Margate Charter Trustees

Date: 2nd November 2026

Dear Member

You ARE HEREBY SUMMONED to attend a meeting of the Charter Trustees of the Town of Margate, on Monday 9th November 2026 at 7.00pm **Via Teams**, for the purpose of considering and passing such Resolutions as may be deemed necessary or desirable in connection with matters set out in the agenda below.

Louise Gransden

Louise Gransden MA, FSLCC

AGENDA

1. **Apologies**

   To receive and agree apologies

2. **Declaration of Interests**

   To receive any declarations of interest

3. **Minutes**

   Confirmation of Minutes of the meeting held 9th September 2026. (Minutes)

4. **Mayor's Report**

   a. Diary Update (Appendix 1)

   b. Forthcoming events

   c. AOB

5. **Finance Report** (Appendix 2)

   i. Payments for approval

   ii. To agree delegated authority for the Town Clerk to apply for external grants

6. **Audit Report**

   To receive and note the recommendations and (Appendix 3)

a. To review and adopt Standing Orders (Attachment 6a)
b. To review and adopt Financial Regulations (Attachment 6b)
c. To review and adopt Financial Management and Risk Assessment (Attachment 6c)
d. To review and adopt the Statement of Internal Control (Attachment 6d)
e. To review and adopt the IT Policy (Attachment 6e)

7. **Regalia Report**

   To receive and accept the report (Appendix 4)

8. **Premises update**

   To consider the proposal and attachments (Appendix 5 and Attachments 8a, 8b, 8c)

9. **Margate Shadow Town Council** (Appendix 6)
   a. To receive the Minutes of the Margate Shadow Town Council Working Group
   b. To consider and agree the website for Margate Town Council

10. **KCC Windmill Report**

    To note the report on windmills (Appendix 7)

11. **College of Arms**

    To consider recommendations for the transfer of the town crest (Appendix 8)

12. **Civic Protocol**

    To ensure the safety of the Civic Party to adopt procedure (Appendix 9)

13. **Request from Margate RBL**

    To consider the application for funding of a cup (Appendix 10)

14. **Mayor's Fund & Applications**

    To consider and agree grant funding (Appendix 11)

15. Private Session

To Resolve that under the Public Bodies (Admission to Meetings Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity be prejudicial to the public interest because of the commercially sensitive nature of the business to be transacted.

16. **Staffing Update**

    To consider the confidential reports on staffing matters (Attachment 16)

MINUTES OF THE CHARTER TRUSTEE MEETING HELD

MONDAY 7th SEPTEMBER 2026 VIA TEAMS

PRESENT: Cllr Leo Britcher, Cllr Rob Yates, Cllr John Edwards, Cllr Darren Oxborrow, Cllr Jack Packman, Cllr Martin Boyd, Cllr Helen Whitehead, Cllr Katie Pope, Cllr Marc Rattigan

MINUTE 85 **APOLOGIES** Cllr Ruth Duckworth, Cllr Heather Keen, Cllr Harry Scobie, Cllr John Dennis

No Apologies Received; Cllr Barry Manners, Cllr Alysa D'Abbro, Cllr Cedric Towning,

MINUTE 86 **DECLARATIONS OF INTEREST** None received

MINUTE 87 **MINUTES OF THE MEETING HELD 6th JULY 2026**

The minutes of the 6th July 2026 were approved. There were no matters arising.

Proposed: Cllr Jack Packman
Seconded: Cllr Leo Britcher
Passed nem con

MINUTE 88 **MAYOR'S REPORT**

i. The Mayor, Cllr Leo Britcher, gave an update on events attended and reported a very busy couple of months.
ii. He noted upcoming events including the Greek Lunch and Hornby visit, as well as the Margate Shadow Town Council meeting.
iii. An exhibition to mark the end of the Charter Trustees to take place at the beginning of March 2027 - MARGATE: OUR HISTORY. OUR STORIES. OUR FUTURE **– Looking back to look forward** was considered.
   Proposed: Cllr Katie Pope
   Seconded: Cllr Rob Yates
iv. AOB - none

MINUTE 89 **FINANCE REPORT**

i. The Budget Update and Variance report was approved.
ii. The Cash Book to 31st August 2026 was approved
iii. £150,000 to be placed on deposit for a further six months to 31 March 2027.

iv. The update to the HSBC online banking mandate to include Louise Gransden was noted.

v. The appointment of Auditing Solutions Ltd as internal auditor for the 2026/27 financial year and confirm their full independence was approved.

Proposed: Cllr Jack Packman
Seconded: Cllr Leo Britcher
9 for, 0 against, 0 abstentions – the motion passed

MINUTE 90 PAY INCREMENT

The Confidential Report on salary increases and agreed updates to be back dated to 1 April 2026 were approved.

Proposed: Cllr Jack Packman
Seconded: Cllr Rob Yates
9 for, 0 against, 0 abstentions – the motion passed

MINUTE 91 PREMISES UPDATE

It was agreed to withdraw interest from offices at Mill Lane House. Other potential options were discussed.

Proposed: Cllr Leo Britcher
Seconded: Cllr Jack Packman
Abstention: Cllr Rob Yates
8 for, 0 against, 1 abstention – the motion passed

MINUTE 92 MARGATE SHADOW TOWN COUNCIL

It was agreed to work with KALC on local events to promote recruitment and the draft recruitment campaign proposal was noted.

It was further agreed to set up a working group to:

a) oversee a town councillor recruitment campaign and promotion of elections
b) work up a list of proposed assets to request to TDC for transfer for approval of Charter Trustees
c) Members to be Cllrs Britcher, Yates, Packman, Rattigan, Oxborrow

Proposed: Cllr Jack Packman
Seconded: Cllr Martin Boyd
Abstention: Cllr John Edwards

8 for, 0 against, 1 abstention – the motion passed

MINUTE 93 **USE OF TOWN CREST**

It was agreed to allow St John the Baptist Church, Margate to use the Town Crest.

