich Centre for the Retired. The company is limited by guarantee and is registered as a charity number 1109346.

Age Concern Sandwich Centre for the Retired

Trustees' Report

Modernization of the Centre

We continue to improve the existing Centre and make our facilities attractive not only to our existing clients but to the public in Sandwich in general. We have a rolling maintenance program and plan to generally improve the condition of the Centre to increase its popularity.

Fund Accounting

The directors maintain a restricted fund to cover the running costs incurred in respect of the minibus. Appeal Funds raised will also become restricted funds

Risk Management

The Trustees examine the major risks that the Charity faces each financial year when preparing and updating the strategic plan. The Charity is developing systems to monitor and control these risks to mitigate any impact that they may have on the future of Age Concern Sandwich Centre for The Retired.

Connected Charities

Age Concern Sandwich Centre for The Retired is an autonomous Charity. Our association with Age UK is purely in an advisory capacity.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Age Concern Sandwich Centre for the Retired for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Age Concern Sandwich Centre for the Retired

Trustees' Report

The annual report was approved by the trustees of the charity on and signed on its behalf by:

✓

.....
Chairman
Trustee

.....
Trustee

Age Concern Sandwich Centre for the Retired

Independent Examiner's Report to the trustees of Age Concern Sandwich Centre for the Retired

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Batchelor Coop Ltd.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Graham Rennells
Independent Examiner
Chartered Accountant
Batchelor Coop Ltd

The New Barn
Mill Lane
Eastry
Sandwich
Kent
CT13 0JW

Date:.....

Age Concern Sandwich Centre for the Retired

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	3	158,123	29,213	187,336	407,098
Charitable activities	4	253,423	177	253,600	111,439
Investment income	5	22	-	22	49
Total Income		<u>411,568</u>	<u>29,390</u>	<u>440,958</u>	<u>518,586</u>
Expenditure on:					
Charitable activities	6	(322,786)	(43,829)	(366,615)	(341,617)
Total Expenditure		<u>(322,786)</u>	<u>(43,829)</u>	<u>(366,615)</u>	<u>(341,617)</u>
Net income/(expenditure)		<u>88,782</u>	<u>(14,439)</u>	<u>74,343</u>	<u>176,969</u>
Net movement in funds		88,782	(14,439)	74,343	176,969
Reconciliation of funds					
Total funds brought forward		479,548	185,022	664,570	487,601
Total funds carried forward	17	<u>568,330</u>	<u>170,583</u>	<u>738,913</u>	<u>664,570</u>

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	356,609	50,489	407,098
Charitable activities	4	110,497	942	111,439
Investment income	5	49	-	49
Total income		<u>467,155</u>	<u>51,431</u>	<u>518,586</u>
Expenditure on:				
Charitable activities	6	(297,354)	(44,263)	(341,617)
Total expenditure		<u>(297,354)</u>	<u>(44,263)</u>	<u>(341,617)</u>
Net income		<u>169,801</u>	<u>7,168</u>	<u>176,969</u>
Net movement in funds		169,801	7,168	176,969
Reconciliation of funds				
Total funds brought forward		309,747	177,854	487,601
Total funds carried forward	17	<u>479,548</u>	<u>185,022</u>	<u>664,570</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 10 to 17 form an integral part of these financial statements.

Age Concern Sandwich Centre for the Retired

**(Registration number: 04969814)
Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	418,375	418,186
Current assets			
Stocks	12	800	600
Debtors	13	5,015	5,717
Cash at bank and in hand		<u>331,894</u>	<u>244,570</u>
		337,709	250,887
Creditors: Amounts falling due within one year	14	<u>(17,171)</u>	<u>(4,503)</u>
Net current assets		<u>320,538</u>	<u>246,384</u>
Net assets		<u>738,913</u>	<u>664,570</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		170,583	185,022
Unrestricted income funds			
Unrestricted funds		<u>568,330</u>	<u>479,548</u>
Total funds	17	<u>738,913</u>	<u>664,570</u>

The notes on pages 10 to 17 form an integral part of these financial statements.

Age Concern Sandwich Centre for the Retired

**(Registration number: 04969814)
Balance Sheet as at 31 March 2022**

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

✓ The financial statements on pages 7 to 17 were approved by the trustees, and authorised for issue on and signed on their behalf by:

.....

Trustee

.....

Trustee

The notes on pages 10 to 17 form an integral part of these financial statements.

