

MINUTES OF THE CHARTER TRUSTEE MEETING

HELD ON 25TH SEPTEMBER 2017

AUSTEN ROOM – TDC

PRESENT: Cllr R. Dixon (Chair) Cllr J. Dellar, Cllr L. Potts, Cllr E. Jaye-Jones, (left at 8.35p.m.
Cllr A. Ashbee, Cllr Iris Johnston, Cllr M. Tomlinson, Cllr R. Edwards, Cllr I. Venables
(arrived late)
Also present: Ingrid Spencer, Clerk to the Charter Trustees
Mr Tom King and Mr James Brazier.

The Mayor welcomed Colin Maguire from the Frontier Engagement Team who gave a briefing on the work of Border Enforcement. See Report attached.

Minute 46 Apologies: Cllr L. Game

Minute 47 Minutes of Extraordinary meeting held 31st July 2017.
There being no matters arising from the Minutes not covered elsewhere on the agenda
Proposed acceptance: Cllr I. Johnston
Seconded: Cllr J. Dellar
Passed nem con

Minutes of CT meeting held 26th June 2017
Proposed acceptance: Cllr I. Johnston
Seconded: Cllr J. Dellar
Passed nem con
There were no matters arising from the minutes.

The Mayor proposed that the two Confidential reports be noted and passed to the HR Committee for action. Seconded by Cllr Johnston.

Minute 48 Mayor's Report

The Mayor updated the members on the application made following the Extraordinary meeting of 31st July and the request sent to the CEO of TDC and the Leader, to commence a Community Governance Review. The Leader's office has allocated the request a 'case reference number' and any future correspondence should be addressed to and dealt with by Tim Howes. Mr Howes would need to produce a report to members and this would not happen before October. The CEO has not replied to the request.

Progress has been made on bringing the Media Centre offices up to a reasonable standard of cleanliness. The Mayor is now in a position to welcome small groups to the Media Centre and has plans to host Margate Bowls Club, who won the Cinque Ports Bowls Tournament this year, and the Margate Cricket Club young players. The pre-Remembrance Sunday coffee and robing should take place in more comfort than previous years.

The Mayor reported on the RNA's decision not to hold the Trafalgar Day Service in future. It should be possible to build closer cooperation with the RNA through future Merchant Navy Day

celebrations which were held in Margate for the first time this year. The Mayor thanked the RBL for attending with Standards and the Sea and Marine Cadets for turning out and looking very smart.

The Mayor has asked the Clerk to research the possibility of a Christmas tree in, preferably, the Old Town but failing that, the Piazza. The Clerk has approached TDC for guidance.

The Mayor outlined forthcoming events:

The Mayor's Chaplain, the Rev Dr Denise Yeldham, has resigned all her duties in Thanet. As a result, the Mayor's Civic Service, which will be held on **8th October**, will be conducted by the Right Reverend Trevor Willmott, Bishop of Dover. The Mayor stressed how important it is for the Charter Trustees to attend this Service as the lack of support last year caused comments. It will be an embarrassment for both the Charter Trustees and the Mayoralty if the same were to happen this year.

Remembrance Sunday will be held on 12th November and details will be sent out in the near future.

An important date for diaries is the Mayor's Ball on **25th November**. Music will be provided by the InterSeptors. The Mayor asked again for Charter Trustee support in boosting sales.

Minute 49 Finance Report

The Clerk reported that the Accounts for the year ended 31st March 2016 had now been signed off by the Appointed Auditor. The External Auditor Certificate was tabled for members. The following matters raised in the Report have been addressed:

- a. Risk Assessments. Have been completed and were approved by the Charter Trustees in April. It is hoped that a six-monthly review of the Risk Assessments would be completed before the Internal Auditor visits on 9th October 2017.
A number of discussions have been held with the Auditor and, now that there is a new website that is fully functional and accessible, all agenda, minutes and financial information will now be uploaded under 'Statutory'.
Cllr I. Johnston proposed accepting the Report, Seconded by Cllr J. Dellar. Passed nem con.

The accounts for the year ended 31st March 2017, have also been signed off by the Appointed Auditor; there were no matters arising for action/consideration.
Cllr I. Johnston proposed accepting the Report, seconded by Cllr M. Tomlinson. Passed nem con.

Quarterly Cash Book

Copies of the Receipts and Payments schedules for the last three complete months have already been sent to members. Copies of the Trial Balances for the last three months were included with the papers for the meeting. Notice was drawn to the item under '121', Pension, which at present includes the Employees share which shall be journalled out in September.

The Mayor's Fund

Applications to the Mayor's Fund would be covered later in the agenda. The balance on the Mayor's fund currently stands at £4280.25, but with the applications that were given conditional approval at the last meeting, that amount to £1300.00, there is a disposal balance of £2980.25

The MRIN

The signatures of Cllrs Potts and Game were required to complete a bank mandate following which, the funds can be transferred to Dr Peetes.

Natwest

The Clerk updated the members regarding the latest development with Natwest and a letter sent to the CEO and Board Chairman for their comments. In the light of the on-going problems with Natwest, and the possibility of the Charter Trustees being replaced with a Town Council, it was suggested remaining with HSBC for the foreseeable future.

