**MINUTES OF THE CHARTER TRUSTEE MEETING**

**HELD ON MONDAY 5TH DECEMBER 2016**

**AUSTEN ROOM TDC**

**PRESENT:** Cllr Robin Edwards., Cllr Rosamund Dixon., Cllr Mick Tomlinson,

Cllr Iris Johnston, Cllr Lesley Game, Cllr Linda Potts, Cllr Julie Dellar.

Also present: Ingrid Spencer, Clerk to the Charter Trustees

**MINUTE 6. APOLOGIES**

Apologies received from Cllr Wells, Cllr Jaye-Jones

**MINUTE 7.** **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

The Minutes of 5th September 2016 were approved and accepted.

Proposed by Cllr Linda Potts, Seconded by Cllr Julie Dellar

Passed nem con.

The minutes of the EGM held on 22nd September 2016 were approved

And accepted.

Proposed by Cllr Iris Johnston, Seconded by Cllr Linda Potts, passed nem con.

There were no matters arising from the minutes.

**MINUTE 8.** **MAYOR’S REPORT**

The Mayor reported on the increasing support shown by the public for Remembrance Sunday, and thanked those Charter Trustees who turned out in support. Two events had taken place since the last meeting; St Michaelmas Day dinner at Quex Barn and the Mayor’s Ball.

The Mayor reminded the Charter Trustees that the most important civic event in the Mayoral calendar – the Blessing of the Seas, would take place on 8th January 2017. There would be another fund-raising event on 3rd February 2017 – Salmestone Grange Medieval Banquet.

Following the EGM on 22nd September, the Mayor stated the Charter Trustees had to accept they would be in the Media Centre for the foreseeable future and would have to make the best use of the space available. To this end, the Civic office would take on the two empty rooms on the same floor as the present office at a cost of £350 net per month for the two.

The Mayor and Charter Trustee website is now being updated regularly but complaints have been received of how difficult it is to navigate the site. The office is exploring a new design which will be easier for all to navigate and the cost is £37 per month.

**MINUTE 9. FINANCE & OFFICE REPORT**

In order to effect the change of bank from HSBC to Natwest, the

following record has to be included in the minutes:

“It was resolved that a banking relationship will be maintained with

National Westminster Bank PLC (the Bank) in accordance with this

Mandate and that:

* The individuals identified as **authorised signatories** may, in accordance with the **signing rules**, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Bankers’ Drafts and other payments on the account even if it causes an account to be overdrawn or exceed any limit.
* Any **authorised signatory** may give instructions or requests for information to the bank in relation to the accounts with the same **signing rules** and **authorised signatories;** closing accounts; or other banking services or products.
* The Bank may accept instructions that do not have an original written authorised signature provided that bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.
* The organisation will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.
* This mandate will continue until the organisation gives the Bank a replacement mandate.”

Proposed acceptance: Cllr Iris Johnston, Seconded Cllr Linda Potts. Passed nem con.

**Finance Report**

Copies of the Cash Book, Budget and the Auditors’ Report had been circulated to the Charter Trustees on Monday 21st November 2016

**Photocopier:**

The current five-year lease is coming to an end. Five quotes had been received to replace the current machine by a completely new one. As the current photocopier works very well, KCS had been asked to provide a figure for continuing with the current machine. This information is still awaited.

**The Mayor’s Fund**

The Clerk reported that the practise of expenses payable by the Mayor’s Fund but being paid via the Charter Trustee account, Input VAT being reclaimed and the net amount being re-imbursed to the Charter Trustees from the Mayor’s Fund, is incorrect. The Auditor currently does not audit the Mayor’s Fund as, being a registered charity, it is a separate entity to the Margate Charter Trustees. Once the new account(s) have been opened at Natwest, the Mayor’s Fund will revert to being under the sole command of the Margate Charter Trustees and will therefore fall within the scope of the audit.

**Auditor’s Report**

The Auditor’s Report was generally favourable.

**R.1.** That regular monthly visits from a Charter Trustee to be re-implemented to sign-off bank reconciliations and Trial Balance and supporting documents. Agreed.

**R.2** Tender limits to be standardised between Standing Orders and Financial Regulations.

Tender limits are set at £500 and over. This is a low level of expenditure and there are occasions when it is not possible to obtain the required three quotes.

The Charter Trustees were asked to give consideration to either increasing the spend level, or adding the clause “where possible and practicable”.

CT’s were asked if they would like to delegate this decision to the Finance Committee for more in-depth consideration prior to the Precept meeting.

**R.3** Minutes of meetings should record the date of the meeting for which minutes are being approved – Done.

**R.4** The Mayor to repay all and any upstanding monies due to the Charter Trustees – Done

**R.5** “Consideration should be given to paying the Mayor and Deputy Mayor a small ‘out of pocket’ expenses float and that all other expenses incurred by the Mayor and Deputy Mayor should be paid for by the Trustees up to a pre-determined budget level”.

The Clerk explained how the current system works and how much is ‘lost’ to the HMRC, and the growing need for transparency and openness in Public Finances.