Proposed: Cllr Leo Britcher
Seconded: Cllr Jack Packman
Abstentions: Cllrs Rob Yates and John Edwards
7 for, 0 against, 2 abstentions – the motion passed

MINUTE 94 **APPLICATIONS TO THE MAYOR'S FUND**

Funds available circa £600.00

The following payments were proposed by Cllr Jack Packman, seconded by Cllr Martin Boyd and passed nem con.

Name	Request	Agreed
An Individual from 1st Garlinge Scouts	Any	Deferred
Sunken Garden Society	£500	£200
Staklife CIC	£500	Deferred
Co-Relate Communication CIC	£435	Deferred
Saturday Kitchen at St John the Baptist Church Margate	£500	£300

There being no further matters, the meeting ended at 8pm

Appendix 1

Events Attended by the Mayor

Sep-26	
3	Merchant Navy Day - Chains Only - TS Jamaica
4	Mayor of Canterbury - Garden Party
5	Faversham Hop Festival - 11am -
6	Fort Amherst Tour Mayor of Medway
10	Quex - 100 yrs reception
11	Mayor of Sevenoaks Garden Party
15	RAF asc - Ram & Bst - Battle of Britain ceremony
19	Maurice House Garden Party -
20	Sunken Gardens Eco Fair
24	Kent Air Ambulance n- REQUEST FOR CHAINS
24	RBL Heritage Day - TS Jamaica - Chains Only
25	London Rotary Dinner-Fort Rd Hotel
26	Speakership Day - Winchelsea
26	WWX - Independent Day
Oct-26	
2	The ONE Campaign - Meet & chat
3	Men's Wellness event - Brooke Sparkle - Request for Chains
4	Mayor of Folkestone - Taste of Nepal
8	Lions Clubs International World Sight day
9	Holy Trinity Scouts - AGM
10	RBL Kent County Dinner - REQUEST FOR CHAINS
11	Hythe Civic Service
11	Trafalgar Day Service - Deal S.E.Kent Sea Cadets
15	Hartsdown Presentation Evening
16	Self-Driving Cars awards
18	TIBC - Open Singles Tournament - Prize giving
18	Island Art Fest - Walpole Bay Hotel
23	Mayor of Medway Quiz -TO BE PAID - BYO
24	RBL - Poppy Launch - WWX
24	Rotary Club Charity Concert
25	Greek Lunch fundraiser - Walmer Castle TBC
30	Black Core Kent - closing event - Ashford
31	RBL Ghurka Restaurant

Payments

Decision sought: To approve the following payments:

Auditing Solutions Ltd	Half Year Internal Audit	£ 660.00
Certax	Cecil Square Quarterly Office Rent	£ 1,555.58
Sage	Payroll	£ 12.00
Event Mascot Ltd	Christmas event	£ 45.00
BT	Telephone	£ 174.56
I Spencer	Expenses	£ 50.00
L Gransden	Expenses Remembrance Day Printing	£ 375.76
I Spencer	Expenses	£ 31.60
Safety & Management Solutions Ltd	Remembrance Day H&S	£ 420.00

External Grants

Members are asked to agree delegated authority to the Town Clerk to prepare and submit applications for the Neighbourhood Heritage Grant and KCC Community Bus Grant. A questionnaire will be circulated to community groups to assess interest in hiring the proposed bus service, which would operate under a Section 19 permit.

The heritage application would be developed in partnership with other organisations to explore community engagement with heritage properties in Margate's Old Town, which meets the grant's deprivation-area requirement.

Should either application be successful, the Charter Trustees will have the opportunity to accept or decline the grant offer.

Decision sought: To provide the Clerk with delegated authority to apply for the two external grants.

Appendix 3

Margate Charter Trustees – 2026/27 Audit Preparation Report and Action Plan

1. Purpose of this report

The purpose of this report is to acknowledge the required actions arising from the 2025/26 external audit and internal audit, and to set out the actions that should be completed during 2026/27 to ensure that the final year of the Margate Charter Trustees' financial administration is properly controlled, evidenced and capable of passing external and internal audit without the same issues being repeated.

The external auditor, PKF Littlejohn LLP, certified the 2025/26 AGAR and stated that the information in Sections 1 and 2 was in accordance with Proper Practices. However, they specifically highlighted non-compliance with Governance Assertions 5 and 10, noting that adequate explanations had been provided but that action was required to address the weaknesses identified.

2. Action Plan

Item	Action
The Financial Risk Register had not been formally reviewed and re-adopted during 2025/26.	Review and formally adopt the Financial Management and Risk Assessment for 2026/27
There is insufficient segregation of duties between the setup and release of online payments.	The HSBC online bank account currently operates on a single-authority basis and may not support dual authorisation. With fewer than six months remaining before the Charter Trustees cease to operate, it is not practicable to make the necessary changes. The new town council should therefore ensure that an appropriate banking system capable of dual authorisation is in place, such as the service provided by Unity Trust Bank. In the interim, this risk should be formally recognised and mitigated through robust review of bank statements and reconciliations.
Trustees were no longer consistently reviewing and signing individual invoices.	The Mayor is now regularly reviewing and initialling all invoices

The reconciliations were being checked monthly but there was no evidence that they or the bank statements had been signed off as required.	Ensure bank statements are retained with signed reconciliations.
The Financial Regulations and Standing Orders should be review annually and formally adopted.	Review Standing Orders. Review Financial Regulations.
Assertion 10 has not been complied with	Complete outstanding Assertion 10 actions including adopting an IT Policy
The Trustees need to take a more "hands-on" approach to demonstrate their fiduciary responsibilities and provide the Clerk with greater protection.	Introduce a standing item for finance and audit control in Charter Trustee meetings. Regular meetings of the Finance Committee

3. Recommendations

Charter Trustees are asked to note the Internal and External Auditors' reports and review and adopt the following policies to ensure full governance in 2026-27:

a) Standing Orders
b) Financial Regulations
c) Financial Management and Risk Assessment
d) Statement of Internal Control
e) IT Policy

Decision sought: That the Charter Trustees approve the policies a) to e) above.

