**MINUTES OF THE CHARTER TRUSTEE MEETING**

**HELD ON MONDAY 26TH JUNE 2017**

**AUSTEN ROOM T.D.C.**

**PRESENT:** Cllr Rosamund Dixon, Chair. Cllr Julie Potts, Deputy Mayor, and

 Councillors Taylor, Tomlinson, Edwards, Potts and Johnston

 Also In attendance: Mrs James Brazier, Ms Carol Partington and Mr Paul Messenger

 Clerk: Mrs Ingrid Spencer

**Minute 36** Apologies: Cllrs Curran, Game and Jaye-Jones

**Minute 37** Minutes of Meeting held 10th April 2017.

 Cllr Dellar proposed accepting the minutes

 Cllr Taylor Seconded, passed nem con

**Minute 38** Matters arising from the Minutes.

 Carnival – would be discussed under AOB

**Minute 39** Confirmation of Accounts and Finance Report Accounts already circulated.

 The final report from the Internal Auditor has been received and is generally favourable with just three recommendations:

 R1. *The Charter Trustees should undertake and formally adopt at least annually an assessment of potential risks facing them.*

 Response: The Risk Assessments were tabled at the CT meeting of 10th April 2017 and were discussed and formally adopted. It would be good practise if a review was undertaken at the end of September.

 R2. *The Assets in the Trustees’ offices and Town Hall should be listed and valued at cost.*

 Response: The last listing of assets was undertaken in 2011 by Mrs Ezekiel. An updated inventory is overdue; it will be difficult in many instances to obtain cost value. There are also items that and not currently separately identified for insurance purposes which possibly should be e.g. Margate’s Charter of Incorporation.

 R.3. *Consideration should be given to having a new professional valuation carried out in respect of the Regalia, although this will not affect the value entered in the year’s Annual Return.*

 Response: The regalia was professionally revalued in 2016 and a review is normally undertaken every five years.

 External Auditor

 The end of year return for the financial year 2016-2017, was submitted on 27th April 2017. On 23rd June, the external auditor raised a request for further information – confirmation that the risk assessments had been undertaken and approved; that a copy of the internal auditor’s report should be forwarded to PKF Littlejohn, together with a copy of the risk assessments. All information has been forwarded as requested.

 Westgate on Sea

 The external auditor submitted a draft report to the PSAA (Public Sector Audit Appointments Ltd) and a query was raised and responded to by PKF on 5th June. No further information has been received. The last investigation undertaken by the District Auditor into the use of s137 monies, resulted in a charge in excess of £3000 for investigation work undertaken by the DA.

There will in all probability be extra costs incurred in nthe audit for 2015-2016 over and above that budgeted for, due to the Westgate on Sea investigation.

 Natwest Bank

 There have been so many problems that have be-set this application, that a complaint has been made to Natwest and now has a dedicated officer dealing with the matter. Although a submission for on-line banking was made on 31st March, this has still not been actioned.

On the original application form (to open an account) one section refers to the opening of a second bank account, whether the same signature mandate would be applicable and the name of the account. Although this section was completed answering ‘yes’ to the first two questions and asking for the account to be known as ‘The Mayor’s Charity Fund’, this did not happen.

Two cheque books were received with different account numbers but with exactly the same name: The Charter Trustees of the Town of Margate. In order to change the name to:

The Charter Trustees of the Town of Margate, Mayor’s Fund, it is necessary to pass a resolution requesting this change:

“That the Charter Trustees of the Town of Margate, request that the account, numbered **52269930,**

Currently called the ‘Charter Trustees of the Town of Margate’, be changed to ‘Charter Trustees of the Town of Margate, Mayor’s Fund’.

Proposed by Cllr Johnston, seconded by Cllr Taylor.

 Mayor’s Fund

 The balance on the Mayor’s Fund currently stands at £4413.27, but disposable funds are £3552.44.

 MRIN

 All forms necessary to close the MRIN account have now been submitted to CCLA and once closed, the funds can be transferred to Dr Peetes.

**Minute 40** Report on Executive Action

 The new alarm has been installed in the Old Town Hall vault and came in slightly under-budget. Following a visit to the vault, the Town Sergeant was written to regarding regalia being returned to the vault as soon as possible after an event – as stipulated by our insurers. It is probable that the past mayoress badge in the safe belongs to Mrs Tomlinson. Cllr Tomlinson informed the Trustees that the Union flag is now flying over the OTH. There had been no further correspondence from the Cliftonville complainant regarding the 2015/16 precept.