Charter Trustees agreed this should be delegated to the Finance Committee for more in-depth consideration prior to the Precept meeting on 16th January 2017.

**R.6** The Clerk apologised to the Charter Trustees for over-paying herself £25 per month. This had been rectified and remedied at the following payroll run.

**R.12 Fixed Assets**

The Assets in the Trustees’ offices should be listed and valued.

The Clerk explained that the last comprehensive asset list had been compiled by the then Clerk in 2011, but no values assigned to the inventory.

Bearing in mind that the Charter Trustee assets are currently spread across two properties, this process should be undertaken as a matter or importance. The services of a professional valuer may be required to assess some of the items in the Old Town Hall.

This process would at least ensure that items in the Old Town Hall would at least be ‘registered’ as belonging to the Charter Trustees in the event of any dispute.

**R.13** Consideration should be given to having a new professional valuation carried out in respect of the regalia – Done.

**Amendment to Standing Orders**

**Town Sergeant**

“That under Section 3 (b), A Mace-bearer shall be appointed to act as Mayor’s Attendant and Driver”

The title Mace-bearer be removed and replaced by **Town Sergeant**

Proposed by Cllr Lesley Game, Seconded by Cllr Roz Dixon, passed nem con

**Westgate On Sea**

The Clerk reported that a member of the public had asked the District Auditor to look into the validity of the £30,000.00 paid to Westgate On Sea. The District Auditor enquired under which Legal Section the offer of £30k had been made, and what legal and/or any other professional advice had been sought prior to the offer. Due to holidays, the sign off of the accounts and the determination of the Westgate matter will not happen before the New Year.

**Technology**

The new Town Sergeant is regularly updating the website. In order to assist with promoting the Mayoralty, he has requested the purchase of an android.

The Charter Trustees agreed a budget limit of £250.00

**Website**

The figure from our Website Service provider (Broadbiz) for updating our website and ongoing maintenance, of a discounted figure of £37 per month, was accepted.

Cllr Iris Johnston proposed accepting the Finance Report, Seconded by Cllr Potts, passed nem con.

**HR Committee Report**

The HR Committee meeting that took place on Tuesday 22nd December 2016 was inquorate. The Committee members present went ahead due to the urgency of confirming or otherwise, the position of the Town Sergeant, who has completed his three- month trial period. The views of the Mayor were considered, together with the verbal report of the Clerk and the Committee were of the opinion the Town Sergeant should be offered a permanent contract, subject to agreement and ratification by the Charter Trustees.

The Committee also discussed the tax under-collection in respect of the previous Mace-bearer and felt that morally the Charter Trustees ought to pay this tax (£328.00) The Charter trustees concurred.

The matter concerning the Clerk’s contract and position was deferred to a later date until more information could be obtained.

Moved that the HR Minutes be accepted and approved, Cllr Iris Johnston, seconded Cllr Mick Tomlinson, passed nem con.

**Minute 10.** **MRIN Account update and signatories.**

The Clerk updated the Charter Trustees on the position as per the Margate Relief in Need transfer of funds to Dr Peetes.

There are two obstacles at present; the current signatories on the mandate for MRIN at CCLA, which invests the funds on behalf of MRIN, are Ela Lodge-Pritchard and Cheryl Ezekiel.

It was agreed that the names of Mrs Ela Lodge-Prichard and Mrs Cheryl Ezekiel, be removed from the mandate, and the names of Cllr Lesley Game and Cllr Linda Potts be added.

Proposed by Cllr Iris Johnston, Seconded by Cllr Mick Tomlinson, passed nem con.

In order to register the fund with HMRC, at least two named Trustees need to be notified to HMRC. It was agreed that Cllr Lesley Game and Cllr Linda Potts be nominated as Trustees of the Fund and that HMRC be notifies accordingly.

Proposed by Cllr Mick Tomlinson, seconded by Cllr Iris Johnston, passed nem con.

**Minute 11.** **Mayor’s Fund Update**

The Clerk updated the Charter Trustees on the position regarding the Mayor’s Fund. £2755.25 has been raised since the New Year, and a system put in place to enable verification of funds received.

**Applications to the Mayor’s Fund**

Three applications have been received; Quarterdeck, which had already been agreed at a previous meeting; monies should be released. £500

Oasis. An application towards the cost of hosting a prestigious conference, the first for Thanet. Agreed £500

The Bandicoots. A new organisation. The Charter Trustees requested a presentation from Bandicoots before reaching a decision.

**Minute 12.**

Cllr Iris Johnston proposed the Clerk be re-imbursed for the raffle prizes bought throughout the year and suggested a figure of £200.

Proposed by Cllr Iris Johnston, seconded by Cllr Lesley Game, passed nem con.

Cllr Tomlinson reported on the two- minute silence on Armistice Day, also the tree lights on the Cecil Square Christmas tree are not as bright as would like; that the lights from the tree in the Piazza last year cannot be found, neither can the snow machine that the Charter Trustees bought.

Cllr Tomlinson that it was agreed that Honorary Burgesses, not acting as Councillors, cannot be reported to Standards at TDC.

There being no further business, the meeting ended at 9.00p.m.