



Dear Councillor,

I hereby invite you to attend an ordinary Meeting of the Finance & General Purposes Committee to be held in the Council Chamber, The Custom House, on Wednesday 9<sup>th</sup> July 2025 for the purpose of transacting the following business. The meeting will commence at the conclusion of an extraordinary Meeting of the Council to be held at 7pm,

Yours sincerely,

*Laura Fidler*

Town Clerk & RFO

---

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

**Meeting:** Finance and General Purposes Committee  
**Venue:** The Council Chamber, The Custom House, Harbour Parade  
**Membership:** Cllrs Green (Chair), Albon, Austin, Crittenden, Driver, Hetherington, Hudson, Makinson and Young  
**Date:** Wednesday 9<sup>th</sup> July 2025  
**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. **PREVIOUS MINUTES**  
To approve the Minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 19<sup>th</sup> March 2025 (minutes 064/25 to 073/25) as a true record. Only questions of record may be considered.
4. **ACCOUNTS & BUDGETS**  
To receive a verbal update on the implementation of the new accounts software, Scribe. Attachment 4 is intended to show the Cost Centres and Cost Codes that have been created, the sums should not be considered as these are an incomplete picture at present.

**5. GRANT PROCEDURE**

As resolved at March's committee meeting, the following items are returned for your consideration:

- (i) A draft proposal for an easy-to-access grant budget.
- (ii) A report considering how to weight the grant budgets throughout the year.

**6. INFORMATION TECHNOLOGY**

- (i) To receive a report from Mr D Williams, Marketing & Communications Officer, and consider the proposal detailed therein to change the council's online domain to .gov.uk.
- (ii) To receive a report from Mr D Williams, Marketing & Communications Officer, and consider the recommendations contained therein regarding network infrastructure at the Custom House. It is recommended that this matter be considered confidentially due to information about data security to be discussed.

**7. CLIMATE CHANGE TASK GROUP**

To receive and note the Climate Change Task Group Minutes from 26<sup>th</sup> March 2025.

**8. ARMED FORCES DAY 2026**

To receive a written report from Miss L Fidler, Town Clerk & RFO, and consider how to proceed with the suggestion contained therein for an enhanced Armed Forces Day celebration in 2026.

**9. COUNCILLOR TRAINING PLAN**

- (i) To receive a draft training plan with accompanying report from Miss L Fidler, Town Clerk & RFO, and consider how to proceed with the questions contained therein.
- (ii) To consider adopting the Local Government Association "Councillors' Guide to Handling Intimidation" as a policy.

**10. POLICY & PROCEDURE**

The following policies have been delegated by the Council to the Committee for annual review and approval (as per Standing Orders)

- (i) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - To confirm the Council has none.
- (ii) Review of representation on or work with external bodies and arrangements for reporting back;
  - i. To consider a draft "Policy on Reporting Back from Representatives on Outside Bodies"
- (iii) Review of inventory of land and other assets including buildings and office equipment;
  - i. To consider the Asset Register at April 2025.
  - ii. To consider a draft "Asset Register Policy"

- iii. To consider and re-approve the existing “Asset Disposal Policy”
- (iv) Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - i. To consider the insurance schedule for 2024/2025.
- (v) Review of the Council’s complaints procedure;
  - i. To consider the Complaints Procedure
- (vi) Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
  - i. To consider the Data Protection & Retention Policy
  - ii. To consider the Privacy Policy
- (vii) Review of the Council’s policy for dealing with the press/media;
  - i. To consider the Press & Media Communications Procedure
  - ii. To consider the Draft Online Complaints Flowchart
- (viii) Review of the Council’s employment policies and procedures;
  - i. To consider the Staffing Handbook
  - ii. To consider the Equalities Diversity and Inclusions Policies
  - iii. To consider the Recruitment Policy.

**Other Policies & Procedures**

- (x) To consider and approve a draft “Policy for the Mayor’s Cadet”.

**11. LOCAL GOVERNMENT PENSION SCHEME**

To consider how to respond to the consultation into whether the Local Government Pension Scheme (LGPS) should establish a funding pool specifically for town and parish councils as at 31 March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1 April 2026.

**12. CONFIDENTIAL ITEMS:**

- (i) 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 Town Clerk & RFO, and consider the recommendation contained therein for a limited staffing review by the Local Council Consultancy. It is recommended that this matter be considered confidentially due to the personal staffing matters to be considered.

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

Wednesday 8<sup>th</sup> October 2025 at 7pm