



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 29<sup>th</sup> May 2024 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 29<sup>th</sup> May 2024 at 7pm

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Prior to the meeting commencing Cllr Shonk will take the Declaration of Acceptance of Office.

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 Minutes of the Annual Meeting of the Council held on the 1<sup>st</sup> May 2024 (Minutes 088/24 – 099/24)

Only questions of record may be considered

#### 5 **FINANCES (INCL. GRANTS)**

- (i) To receive a report of payments 1<sup>st</sup> to 30<sup>th</sup> April 2024; the Council is asked to note the payments authorised by the Town Clerk & RFO (total: £11,002.95) and approve the payments above the threshold delegated to the Town Clerk & RFO (total: £108,073.24).
- (ii) To consider a report from the Deputy Town Clerk & FO and the recommendations of the Grant Scrutiny panel on the funding applications detailed below:  
**Ramsgate Fund applications:** The Ramsgate Society; Ramsgate Skatepark Project; 6<sup>th</sup> Ramsgate Royal Harbour Sea Scouts.  
**Events Fund applications:** Ramsgate Festival of sound; Kent Film Foundation; Ramsgate Bowling club; Discovery Planet CIC; Ramsgate International Film Festival; Screaming Alley CIC; Arts in Ramsgate; Ramsgate Town Carnival & Fair; Cliffsend Parish Council; Ramsgate Arts Festival Ltd; Looping the Loop CIC.  
Council may wish to consider a late application from the Royal Temple Yacht Club.  
**Community Services Fund:** Community Creatives Studios CIC.  
Recommendations from the Grant Scrutiny Panel on how to proceed with each application are included. Members can request to see the original application.
- (iii) To confirm the bank account signatories for the coming year / term of office (as the Council wishes); currently Cllrs Albon, Austin, & Green. One more signatory is recommended by officers.
- (iv) To receive and note the NALC document “LTN 33 | Councillors’ Allowances” and consider if the Basic Parish Allowance to members should be paid for the ensuing year / term of office (as the Council wishes); the Council’s budget for 2024/2025 does include the necessary funds (£600 per councillor and £1200 for the Chair).

#### 6. **POLICY & PROCEDURES FOR ANNUAL REVIEW**

Members are asked to review the following policies & procedures, as per Standing Order 5(j). These are all existing policies and procedures; no changes are proposed. Review of inventory of land and other assets including buildings and office equipment;

- (i) Review of Inventory of Land and other Assets including buildings & office equipment.
- (ii) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- (iii) Review of the Council’s and/or staff subscriptions to other bodies; Allotment Society; Civic Officers; KALC; NALC; SLCC.
- (iv) Review of the Council’s complaints procedure;
- (v) Review of the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (see *also standing orders 11, 20 and 21*);
- (vi) Review of the Council’s policy for dealing with the press/media;
- (vii) Review of the Council’s employment policies and procedures;

7. **SCHEME OF DELEGATION (INCL. COMMITTEES)**  
To receive a report from the Town Clerk regarding Committees and the Scheme of Delegation and confirm the necessary arrangements for the ensuing year.
8. **LONG TERM PLAN FOR TOWNS**  
Cllr Green to feedback on progress so far in relation to heritage, community & highways.
9. **HIGHWAYS IMPROVEMENT PLAN**  
To consider the recommendation of the Planning & Infrastructure committee; The HIP to be taken forward to Full Council for further consideration. Any conversation with KCC to include the local Chief Inspector of Police. Further discussion to take place in relation to the pedestrianised area of Ramsgate and the issues therein.  
Note: An online meeting with Kent County Council to discuss the HIP has been arranged by Cllr Austin for 4<sup>th</sup> June 2024 at 11am. HIP attached.
10. **CIVIC SERVICE**  
To consider a motion from Madam Mayor to re-introduce a Civic Service into the Civic Calendar.
11. **REPRESENTATION ON OUTSIDE BODIES**
- (i) To consider and approve the “Advisory Note: The Role of Council Representatives on Outside Bodies” – to follow.
  - (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 Cllr Hetherington).
  - (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 Driver).
  - (vi) To nominate two representatives for the Thanet Area Group (currently Cllrs Albon & Ovenden).
  - (vii) To nominate one representative for the Thanet Regeneration Partnership Board (currently Cllr Green).
  - (viii) To nominate one representative to work with Ramsgate Society on the Community Champion Award (currently the Mayor).
12. **DATE & TIME OF NEXT MEETING**  
Wednesday 28<sup>th</sup> June 2024 at 7pm.