Return

Regalia etc of the former Borough of Margate now the Margate Charter Trustees. V2

To understand how the regalia, insignia and plate etc became the property of the Margate Charter Trustees, it is necessary to understand the background and the legislation covering the formation of Charter Trustee towns and the duties and responsibilities laid upon Charter Trustees. It is also useful to understand the role TDC officers played in managing both Margate and Ramsgate Charter Trustees until 1992.

The initial formation of Charter Trustee Towns took place in 1974 under the Charter Trustee Statutory Instrument 1974. s 176. which came into operation on 18th March 1974. **The Local Government Act 1972, sections 245 to 249,** dealt with the status of authorities, dignities and related matters. These sections give effect to the Government's aims to seek ways in which the traditional attributes and dignities of the present system (1972) can be retained. Bearing in mind the date of 1972, predates the abolition of the old Boroughs, section 4 of the above Act states:

"The Act specifically saves other privileges and rights belonging to the burgesses of an *existing* (my italics) borough however, (as is explained below) and it is to be noted that the charters themselves are neither abrogated not surrendered. *They and other physical attributes of status, such as insignia and civic plate, form part of the property of the existing authorities*. And will thus be within the scope of the order to be made under section 245 of the Act dealing with the transfer of property. Section 245 (7) requires a new local authority to whom the charters or insignia of a former borough have been transferred to preserve them, if practicable, in the area of the borough as it existed immediately before 1st April 1974".

It is worth noting, that section 28 of the above Act, concerned Armorial bearings and transferring the right to use the arms of the former borough and the simplified method bypassing the need for a Royal License. In the case of Margate (and presumably Ramsgate) this <u>has not</u> been carried out.

The 1974 Statutory instrument no 176, para 8 states under Acquisition of property:

"Charter trustees for any city or town may acquire, or accept gifts of, *and hold historic or ceremonial property* other than land and buildings, and in particular *charters, insignia and plate,* of the city or town, and may execute any work (including works of maintenance or improvement) incidental to or consequential on the acquisition, acceptance or holding".

Legal advice from Wellers Law Group- Roger Tayor:

“It is generally accepted that Charter Trustees administer ceremonial and historical properties other than land, which belonged to the pre-1974 borough (Arnold Baker on Local Government Administration para 10.1). It is logical that all items passed to the Charter Trustees as the holding of such items are a main function in the establishment of Charter Trustees. On this basis, all items and not just regalia passed to the Charter Trustees and this would explain why all the items have come into the possession of the Charter Trustees”

Arnold-Baker On Local Council Administration, para 10.17, states:

“Charter Trustees exist for the areas of dissolved pre-1974 boroughs now forming part of a new District which is not a borough or for part of a principal area abolished by an order under the Local Government Act of 1992 s 17 or the Local Government and Public Involvement in Health Act 2007, s7. They are dissolved if their own area becomes a Parish or a separate community or is wholly comprised within one or more parishes. While they exist they administer the ceremonial and historical properties other than land and which belonged to the pre-1974 borough or part and which is appropriated to its area”. Local Government Act 1972 s 246, *amended* by the Charter Trustees Act 1985.

The clearest Government directive concerning ownership of the civic regalia, plate etc, is set out in Article 7 of the Local Authorities (England) (Property etc) Order 1973, Schedule 1 ‘Transfer of Particular Properties’ wherein in states under:

<u>Transferor authority:</u> The corporation of any borough for the whole of the area of which charter trustees are constituted.

<u>Property:</u> Historic and ceremonial property other than land and buildings, and in particular the charters, insignia and plate, of the borough.

<u>Transferee authority:</u> The Charter Trustees

There is nothing ambiguous in the above, the civic regalia *etc* belong to the Charter Trustees.

The whole purpose of the above Acts, especially the 1973 Property Act, was to ensure by the formation of Charter Trustees, “ Where an old municipal borough was abolished and not replaced by a full successor council with mayoral status, the order assigned historic and ceremonial property (Charters, insignia and plate) to newly created Charter Trustees of that town or city. This ensured that historic mayoral traditions and civic artifacts remained anchored to their original communities”.

The acquisition and maintenance of regalia and insignia etc, is one of three responsibilities and duties laid upon Charter Trustee towns. The other two being the election if a Mayor and Deputy, and the appointment of suitable officers to enable to Mayoralty to function properly.

The transferring of the civic regalia, plate *etc* into the ownership of the Charter Trustees.

The inaugural Annual Meeting of the newly formed Margate Charter Trustees took place at the Winter Gardens on 4th April 1974 with the Chairman of Thanet District Council (Harry Anish) in the Chair until the election of the Mayor.

Item 3 of the Agenda- and the minute thereof:

Civic regalia *etc*

"On behalf of the Charter Trustees the Town Mayor (to) receive(d) the Civic Regalia *etc* of Margate Borough Council from the Chairman of Thanet District Council in which authority it has (d) been legally vested since 1st April".

Legal advice on the use of the term *etc* – it is short for the Latin with the literal translation of "and the rest".

This would imply that the ownership of the regalia *etc* was, officially, passed from Thanet District Council who had temporary custodianship from 1st April, to the Margate Charter Trustees, the creation of which body, and the responsibilities of whom, had been set out in legislation as above.

It should be noted that, in the Inaugural Annual Meeting of the Ramsgate Charter trustees held on 8th April 1974 at Albion House, item 4 on the agenda and minutes thereof:

"On behalf of the Charter Trustees, the Town Mayor received the Civic Regalia *etc* of Ramsgate Town Council from the Chairman of Thanet District Council in which authority it had been legally vested since 1st April 1974".

