



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 Monday 3<sup>rd</sup> October 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:** Monday 3<sup>rd</sup> October 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 13<sup>th</sup> June 2022 (minutes 118/22 to 126/22) 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 April – August 2022.
  - (ii) To receive a written report from Miss E Richford, Deputy Town Clerk & Finance Officer, providing an update on the business rates for Radford House.
5. **POLICY & PROCEDURES**  
To consider and adopt the following policies:
  - (i) Staffing Handbook; the content of which is prescribed by Worknest (the council's external HR provider).
  - (ii) CCTV Policy
  - (iii) Safeguarding Policy & Safeguarding Report Form

- (iv) Financial Risk Assessment (approved by council in May 2022, subject to review by F&GP Committee).
- (v) Use of Personal Portable Appliances Policy.

**6. STRATEGIC OBJECTIVES & COMMUNICATIONS**

- (i) To receive a report from Miss L Fidler, Town Clerk & RFO, regarding the Strategic Objectives for 2023-27.
- (ii) To consider a report from Miss L Fidler, Town Clerk & RFO, detailing the steps required to create a communications strategy; the Committee is asked to approve this project.
- (iii) To consider and approve a draft Communications Policy.

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

Wednesday 23rd November 2022 at 7pm (budget setting).