**MINUTES OF THE CHARTER TRUSTEE MEETING**

**23RD JANURY 2017**

**AUSTEN ROOM – THANET DISTRICT COUNCIL**

**PRESENT:** Cllr Robin Edwards (Mayor), Cllr Rosamund Dixon (Deputy Mayor) Cllr Iris Johnston,

 Cllr Mick Tomlinson, Cllr Edward Jaye-Jones, Cllr Lesley Game, Cllr Peter Evans,

 Cllr Gary Taylor. Cllr Julie Dellar.

**MINUTE 13 APOLOGIES**

 Cllr Linda Potts, Cllr Emma Dawson.

**MINUTE 14 MINUTES OF MEETING HELD 5TH DECEMBER 2016 & MATTERS ARISING**

 The Valuation of Assets as recommended by the Internal Auditor: Pettmans had been approached, it is necessary to ascertain whether the valuation be based on an insurance value or market value as the two are very different. If the latter, the fee from Pettmans would be £150 plus 1% of the value. Although an inventory of the OTH was undertaken in 2011, no value was assigned to the items. More information is required before progressing.

Cllr Dellar proposed acceptance of the minutes, seconded by Cllr Dixon, passed nem con.

**MINUTE 15 MAYOR’S REPORT**

 The Blessing of the Seas ceremony held on 8th January 2017 was very well attended and passed off without any problems. ITN interviewed Michael Papadopoullos and the Mayor with very positive coverage of Margate.

 A Medieval Banquet has been arranged for Friday 3rd February, and the Mayor’s Civic Service will take place on Sunday 26th February at the Parish Church of St John the Baptist. Would all CT’s please make an effort to attend

 The Mayor’s End of Term dinner and cabaret will take place at the Walpole Bay Hotel on 1st April. It was a very enjoyable event last year and we hope this year will be even better.

**MINUTE 16 OFFICE AND FINANCE REPORT**

 The defects notified to the Leaseholder have still to be addressed. We are still awaiting the Licence from TDC for the extra two rooms which we are due to take over on 1st February 2017. The Clerk has asked TDC whether water can be laid on in room ‘D’ as carrying water and crockery etc up three flights of stairs is unadvisable. Once the Licence is in place, TDC will be approached to see if small capital works can be carried out to the offices, particularly the electrics.

 Part of the ceiling in the Committee room in the OTH came down before Christmas**.** Although TDC was notified straight away and have inspected the damage, as at today’s date, neither removal of the rubble nor any repair work had been carried out.

 **Photocopier** This has been reported at a previous meeting as the 5 year contract on the copier has expired. We have repeatedly asked for a ‘rolling’ quote on the present machine as it is adequate for our purposes but as yet we haven’t received an answer. New machines are cheaper on rental and per copy but a 5 year contract is required.

 **Pitney Bowes (Franking Machine).** We have to replace the current machine with one capable of meeting the Royal Mail’s new franking requirement (digital barcode). The increased cost of the lease are a minimal increase on the current quarterly figure.

 **Finance Report** The Clerk is still awaiting return of some of the completed Bank Mandate forms from the cheque signatories and requests they be completed as soon as possible.

 **Cash Book and Budget Variance**. The CT’s were sent copies of the two reports on 19th January.

 **Government Top-Up Grant** The Clerk had attended a meeting at TDC where a clear indication was given that next year’s top up grant would be reduced by 50%, with it expected to disappear altogether by 19/20

 **MRIN** Now the Minutes for the last meeting have been approved and signed, a copy will be sent to CCLA to update the mandate and apply for HMRC Exemption.

 **Mayor’s Fund** A copy of the current financial position in respect of the Mayor’s Fund was presented to the Charter Trustees. The Clerk reminded the CT’s that the support of the CT’s and their families and friends as well as the general public, were vital to the fundraising success of the events.

Acceptance of the Report proposed by Cllr Dellar, seconded by Cllr Dixon, passed nem con

**MINUTE 17 BUDGET PROPOSALS 2017-2018**

The Mayor requested the removal of the public under Section 12A of the Local Government Act 1972. The Clerk was asked to leave the meeting.

The Minutes of the HR meeting held on16th January 2017 were presented to the Charter Trustees.

The contents of the report were discussed and the recommendations of the HR Committee were approved. The CT’s accepted that the Contracts of Employment currently in use possibly need updating and requested the current contract, together with the contract drawn up by the Town Sergeant, be sent to TDC’s HR Department in Dover for comment.

Acceptance of Report and Contents proposed by Cllr Johnston, seconded by Cllr Jaye-Jones, passed nem con.

The Clerk was called back to the meeting and the public invited back in.

The Trial Balance as at 31st December 2016, and explanations regarding expenditure under various headings, were discussed by the Charter Trustees. Attention was drawn by the Clerk to the Bank Balance as at 31st December 2016 and what the anticipated movement over the next three months was expected to be and the anticipated balance at the end of the Financial Year.

The Budget Proposals were set out under the relevant cost centres, together with Notes to the budget, and each cost centre examined and discussed by the Charter Trustees.

The Auditor’s recommendation regarding the treatment of the Mayor’s Allowance was again discussed and put to a separate vote: Cllr Jaye-Jones proposed accepting the recommendation,

5 voted for accepting the recommendation, one against and two abstained.

The Clerk explained that the anticipated Reserves at the end of the Financial Year, would be too high to justify asking for a precept to cover the entire budget for 2017-18, and some should be used to offset the required Precept request. The figure of £40,000 was considered prudent.

This would result in a Precept Figure to be raised of £72,552.00 which equates to a Band D Equivalent of £5.94, which is exactly half of last years’ precept.

Cllr Johnston proposed acceptance of the budget, seconded by Cllr Evans, passed nem con.

**MINUTES 18 APPLICATIONS TO THE MAYOR’S FUND**

 The application from the Bandicoots held over from the last meeting pending a presentation was again discussed and approval given for a £250 grant, with a possibility of a further £250. Proposed by Cllr Game and seconded by Cllr Tomlinson, passed nem con.

 The application from Hi-Kent was discussed and appreciation expressed of the work undertaken in the local Community. The application of £390 was approved; proposed by Cllr Johnston, seconded by Cllr Game, passed nem con.

 The application from St Anthony’s School was discussed and a grant of £500 was approved. Proposed by Cllr Johnston, seconded by Cllr Dellar, passed nem con.

**MINUTE 19 ANY OTHER BUSINESS**

 Cllr Jaye-Jones thanked the Clerk for organising the Blessing of the Seas but expressed a wish that in future years, the Charter Trustees could sit with members of the Greek Community. He was critical of the winter Gardens that had ‘forgotten’ his table which caused the main meal to be served very late.

There being no further business, the meeting closed at 9.15p.m.