It is however clear from the 1973 Order, that ownership of the towns' regalia, charters, plate etc, would pass from the Borough to the newly formed Charter Trustees.

That this was understood by TDC officers, can be demonstrated by the letter sent to the Charter Trustees on 14.11.2024 from Ms Andreea Plant wherein she states:
"Regulations indicate that property held by Charter Trustees are generally limited to civic regalia and exclude land and property assets".

In 2016, as a result of a complaint lodged by a Margate rate payer with the District Auditor, concerning the amount paid by the Charter Trustees to the newly formed Westgate Town Council. Such payment (£30,000) was in respect of a proportion of the value of the civic regalia etc. I undertook to try and ascertain those items of the regalia which had been in the ownership if the Borough *prior* to Westgate becoming part of Margate, which took place in 1934. Such items ought to have been excluded from any calculation; unfortunately, this was not the case. In addition, there were items included

in the valuation which clearly did not belong to Margate – the TDC Chairman's badge, the Admiralty Oar, the Cinque Port Plate for example, none of which should have been included in any valuation exercise. I scheduled the regalia and plate with as much corroborating information as possible and following ongoing research, have over time added to the schedule.

For information, if the above exercise had been undertaken by the Charter Trustees prior to any settlement being agreed, and taking all the above into consideration; items pre-dating Westgate becoming part of the wider Margate; the various bowls trophies, the Regatta Cup and non-Margate items, removing these from the valuation figure used to calculate the settlement, would have produced a base of £38071.00 @ 16.3% = £6205.57 rather than the £30,000.00 paid.

If, as TDC contends, the regalia etc *belongs* to TDC, then the settlement figure ought to have been paid by TDC. Furthermore, since 1992, the insurance of the regalia etc no longer came under the umbrella of TDC's insurance but had to be insured by the Margate Charter Trustees. Similarly, prior to 1992, when the administration was carried out by TDC officers on behalf of the 2 Charter Trustee towns, any repairs required to the plate were arranged by the TDC Clerk but paid for by the Charter Trustees. Which is only right and proper as it is one of the 3 functions laid upon Charter Trustee towns, thus, TDC demonstrated that the ownership and responsibility for the civic regalia and town plate was understood by TDC to be that of the Charter Trustees.

On 5th October 2026, a physical inventory of the vault items was undertaking by Ingrid Spencer, outgoing Clerk to the Margate Charter Trustees, and Louise Gransden, Town Clerk to the interim Town Council, and assisted by Cllr Tony Ovenden. This was carried out using the photographic evidence held by the Charter Trustees, which ties up with the insurance valuation. With one exception, the contents were all present. This exception being the Motor Challenge cup. (Current value as at 2022: £22,500).

The Mayor Pettmans badges are held in the museum and ought to be part of the towns' civic regalia and plate and insured as such. Currently they are not included in the photographic records nor included on the Charter Trustees' insurance valuation schedule. According to the museum spreadsheet, there are a few artifacts that, like the mayor Pettmans badges, also ought to be included in the towns' plate.

The preservation and maintenance of records in the past has left a lot to be desired. Further research will be necessary to identify *all* of the towns' plate and make an accurate record.

It is worth noting that the replica Mayoral badge and the Riceman Goblet, were both purchased by the Margate Charter Trustees since 1974.

Not all the items in the vault belong to the Charter Trustees; there are 12 (identified) Bowls Cups belonging to the various bowls clubs which are in the vault for safe keeping and insured by the Charter Trustees- they could be returned to the clubs. Also, the Margate Regatta cup belongs to the Taddy family and there is correspondence on file asking for the return of the cup if the Margate Regatta is no longer held. Furthermore, it is possible that some of the civic plate etc, are currently held in the museum. These of course ought to be returned to the Charter Trustees for inclusion on the inventory and insurance schedules. Further research will be necessary to confirm ownership -whether by the Bowls club or the Town, of the Borough of Margate Bowls Trophy. The Westbrook cup which is in the vault and was valued in 2007, has for some reason dropped off the 2022 valuation; it ought to be re-instated. There may be some confusion with this cup as it, (no.14 on the list) was presented by the Heyes, as indeed was cup no. 22. 'The Heyes Cup'.

The early minute books of the Margate Charter Trustees which were kept by the Clerk to the Charter Trustees, ie TDC officers, record only an occasional brief resume of the item under discussion and the resolutions passed, but without any supporting documentation.

Finally, taking all the above into account, it is the contention of the Charter Trustees, that, with the exception of those items identified as belonging to Bowls Clubs and the Taddy family, all the towns' historical and ceremonial items, plate and civic regalia, are the property of the Margate Charter Trustees.

Decision sought: To accept the report and formally write to Thanet District Council requesting that Margate Town Council retains ownership of all the civic regalia, silver etc that has been in its ownership since 1974; together with items it currently holds and insures for other local organisations including the Bowls Club.

Ingrid Spencer

Return

Premises Update

The Town Clerk has met with architect Sam Causer to discuss the proposed use of 13–14 Churchfield Place as the new Council premises. His practice has previous knowledge of the building through architectural work undertaken in 2022–2023 and has provided an initial breakdown of the proposed works, together with sketch proposals and consultancy terms (Attachments 8a–8c).

The Council will be responsible for the internal alterations it wishes to make, including the provision of an accessible toilet, internal decoration and changes to the layout to accommodate offices, a Council Chamber, meeting rooms and community facilities. The schedule also identifies kitchen and WC improvements, fire safety measures and building services works, with the final scope subject to surveys, specialist advice and agreement of the lease arrangements.

