**MINUTES OF THE MARGATE CHARTER TRUSTEE MEETING**

**20TH JUNE 2016**

**Present:** Cllr Robin Edwards (RE), Cllr Rosamund Dixon (RD),

Cllr Mick Tomlinson (MT), Cllr Gary Taylor (GT)

Cllr Edwards Jaye-Jones (JJ), Cllr Linda Potts (LP), Cllr Julie Dellar (JD)

**MINUTE 1 APOLOGIES:**

Cllr Jonathan Curran, Cllr Ash Ashbee, Cllr Peter Evans,

Cllr Gary Hillman

**MINUTE 2 ACCEPTANCE OF PREVIOUS MINUTES AND MATTERS ARISING**

The Minutes of 18th April 2016 were approved, proposed by Cllr Jaye-Jones and seconded by Cllr Potts. There were no matters arising.

**MINUTE 3 MAYOR’S REPORT**

The Mayor opened his report by thanking the Charter Trustees for all their support during his first term as Mayor and for giving him the opportunity to represent the people of Margate for a second term.

The Mayor reported on the successful outcome of:

The Lighting of the Beacon on the occasion of the Queen’s Birthday &

 The visit from Lt Colonel Pismenski

The Mayor gave a full report on the success of the street party held in honour of the Queen’s 90th birthday on Sunday 12th June in the Piazza in Margate, and gave thanks to the named traders and individuals who gave so freely of their time and services. Particular thanks were paid to Cllr & Mrs Tomlinson for all their hard work on the day, and to Cllr Tomlinson for his work behind the scenes in preparation of the event.

Carol Partington left at the end of April and thanked the Charter Trustees for their gift of flowers and a meal for two at Sands Hotel. Clifford East has been signed off sick until at least the 5th July.

The letter sent by the Charter Trustees to Madeleine Homer in April regarding the Old Town Hall has gone unanswered. A further letter was sent in May, again to Madeleine Homer, who has not even acknowledge receipt requesting information, and resulted in an email from Chris Rolle stating that information regarding the occupation by the Charter Trustees of the first floor of the Old Town Hall would be addressed using the FOI Act and would result in a charge to the Charter Trustees for Officer time.

**MINUTE 4 OFFICE & FINANCE REPORT**

The system of accounting currently in place does not have the clarity and transparency of other available and simpler systems. Following discussion with the Mayor and nominated Financial Trustee and others and consultation with the Internal Auditor, it was agreed that either a manual or Excel spreadsheet system would be appropriate. Charter Trustees have received via email the income and expenditure spreadsheets together with the budget variance report. The analysed cash book is available for inspection by Charter Trustees at any time.

Cllr Dellar proposed and Cllr Jaye-Jones seconded adopting the new reporting system. Passed nem con.

Cllr Potts proposed accepting the cash book, seconded by Cllr Dixon, passed nem con.

Cllr Jay-Jones questioned the level of staff parking fees and requested TDC be approached for a better deal.

 The final report of the Internal Auditor has been received with nothing

adverse to report. There were various recommendations made which required Charter Trustee approval.:

**R5** The standardisation of Finance Regulations with Standing Orders regarding tender limits. The following amendment to Standing Orders was agreed:

That an Item 29 be added to Standing Orders to read:

“That the Financial Regulations as approved by the Charter Trustees, should be read and adhered to in conjunction with these Standing Orders”. This addition has been approved by the Internal Auditor.

Motion proposed by Cllr Potts and seconded by Cllr Taylor, passed nem con.

 In accordance with Section 24 of the Standing Orders, this addition to be adjourned to the next full meeting of the Charter Trustees.

**R7** A retrospective approval to the adoption of the 2015-2016 precept was required:

 The precept for 2015-2016 was set at £75440. A Band D equivalent of £6.57, with a Council Tax support grant of £21453.

Cllr Dixon proposed acceptance, seconded by Cllr Tomlinson, passed nem con

**R8** A retrospective approval to the adoption of the 2016-2017 precept was also required:

The precept for 2016-2017 was set at £139250. A Band D equivalent of £11.88, with a Council Tax support grant of £19307.

Cllr Potts proposed acceptance, seconded by Cllr Dellar, passed nem con.

**R10.** The LCRS5 reports covering financial and other risks, produced on 18th February 2016, required formal adoption.

Cllr Dixon proposed adopting the Risk Assessments, seconded by Cllr Taylor, passed nem con.

Acceptance of Auditor’s report

Cllr Dellar proposed acceptance, seconded by Cllr Tomlinson, passed nem con.

**Bank**

With the closure of the Cliftonville branch of HSBC and the nearest now being Westwood Cross, making banking time consuming, it was agreed to change banks to one with a local presence. The Charter Trustees proposed Natwest.

Cllr Tomlinson proposed, seconded by Cllr Dixon, passed nem con.

**Hanging Baskets**

The provision of hanging baskets in Margate Old Town had previously been paid for from a budgeted cost centre which did not fall within the remit of the Charter Trustees. The Charter Trustees have been approached by the supplier regarding baskets for this year. The Internal Auditor was asked whether this could be funded from the VAT refund received which goes into general reserves. His advice was that as long as it is made abundantly clear, that the baskets were being paid for by the Mayor and Charter Trustees of Margate, thereby ‘enhancing the Mayoralty’ the expenditure would be acceptable.

A discussion took place regarding the legality of paying for the baskets and a vote was taken:

Cllr Tomlinson proposed acceptance of the expenditure, seconded by Cllr Dixon, voted 6 in favour with Cllr Jaye-Jones objecting.

Councillors were reminded of the Mayor’s cricket match set for 29th July.

**MINUTE 5 MAYOR’S FUND**

Charter Trustees were asked to decide on the various options for administering the Mayor’s Fund as set out in the report previously received for consideration and attached.

Cllr Dixon proposed adopting Option 2 leading to Option 4, Cllr Tomlinson seconded. Passed nem con.

“That the Mayor’s Fund be administered in line with its governing document and that its funds be expended in line with its aims until depleted. And that a new Mayor’s Fund be set up which is not a registered charity, but that payments from this fund be in the determination of the Charter Trustees rather than at the discretion of the Mayor and Mayoress of the time”.

**MINUTE 5 MARGATE RELIEF IN NEED**

Charter Trustees were asked to decide on the way forward for the Margate Relief In Need fund and were given options in the report previously received for consideration and attached.

Cllr Potts proposed Option 3, seconded by Cllr Dellar. Passed nem con.

“That an approach be made to Dr Peetes charity which has the same aims as the MRIN, with a view to the capital investment and dividend receipts being taken over by Dr Peetes for the benefit of the people of Margate”.

There being no other business, the meeting closed at 8.15p.m.