



Dear Councillor,

I hereby invite you to attend an Ordinary Meeting of the Town Council to be held in the Council Chamber, The Custom House, on Wednesday 28<sup>th</sup> June 2023 at 7pm for the purpose of transacting the following business.

Yours sincerely,

*Laura Fidler*

Town Clerk & Responsible Finance Officer

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## **RAMSGATE TOWN COUNCIL** **AGENDA**

**Meeting:** Full Council

**Venue:** The Council Chamber, The Custom House, Harbour Parade, Ramsgate, CT11 8LP

**Membership:** All Councillors

**Date:** Wednesday 28<sup>th</sup> June 2023 at 7pm

**1. APOLOGIES**

To receive and approve apologies for absence from Members of the Council.

**2. DECLARATIONS OF INTEREST**

To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.

**3. PUBLIC PARTICIPATION**

**(i) PUBLIC REQUESTS TO SPEAK**

To be in writing prior to the meeting. Three questions in total permitted and a maximum of 15 minutes overall to be spent on this item.

**(ii) REPORT FROM COUNTY COUNCILLORS ON MATTERS DIRECTLY RELATED TO RAMSGATE**

NB. Updates received at the meeting can only be noted.

**4. MINUTES OF COUNCIL MEETINGS**

To approve the following Minutes:

- (i) 7<sup>th</sup> June – Extraordinary Meeting**

Only questions of record may be considered

**5. POLICY & PROCEDURES**

- (i) To consider and adopt a “Code of Practice for Handling Complaints”.
- (ii) To receive and note the Council’s Insurance Policy, which confirms the arrangements for insurance cover in respect of all insurable risks.
- (iii) To consider and approve the Financial Risk Register May 2023.
- (iv) To consider and approve the Data Protection & Retention Policy May 2023 and Privacy Policy May 2023, which cover the Council’s obligations under the freedom of information and data protection legislation.
- (v) To consider and approve the Draft “Procedure for Communication with the Media”.
- (vi) To note that the review of inventory of land and other assets including buildings and office equipment. It is noted that this document is in the process of update/revision.
- (vii) To consider and approve a revised Protocols & Procedures for the Mayor of Ramsgate; as proposed by the Mayor’s PA and Town Sergeant in conjunction with the Mayor.
- (viii) To receive and note the “Ward Allowances Guidance December 2021” and consider whether the Allowance should continue to roll-over across the four years in office, or whether it should be spent each year.

**6. REPRESENTATION ON OUTSIDE BODIES**

- (i) To consider and approve the “Advisory Note: The Role of Council Representatives on Outside Bodies”
- (ii) To nominate one representative for the Clock House Project Working Group (currently Cllr Ovenden)
- (iii) To nominate two representatives for Kent Association of Local Councils (currently Cllrs Hetherington & Nixey).
- (iv) To nominate one representative for the Kent & Medway CCG Primary Care Network (currently Cllr Hetherington).
- (v) To nominate one representative for the Ramsgate Event Organisers group (currently Cllr Green).
- (vi) To nominate one representative for the Thanet Area Group (currently Cllr Green).

**7. FINANCES (INCL. GRANTS)**

- (i) To receive a report of payments; the Council is asked to note the payments between 19<sup>th</sup> May and 22<sup>nd</sup> June 2023 authorised by the Town Clerk & RFO (total: £11,434.20) and approve the payments above the threshold delegated to the Town Clerk & RFO (total: £39,853.30).
- (ii) To receive and note the “Financial Statement – Cash Book” for the 2022/2023 financial year (the details contained therein informed the Annual Governance & Accountability Return).
- (iii) To consider the findings of the review of effectiveness of the system of internal control (Page 3 of the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2023), and a covering letter from the internal auditor.
- (iv) To approve the Annual Governance Statement by resolution (Section 1 / Page 4 of the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2023).
- (v) To approve the Accounting Statements for 2022/2023 (Section 2 / Page 5 of the Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2023).

8. **COMMITTEES**

To appoint a Vice Chair of the Finance & General Purposes Committee (deferred from the Council meeting on the 7<sup>th</sup> June 2023). This Councillor will also become a bank signatory.

9. **CONFIDENTIAL MATTERS**

(i) **EXCLUSION OF THE PUBLIC & PRESS**

It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) **RADFORD HOUSE**

To receive a "Stage 2 Cost Plan" report for Radford House, as drafted by Andrew Hadden at AP Cost Consultants; the Council's quantity surveyor and project manager. The Council is asked to consider the Option A budget (green text in report) and the funding for this work to come from the "Capital Projects & Asset Acquisitions (incl. Radford House Development)" budget, with a caveat that the Professional Design Team come back identify at least 10% of valuation engineering proposals (where savings can be made). It is recommended that this matter be considered confidentially in line with Item 8 of Schedule 12A of the LGA 1972 ("The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.")

10. **DATE & TIME OF NEXT MEETING**

Wednesday 26<sup>th</sup> July 2023 at 7pm (only if required).