The architect's preliminary construction estimate is £75,000–£100,000 excluding VAT, with £100,000 suggested as an initial budget allowance, subject to further design, surveys and contractor pricing. Architectural fees are additional and would be charged on a time basis; an indicative allowance for a full architectural service is 12–15% of the net construction cost, excluding VAT, specialist consultant fees and statutory charges. The extent of investment will need to be considered alongside the proposed lease term.

There is sufficient funds in reserves to cover this cost, or alternatively the work could be undertaken in two phases.

Decision sought: To agree to proceed with the lease of the property and engage Sam Causer as architect for the project.

Return

Appendix 6

MINUTES OF THE SHADOW TOWN COUNCIL WORKING GROUP MEETING HELD 6TH OCTOBER 2026 VIA TEAMS

PRESENT: Cllr Leo Britcher, Cllr Rob Yates, Cllr Darren Oxborrow, Cllr Jack Packman, Cllr Marc Rattigan

001.	TO APPOINT THE CHAIR It was agreed that the Mayor, Cllr Leo Britcher, would chair the working group meetings.	
002.	APOLOGIES None	
003.	DECLARATIONS OF INTEREST None received	
004.	TERMS OF REFERENCE The Terms of Reference were proposed by Cllr Packman, seconded by Cllr Oxborrow and on being put to the meeting were agreed unanimously.	
005.	RECRUITMENT EVENTS It was agreed not to use the term recruitment in respect of new councillors, as they were unpaid volunteers, and that the events should provide information and engagement. Possible locations noted were TDC offices, and grouping wards together, such as Garlinge with Westbrook, Dane Valley with Salmestone, East and West Cliftonville. It was agreed to undertake three face to face events and one online. Options were to be emailed to Councillors for consideration	TC
006.	COMMUNITYAD ARTICLE The article was agreed, with the addition to refer how the new town council will bring us inline with Broadstairs and Ramsgate.	
007.	ASSETS OF INTEREST It was agreed to check with Broadstairs and Ramsgate what assets they had received from TDC. Councillors to provide a list of proposed assets to the Town Clerk by 23rd October.	TC ALL
008.	OFFICE LOCATION Cllr Packman proposed, and Cllr Rattigan seconded, that the working group recommend proceeding with the lease of 13–14 Churchfields Place. The proposal was agreed.	

Return

Margate Town Council Website Proposal

1. Background

The new council needs an accessible website to publish statutory information, serve residents and support community engagement from the shadow period onwards. It must be manageable by officers and adaptable as the council develops.

2. Reasons for Recommending Aubergine

Aubergine offers a WCAG 2.2 AA compliant framework, accessibility guidance and optional compliance monitoring. Training, a Learning Centre and monthly refresher sessions support officers in maintaining the site.

Its phased approach covers initial development, shadow-period updates from February to April or May 2027, and post-election reconfiguration from May 2027, alongside domain registration and IT coordination.

Core functions include meeting information, documents, notices, news, forms and community events, with optional modules to support future services. Aubergine cites relevant experience with newly formed councils, including Taunton, Poole, Horsham and Morecambe.

3. Proposed Package and Costs

The proposed package is set out below. Core renewal from year two is £399 + VAT annually, plus additional modules or third-party email services. Forms and planning integration add £150 + VAT annually where retained; any other recurring charges require confirmation. Optional WCAG monitoring is £299 + VAT per year and is not included in the package total.

Aubergine required package costings **Aubergine item required**	**Cost**	**Notes**
Set-up and year one website package	£999 + VAT	Quoted core package. If the SLCC member rate applies, this is £899 + VAT.
Branding and identity creation	£695 + VAT	Logo, basic graphics and brand guideline documents for new TC to agree.
Online forms/polls/consultation builder module	£50 + VAT per year	Required.

Planning portal integration	£100 + VAT per year	Recommended.
Online payments module	£500 + VAT	Compatible with SumUp, GovPay, Stripe and Worldpay.
Event tickets module	£250 + VAT	Requires the online payments module to sell tickets.
Total required year-one package	**£2,594 + VAT**	Discounted quoted would be £2,494 + VAT as the Clerk is an SLCC member

4. Recommendation

It is recommended to appoint Aubergine to develop its website, including branding, online forms/polls/consultations, planning portal integration, online payments and event tickets, at £2,594 + VAT, subject to confirmation of the final scope, support, VAT treatment and ongoing charges. Parish Council Websites | Town Council Websites

Examples of other websites:

Taunton Town Council

Morecambe Town Council

Horsham Town Council

Kent County Council Windmills

Purpose of report

This report summarises information obtained about windmills affected by Kent County Council's proposed asset divestment, including local ownership arrangements, community responses, anticipated costs and potential implications for long-term stewardship.

Summary of findings

The evidence available shows a range of circumstances. Some mills are on private land and do not involve the relevant parish council; elsewhere, trusts or community organisations are considering acquisition. The principal recurring issues are the affordability of routine and major maintenance, the strength of long-term safeguards, and the need for sustained fundraising, volunteer support and specialist advice.

Chillenden Windmill

The Friends of Chillenden Windmill and Goodnestone Parish Council concluded that taking on the windmill was not viable for a village of just over 100 residents with a parish precept of approximately £8,000. A firm of millwrights has since expressed interest in acquiring it for use as an apprentice training facility.

Herne Windmill

Herne and Broomfield Parish Council included a specific section on Herne Windmill in a residents' survey undertaken for its Neighbourhood Plan. Residents were asked whether they would support the Parish Council acquiring the windmill; at the time the source report was written, agreement was recorded at between 94% and 97%. Potential future costs were expected to be met through the parish precept, fundraising and/or grants. The estimated increase in the precept was less than 10p per household per week.

Meopham Windmill

Meopham Windmill Trust has submitted an Expression of Interest in response to KCC's proposed asset divestment. The Trust holds a 999-year non-repairing lease and owns the surrounding land, which may make the freehold less attractive to other bidders. KCC has indicated that it would transfer the windmill to the Trust for a nominal £1.

