

CHARTER TRUSTEES OF BEXHILL

MINUTES OF THE MEETING HELD AT THE TOWN HALL, BEXHILL ON WEDNESDAY 25TH October 2017 at 5.30pm.

Present:

Cllr T Graham	- Town Mayor
Cllr A Azad	- Deputy Town Mayor
Councillors:	- C Clarke Mrs D Earl-Williams
	S Earl S. Elford Mrs B George, I Hollidge,
	Mrs J Hughes B Kentfield
	Mrs J Potts and M Watson

In attendance

Rev. D Reynish	Mayor's Chaplain
T Cox	Clerk
A Manoukian	Mace Bearer

PRAYERS Fr David Reynish opened the meeting with prayers

The Mayor welcomed all present.

1. **Apologies for absence** - Councillor P Douart. Later Cllr Kenward.

2. **THE Minutes of the 18th September 2017.**

These were APPROVED and signed as a correct record by the Mayor with one amendment-Present. Cllr Maynard should read Cllr Kenward
There were no matters arising.

Cllr Earl asked that Item 5 of this meeting should be taken as Confidential Business.
.AGREED

3. **Mayor's engagements and communications.**

The Mayor's engagements have included:

Starting the "1066 Walk" from the DLWP gardens
Hastings Museum. A visit by Russian visitors commemorating the Founder
of the Museum and of a Russian Hospital by Kate Marsden
Presentation of a Defibrillator to the Bexhill United FC for theirs and public
use.

Choral Concerts

Bexhill LIONS Charter Anniversary meal

Bexhill Dementia Alliance singalong "Down Memory Lane

and further engagements undertaken by himself and the Deputy Mayor

The Mayor and Fr David confirmed that the Mayor's Civic Service will take place on
October 29th at St Peters Parish Church at 9.45am. Full details of their participation
had been circulated. All will be most welcome.

4. Report and Recommendations of the Administration review group.

The Clerk and Mace –Bearer withdrew under Confidential Business.

The Clerk and Mace Bearer returned to the meeting. Cllr Earl reported that the meeting had not reached any final conclusions. The meeting did confirm that the office equipment of a new dedicated CT Laptop could be purchased together with an adequate HP printer. The Clerk confirmed that these could be purchased in November (when he was due to set up the website with RDC) for a cost of approximately £450 ex-VAT from KC Computers. The meeting also revisited the issue of the taxi- hire fund for non-driving Mayors. Noting that the fund was now £450 they concluded that no further reserves were needed for the foreseeable future. The Clerk advised that some guidance concerning the overall Budgets for 2018/19 would be required in the near future in order to settle the Precept requirement for that year. It was understood that Cllr Kenward would be in touch with the Clerk further concerning the Trustees intentions concerning staffing and administration matters.

5 Financial Report

The Clerk referred to his notes and reported as follows;-

- a. **Audit for 2016/17 accounts.** Completed by PKF external auditors and returned signed without comment.
- b. **Expenditure 2017/18 to date.** The Clerk ran through the details contained in his report (filed with minutes). One over-expenditure Mayor –Making (£90) as extra staff required. Some under-expenditure-all well within total budget.
- c. **Budget and Precept requirements.**
- d. Full detailed budget will be available as soon as possible once a number of staffing issues finalised.
The meeting discussed the Precept requirement for 2018-2019. Noting that the requirement was for £14000 and that the Charter Trustees reserves were small:- PROPOSED by Cllr Kentfield, seconded by Cllr Hollidge “That the Precept required for 2018 was £14000” was APPROVED without amendment.
- d. **To appoint an internal examiner/auditor for the 2017/18 accounts.**
The Clerk reported that that last year’s accounts had been carefully and helpfully completed by Mr David Froude. He asked that Mr Froude be invited to audit this year’s accounts. **AGREED**

6. Any other business
NONE

8) Date of next meetings.

Wednesday 7th March at 5.30pm

The Mayor closed the meeting at 6.16.

SIGNED..... DATE.....