



Dear Councillor,

I hereby invite you to attend a Finance & General Purposes Committee Meeting to be held in the Council Chamber, The Custom House, on Wednesday 23<sup>rd</sup> November 2022 at 7.00pm 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:** Finance and General Purposes Committee  
**Venue:** The Council Chamber, The Custom House, Harbour Parade  
**Membership:** Committee Members (all sixteen councillors)  
**Date:** Wednesday 23<sup>rd</sup> November 2022  
**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. **MINUTES**  
Approve the minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 9<sup>th</sup> November 2022 (minutes 230/22 to 237/22) as a true record.  
Only questions of record may be considered.
4. **FINANCE & BUDGET**
  - (i) To receive a written report from Miss E Richford, Deputy Town Clerk & Finance Officer, detailing budget expenditure (appendix to report) for September – October 2022.
  - (ii) To consider a first draft of the Budget for 2023/2024 along with explanatory note and consider what further changes should be explored prior to consideration by the Council in December 2022 and January 2023.

If Members wish to discuss specific salaries or staff 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.

**5. POLICY & PROCEDURES**

To consider the following:

- (i) To increase the delegated powers of expenditure for emergencies (the Town Clerk in conjunction with the Chair & Chair of F&GP Committee) to £3,000. Currently the Town Clerk & RFO has delegated powers to spend up to £1000, and in emergencies also £1000.
- (ii) To consider and adopt a Petitions Policy.

**6. 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) To receive a report from the Deputy Town Clerk & Finance Officer and consider the proposal contained therein for a new Administrative role in the Office, to commence when the Apprenticeship ends.

- (iii) To consider and approve the following job descriptions, the staff involved have been consulted on the content:

- a) Town Clerk & RFO
- b) Deputy Town Clerk / Finance Officer
- c) Marketing & Communications Officer
- d) Town Centre & Tourism Manager
- e) Facilities Manager (Supervisor Technician)
- f) Senior Facilities Officer 1 / (Lead Technician 1)
- g) Senior Facilities Officer 2 / (Lead Technician 2)
- h) Allotment Officer / Admin Assistant
- i) PA to the Mayor / Admin Assistant
- j) Facilities Officer 1 (Technician 1)
- k) Facilities Officer 2 (Technician 2)
- l) To receive and consider a report regarding the title Facilities Officer / Technician.

It is recommended that this item be considered confidentially due to the salary scales recorded in each job description.

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

Wednesday 8<sup>th</sup> February 2022 at 7pm.