**MINUTES OF THE CHARTER TRUSTEE MEETING**

**HELD ON MONDAY 6TH MARCH 2017**

**AUSTEN ROOM – TDC**

**PRESENT:** Cllr Robin Edwards, Cllr Mrs Rosamund Dixon, Cllr Michael Tomlinson

 Cllr Edward Jaye-Jones, Cllr Mrs Julie Potts, Cllr Mrs Lesley Game, Cllr Mrs Julie Dellar

 Also present Mrs Ingrid Spencer, Clerk to the Charter Trustees

**MINUTE 20 APOLOGIES**

Cllr Mrs Johnston, Cllr Jonathan Curran; Cllr Taylor

**MINUTE 21** **MINUTES OF MEETING HELD 23RD JANUARY 2017**

 Proposed acceptance of the minutes, Cllr Jaye-Jones, seconded Cllr Mrs Dellar.

 Passed nem con.

 The Charter Trustees had agreed at the Budget meeting of the 23rd January, that

With effect from the new Municipal year, the way the Mayor and Deputy’s allowances were to be paid would change to a budget basis rather than an allowance through the PAYE system. The Mayor asked this should be reviewed but the decision of the Charter Trustees stood. Cllr Tomlinson raised the matter of car insurance and travelling expenses and how they used to be handled. The Charters Trustees agreed to leave matters as they now stand.

**MINUTE 22** **MAYOR’S REPORT**

 The Licence to occupy the two extra rooms at the Media Centre is still awaited. TDC

 May be able to increase the power supply to the office on health and safety grounds

 but would not be able to supply water to the first floor. Remedial works are finally

 being carried out at the Media Centre.

 The Salmestone Grange Medieval Banquet was a success. The Annual Civic Service

 took place on26th February at St John’s Church and a tribute was paid to the late

 Judge Giles Rooke, Burgess of Margate and past Honorary Town Recorder.

 The next fund raising event will be the Mayor’s End of Term dinner and cabaret at

 the Walpole Bay Hotel on 1st April.

 Cllr Jaye-Jones stated that disabled access to Salmestone Grange made it very

 difficult for wheel-chair users to attend functions at the Grange.

 The next Charter Trustee meeting will take place on Monday 10th April at the usual

 time of 7.00pm., but it will be preceded by Mayor’s Request at 6.30p.m.

**MINUTE 23** **OFFICE AND FINANCE REPORT**

 The new franking machine has been delivered and is up and running

 The photocopier needs replacing as it is not coping too well with Window 10 and

 the scan facility doesn’t work. Cllr Jaye-Jones proposed buying a printer.

 It was agreed to explore options and obtain quotes. Proposed by Cllr Tomlinson,

Seconded by Cllr Dellar. Passed nem con

 The trial balance at the end of February 2017 showed the financial position to be

 healthy and well within budget. The Reserves are rather too high but use of £40000

 of Reserves to offset next year’s expenditure will help address the situation.

**MINUTES 24** The Clerk updated the Charter Trustees regarding the District Auditor’s enquiry into

 the £30000 paid to Westgate On Sea. It is possible a Public Interest Report will be

 issued which will hopefully be the end of the matter. The accounts pf 2015/16 will

 not be signed off until the matter is resolved.

**MINUTE 25** **MAYOR’S FUND**

 A letter has been sent to Mr Geoff Orton in response to emails he had exchanged

 with an ex staff member, members of the Civic Society and ex-trustees of the

 Mayor’s Fund., setting out the steps the Charter Trustees have adopted to regulate

 The various errors in management of the fund. The Annual Return to the Charity

 Commission has been submitted.

 The balance on the Mayor’s Fund stands at £4589.48.

 The balance in the Charity account at the end of the financial year ended 19th May

 2016, stood at £5712.95. From this, £4270.00 has been paid out by way of grants

 leaving a balance of £1442.95. However, there is a query over how expenses

 amounting to £585 incurred on the Mayor’s Ball in 2015 were accounted for.

 If shown correctly, this would have the effect of reducing the balance of the old

 Charity account to £557.95.

**MINUTE 26** **ANY OTHER BUSINESS**

 Cllr Dixon asked for a decision from the Charter Trustees to be made regarding Town

 Council status. Information to be obtained from TDC regarding the formalities.

There being no further matters arising, the meeting closed at 8.15p.m.