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Age Concern Sandwich Centre for the Retired meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Gift aid

Incoming resources from tax reclaimers are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £200.00 or more are initially recorded at cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	25% on written down value

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Debtors

Debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

3 Income from donations and legacies

	Unrestricted			Total 2022 £	Total 2021 £
	Designated £	General £	Restricted £		
Grants, including capital grants;					
Grants received	-	153,274	-	153,274	393,117
General donations, gifts and legacies	4,849	-	29,213	34,062	13,848
Sundry income	-	-	-	-	133
	<u>4,849</u>	<u>153,274</u>	<u>29,213</u>	<u>187,336</u>	<u>407,098</u>

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Sales of donated goods	115,754	-	115,754	21,432
Services and activities	137,669	177	137,846	90,007
	<u>253,423</u>	<u>177</u>	<u>253,600</u>	<u>111,439</u>

5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income; Interest receivable on bank deposits	<u>22</u>	<u>22</u>	<u>49</u>

6 Expenditure on charitable activities

	Charitable activities £	Management and administration £	Total 2022 £	Total 2021 £
Expenditure (meals)	32,545	-	32,545	25,828
Centre services and activities	3,107	-	3,107	295
Carer and ancillary staff salaries	187,136	-	187,136	188,047
Rent and rates	24,055	-	24,055	18,745
Light, heat and power	8,995	-	8,995	8,152
Repairs and maintenance	10,984	-	10,984	7,654
Depreciation	3,878	-	3,878	5,697
Insurance	8,267	-	8,267	4,795
Telephone and fax	1,306	-	1,306	1,262
Stationery and advertising	2,920	-	2,920	2,740
Legal and professional fees	6,178	-	6,178	4,077
(Profit)/loss on sale of tangible fixed assets held for charity's own use	918	-	918	-
Administration staff salaries	-	47,353	47,353	48,762
HealthSure	-	113	113	797
Staff training	-	47	47	1,018
Computer software and maintenance costs	-	4,938	4,938	3,994

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

	Charitable activities £	Management and administration £	Total 2022 £	Total 2021 £
Equipment rental	-	3,261	3,261	2,386
Sundry expenses	-	4,514	4,514	3,332
Cleaning	-	8,157	8,157	5,301
Transport expenses	-	779	779	2,451
Accountancy and independent examiner	-	5,749	5,749	4,996
Bank Charges	-	1,415	1,415	1,288
	<u>290,289</u>	<u>76,326</u>	<u>366,615</u>	<u>341,617</u>

£322,786 (2021 - £297,354) of the above expenditure was attributable to unrestricted funds and £43,829 (2021 - £44,263) to restricted funds.

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	<u>3,878</u>	<u>5,697</u>

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Charitable activities	11	11
Management and administration	3	3
	<u>14</u>	<u>14</u>

No employee received emoluments of more than £60,000 during the year.

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

During the year the charity made the following transactions with key management personnel:

Wages and salaries

The Wages and salaries received remuneration of £234,441 (2021: £236,809)

Wages and salaries are made up from £224,489 (2021 £227,340) gross wages, £7,774 (2021 £7,932) employer's national insurance and £2,082 (2021 £1,537) employer's pension contribution.

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

	Freehold property and improvements £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 April 2021	406,762	61,191	467,953
Additions	-	4,985	4,985
Disposals	-	(3,268)	(3,268)
At 31 March 2022	<u>406,762</u>	<u>62,908</u>	<u>469,670</u>
Depreciation			
At 1 April 2021	-	49,767	49,767
Charge for the year	-	3,878	3,878
Eliminated on disposals	-	(2,350)	(2,350)
At 31 March 2022	<u>-</u>	<u>51,295</u>	<u>51,295</u>
Net book value			
At 31 March 2022	<u>406,762</u>	<u>11,613</u>	<u>418,375</u>
At 31 March 2021	<u>406,762</u>	<u>11,424</u>	<u>418,186</u>

12 Stock

	2022 £	2021 £
Stocks	<u>800</u>	<u>600</u>

13 Debtors

	2022 £	2021 £
Prepayments	<u>5,015</u>	<u>5,717</u>

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

14 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	2,642	2,196
Other creditors	10,794	366
Accruals	3,735	1,941
	17,171	4,503

15 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

16 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022	2021
	£	£
Other		
Within one year	1,705	4,478
Between one and five years	-	3,673
	1,705	8,151

17 Funds

	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£
Unrestricted funds				
General	307,849	406,719	(322,786)	391,782
Designated	171,699	4,849	-	176,548
Total unrestricted funds	479,548	411,568	(322,786)	568,330
Restricted funds	185,022	29,390	(43,829)	170,583
Total funds	664,570	440,958	(366,615)	738,913

Age Concern Sandwich Centre for the Retired

Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Unrestricted funds				
General	144,120	461,083	(297,354)	307,849
Designated	<u>165,627</u>	<u>6,072</u>	<u>-</u>	<u>171,699</u>
Total unrestricted funds	309,747	467,155	(297,354)	479,548
Restricted funds	<u>177,854</u>	<u>51,431</u>	<u>(44,263)</u>	<u>185,022</u>
Total funds	<u><u>487,601</u></u>	<u><u>518,586</u></u>	<u><u>(341,617)</u></u>	<u><u>664,570</u></u>

The specific purposes for which the funds are to be applied are as follows:

Funds are held available for the ordinary purposes of the charity.

The company has two restricted funds:

- 1) To cover the costs of the building extension and modernisation and to cover the cost of running the minibus.
- 2) To cover costs of respite work for dementia sufferers.

18 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	273,670	144,705	418,375
Current assets	311,831	25,878	337,709
Current liabilities	<u>(17,171)</u>	<u>-</u>	<u>(17,171)</u>
Total net assets	<u><u>568,330</u></u>	<u><u>170,583</u></u>	<u><u>738,913</u></u>