Current day-to-day running costs are approximately £5,000 per year and are met through rental income, although KCC estimates annual operating costs at

approximately £20,000. Major works costing between £150,000 and £200,000 may be required after the next 20 years.

The windmill received approximately 850 visitors last year and was expected to exceed 1,000 visitors this year. The Trust has asked the Parish Council to support its plans where possible.

Stelling Minnis Windmill

An email was sent to Stelling Minnis Parish Council, but no response had been received at the time of preparing this report.

An email was also sent to the windmill trust.

Stocks Mill, Tenterden

Wittersham Parish Council has confirmed that the windmill is on private land. The consultation is therefore between the landowner and KCC, and the Parish Council has no involvement.

West Kingsdown

Kingsdown Parish Council believes the windmill to be privately owned and has no involvement in the potential divestment.

Union Mill, Cranbrook

The Parish Council indicated that it had not been significantly involved in the matter.

At a public meeting, the Cranbrook Windmill Association considered continued KCC ownership, transfer to a suitable external organisation, or community ownership. The Association emphasised the need for effective long-term safeguards, noting that community ownership could offer stronger local protection but would require substantial funding and volunteer support: annual costs average approximately £50,000, compared with current fundraising of about £7,000.

Drapers Windmill, Margate

The Trustees of Drapers Windmill have drafted a business plan for KCC, which seeks to manage the mill through an asset transfer, to preserve and enhance the windmill as a sustainable heritage asset that will deliver long-term educational, cultural and community benefits. They have also shown strong initiative in seeking out opportunities for collaboration with potential partners.

Implications for the Charter Trustees

Whilst the Trust is not currently seeking specific help from the future town council, they will benefit from formal support and there may be a need to assist with procuring and paying for insurance.

Conclusion

There is no single ownership or funding model across the windmills considered. Where community acquisition is contemplated, the strongest cases appear to combine clear local support with credible long-term funding and an established body capable of managing the asset. The Charter Trustees are invited to note the findings and the financial commitments that may accompany any future involvement.

Transfer of the Borough Arms and Crest to Margate Town Council

Background

The Arms and Crest were granted to the Mayor, Aldermen and Burgesses of the Borough of Margate on 12 January 1858. Advice received indicates that they were not formally transferred by Order in Council to the Mayor and Charter Trustees of Margate following the Local Government Act 1972. Although many civic coats of arms were transferred through that process, it appears that Margate's Arms and Crest were omitted. No documentation disputing this position has been identified.

This position can be rectified. As Margate Town Council is due to come into being in April 2027, the advice is to seek transfer of the Arms and Crest directly to the new Town Council rather than first transferring them to the Mayor and Charter Trustees.

Proposed Process

1. The College of Arms drafts a formal petition to The Crown seeking transfer of the Arms and Crest to Margate Town Council.
2. The petition is approved by Garter Principal King of Arms and forwarded to the Crown Office.
3. The Crown Office drafts a Royal Licence. The petition may be prepared, signed and submitted before the Town Council is created, although the Royal Licence can only be issued after its creation.
4. The Royal Licence is approved by the Lord Chancellor, signed by The King and returned to the College of Arms, addressed to the Earl Marshal.
5. The Royal Licence is recorded at the College of Arms and published in the *London Gazette*.
6. The Arms and Crest are then exemplified by the three Kings of Arms through a hand-scrivened certificate. An optional hand-painted depiction of the Arms may be added to the certificate.

Financial Implications

The current fee for transfer by Royal Licence and exemplification by certificate is **£5,255**. This fee is set annually by the Earl Marshal and must be paid in advance of any work being undertaken. An optional hand-painted depiction of the Arms on the certificate would cost an additional **£1,400**, making the total cost **£6,655** if that option is selected.

Timescale

The process is expected to take approximately one year, with the Royal Licence normally issued around two-thirds of the way through that period. Preparatory work on the petition can begin before April 2027, reducing delay once Margate Town Council has formally come into being.

Recommendation

It is recommended that the Charter Trustees:

1. agree to proceed with the transfer of the Arms and Crest directly to Margate Town Council;
2. authorise the College of Arms to prepare and submit the formal petition at the earliest opportunity;
3. approve expenditure of £5,255 for the Royal Licence and exemplification, subject to confirmation of the applicable fee when commissioned; and
4. approve the additional £1,400 for a hand-painted depiction of the Arms on the exemplification certificate.

Decision sought: That the Charter Trustees approve proceeding with the transfer of the Arms and Crest directly to Margate Town Council, authorise the College of Arms to prepare and submit the formal petition, and approve the expenditure of £6,655, subject to confirmation of the fee at the time of commissioning.

Members of the Civic Party Safeguarding and Support Protocol

Purpose

The Council recognises that the Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort where appropriate, undertake important civic roles at official engagements and representing the Council within the community.

Whilst the Mayoress, Deputy Mayoress or Consort do not hold a statutory office and are not employees or elected members of the Council, the Council is committed to ensuring that they feel safe, respected and supported whilst carrying out civic duties.

This protocol sets out the support available and the process for raising concerns.

Principles

The Council will:

- Treat all concerns seriously and respectfully.
- Promote dignity, respect and inclusion at all civic engagements.
- Listen to concerns without prejudice or assumption.
- Take a proportionate and reasonable approach to responding to incidents.
- Work with event organisers and relevant agencies where appropriate.

Support During Civic Engagements

Where attending events in an official civic capacity:

- The Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort will be provided with relevant event information where available.
- Event organisers will normally be identified in advance and contact details shared where appropriate.
- For larger or higher-profile events, consideration will be given to additional support arrangements where necessary.
- The Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort should know who to contact if concerns arise before, during or after an event.

Reporting Concerns

The Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort should report any concerns relating to:

- Hostility, intimidation or harassment.