The new photocopier will shortly be installed. The situation between the Town Sergeant and Clerk to be moved to the end of the agenda on pink.

 Cllr Johnston confirmed this was a true report on Executive action.

 Moved acceptance by Cllr Potts, seconded by Cllr Tomlinson, passed nem con

**Minute 41** Mayor’s Report

 This was the first report from Cllr Dixon since being appointed Mayor in May. It had been a very busy 7 weeks, with 18 attendances. The Mayor reported on a very successful day with the Chenobyl Children, and how she would like to see Margate families coming forward to help with hosting. The Mayor suggested a working party of Charter Trustees to take this forward; Cllrs Johnston, Potts and Dellar agreed to join the Mayor on this working party. The Mayor gave an update on a very enjoyable Midsummer Hog Roast at Salmestone Grange which braised £240.17 for the Mayor’s Fund. Charter Trustees were asked to support the next Mayoral event- a cream tea to be held at Northdown House on Thursday 13th July. Invitations to celebrate the 160th anniversary of the signing of Margate’s Charter of Incorporation on 29th July, were handed to the CT’s. at the meeting. On 3rd September, Margate will be raising the Red Ensign on the Old Town Hall, in memory of all the Merchant Seaman who lost their lives during the first and second world wars. The Mayor will be hosting a small celebration of the event and inviting the RNL1, RNA, Sea Cadets. The Mayor’s Civic Service will take place on Sunday 8th October in the afternoon and further information will be sent from the civic office nearer the date.

 The Mayor raised the matter of Committee members appointed at Mayor’s request, who are ratified at the AGM. Cllr Johnston suggested that Trustee representatives on outside bodies should give an update to the Trustees .

The Mayor asked for volunteers from the Charter Trustees for the Mayor’s cricket match. Cllr Johnston volunteered. This is a light-hearted event but important to the youngsters of Margate Cricket Club.

**Minute 42** Office Report

 The website is ready to go ‘live’. It is much easier to navigate, and contains information regarding the Mayor’s Fund and application forms; a section on Statutory requirements which will include Agenda and Minutes as well as budget information.

It should be possible to have links to both our face-book page, which has not been updated since April 2016, and also twitter.

 Office Refurbishment

 Quotes are being obtained to bring the offices up to a state where the May may host visitors and where meetings of the Charter Trustees may be held.

 Carpet Cleaning: Mayor’s Office £84.00

 Committee Room £146.00

 Civic Office £94.65

 Upholstery Cleaning £125.00 £449.65

 Plumbing for end Office £1660.00

Supply and fit sink unit and overhead cupboard. S & F unvented under-sink water heater. S & F waste and water supply.

Decorating quotes – still awaited.

Electrician – extra sockets in civic office – quote awaited (surface mounted)

Cllr Edwards queried the carpet/upholstery quote and suggested further quotes be obtained.

 Robes

 White gloves have now been purchased for Trustees. There is money in budget to purchase new tricorns. Ladies wear tricorns, gentlemen bicorns. Cost £290. 00 net

Cllr Taylor confirmed he has robe 12 and a hat at home. Cllr Potts has robe 9.

**Minute 43** Mayor’s Fund Requests

 Three applications had been received for funding; supportive documents already circulated.

 Cliftonville Outside Bowls. The Charter Trustees require more information regarding what precisely funding is requested for. They would support up to £300 once more information is received. Clerk to Contact.

 Oval Bandstand

 Cllr Johnston gave an update regarding the standing of the RA and bandstand since the sad demise of Mr Chadband. More information is required and if satisfactory, the Charter Trustees agreed up to £500. Clerk to Contact.

 St Anthony’s School

 There was a query whether TDC had given the land for this project. The Charter Trustees are minded to give up to £500 to spend as they wish but require sight of a copy of the lease first. Clerk to Contact.

**Minute 44 HR –** see separate report.

 The Mayor requested removal of the public to enable an HR matter to be discussed

**Minute 45** A.O.B**.**

 Carnival

£1000 should be paid to Carnival although the CT’s had reservations, which should be conveyed, in a nice way, to the Carnival organisers.

The Meeting ended at 9.00p.m.