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**Margate Charter Trustees**

Date: 11th May 2023

Dear Member,

YOU ARE HEREBY SUMMONED to attend a meeting of the CHARTER TRUSTEES OF THE TOWN OF MARGATE on MONDAY 15TH MAY 2023 7.00pm, for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable in connection with matters set out in the Agenda below.

Ingrid Spencer

Clerk to the Charter Trustees

A G E N D A

1. Apologies
2. Declarations of Interest
3. To confirm the minutes of the meeting held 17th April and matters arising thereof.
4. Mayor’s Report
5. Office & Finance Report:
6. Cash book previously circulated.
7. Final Internal audit report (previously circulated)
8. Mayor’s Fund update
9. Selection of Mayor-elect for 2023-24
10. Selection of Deputy Mayor elect for 2023-24
11. AGM/Mayor Making arrangements.
12. Appointments to Committees:
13. Cheque Signatories (4 required including the Clerk for on-line banking)
14. Committees/working parties/outside bodies:
15. Association of Charter Towns; Town Mayor with DTM in absence
16. Executive Committee; Usually TM, DTM and 2 others
17. HR Committee; 3-5 members (must not be TM/DTM except in case of staff appointments)
18. Finance Sub-committee; 3 members, should not be cheque signatories
19. Dr Peetes; Mayor ex-officio member and one other
20. Margate Town Team; Town Mayor
21. Friends of Margate Cemetery; Town Mayor
22. Calendar of Meetings

1. Monday 22nd May 2023 Annual General Meeting/Mayor Making
2. Monday 19th June 2023
3. Monday 10th July 2023 (Extraordinary meeting)
4. Monday 11th September 2023
5. Monday 6th November 2023
6. Monday 21st January 2024 BUDGET
7. Monday 24th March 2024
8. Monday 21st April 2024 Account sign-off