

MINUTES OF THE CHARTER TRUSTEE MEETING HELD

27TH NOVEMBER 2017

CHARTER TRUSTEE COMMITTEE ROOM - THE MEDIA CENTRE

PRESENT: Cllr Rosamund Dixon (Mayor), Cllr Julie Dellar (Deputy Mayor), Cllr Linda Potts, Cllr Iris Johnson, Cllr Mick Tomlinson, Cllr Jay-Jones, Cllr Gary Taylor, Cllr Robin Edwards

Also Present: Cllr Tom King
Mr James Brazier
Member of the public.
Ingrid Spencer, Clerk to the Margate Charter Trustees

MINUTE 53 **APOLOGIES:** Received from Cllr J. Curran and Cllr Ian Venables.

MINUTE 54 **MINUTES OF PREVIOUS MEETING & MATTERS ARISING**

The Minutes of the meeting held 25th September 2017, previously circulated, were read and approved.

Proposed: Cllr R. Edwards

Seconded: Cllr J. Dellar . Passed nem con

Cllr Potts asked Cllr Jaye-Jones whether he had had any success locating the lease on the Oval Bandstand. It has not been found, and Cllr Johnston stated that she too had attempted to locate the lease without success.

Mr Brazier requested permission to speak and pointed out a typo in the Public Interest Report of 27th November 2017.

Cllr Johnston asked whether there had been any progress made regarding the Community Governance Review. The Clerk had not received a reply to her letter of 1st August to the Chief Executive Officer. The Clerk was asked to write again to the Chief Executive and request an answer to the letter of 1.8.17. **IS**

A discussion took place regarding the Christmas Tree which would be sited in Market Place, that being considered a more suitable and traditional site for the Mayor/Charter Trustees' tree. All paperwork was in place and new lights bought. Electrical work was almost complete but there was a slight problem as lights in the three trees in Market Place also came from the same electrical supply and needed to be made safe (due to vandalism) before 'our' lights could be connected. The Charter Trustees approved replacing defective lights if necessary.

Cllr Tomlinson gave background to and update on the tree in Cecil Square which is being crowd-funded. Cllr Johnson was of the belief that the Town team would not be providing a tree in the Piazza, but it was possible that lights could be placed on the bushes around the Piazza, which has happened before and looked very effective.

MINUTE 55 **MAYOR'S REPORT**

Westgate on Sea

The Mayor updated the Charter Trustees regarding the Westgate On Sea Settlement.

A letter had been sent to the Chairman of Westgate On Sea, requesting the repayment of £18,372.78. To date, no reply had been received.

The Charter Trustees had further requested the Mayor to seek legal advice regarding the overpayment and a meeting was duly held between the Executive and Boys and Maughan. The advice received was that it was expected that Westgate On Sea would refuse to repay the amount requested and that, in the opinion of our legal advisor, there was very little chance of recovering the monies through the Courts.

The Mayor requested a letter be sent to the Chairman of Westgate On Sea, to formally acknowledge and reply to our letter so that a line can be drawn under the matter; lessons learned, and we should work with Westgate On Sea Town Council for the benefit of the residents of our respective areas. **IS**

Town Council

Trustees had already been advised of the lack of response from the CEO of TDC. The Clerk had recently attended a Parish Form at TDC, where, following the decision to put the Boundary Review 'on hold', the Director of Corporate Governance stated that: 'While the Boundary review was on hold there could be an opportunity to conduct a community governance review looking to parish Margate. There would need to be a commitment from all involved, including promotion and publicity within the community, to avoid the level of apathy that was experienced last time the electorate were consulted on the proposal'.

This would involve the Charter Trustees actively engaging with the Community and promoting a balanced argument for the formation of a Town Council.

On a positive note, the Clerk had consulted NALC (National Association of Local Councils), who would be keen to help Margate in its efforts to become a Town Council.

Christmas Tree

A lot had already been discussed regarding the Christmas Tree, but the Mayor wanted it noted, that prior to 2013, TDC had always provided the tree in Cecil Square; it had never been the responsibility of the Margate Charter Trustees. Funding for a tree was then stopped by TDC. The Museum was organising a choir and had liaised with local traders to provide mince pies and mulled wine, and as part of the Christmas festivities, the Mayor's Christmas Tree would be in the Old Town. The lights switch on would be on Saturday 2nd December at 4.30p.m

Events

The Civic Service in October had been very well attended and had been conducted by the Bishop of Dover.

Remembrance Sunday went off well and once again, the number attending was up on the previous year.

The Mayor's Ball was held on 25th November, and 100 attended. It was a really good evening, enjoyed by all, and thanks must go to the InterSeptors, a really talented home-grown Thanet band. The Mayor was pleased to be able to present certificates to two RNLI members who between them had given 93 years' service to Margate.

Blessing of the Seas

The next event will be the Blessing of the Seas which will take place on 7th January 2018. Invitations had already been sent to all Charter Trustees.

Emancipation Dinner

This was planned for Tuesday 6th February 2018, to celebrate 100 years of women gaining the vote (albeit limited). Invitations will shortly be going out.

