

***Margate Charter Trustees***

Date: 17TH April 2020

Dear Charter Trustee

YOU ARE HEREBY SUMMONED to attend a meeting of the CHARTER TRUSTEES OF THE TOWN OF MARGATE, to be held at **5.15p.m, on FRIDAY 24th APRIL 2020, via Telephone Conferencing**  for the purpose of considering and passing such Resolutions as may be deemed necessary or desirable in connection with the matters on the Agenda set out below.

Ingrid Spencer

Clerk to the Margate Charter Trustees

**A G E N D A**

**24th April 2020 5.15 p.m**

**(Telephone conferencing)**

1. Apologies
2. Minutes; to confirm the Minutes of the Meeting held 20th January 2020, previously circulated.
3. Matters arising from the Minutes:

i. Update on Hanging baskets/troughs

ii. Update on restricted minute: DAS

1. Mayor’s Report
2. Finance and Office Report
3. Remote meetings
4. Office arrangements
5. Cash Book (previously circulated) CT Action required
6. AGAR (y/end) report and accounts submitted for audit

CT Action required.

1. Review of Financial Regulations & Standing Orders

CT Action required

vi VAT return

vii Usage of Funds CT Action Required

1. AGM/Mayor Making – Government Guidance CT Action Required