

RAMSGATE TOWN COUNCIL

Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE duly convened and held in

the Council Chamber, Albion House, Albion Place, Ramsgate on 14 July 2009

Present: Councillors Byne, Carr, Green, Houlton, Kirby, Moore, Nicholson, and Ward.

Eileen Richford, Senior Democratic Services Officer, TDC

01/09 ELECTION OF CHAIRMAN

Councillor Ward nominated Councillor Nicholson, the nomination was seconded by Councillor Moore and it was resolved that Councillor Nicholson be elected Chairman of the Finance and General Purposes Committee for the remainder of the Council year.

02/09 APPOINTMENT OF VICE-CHAIRMAN

Councillor Kirby nominated Councillor Carr, the nomination was seconded by Councillor Byne.

Councillor Ward nominated Councillor Houlton, the nomination was seconded by Councillor Moore.

It was resolved that Councillor Houlton be appointed Vice-Chairman of the Finance and General Purposes Committee for the remainder of the Council year.

03/09 APOLOGIES

There were no apologies.

04/09 DECLARATIONS OF INTEREST

There were no declarations of interest made.

05/09 CALENDER OF MEETINGS 2009/10

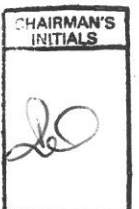
Members agreed the following dates for future meetings of the Committee;

11 August 2009	12 January 2010
23 September 2009	09 February 2010
20 October 2009	09 March 2010
11 November 2009	13 April 2010
02 December 2009	11 May 2010

Items to be included in the next agenda were agreed as;

- RAMSGATE FUND – review the policy, conditions, award criteria and look at production of comprehensive audit trail.
- BUDGET – review of current budget document.

Members considered the Term of Reference for the Finance and General Purposes Committee.



It was resolved that the Finance and General Purposes Committee recommend to Council that the Terms of Reference for the Committee are amended as detailed below;

Substitution

12. The appointment of a substitute member is only valid if the Town Clerk or Committee Clerk has been notified by the appointing member of the identity of the substitute prior to the meeting.

06/09 EXCLUSION OF THE PRESS AND PUBLIC

Moved by Councillor Ward, seconded by Councillor Carr and resolved that Pursuant to Sections 1(2) of The Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public during the consideration of the following item of business on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

07/09 RECRUITMENT OF CLERK

The Committee considered the draft contract of employment, to determine the proposed remuneration for the post of Town Clerk, considered the matter of a suitable advertisement and determine the most appropriate method of recruitment.

The Committee resolved that;

That Rodney Williamson, Secretary to the Kent Association of Local Councils be invited to attend the next meeting of the Finance and General Purposes Committee (to be held on 11 August 2009) to advise Members on all aspects of the recruitment of a Town Clerk.

Agenda meeting concluded at 9.00pm.

Members also discussed the matter of allotments and agreed that the Town Improvement Committee would look at figures supplied by Mr Paul Verrall, TDC, for the maintenance of the allotments. A more detailed breakdown would be requested from Mr Verrall.

The Town Improvement Committee would also look at the rental charges for the allotments and consider who would compile the invoices and collect the rental payments.


CHAIRMAN 11 AUGUST 2009

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07/09 RECRUITMENT OF CLERK

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The Committee resolved that;

- Rodney Williamson, Secretary to the Kent Association of Local Councils be invited to attend the next meeting of the Finance and General Purposes Committee (to be held on 11 August 2009) to advise Members on all aspects of the recruitment of a Town Clerk.
- Councillors Carr and Green to look into the provision of an updated computer system for the appointed Town Clerk and bring their proposals back to the Committee.
- It be recommended to Council that the Contract of Employment and Job Description for the position of Town Clerk be amended as detailed below;