Accommodation

Our temporary accommodation is at least semi-fit for purpose and has been completed on as tight a shoe-string as possible. The letter that the Charter Trustees requested at our last meeting the Clerk send to the CEO of TDC re-affirming our intention of returning to the Old Town Hall was duly sent; no reply has been received. TDC has requested we give access to KUDOS to re-visit the Old Town Hall and update the condition survey.

Merchant Navy Day

A 'Certificate of Commemoration' has been received from the Seafarers UK in respect of Margate flying the Red Ensign from the Old Town Hall on Merchant Navy Day 3rd

MINUTE 56

FINANCE & OFFICE REPORT

Auditor's Report

The half yearly Auditor's Report has been received. The Charter Trustees' accounting records have received a completely clean report and the Auditor has no recommendations to make.

Cllr Johnson queried the use of the term 'Council' in the report and proposed acceptance of the report be deferred until this is rectified. **IS**

It would be prudent to have an up to date inventory of all Charter Trustees assets; this will be a slow process as assets are spread across two properties but it can be done.

Notice has been received from the SAAA (Smaller Authorities Audit Appointments Ltd) that PKF Littlejohn has been re-appointed as Auditors for the Kent Region for the five years 2017-2022. The fees have stayed the same at £400 per annum but may be subject to review.

Review of Standing Orders and Financial Regulations

It is best practise to review Standing Orders and Financial Regulations at least once annually; this does not necessarily mean that that they need be altered if fit for purpose. A lot of work was undertaken on revising the Standing Orders last year and they were updated including re-naming the post of mace-bearer to town sergeant.

The Clerk suggested the Standing Orders should be accepted as are.

Proposed acceptance: Cllr Linda Potts

Seconded Cllr Robin Edwards

The Clerk suggested that the Financial Regulations be updated to reflect the change in accounts recording and that she produce a draft report for consideration by the Finance Committee, which would need to meet in December to consider the draft budget/precept before presentation to the full Charter Trustee meeting on 15th January 2018, and which could also consider the draft Financial Regulations.

Proposed acceptance: Cllr Potts.

Seconded: Cllr Gary Taylor

Cash Book/Trial Balance/Variances

Charter Trustees had all been sent copies of the cash book and trial balances. The schedule of variances against budget for the period ended 30 September 2017, were tabled. Questions regarding payments were answered by the Clerk.

Natwest

A brief update on the Natwest application was given by the Clerk; Charter Trustees had previously agreed to remain with HSBC.

Data Protection

The Clerk could find no record of the Charter Trustees being registered with the Commission for Data Protection and suggested this should be remedied, which was agreed. **IS**

Change to PAYE Tools

The Clerk sought Charter Trustees approval to explore changing to PAYE Tools to process the payroll rather than SAGE. PAYE tools is free for up to 10 employees, whilst at present Charter Trustees are paying £160 per annum to SAGE for processing just two employees, However, The Clerk would like to make sure that the Government site could deal correctly with the KCC pension scheme. Approval given. **IS**

MINUTE 57 **APPLICATIONS TO THE MAYOR'S FUND**

The Mayor's Fund, once the three outstanding payments are made, stands at £3010.25

Oval Bandstand (Outstanding payment included in above figure)

The application to apply the £500 awarded to Cliftonville Residents Association to a commemorative concert in June 2018 in memory of Keith Chadband, was approved.

Oasis

Charter Trustees are minded to approve the application for £450, but requested the Clerk suggest to Oasis that an approach be made to Simon Kohler of Hornby Hobbies in the first instance. Clerk to write **IS**

Cliftonville Primary School

The Charter Trustees are minded to award £250 towards the project, but would like more information regarding what other efforts the school has made to raise funds. Has the County Councillor for the area been approached?

Clerk to write. **IS**

Scouts' Hut

The Clerk had previously circulated details of a telephone conversation with Mrs A Wells MBE, which stated that the scout hut is not owned by TDC and therefore the necessary remedial works are not TDC's responsibility. The Charter Trustees requested this be verified with TDC. **IS**

Cllr Johnson proposed £250 be awarded.

Cllr Linda Potts seconded. Passed nem con

MINUTE 57 **MRIN**

Confirmation has been received regarding the change in signatories. All that is now required is for the two signatories, Cllrs Potts and Game, to give signed authorisation for the funds to be transferred to Dr Peetes and the account closed.

MINUTE 58 **AOB**

Cllr Johnson asked whether accounts had been received from Margate Carnival and was concerned that there would be no funding from TDC for events in 2018. Cllr Johnson suggested Jack Packman be asked to give a presentation on Carnival to the Charter Trustees. **IS**

Concern was expressed regarding the lack of an AGM for the Carnival Group.

Cllr Edwards had sourced 10, second hand bugles and suggested these be purchased for the various cadet and brigades ready for Remembrance Sunday 2018.

Anticipated cost approx. £25 each, plus possible engraving. This was approved.

There being no further business, the meeting closed at 9.00p.m.