

**RAMSGATE TOWN COUNCIL**

**Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE**

**duly convened and held at 7.00 pm in**

**the Council Chamber, Albion House, Albion Place, Ramsgate on 11 November 2009**

Present: Councillors Nicholson (Chairman), Byne, Doyle (substitute for Councillor Carr), Houlton, Kirby, Moore and Ward.

**1. APOLOGIES**

An apology was received on behalf of Councillor Carr, whose substitution was Councillor Doyle

A further apology was received on behalf of Councillor Moore, for lateness.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES**

The Minutes of the Meeting held on 23 September 2009 were agreed and signed by the Chairman as a true record.

It was further agreed:

- a) that the minutes of this meeting be sent, as soon as possible, to all attendees;
- b) that the attendees be given the opportunity to raise any inaccuracies with the committee clerk within a certain length of time;
- c) that the minutes, subject to any amendments as above, be then taken as read and submitted along with the minutes of the meeting on 23 September 2009 to the next full meeting of the Council.

**4. BUDGET REPORT 2010/11**

The Chairman pointed out that there were two parts to the budget documentation: a report prepared by himself, which had been appended to the agenda, and a draft working paper which had still to be circulated to Members.


**1. Chairman's Budget Report**

The Chairman's budget report was considered, and it was **agreed** to recommend that:

A total of £139,750 be added to the 2010/11 budget: £122,750 thereof to cover ongoing liabilities and £17,000 to cover one-off items, as follows:

	<b>Annual</b>	<b>One-off</b>	<b>Total</b>
	£K	£K	£K
Town Clerk – salary & on costs <sup>1</sup>	30		30
Albion House - rent	15.75		15.75
	—————		—————
c/f	45.75		45.75

*2010/11 and each of following 4 years*

Chairman's Initials


	Annual	One-off	Total
	£K	£K	£K
b/f	45.75		45.75
Albion House – full structural survey & legal advice <sup>2</sup>		5	5
Town Council election Costs	16		16
Allotments <sup>3</sup>	28		28
IT <sup>4</sup>		2	2
Office accommodation <sup>5</sup>		10	10
Finance regulations – 2 internal audits	0.5		0.5
Internal decoration & planned Maintenance	2.5		2.5
Events budget <sup>6</sup>	30		30
	=====	====	=====
Total	£122.75K	£17K	£139.75

£16K also in 2011/12 and £8.5K pa thereafter until 2015

(essentially capital)

(as a "ring-fenced pot")

**in principle**

During consideration of the various budget items, the following points and queries were raised:

1. Town Clerk - salary etc:

Should the hours of the Town Clerk require to be extended, reserves could be used to cover any additional salary and other associated contingencies during the first year.

2. Albion House rent:

- What were the implications of Albion House being sold by TDC prior to finalisation of the draft lease?
- It was understood that the total freehold would be disposed of and that an acceptable offer to purchase had been received by TDC;
- Would the property be sold on the basis that RTC tenancy would be protected for 25 years?
- The premises covered by the draft lease comprised part of the ground floor as follows: Mayor's Parlour, office, Council Chamber, kitchen, toilets and an additional room;
- It was understood that the Mayor's insignia was in safe-keeping in the basement;

Chairman's  
Initials



- It would be a good idea if Members could arrange to have a tour (preferably during the day) of the accommodation included in the lease;
- Upon disposal of the Albion House by TDC, the main entrance would become a private entrance and an alternative entrance to RTC premises would require to be created, probably off the office;
- The structural survey, for which a one-off provision was to be made, would identify any defects to be put right by TDC before finalisation of the lease;
- It was understood that any Landlord would have sole responsibility for the maintenance of the structure of the building, e.g., the roof;
- Legal advice on matters pertaining to the lease should be sought as soon as possible.

(Councillor Moore entered the meeting during the course of consideration of this item)

3. Allotments: At some stage in the future, it might be prudent to consider employing someone for the purpose of maintaining/ administering allotments.
4. IT: Details of quotes received in relation to new computer equipment were as follows: *It was not clear, at this stage, whether the amounts were inclusive of VAT.*

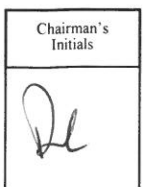
	£
I. 2 computers with upgrade	1,278.60 <i>(Cap)</i>
48 months on-site warranty	165.60 <i>(Cap)</i>
<u>or</u> 60 months with parts and labour	246.56 <i>(Cap)</i>
_____	
II. 2 computers – different spec	1,727.76 <i>(Cap)</i>
same options for maintenance as above	
_____	
2 optical mice (standard option)	
Software: Anti-virus	59.80 <i>pa (Rev)</i>
Microsoft office licence	454.00 <i>pa (Rev)</i>
Other: 5 port switch	30.00 <i>(Cap)</i>
Software networking and printer	

5. Office accommodation:

- Upon disposal of Albion House, a new entrance would be required to the RTC premises (*see under No. 1 "Albion House rent" above*);
- A new reception area / foyer, to which the main door would lead, could be created, with CCTV coverage in the main office and a "bell" etc for visitors to use
- Accommodation would be required by the new Town Clerk;
- It might be possible for the Town Clerk & Mayor's Secretary to share the same office;
- The telephone system required to be networked.

6. Events Budget:

- It had seemed that confidential information had been leaked to the press;



- It should be noted that any such breach of the Code of Conduct could result in a case being brought before the Standards Board;
- It was **agreed**:
  1. in principle, the sum of £30K, to be match funded by TDC, be added to the revenue budget for 2010/11 for the purpose of events;
  2. members of the Committee should submit specific recommendations regarding what could be included in the programme of events, in time for inclusion in the report to the next meeting of the Committee, on 2 December 2009.

## **2. Draft Working Paper**

It was noted that this schedule of expenses had not yet been circulated to Committee members.

It was **agreed** that the schedule should, if possible, include for comparative purposes, figures for 2007/08, 2008/09, 2009/10 (to date) and estimates for 2010/11

The Chairman undertook to ensure that the other Committee members received the revised schedule during the course of the week.

## **Training**

The Chairman undertook to enquire about training by use of DVDs.

## **ANY OTHER BUSINESS**

### **1) Matter arising from minutes of previous meeting – Budget 2010-2011 – increase in National Insurance and Pension contributions**

The Mayor's Secretary would be asked to provide information as to why national insurance and pension contributions had increased from £8,000 to £12,500.

### **2) Apology – next meeting**

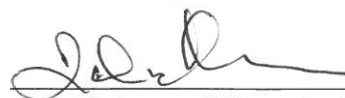
It was noted that Councillor Moore would be unavailable to attend the next meeting of the Committee.

### **3) Switching on of Christmas lights**

It was **agreed**:

- a) that up to £100 be made available to Councillor Hoult to cover expenses associated with this event;
- b) that flyers be printed "in house" by the Mayor's Secretary.

There being no further business, the meeting terminated at 8.26 pm



Chairman – 7 December 2009