Cllr Johnston moved that we close the Natwest accounts and remain with HSBC. Seconded by Cllr Dellar. Passed nem con

Minute 50 Office Report

The Committee Room is almost complete. Cllr Edwards was correct to query the cost of the carpet and upholstery cleaning that had been obtained previously; the carpet in the Committee Room, the Mayor's Parlour and the Civic Office, and the Upholstery, with the end carpet being cleaned FOC, cost £150. The cleaners also moved all the office furniture.

The offices have all been painted., and they look clean and smart. The costs involved; £270 for the Mayor's Parlour, and £865 for the other three rooms. A total of £1135. Two other companies were asked to quote; one came back with £1550 and the other, despite being chased, did not submit a quote.

We are awaiting the works for the plumbing to commence; again, other quotes were sought but after visiting the premises and seeing the work involved, no other quotes were received.

The Clerk reported that after researching second-hand furniture on the internet, it actually worked out cheaper to buy new. The tables purchased are stacking, as are the chairs on order.

Robes

In addition to the new gloves reported at the last meeting, 5 new tricorns have been bought.

Website

As previously reported, the website is up and running. All statutory reports and requirements will now be uploaded to the website.

Minute 51 Applications to the Mayor's Fund

The outstanding applications from the previous meeting were discussed in the light of the additional information requested and received.

- a. The Oval bandstand. Cllr Johnston raised the matter that the CRA are having to pay £100 to have the toilets opened for events, and £70 for each event – despite having a lease. Cllr Jaye-Jones offered to try and locate a copy of the lease at TDC.
Cllr Johnston moved to support the £500 requested, seconded by Cllr Potts.
Passed nem con.
- b. St Anthony's. A copy of the lease has been received by the office. Cllr I. Johnston proposed to support the £500 requested, seconded by Cllr Jaye-Jones, passed nem con.
- c. The Bowls Club. In the light of additional information received, Cllr J. Dellar proposed supporting the £300 application, seconded by Cllr L. Potts, passed nem con.

New Applications received

Spitfire & Hurricane Museum

An application had been received from the Spitfire & Hurricane museum. As this is based in Ramsgate, Charter Trustees required confirmation that funds can be given 'out of Borough'. Cllr Johnston queried whether funding would be available via the TDC/MOD Covenant. The Clerk updated the Charter Trustees regarding the Covenant lapse. The TDC officer who co-ordinated the the Covenant had been made redundant at Christmas 2016. Cllr Derek Crow-Brown and Suzie Hooper had attended a forum re the Covenant and the Clerk understood that Ms Hooper would be taking over the administration of the Covenant. Cllr Johnston proposed, seconded by Cllr Venable, that the Clerk write to the CEO and Leader of TDC asking for an update.

Ist Margate (St John's) Scout Group

The Charter Trustees expressed concern about the amount of work required to refurbish the Scout Hut, and the item for removal of asbestos. The Clerk was asked to contact the Scout Leader for a copy of the lease, the landlord being TDC.

Minute 52 A.O.B.

Cllr Johnston has already spoken with Edwina Crowley, who is back at TDC on a consultancy basis, regarding the Old Town Hall. The Clerk was asked to send a letter to the CEO of TDC reaffirming their intention to return to the Old Town Hall.

This part of the meeting concluded at 8.35p.m.

PUBLIC INTEREST REPORT

The Mayor advised the meeting that speaking time would be limited to 3 minutes and requests to speak should go through the Chair.

Cllr Johnston would have liked in writing from PKF Littlejohn that the Clerk to the Charter Trustees had been given 3 days as the required notice, which had been confirmed in a phone call to the auditor and heard by a member of staff. However, as only 6 days' notice had been given instead of the statutory 8, it was necessary to consider the Report again. The Auditor had given an extension to the period of time in which the Report had to be considered and had agreed it could be included on the agenda for the Charter Trustee meeting of 25th September. No recommendation had been made in the Report as to the way forward but it was accepted that the Charter Trustees had been over-generous in offering £30,000, although it had been made in good faith. Cllr Johnston proposed a letter be sent to Westgate On Sea Town Council asking for a return of a proportion of a certain amount as gesture of goodwill on behalf of W.O.S

The Mayor explained we are seeking legal advice and will await the outcome.

Cllr Ashbee requested what figure would be asked for.

The Clerk explained, that using the figure from the schedule submitted to the Auditor of £71071.00, and applying the same percentage as was used to calculate the cash settlement figure of 16.36%, would result in a revised settlement amount of £11627.22. This would mean an overpayment had been made to Westgate On Sea Town Council of £18372.78.

Cllr Tom King (Chairman, Westgate On Sea Town Council) was unhappy at the decision taken by the Charter Trustees. An offer of £30,000, had been made by the Trustees to W.O.S which the Town Council had been happy to accept. Reference was made to the acrimonious negotiations that had taken place and the correspondence with the previous Responsible Finance Officer. As far as Westgate was concerned, TDC had signed off the matter which was now closed.

Mr Brazier stated this had nothing to do with TDC. There had been further developments with Westgate On Sea having put information regarding the previous meeting and misquoting a conversation with the Auditor, on its website, which had to be amended.

Mr King confirmed that no qualified legal advice had been sought.

Cllr I Johnston moved and Cllr L Potts seconded that a letter be written to Westgate On Sea Town Council requesting the repayment of £18,372.78. All voted in favour with Cllr Venables abstaining as he is a newly elected Charter Trustee and had not been part of the original negotiations.

The meeting ended at 8.55p.m.