- Discriminatory behaviour.
- Inappropriate conduct.
- Concerns regarding personal safety or wellbeing.
- Any incident that causes distress whilst undertaking civic duties.

Concerns should normally be reported to the Town Clerk as soon as reasonably practicable.

Where the concern relates to the Town Clerk, it may be reported to the Mayor or another appropriate senior officer.

Responding to Concerns

Upon receiving a concern, the Council will:

1. Acknowledge the concern and ensure the Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort has an opportunity to explain what occurred.
2. Record the details of the incident.
3. Consider whether any immediate support is required.
4. Assess whether further enquiries are necessary.
5. Determine whether the matter should be referred to another organisation, event organiser, council, police or other relevant body.
6. Provide feedback, where appropriate, on any actions taken.

Serious Incidents

Where an incident involves:

- Threats of violence;
- Criminal behaviour;
- Hate-related incidents;
- Ongoing harassment; or
- Immediate safety concerns,

the Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort should be encouraged to contact the police or emergency services as appropriate, and the Council will offer support in doing so.

Review and Learning

The Council will periodically review any concerns raised by the Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort to identify:

- Opportunities to improve support arrangements.
- Training or awareness needs.
- Improvements to civic event protocols.
- Any recurring themes requiring action.

This protocol is intended to provide practical support and clear reporting arrangements for the Mayor, Mayoress, Deputy Mayor and Deputy Mayoress, or Consort whilst undertaking civic duties. It does not create an employment relationship or confer any legal status but reflects the Council's commitment to ensuring those representing the town in a civic capacity are treated with dignity, respect and consideration.

Return

Margate Royal British Legion.

Dear Charter Trustees,

The Margate Branch of the Royal British Legion has gone from strength to strength in the short time it has been operating. It is very grateful to the Charter Trustees for the award of £250 from the Mayor's Fund earlier this year enabling an RBL sign to be manufactured and placed outside its home at the Druids Club in Percy Road Cliftonville.

Although it is in its first year, the Margate Branch has already Been Highly Commended in this year's Kent Mental Wellbeing Awards. We have over 75 members which has been a great advance on the 15 interested parties who attended the meeting held in November 2024 at the Media Centre.

The Margate RBL are hoping the Charter Trustees could see their way to purchasing a cup (Not silver!) in support of the Margate branch initiative to bring back the Thanet inter-branch competition aimed at encouraging and enhancing social wellbeing of veterans. The cup to be called the 'Thanet Service Challenge Cup'.

On one side would be the legend: "Thanet Service Challenge Cup" and on the other:

"Presented by the Mayor and Charter Trustees of Margate 2026."

Over the 52 years the Charter Trustees have been in existence, the CT's have bought one silver cup – the Ricemans Goblet (bought in support of the Canterbury Cathedral Appeal in 1975) and the replica Mayor's Badge. There isn't any other tangible 'record' of the support given by the CT's to any number of organisations over the years. This cup would put on record the support given by the CT's to the Margate RBL.

The cup I would like to suggest is from Jaycee Trophies and 345mm in height and looks very smart.





If the Charter Trustees are willing to fund this cup, the Mayor could present it to the Margate RBL at the awards night on 28th November 2026.

Kind regards

Ingrid Spencer
Treasurer – Margate RBL

Appendix 11

Funding Applications

Application Date	Name	Request	Notes
November 2025	An Individual from 1st Garlinge Scouts	Any	Previously deferred
July 2026	Staklife CIC	£500	Previously deferred
August 2026	Co-Relate Communication CIC	£435	Previously deferred
November 2026	Cliftonville Primary and Pre-school	£1000	New application
November 2026	Mama to Mama	£500	New application
November 2026	Ursuline Links	£500	New application
November 2026	For Us Too	£500	New application

Redacted applications below for information

Recommendation: To approve the distribution of £600 from the Mayoral Charity Fund.

Application for Funding from

The Mayor of Margate's Charity Fund

Company/Charity/Organisation: Cliftonville Primary and Pre-School

Contact Name: Julie Mayhew

Please give details of project requiring funding, including any fund -raising activities undertaken or planned to aid funding, including applications made to other bodies for funding. Please continue on a separate sheet if necessary.

We have been lucky enough to secure funding through the Historic Royal Palaces to take our 117 Year 6 pupils to Kensington Palace to learn more about the Victorians through a tour and workshop. This is a fantastic opportunity for our children to enhance their learning but also their life experiences. However because of the high cost of coaches, at the moment we are still going to have to ask parents for a contribution of nearly £20 to enable the trip to go ahead. 61% of our Year 6 children are pupil premium and this is a large financial cost to them. We would love to keep their contribution to just £10 to ensure the trip can go ahead.

Anticipated overall cost of Project:	£2700

Amount of Funding Requested:	£1000

Should your application be successful, please indicate to whom the cheque should be made payable or provide BACS details.

Application for Funding from

The Mayor of Margate's Charity Fund

Company/Charity/Organisation: Mama to Mama

Contact Name: Rachel Ward

Please give details of project requiring funding, including any fund -raising activities undertaken or planned to aid funding, including applications made to other bodies for funding. Please continue on a separate sheet if necessary.

Mama to Mama is the only baby bank supporting local pregnant women and families in Margate who are facing financial hardship. We do this by providing beneficiaries (who are referred into our service by one of 90-plus Kent Council Council professionals) with care packages of pre-loved toys, clothes, hygiene products and equipment for infants up to the age of 5 to give the disadvantaged children in our community the best possible start in life.

Our charity model prioritises re-use by redistributing high-quality donated equipment to families in need, but there are certain essentials, including electrical goods, that we cannot accept for health and safety reasons. One such item is a steriliser: the NHS recommends sterilising bottles and other feeding equipment for at least the first 12 months of a baby's life while their immune systems are still fragile putting them at an increased risk for foodborne illness and related health complications. Unfortunately, for many of the struggling families we support, the cost of such items puts them out of reach.

