

## Minutes of the Meeting of the Margate Charter Trustees

24<sup>th</sup> June 2019 – The Media Centre

**Present:** Cllrs Mick Tomlinson (Chair)., Linda Potts., Gary Taylor., Ash Ashbee., Cedric Towning., Kerry Boyd., Helen Whitehead., Horace Shrubbs  
Ingrid Spencer, Clerk to the Charter Trustees

**Apologies:** Cllrs Alan Currie., Pauline Farrance., Harry Scobie.

**Minute 31**      **Minutes of the Meeting held 15<sup>th</sup> May 2019**

The minutes of the meeting held 15<sup>th</sup> May 2019, previously circulated, were approved.

Proposed:      Cllr Linda Potts

Seconded:      Cllr Ash Ashbee

Passed nem con. The mayor duly signed the minutes

**Minute 31**      **Matters Arising**

There were no matters arising from the minutes

**Minute 32**      **Mayor's Report**

The Mayor updated Charter Trustees on activities over the 5 weeks since the AGM. A schedule of the Mayor's appointments was tabled. The Mayor advised the Charter Trustees that this is the 'quiet' time of the year.

Quote for the planting of the hanging baskets and troughs has been received. The Margate Town Partnership will not be contributing to the cost of planting this year. The Charter Trustees cannot fund all 48 troughs but have agreed the hanging baskets and 10 troughs around the Clocktower and 12 around the Piazza.

Mayoral/Charter Trustee events coming up:

Civic Service      14<sup>th</sup> July 2019 at 2.30p.m. St John's Church

Dreamland, afternoon visit. Date and Time TBC

Merchant Navy Day:      3<sup>rd</sup> September 7.30p.m. followed by a reception in the Mayor's Parlour.

Greek Night – 12<sup>th</sup> September – the Greek Taverna (former Walmer Castle ph)

Remembrance Sunday – 10<sup>th</sup> November

Mayor's Ball – 23<sup>rd</sup> November – Winter Gardens

'Smaller' events will be planned throughout the year e.g. Quiz nights.

Raffle prizes are always gratefully received.

In the light of agenda item 5, the Mayor gave a brief update on the background of the Margate Charter Trustees; their role, duties, remit and what they *cannot* do. The occupation of the OTH; our current occupation of the Media Centre and our relationship with TDC.

The Mayor explained how the administration of the Charter Trustees started to change in the 1980's and changed totally in the mid 1990's so that today, the Charter Trustees are fully responsible for their own affairs, financial and administratively.

Although advised by both our internal auditors and the appointed auditors that we should, under best practice, adopt the NALC (National Association of Local Councils) financial regulations and standing orders (which we have), as a Charter town, we are not permitted to join the KALC (Kent Association of Local Councils) so are denied access to any changes in legislation, legal advice, help or any other advice offered by the Association.

### **Minute 33**

#### **Office and Finance Report**

The Auditor's Final Report for 2018-2019 has been received and previously circulated to all Charter Trustees.

There are 2 recommendations:

- i. Expenses incurred by the Mayor and Deputy Mayor should be supported by (wherever possible) documentary evidence which should be kept in the office and available for inspection by any member of the public.
- ii. Risk Assessments and Management. These reports should be subject to at least one annual review and formally adopted by the full body of the Charter Trustees.

To ensure ii is complied with, it will be necessary to have one further Charter Trustee meeting between the budget meeting in January and the year-end of 31<sup>st</sup> March to adopt the Risk Assessments for the coming year.

The Auditor noted that the year end balance of £113,581 (less £2100 earmarked) equated to nine months' average spending requirements. The CIPFA guidelines are for between three and six months' expenditure.

Proposed adopting Auditor's Report: Cllr Linda Potts

Seconded: Cllr Horace Shrubbs

Passed nem con

**Cash Book** Previously circulated.

Proposed accepting the accounts: Cllr Mick Tomlinson

Seconded: Cllr Ash Ashbee

Passed nem con.

### **Flagpole**

Maintenance of the flagpole was assumed by the Charter Trustees in the mid-2000's, and financed under Section 137 monies. The CT's no longer have access to this money but do have a duty of care to maintain the flagpole. Fortunately, this responsibility was accepted by the Charter Trustees and a figure budgeted in the 2019-2020 budget. The earliest possible date of 1<sup>st</sup> April was therefore booked; this was very fortuitous as the finial on the top was dislodged in the strong March winds and fell.

This leads to two points:

1. An annual maintenance figure should be included in the yearly budget and
2. To check whether the flagpole is covered by the Charter Trustees' insurance.

### **Minute 34**

#### **Parishing of Margate**

Papers tabled for information: Applications (by the Charter Trustees) to become Parished. Various attempts had been made by the CT's over the years to acquire Parish status – the earliest minuted intention being **1983**.

The areas of responsibility a Town Council *may* undertake (currently 26)

The Charter Trustees agreed that Cllr Ash Ashbee should consult with the monitoring officer (Tim Howes) regarding the best route and/or options the Charter Trustees could adopt for progressing the process of Parishing.

### **Minute 35**

#### **Resolution to reduce the required number of Charter Trustees to constitute a Quorum.**

The motion was: to vary Standing Order 3v:

“No business may be transacted at a meeting unless at least one-third of the whole number of members of the Charter Trustees are present and in no case shall the quorum of a meeting be less than seven” (NALC recommendation is a minimum of 3)

The number of Charter Trustees reduced by 3 (to 17) when Westgate on Sea became parished in 2015, which means the requirement for 7 Charter Trustees to be present at a full meeting of Charter Trustees for a quorum, could legally be reduced to 6.

The motion therefore was “for the number of Charter Trustees required for a quorum of meeting of the full body of Charter Trustees be 6”.

The Charter Trustees resolved this motion be carried.

Proposed: Cllr Linda Potts

Seconded: Cllr Gary Taylor.

Passed nem con.

There being no further matters the meeting concluded at 8.45p.m.

DRAFT