

MARGATE CHARTER TRUSTEES

MINUTES OF MEETING HELD

24TH APRIL 2020 5.15pm

MEETING HELD BY CONFERENCE CALL

PRESENT: Cllr Mick Tomlinson (Chair), Cllr Rob Yates, Cllr Lesley Game, Cllr Horace Shrub, Cllr Ash Ashbee, Cllr Cedric Towing, Cllr Heather Keen, Cllr Kerry Boyd

APOLOGIES: Cllr Pauline Farrance

No apologies received: Cllr Alan Currie., Cllr Ruth Duckworth., Cllr Harry Scobie., Cllr Gary Taylor., Cllr John Dennis., Cllr Linda Potts., Cllr Candy Gregory., Cllr Helen Whitehead.

Minute 47 **MINUTES OF MEETING HELD 20TH JANUARY 2020**

The minutes of the meeting of 20th January were accepted

Proposed: Cllr Shrub

Seconded: Cllr Towing

Passed nem con

Minute 48 **MATTERS ARISING FROM THE MINUTES**

- i. Update on hanging baskets. The Clerk had circulated a report regarding the request for tender for the hanging baskets for the current year. Cllr Game proposed the usual provider be asked to progress with supplying hanging baskets and troughs for the centre of Margate. Seconded, Cllr Shrub, passed nem con. A suggestion was made that each trough bear a plaque thanking members and sectors of the public who had given such support through the current crisis; funds were available in the Mayors Allowance, floral décor budget heading. The Charter Trustees agreed this was a good gesture.
- ii. The Clerk gave an update on the employment dispute as set out in minute 45 of 20th January 2020. The matter has now been resolved and closed.

Minute 49 **MAYOR'S REPORT**

All documents in support of the agenda had been previously circulated to Charter Trustees, including the Mayor's Report.

The Mayor gave an update of arrangements for VE75 which had of necessity been cancelled. The Mayor would be producing a cd of The Last Post, Reveille, the Battle's

O'er and We'll meet again. Copies would be available if CT's would like; Cllr Keen requested a copy as well as bunting the Mayor could provide.

£250 had been given from the Mayor's Fund to Rev Dawn Watson of St John's Church to purchase 5 x £50 Morrisons vouchers for families desperately in need of help.

St Gregory's and St Anne's , via Rev Watson, had requested aid and Mencap had requested help with purchasing specialist PPE equipment and medical aids to just over £500. Both amounts were approved by the Charter Trustees. Cllr Game kindly offered to fund these items from her KCC members allowance – details would be sent to Cllr Game.

The Mayor proposed that half of his monthly allowance be given to the Mayor's Fund to support the community during these times. The Charter Trustees thanked the Mayor for his generous offer.

Minute 50 **FINANCE AND OFFICE REPORT**

All documents in support of this agenda item had previously been circulated to members.

- i. Remote meetings. The Charter Trustees expressed dissatisfaction regarding the arrangements made via PowWow for remote telephone conferencing. Cllr Boyd offered to check with TDC regarding the viability of using TDC's facilities for telephone conferencing.
- ii. The Clerk informed the Charter Trustees that she currently had the office computer at home.
- iii. The Cash Book and Bank Reconciliation had previously been circulated. And was approved.

Proposed acceptance: Cllr Yates
Seconded: Cllr Game
Passed nem con

Minute 50a **END OF YEAR RETURN AND AGAR**

The Clerk had completed the end of year accounts and they had been signed off by the internal auditor. A copy of the completed AGAR had been circulated to the Charter Trustees.

The Clerk informed the Charter Trustees that the period of public inspection of the accounts and records had, due to coronavirus, been moved to October/November.

Section 1: Annual Governance Statement

The Annual Governance Statement had previously been forwarded to the Charter Trustees. The Statement was approved and signed by the Chairman

Section 2: Accounting Statement

The Accounting Statement had previously been forwarded to the Charter Trustees. The Accounting Statement was approved and signed by the Chairman.

Proposed acceptance of the year end accounts: Cllr Shrubb

Seconded: Cllr Keen

Passed nem con.

Minute 50b REVIEW OF FINANCIAL REGULATIONS AND STANDING ORDERS.

The Charter Trustees had reviewed standing orders and financial regulations and agreed they were fit for purpose and required no alterations/adjustments.

Proposed continuation of current SO's and Financial Regulations: Cllr Game,

Seconded: : Cllr Shrubb

Passed nem con

Minute 50c VAT RETURN

The Clerk had submitted a return to HMRC for a refund of £9407.

Minute 50d

The Mayor requested the Charter Trustees give consideration to utilising funds that, due to the crisis, would not be required to be spent, to aid those in Margate in need. A discussion took place; Cllr Towning opined that the identified 'surplus' funds were public monies and the Charter Trustees should be wary of diverting funding. Cllr Ashbee disagreed with the use of funds as the need could well be greater later on. The Clerk informed the Charter Trustees that she, and the Town Clerks of the other major towns, had been asked to take part in a telephone conference call with the CEO of TDC on the matter of *funding*. The Charter Trustees agreed to await the outcome of this call. No approval was given for the use of funds and the matter be deferred until the July meeting.

Minute 50e AUDITOR'D REPORT

The auditor's report had been received and circulated. There were three recommendations:

- i. The external notice board that had been stolen from outside the Old Tow Hall should be replaced.
- ii. Given the level of Reserves, the Charter Trustees should adopt an investment policy.
- iii. Financial Regulations and Standing Orders should be reviewed (completed)

Proposed acceptance of the Auditor's Report: Cllr Rob Yates

Seconded : Cllr Lesley Game

Passed nem con

Minute 51 **AGM/MAYOR MAKING**

Government guidelines at present has approved postponement of all elections until May 2021. (Although is TDC holds an AGM, the Charter Trustees are obliged to hold an AGM within 21 days)

Cllr Lesly Game proposed that Cllr Mick Tomlinson continue as Mayor until May 2021.

Cllr Horace Shrubbs seconded the proposal,

The proposal was approved nem con.

The Deputy Mayor would also continue in post until such time as an AGM could be held.

The Mayor thanked those Charter Trustees who had 'attended' the meeting under very difficult circumstances and hoped all would continue in good health.

There being no further business, the meeting concluded at 18.36pm

DRAFT