**MINUTES OF THE CHARTER TRUSTEE MEETING**

**HELD ON MONDAY 10TH APRIL 2017**

**AUSTEN ROOM TDC**

**PRESENT:** Cllr Robin Edwards (Chair) Cllr Rosamund Dixon, Cllr Julie Dellar, Cllr Mick Tomlinson, Cllr Gary Taylor, Cllr Gary Hillman, Cllr Chris Wells, Cllr Edward Jaye-Jones, Cllr John Dennis.

 Also present, Ingrid Spencer, Clerk to the Charter Trustees

**MINUTE 27** **APOLOGIES**; Cllr Iris Johnston, Cllr Jonathan Curran, Cllr Peter Evans, Cllr Linda Potts

**MINUTE 28** **MINUTES OF CT MEETING HELD 6TH MARCH 2017**

 Proposed acceptance of the Minutes held 6th March, Proposed Cllr Jaye-Jones,

 Seconded, Cllr Julie Dellar. Passed nem con.

**MINUTES 29** **MATTERS ARISING FROM THE MINUTES**

 There were no matters arising from the Minutes.

**MINUTE 30** **REPORT ON EXECUTIVE ACTION**

 No Executive action.

**MINUTE 31** **CONFIRMATION OF PAYMENTS**

 The schedule of payments made since the last CT meeting was presented to the

 CT’s for approval. Proposed acceptance, Cllr Jaye-Jones, Seconded, Cllr Julie Dellar

 passed nem con.

**MINUTE 32** **MAYOR’S REPORT**

 The Mayor updated that CT’s on the events he had hosted locally on behalf of the

 Mayoralty and Charter Trustees. It had been a busy year with a number of notable

 and successful occasions.

 The licence from TDC to occupy the agreed two further rooms at the Media Centre is

 Still awaited. Cllr Wells proposed and Cllr Jay-Jones seconded looking again at

 occupying a room at TDC premises.

The Mayor reminded the CT’s that the AGM and Mayor Making Ceremony will take place on Monday 8th May 2017, and it is vital that the meeting is quorate, ie, a minimum of 7 Charter Trustees.

**MINUTE 33** **OFFICE & FINANCE REPORT**

The Clerk reported that after many months, Natwest has confirmed is in the process of opening two bank accounts for the Charter Trustees of the Town of Margate, and the documentation should be through in a few days.

The Clerk presented Risk Assessments for the Municipal year 2017-2018. The reports covered; Financial Management, Employment of Staff, Provision of Office Accommodation, Meeting of the Council, Web Site and Gifts.

Whilst the reports did not highlight any risks that demanded immediate attention, there are areas that could be tightened and a few matters that needed addressing.

Cllr Jaye-Jones proposed accepting the reports, seconded by Cllr Julie Dellar, passed nem con.

The Clerk presented the CT’s with an Income and Expenditure Statement for the financial year 2016-2017, together with a Balance Sheet for the same period.

Cllr Jaye-Jones proposed acceptance, Cllr Julie Dellar seconded, passed nem con.

**MINUTE 33 A ANNUAL GOVERNANCE STATEMENT AND ANNUAL ACCOUNTING STATEMENT**

 The Annual Governance Statement was presented to the CT’s,

 Proposed acceptance, Cllr Chris Wells, Seconded, Cllr Julie Dellar, passed nem con

**MINUTE 33B**  The Annual Accounting Statement for 2017-2017 was presented to the CT’s.

 Proposed acceptance, Cllr Mick Tomlinson, seconded Cllr Julie Dellar, passed nem

 con. The Mayor duly signed both reports.

**MINUTE 34** The final audit took place on Friday 7th April. After consulting with the Internal Auditor, the Fixed Asset figure on the Annual Accounting statement has been reduced to reflect those assets insured which do not belong to the Charter Trustees.

The Auditor confirmed that an insurance valuation of all other assets should be obtained. The Clerk sought agreement from the CT’s for such a valuation, proposed Cllr Mick Tomlinson, seconded Cllr Jaye-Jones, passed nem con

The balance on the Mayors Fund stands at £5107. 08.

All documentation regarding MRIN has been sent to HMRC in order to obtain recognition of the charitable status of the scheme. Once this is approved, the mandate change can be sent to CCLA and funds released for transfer to Dr Peetes.

Cllr Dixon proposed accepting the Finance and Office Report, seconded by

Cllr Jaye-Jones, passed nem con.

**MINUTE 35** **APPOINTMENT TO COMMITTEES, CHEQUE SIGNATORIES AND**

 **CALENDAR OF MEETINGS**

1. **Cheque Signatories.**

The signatories to remain as at present:

Cllrs, Edwards, Dixon, Johnston and Jaye-Jones. Proposed by Cllr Dennis, seconded by Cllr Taylor, passed nem con.

1. **Committees/Working Parties and Outside Bodies.**
2. **Association of Charter Towns**

The Town Mayor and in his/her absence, the Deputy Town Mayor

1. **Executive Committee**

The Town Mayor, Deputy Mayor, Cllrs Johnston and Tomlinson

1. **HR.**

Cllrs Game, Potts, Dellar and Tomlinson.

1. **Finance**

Deputy Mayor, Cllrs Johnston and Edwards

1. **Dr Peetes**

Cllrs Dellar and Taylor

1. **Alan Squirrel Trust**

Cllr Mick Tomlinson

1. **Margate Relief In Need**

Cllrs Game and Potts

1. **CALENDAR OF MEETINGS**

All meetings schedule to take place on Mondays.

June 26th

September 25th

November 27th

January 15th 2018

April 16th 2018

AGM, May 14th 2018

**MINUTE 35** **ANY OTHER BUSINESS**

A discussion took place regarding Margate Carnival. Cllr Tomlinson reported that although he had offered help to the Carnival committee, the offer had not been taken up. Concern was expressed that this year’s carnival should not be a repeat of last year’s.

There being no further business, the meeting ended at 8.00p.m.