**MINUTES OF THE CHARTER TRUSTEE MEETING**

**HELD 16TH SEPTEMBER 2024**

**PRESENT:** Cllr Jack Packman., Cllr Katie Pope., Cllr Heather Keen., Cllr Harry Scobie., Cllr Martin Boyd., Cllr John Edward., Cllr Leo Britcher., Cllr Marc Rattigan.

**MINUTE 7 APOLOGIES:** Cllr Alan Currie

 **NO APOLOGIES Rec’d**

Cllr Ruth Duckworth., Cllr Elysa D’Abbro., Cllr J. Denis., Cllr John Woodrow., Cllr Rob Yates., Cllr Helen Whitehead., Cllr Cedric Towning., Cllr Barry Manners.

**MINUTE 8** **DECLARATIONS OF INTEREST**

 None received.

**MINUTE 9** **CONFIRMATION OF MINUTES 1ST JULY 2024 AND MATTERS ARISING**

Cllr Keen requested an update on possible curtesy car. The Mayor had no updates but was still in conversation with Grand Garage. The Mayor considered approaching the procurement team at TDC in respect of a lease vehicle.

Cllr Keen asked if there was any further information in respect of working with Dunkirk next year. The Mayor would writing to local schools and the office would set up a zoom meeting with Fabian.

Proposed acceptance of minutes: Cllr Leo Britcher

Seconded: Cllr Marc Rattigan

Passed nem con

**MINUTE 10 MATOR’S REPORT**

1. The Mayor would circulate an updated engagement list to all Charter Trustees.
2. Cllr Edwards left the room.

Two new members of staff had been appointed subject to acceptance: Ant Walbank as Town Sergeant/Chauffeur and Claire Licence as Mayor’s Assistant.

Cllr Edwards returned to the meeting.

1. The Mayor would like to hold a midnight firework display on New Year’s Eve to boost the town. He aims to involve local businesses to support the event and raise funds. The paperwork would have to be submitted to TDC by the end of September.
2. Boxing Day. The Mayor has been in contact with Margate Football Club. There will be a local football match between Margate and Ramsgate on Boxing Day and the Mayor would like to sponsor the match at £500 with a collection taken at the match for the Mayor’s Fund. The Mayor of Ramsgate to be invited as well as Ramsgate councillors.
3. Website. The Mayor requested permission from the Charter Trustees to explore a possible upgrade to our current website. The current cost of maintaining the website to £90 net per quarter. The Mayor will report back in November.
4. The new Lord Warden of the Cinque Ports will be installed at Dover Castle on 29th October. There are 2 categories; the first, The Mayor, Deputy Mayor and Clerk are automatic invitees and up to a further 4 Charter Trustees. Cllrs Keen and Edwards have accepted. The second group of guests will be Leigh McKenzie., Mrs Iris Johnston, Mrs Karen Brinkman, Mrs Caroline Friday Mr & Mrs Mick Tomlinson. In accordance with wishes of the Registrar, a minibus will be hired to take all guests. Cllr Marc Rattigan has offered his company minibus.
5. Cllr Yates being absent, a report on the Town Deal to be deferred to next meeting.
6. Town Council. The Mayor reported TDC to start a CGR on 1st April 2025. The Clerk agreed to send the TDC on the previous CGR to all Charter Trustees.
7. The Mayor would like to be able to use the Parlour but is hampered by the 5 easy chairs taking up the room. The Mayor requested approval from the Charter Trustees to dispose of the chairs to St John’s Church on permanent loan. The Mayor’s desk and chair from the OTH to be brought over and installed in the Parlour. Approval was given.

**MINUTE 11 OFFICE & FINANCE REPORT**

1. Cash Book and Trial Balance previously circulated. Cllr Britcher raised a question regarding Hythe Venetian Festival.

Proposed acceptance of cash book: Cllr Heather Keen

Seconded: Cllr Katie Pope

Passed nem con

1. The accounts for the year ended 31st March 2024 had been signed off by the external auditors. The Clerk drew the attention of the Charter Trustees to the qualification.
2. Flagpole. The Clerk has received a quote for the installation of a security box for the guide ropes on the flagpole together with a maintenance quote. Currently it is necessary to use a ladder to reach the cleat which is a health and safety risk. The Charter Trustees approved the installation of the box and to have the flagpole serviced at the same time to minimise cost.
3. Risk Assessments. The action plans for the risk assessments were presented to the Charter Trustees. To address concerns raised by the internal auditor, it was proposed that invoices would be submitted to the Finance sub-committee prior to payment for approval.
4. Ratification of Executive decisions; Over/under spends on budget.

At the meeting of 1.7.24, the Clerk had identified where savings could be found in the budget to allow monies to be spent enhancing the town via events. In the past, the Charter Trustees had annually supported eg Margate Carnival and arranged events in the town eg Christmas festival.

The Clerk gave an update on anticipated over/underspends which included work to the flagpole and fitting out of new office to accommodate staff. This had still allowed for some savings and the Executive had approved £1000 to Margate Pride and £2000 to Margate Carnival. Cllr Katie Pope proposed supporting Cliftonville ARK in commissioning a wall mural in Cliftonville.

Proposed ratifying decisions: Cllr Marc Rattigan

Seconded: Cllr Leo Britcher

Passed nem con

1. The Clerk required permission to vire £15750 from reserves to a salary reserve account. £66000 had been ring-fenced in the accounts as a contingency for staff salaries in the event of additional staff being appointed.

Moved approval for virement: Cllr Heather Keen

Seconded: Cllr John Edwards

Passed nem con

There being no further matters, the meeting ended at 8.15pm.