A donation of £500 would allow us to purchase 10 eclectic steam sterilisers (eg, Tommy Tippee Electric Steam Steriliser, £50) that can quickly and easily clean bottles, soothers, breast pump accessories and more. We plan to loan these to families in Margate who are experiencing financial hardship and would otherwise go without, helping to protect their babies from harmful bacteria and giving parents peace of mind in the process.

At this time, we have not applied to any other funders for support in this project.

Anticipated overall cost of Project:	£500

Amount of Funding Requested:	£500

Application for Funding from
The Mayor of Margate's Charity Fund

Company/Charity/Organisation: Ursuline Links

[redacted]

Please give details of project requiring funding, including any fund -raising activities undertaken or planned to aid funding, including applications made to other bodies for funding. Please continue on a separate sheet if necessary.

Ursuline Links is seeking support to enable students from Ursuline College, Westgate to participate fully in the 2026/27 Ursuline Links Programme, titled **Connect. Calling. Community.**
The programme brings together students from Ursuline schools across London and Kent to build a community rooted in service, leadership and volunteering. By connecting young people from different schools and backgrounds, we help them develop confidence, empathy and a commitment to making a positive contribution to society.

A significant barrier to participation for students from Westgate is the cost of travel. During the 2025/26 programme, Ursuline Links spent over **£1,900** covering travel costs for five current students to attend programme events, training sessions, retreats and volunteering placements, as well as supporting eleven alumni to attend our annual reunion and leadership events. Ursuline Links is a small charity with a growing programme and limited resources. Participation across our London and Kent schools increased from 52 young people in 2024-25 to 85 in 2025-26. While we are committed to ensuring that students from Ursuline College, Westgate-on-Sea can access the same opportunities as their peers, the cost of transport continues to place pressure on the charity's finances. Without external support, it will become increasingly difficult to sustain full participation for students travelling from Thanet.

For 2026/27, participants will commit to two full weeks of volunteering and service. One week will be spent working together on community projects, including a day camp for children and volunteering in parishes and community centres. The second week will see students undertake placements with social justice organisations, supporting vulnerable and disadvantaged people across a range of settings including a Margate Food Bank.

Many of the young people we work with have little previous experience of volunteering beyond their immediate school environment. Through the programme they gain confidence, leadership skills, experience of teamwork and a greater understanding of the needs of others. They also develop practical experience that can strengthen future applications for university, apprenticeships and employment.

Funding from the Mayor of Margate Fund would be used specifically to cover travel costs for students from

If you need help completing this form please contact the Mayors Office 01843 448590

Ursuline College, Westgate, ensuring that geography and financial circumstances do not prevent local young people from accessing these opportunities. Without support, some students would be unable to participate fully in programme activities or volunteering placements.

By investing in these young people, the Fund would help develop future community leaders and volunteers within Thanet, whilst ensuring that local students can access the same opportunities as their peers across the wider Ursuline network. The impact of this support will extend beyond the individual participants to the children, families, parish communities and vulnerable people they go on to serve.

To support the wider programme, Ursuline Links is actively seeking funding from charitable trusts and foundations and is applying to a number of grant-making bodies for support towards programme delivery, training, safeguarding and volunteer development costs. Students participating in some programme elements are also encouraged to undertake individual fundraising activities to contribute towards specific opportunities and projects. We have applications currently awaiting decision from the Laing Family Trusts, Fyrish Foundation, and plans to apply to many others to help offset costs across the programme.

Anticipated overall cost of Project:	£2000

Amount of Funding Requested:	£500

Application for Funding from

The Mayor of Margate's Charity Fund

Company/Charity/Organisation: For Us Too

Please give details of project requiring funding, including any fund -raising activities undertaken or planned to aid funding, including applications made to other bodies for funding. Please continue on a separate sheet if necessary.

For Us Too is a small charity dedicated to supporting disabled children and their families in Thanet, Swale and Canterbury. We are based in Margate at Greenbanks Children's Centre. We are starting a toddler group this month for children with speech and communication difficulties and for those near school age who need support with communication and pre-phonics skills. This will be run by myself (Vicky Piper –Manager) as a qualified early years teacher and Reading and Phonics Specialist. We are applying for funding for the cost of puppets, floor cushions, six months of free sessions and training for staff so they can support the group. We have already received some donations of books and toys from some of our families. We have applied to the Wise Music Foundation as well for funding but have yet to hear back.

Costings are as follows:

One-time payments:

Floor Mats and Cushions - £100 (We have had some donated already)

Puppets to match songs and rhymes in singing bag - £40

Shakers and small instruments - £40

Weekly Costs:

Rent – free with KCC (at Greenbanks Children's Centre, Margate)

Staffing Costs - £9.75 for half an hour session per week.

Biscuits/ Fruit/ Squash (snack to end session as it will lead into the coffee morning) - £6 per week.

Total cost per session - £15.75.

Total costs for 26 sessions - £409.50

Cost of set up and equipment - £180

Total Cost of project - £589.50 We are organising a Live Music Event and a Quiz, as well as collecting donations at our other events throughout the year. We are also approaching businesses in the local area to see if they can donate squash, biscuits or fruit for some or all of the sessions. If we do not get funding, we will charge £2 per child per session to cover staffing and upkeep of resources. However, we would like to be able to host this for free as we work with many low-income families. There is also a rise in children starting school without the necessary communication skills they need to access the curriculum including phonics which will hinder their ability to read. By offering six months' worth of sessions in term time only, we can help as children who attend build pre-phonic and communication skills ready for September 2027. This project is necessary and if it is funded and therefore free it will support our most vulnerable families.

Anticipated overall cost of Project:	£589.50

Amount of Funding Requested:	£500