



Dear Councillor,

I hereby invite you to attend an Extra-Ordinary Finance & General Purposes Committee Meeting to be held in the Council Chamber, Customs House, on Wednesday 22nd December 2021 at 7pm for the purpose of transacting the following business.

Yours sincerely,

Laura Fidler

Town Clerk & Responsible Finance Officer

RAMSGATE TOWN COUNCIL **AGENDA**

Meeting: Extra-Ordinary Finance and General Purposes Committee

Venue: The Council Chamber, The Custom House, Harbour Parade

Membership: Members of the Committee

Date: Wednesday 22nd December 2021

Time: 7pm

1. APOLOGIES

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

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. FINANCE

- (i) To receive a report from Miss L Fidler, Town Clerk & RFO, regarding administration of the Ward Allowances.

- (ii) To receive a report from Miss L Fidler, Town Clerk & RFO, regarding the Civic Budget and consider the motion contained therein from Cllr Ara.
- (iii) To consider a report from Ms E Richford, Deputy Town Clerk, regarding consolidation of the bank accounts.
- (iv) To consider a report from Ms E Richford, Deputy Town Clerk, regarding the lease of an A0 printer.
- (v) To consider a report from Miss L Fidler, Town Clerk & RFO, regarding the summer lights.

4. 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) HUMAN RESOURCES

- a) To receive a written report from Miss L Fidler, Town Clerk & RFO, regarding a staffing review and benchmarking exercise.
- b) To a written report from Miss L Fidler, Town Clerk & RFO, regarding the Town Sergeant's job description.
- c) To a written report from Miss L Fidler, Town Clerk & RFO, regarding the provision of administrative support for the Technicians.
- d) To consider if the Town Clerk has successfully passed her probationary period.

5. DATE & TIME OF NEXT MEETING

26th January 2022 at 7pm