



Margate Charter Trustees

Date: 17TH April 2020

Dear Charter Trustee

YOU ARE HEREBY SUMMONED to attend a meeting of the CHARTER TRUSTEES OF THE TOWN OF MARGATE, to be held at **2.10p.m, on FRIDAY 24th APRIL 2020, via Telephone Conferencing** for the purpose of considering and passing such Resolutions as may be deemed necessary or desirable in connection with the matters on the Agenda set out below.

Ingrid Spencer
Clerk to the Margate Charter Trustees

A G E N D A **24th April 2020 2.10 p.m** **(Telephone conferencing)**

1. Apologies
2. Minutes; to confirm the Minutes of the Meeting held 20th January 2020, previously circulated.
3. Matters arising from the Minutes:
 - i. Update on Hanging baskets/troughs
 - ii. Update on restricted minute: DAS
4. Mayor's Report
5. Finance and Office Report
 - i. Remote meetings
 - ii. Office arrangements
 - iii. Cash Book (previously circulated) **CT Action required**
 - iv. AGAR (y/end) report and accounts submitted for audit **CT Action required.**
 - v. Review of Financial Regulations & Standing Orders **CT Action required**
 - vi. VAT return
 - vii. Usage of Funds **CT Action Required**
6. AGM/Mayor Making – Government Guidance **CT Action Required**