**MINUTES OF THE CHARTER TRUSTEE MEETING HELD**

**1ST JULY 2024**

**PRESENT:** Cllr Jack Packman (Chair)., Cllr Katie Pope, Cllr Rob Yates, Cllr Heather Keen., Cllr Leo Britcher., Cllr Helen Whitehead.

**MINUTE 1** **APOLOGIES** Cllr John Edwards., Cllr Marc Rattigan., Cllr Alan Currie., Cllr Martin Boyd.

**No Apologies Received**: Cllr Elysa D’Abbro., Cllr John Dennis., Cllr Ruth Duckworth., Cllr Barry Manners., Cllr Harry Scobie., Cllr Cedric Towning., Cllr John Worrow.

**MINUTE 2** **Declarations of Interest** None Received

**MINUTE 3** **CONFIRMATION OF MINUTES AND MATTERS ARISING.**

The minutes of the meeting held 22nd April were approved; there were no matters arising.

Proposed: Cllr Leo Britcher

Seconded: Cllr Katie Pope

Passed nem con

**MINUTE 4** **MAYOR’S REPORT**

The Mayor proposed a vote of thanks to Cllr Yates and Cllr Edwards for all their hard work the previous year.

1. Planting in High Street. The Mayir has been in contact with TDC officers who are supportive of the idea in principle. Permission has to come from KCC for the siting of planters.
2. The damaged lamppost along the sea front should be repaired today (2.7.24.)
3. The Mayor would like to provide a standard for the Army cadets; there are three options (quality). The traditional woven standard is the most expensive but also most durable at £1900. The Charter Trustees agreed £2000 for the standard.

Proposed: Cllr Heather Keen

Seconded: Cllr Rob Yates

Passed nem con

1. The Mayor has produced 2 job descriptions for a Mayor’s Assistant and a Town Sergeant. The MA on 20 hours pw at point 14 Scale LCI @ £27334 pro rata. The TS role at 15 hours pw week on the same rate. A fixed contract of 2 years to be offered after 6 months satisfactory probation period. The Clerk would be working on the descriptions over the next couple of weeks.
2. The Mayor is in conversation with Grand Garage in respect of a courtesy car for the Mayor’s use. The CT’s expressed the preference for a hybrid vehicle.
3. The Mayor has been in positive contact with TDC regarding the steps at Sundowners. The aim is to have the steps painted in the LGBTQ colours. Sundowners to be asked to provide information. Cllr Yates suggested Amy Zing be approached.
4. The Clerk had produced a spreadsheet showing possible savings on budgeted items and also the value of the VAT refund received in April. The Mayor proposed these savings and the VAT be placed in a new cost centre: the Civic Fund, for use in the town. The absent CT’s to be asked to email the Mayor and Clerk with suggestions where funds could be spent.
5. A letter has been received from the Mayor of Dunkerque thanking the CT’s for the hospitality shown on 6th June at DDay. There is a request that schools could collaborate with Dunkerque on the 85th anniversary of the Little Ships in May 2025. The CT’s requested we ask Dunkerque for a copy of the Mayor’s speech. Cllr Keen could liaise with the Youth Council.
6. Cllr Yates gave an update on the Regeneration Board. It’s desirable that there’s a clear separation of roles between the Cabinet and Board; both require regular updates and a timeline for the delivery of projects. Board members should not have to find out via the press when projects will be started. A lease agreement with EK college on store 21 is close to completion.

**MINUTE 5** **OFFICE & FINANCE REPORT**

1. The Cash Book and trial balance to the 30th June 2024 were tabled.
2. The Internal Auditor’s Final Report for 2023-24 (previously circulated) were discussed. It was agreed that Cllr Katie Pope and Cllr Packman, neither of whom are cheque signatories, should approve payments. Cllr Pope agreed to undertake checking the bank reconciliation on a regular basis.

Proposed accepting the reports: Cllr Jack Packman

Seconded: Cllr Rob Yates

Passed nem con.

**MINUTE 6 APPLICATIONS TO THE MAYOR’S FUND**

The Mayor’s fund is outside the remit of the Charter Trustees. Given the time between meetings, the Mayor proposed a committee be set up to consider applications and expedite payment of grants. Cllr Keen, Cllr Yates, and the Mayor and Deputy Mayor, would all like to be involved. The Clerk to contact other CT’s for expression of interest with a cut-off date of 23rd July.

The Mayor and Deputy Mayor have agreed that their allowances be donated to the Mayor’s Fund. The Clerk had drawn up a schedule of when payments would be made to the fund with the first payment being made 1st July.

Applications

1. East Kent Mencap. Approved full £500.
2. Margate Radio. The CT’s would not pay for expenses, but could offer help with the certificates and ‘goodie bags’.
3. Mama to Mama. The CT’s were impressed with the work and professionalism of the organisation and approved the grant of £500.
4. Margate Operatic Society. The application was for the CT’s to pay for the cost of the programme; the Mayor had wanted to subsidise the cost of tickets to families unable to afford the full price. The Mayor to go back to MOS.
5. Cliftonville Community Centre. Decision deferred; the Mayor to contact.
6. Margate Black Pride. To be supported from the Civic Fund not the Mayor’s Fund. Important that the Town crest be on social media.
7. Margate Football Club (Women’s). Approved grant of £500.

The Charter Trustees want the maximum publicity from any award granted.

There being no further business, the meeting ended at 8.20pm.