

MINUTES OF THE EXTRA CHARTER TRUSTEE MEETING HELD

5TH MARACH 2018

MEDIA CENTRE

PRESENT: Cllr R. Dixon (Chair), Cllr J. Dellar, Cllr M. Tomlinson, Cllr I. Johnston, Cllr E. Jaye-Jones, Cllr R. Edwards. Cllr P. Evans, Cllr L. Potts, Cllr G. Taylor
Also present: Mrs I Spencer, Clerk to the Margate Charter Trustees

MINUTE 65 **APOLOGIES**

Apologies received from Cllr J. Curran

MINUTE 66 **MINUTES OF MEETING 27TH NOVEMBER 2017**

The Minutes of the meeting held 27th November 2017, although presented to the meeting of 15th January 2018, that meeting being inquorate, were again presented and signed by the Chair as being a true record.

Proposed: Cllr I Johnston

Seconder: Cllr L. Potts

Passed nem con

MINUTE 67 **MINUTES OF MEETING HELD 15TH JANUARY 2018**

The minutes of the meeting held 15th January 2018 were approved

Proposed: Cllr I. Johnston

Seconder: Cllr M Tomlinson

Passed nem con

MINUTE 68 **MATTERS ARISING FROM THE MINUTES**

Minute 54; Cllr Johnston has put June Chadband in touch with Edwina Crowley at TDC to check whether there is a lease between Cliftonville Residents Association and TDC regarding the use of the Oval bandstand and if so its conditions.

Minute 56: Cllr Johnston queried whether the Charter Trustees are registered with the Data Protection commission. The Clerk confirmed the Charter Trustees are registered.

Minute 62: Suggestion of changing venue for Blessing of the Seas to Dreamland. Cllr Tomlinson has emailed Dreamland but has yet to receive a reply.

Cllr Tomlinson updated the Charter Trustees regarding the perceived intention of the present chairman of Margate Carnival Group. The information received is that this will be the last year the present chairman will organise the carnival and its future is in doubt. A discussion took place regarding past carnivals and the use of professional organisers and the costs involved.

Concern was expressed that this year's carnival may suffer if the commitment to carnival is lessened.

Minute 58: The Charter Trustees had requested a presentation from the chairman of Margate Carnival Group, and Cllr Johnston proposed this be held as a matter of urgency, bringing together the Carnival Committee/Town Team/Traders in order to take the carnival forward in the future. The Clerk advised that the next scheduled meeting of the Charter Trustees will be on Monday 16th April, which will also be 'Mayor's Request'. The agenda for that meeting will be too heavy to allow for a presentation. A date to be arranged in the near future.

MINUTE 69

MAYOR'S REPORT

Westgate On Sea

The Clerk has written to the Clerk of Westgate On Sea Town Council, asking whether the £30,000.00 settlement figure had been discussed at full Council and a vote taken. We are still awaiting a reply.

The Emancipation dinner was a great success and enjoyed by all; profit on the event (once all monies are in) should be £537.92. The Mayor expressed her thanks to the Town Sergeant for stepping into the breach when the Clerk was absent.

End of Tern Dinner and Dance This will be held on Saturday 7th April at Smiths Court Hotel. The Mayor expressed a wish that all would attend this last fund-raising event of her Mayoral year.

Changes to the Office

For the time being, the Town Sergeant will be undertaking the duties of organising the Mayor's Diary. This needs to be discussed by the HR as well as other staffing matters and a meeting of the HR Committee will be called in the near future.

MINUTE 70

RISK ASSESSMENTS

The Risk Assessments were tabled. Cllr Johnston would like more meetings of the Finance working group of which she is a member.

A discussion took place regarding office security; whether a CCTV camera should be installed to record visitors to the office.

The Charter Trustees were asked to approve acceptance of the Risk Assessments:

Proposed acceptance: Cllr Tomlinson

Seconder: Cllr Edwards

Passed nem con

Cllr Johnston left the meeting at 7.45p.m.

MINUTE 71

FINANCE REPORT

The Cash books for months November to February inclusive were discussed, together with the Trial Balances for the same months.

Proposed acceptance: Cllr J. Dellar

Seconder: Cllr L Potts

Passed nem con

The Variances against budget and the anticipated out-run against the year's budget were tabled.

Proposed acceptance: Cllr Jaye-Jones

Seconder: Cllr R Edwards

Passed nem con

Internal Auditor's Report

The amended Report has been received.

Proposed acceptance: Cllr Jaye-Jones

Seconder: Cllr Robin Edwards

Passed nem con

Natwest Account

The Clerk sought approval from the Charter Trustees to transfer the money held in the Natwest bank account that has been 'linked' to her personal account, should be transferred to the Mayor's Fund and the Natwest accounts closed.

Proposed acceptance: Cllr Jaye-Jones

Seconder: Cllr G. Taylor

Passed nem con

Sage The problem the Clerk had reported at the meeting of 15th January has been successfully resolved.

Financial Regulations

The Clerk has, with a few amendments, completed the draft Financial Regulations as recommended be used by NALC as well as the Charter Trustees own appointed auditor. The Clerk sought volunteers to form a working group to read through the draft and make recommendations to the next Charter Trustee meeting on 16th April 2018. If approved by the Charter Trustees, they can then be ratified at the AGM on 14th May 2018.

Volunteers: Cllr r. Dixon, Cllr M Tomlinson, Cllr Julie Dellar, and the Clerk proposed that Cllr Johnston be invited.

MINUTE 72

MARGATE RELIEF IN NEED

A letter has been sent to Lloyds Bank authorising the transfer of the funds from MRIN to Dr Peetes. There should be an opportunity for publicity both for the Mayor and Charter Trustees and Dr Peetes.

MINUTE 73

MAYOR'S FUND

The balance on the Mayor's Fund as at 5th March 2018, stands at £5098.30.

Pre-allocated amounts:

Proceed from Mayor's Ball (at Mayor's discretion)	£800
Cliftonville Bowls	£300
Scout Hut: Amount confirmed by Charter Trustees:	£250

The Charter Trustees considered the request to transfer the funds allocated to the Keith Chadband commemorative concert which will not now be going ahead, to buying new gazebos for the Traders' market. The Charter Trustees voted not to agree to this transfer.

Cliftonville Primary School 'Quiet Garden'. The Charter Trustees agreed £250 should be given.

Oasis, at the Charter Trustees suggestion, had tried but without success an approach to a local firm. The Charter Trustees therefore agreed to the request for £450.

Proposed: Cllr Jaye-Jones
Seconder: Cllr M Tomlinson
Passed nem con

MINUTE 74

ANY OTHER BUSINESS

The Mayor has not received any replies to her request for the HR committee to meet, Cllr Edwards has volunteered to join the HR.

Cllr Jaye-Jones has been contacted by the Chairman of the Royal British Legion, Brian Cole, regarding the MOD/TDC Covenant. Despite repeated calls from the RBL as well as the Civic Office, no reply has to date been received. The Officer who had been delegated to deal with the Covenant has left. There may be monies available to the RBL through the Covenant but without the input of TDC it cannot be accessed.

The RBL fund raising dinner on 9th November 2018, which will commemorate the ending of WW1, is going ahead. It will be necessary to move the Mayor's Ball to October, when it was traditionally held, to allow as much time between the two events as possible. Friday would be the preferred date.

There being no further business, the meeting ended at 8.35 p.m