**MINUTES OF THE SPECIAL CHARTER TRUSTEE MEETING**

**11TH JANUARY 2016**

**AUSTEN ROOM T.D.C.**

**PRESENT:** Cllr Robin Edwards, Cllr Roz Dixon, Cllr Michael Tomlinson, Cllr Mrs Iris Johnston,

Cllr Gary Taylor, Cllr Linda Potts, Cllr Julie Dellar, Cllr Edward Jaye-Jones, Cllr Ash Ashbee, Cllr Jonathan Curran,

In attendance: Carol Partington, Finance Clerk, Ingrid Spencer, Clerk to the Charter Trustees and Clifford East, Mayor’s Attendant.

The meeting was called primarily to discuss the proposed budget and precept which had to

be submitted to TDC by the 29th January 2016.

The meeting was handed over to the Finance Clerk to go through the proposed budget and changes.

Cost Centre

 4100 Mayor’s Allowance. Increased to £12000 p.a. in accordance with Finance Committee recommendation 30.11.15

4101 Deputy Mayor’s Allowance. Increased to £6000 p.a. in accordance with Finance Committee recommendation 30.11.15

4103 Mayor’s Charity Donations. Remove from budget.

4400 Mayor Making costs. Provision reduced by £400 to £1100

4422 Trafalgar Day. Provision reduced by £220 to £100

4505 External Audit Fee. Reduce by £1600 to £800.

4507 Internal Audit Fee. £500 of savings from 4505 transferred to this cost centre –separating out the two headings.

4540 Alarm System. Cost reduced by £190 to £850 as change of system should see costs reduced

4565 Honours Board. Cost reduced by £60 to £100 as full budget not spent

4573 Media Centre Rent. Rising to £9600 from £5400, an increase of £4200

 Equates to a monthly rent of £800 rather than £450. A 90% increase. This generated a lot of discussion.

4574 Media Centre rates. Reduced by £300 to £700 to reflect actual spend

4575 Media Centre Cleaner. Reduced by £400 to £500 to reflect actual spend

4576 Media Centre Phone. Reduced by £400 to £500. Costs are less at Media Centre.

4605 Contingency – Removed

4705 Youth Awards. Reduced as historically costs are a lot less

4800 Salaries, NIC/Pension Costs. Increased by £1500 to £36000 due to staffing levels and salary increases.

4815 RICOH Reduced by £424 to £1500 as costs reduced

4820 Stationery. Cost increased slightly as more printing done in-house. Up by £50 to £800

4825 OTH Telephone. Cost centre removed. Budget reduced by £850 to £0

4840 IT Costs. Low cost but new Computer required. Budget still reduced by £700 to £1000. New software also required.

**Twinning:** Trustees were informed that if they agreed to rekindle the lapsed association with our twinned towns, then a provision would need to be made in the budget. A suggested figure of £2000 had been made by the Finance Committee on 30th November 2015.

**Future Events**

 The Finance Committee suggested at its meeting of 30.11.15, that budget provision should be made for future known events such as Battle of the Somme anniversary (1.7.16) Armed Forces Day and Manston 100th anniversary joint celebration on 23rd June 2016.

 The Queen’s 90th birthday. This would be celebrated nationally on 12 June 2016 and the Lord Lieutenant of Kent had asked all Town Councils, Councils, Parishes etc to hold street parties as part of the event. The Finance Committee at its meeting on 30.11.15 proposed a budget provision of £10,000.

Cllr Linda Potts proposed removal of the Public. This was seconded by Cllr Julie Dellar. Passed nem

Con.

The Finance Clerk informed the Trustees that the Internal Auditor has suggested a contingency for Legal Sundries be included in the budget of £10000.00

This would bring the total budget to £147,191.

It was proposed by Cllr Gary Taylor and Seconded by Cllr Roz Dixon :

 “That the budget, with the amendments discussed, should be accepted, and that the precept be £12.60”.

Passed nem con.

The Charter Trustees then agreed that the following dates for future Trustee Meetings be set at:

 **Monday 29th February 2016**

**Monday 17th April 2016 at 6.00p.m.** Mayor’s Request (an informal meeting, closed to the public and un-minuted)

 **Monday 17th April 2016 at 7.00p.m.** Charter Trustees

 **Monday 16th May 2016** Charter Trustees AGM & Mayor Making