



RAMSGATE TOWN COUNCIL

Minutes of an Ordinary Council Meeting

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

Date: Wednesday 28th June 2023 at 7pm.

Present: Councillors: Albon (Chair), Ara, Austin, Crittenden, Driver, Green, Hetherington, Hudson, Huxley, Makinson, Moore, Nixey, Wing and Young.

Also in attendance:

Miss E Richford, Deputy Town Clerk & FO and Mr D Williams, Marketing and Communications Officer.

103/23

APOLOGIES

Apologies were received and accepted from Cllrs Dark – other commitment and Ovenden – unwell.

104/23

DECLARATIONS OF INTEREST

None declared.

105/23

PUBLIC PARTICIPATION

(i) PUBLIC REQUESTS TO SPEAK

There were no public requests to speak.

(ii) REPORT FROM COUNTY CLLRS ON MATTERS DIRECTLY RELATED TO RAMSGATE

There were no County Councillor reports.

106/23

SPECIAL MOTION

The Chair announced that an emergency motion had been received from Cllr Austin.

RESOLUTION: Suspension of Standing Order no; 9b: “No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.”

Council considered the Special Motion from Cllr Austin. Richborough Waste & Recycling Centre is proposed to close as part of Kent County Council measures to save £55 million on its budget. A consultation is expected to launch in July 2023 with three county-wide options for closure – but Richborough is proposed to close in all the options.

RESOLUTION: In advance of the consultation launching, Ramsgate Town Council opposes any proposal to close Richborough Tip and will; Release a press release stating this intention. Engage with the neighbouring campaigns that are being established to fight the closure. Return to the Council with a plan of what RTC can do to encourage this Waste & Recycling Centre to stay open. RTC will of course consider and respond to the KCC consultation when it commences in the prescribed way.

Council received and noted the Town Clerk's note on pre-determination.

RESOLUTION: Standing Orders reinstated, and the meeting recommenced as per the agenda.

107/23

MINUTES OF COUNCIL MEETING

To approve the Minutes of the meeting of the Council held on 7th June 2023 (Minute no; 081/23-091/23).

RESOLUTION: The minutes were approved as a true record.

108/23

POLICY & PROCEDURES

Council considered the following policies & procedures;

- (i) A "Code of Practice for Handling Complaints". **RESOLUTION: The "Code of Practice for Handling Complaints" was adopted.**
- (ii) The Council's Insurance Policy, which confirmed the arrangements for insurance cover in respect of all insurable risks. **RESOLUTION: The Councils Insurance policy was received and noted.**
- (iii) The Financial Risk Register May 2023. **RESOLUTION: The Financial Risk Register was approved.**
- (iv) The Data Protection & Retention Policy May 2023 and Privacy Policy May 2023, which covers the Council's obligations under the freedom of information and data protection legislation. **RESOLUTION: The Data Protection & Retention Policy May 2023 and Privacy Policy May 2023 were approved.**
- (v) The Draft "Procedure for Communication with the Media" was considered. **RESOLUTION: The draft "Procedure for Communication with the Media" was approved.**
- (vi) The review of inventory of land and other assets including buildings and office equipment was considered. It is noted that this document is in the process of update/revision. **RESOLUTION: The review of land and other assets including buildings and office equipment was noted.**
- (vii) A revised Protocols & Procedures for the Mayor of Ramsgate; as proposed by the Mayor's PA and Town Sergeant in conjunction with the Mayor was considered. **RESOLUTION: The revised Protocols & Procedures for the Mayor of Ramsgate was deferred to the next appropriate meeting of Council.**
- (vii) The "Ward Allowances Guidance December 2021" and consider whether the Allowance should continue to roll-over across the four

years in office, or whether it should be spent each year. **RESOLUTION: The Ward allowances Guidance December 2021 was noted. No decision was made in relation to continuing to roll-over across the four years in office, or whether it should be spent each year.**

109/23

REPRESENTATION ON OUTSIDE BODIES

- (i) Council considered the Advisory Note: The Role of Council Representatives on Outside Bodies. **RESOLUTION: The Advisory Note: The Role of Council Representatives on Outside Bodies was approved.**
- (ii) Council considered the nomination of one representative for the Clock House Project Working Group. **RESOLUTION: Cllr Ovenden to remain as the Councils representative for the Clock House Project Working Group.**
- (iii) Council considered the nomination of two representatives for Kent Association of Local Councils. **RESOLUTION: Cllrs Hetherington and Nixey to remain as the Councils two representatives for Kent Association of Local Councils.**
- (iv) Council considered the nomination of one representative for the Kent & Medway CCG Primary Care Network. **RESOLUTION: Cllr Hetherington to remain as the Councils representative for the Kent & Medway CCG Primary Care Network.**
- (v) Council considered the nomination of one representative for the Ramsgate Event Organisers Group. **RESOLUTION: Cllr Driver to be the Council representative for the Ramsgate Event Organisers Group.**
- (vi) Council considered the nomination of one representative for the Thanet Area Group. **RESOLUTION: Further information to be sought - is it possible to have more than one representative?**

110/23

FINANCES (INCL. GRANTS)

- (i) Council received a report of payments between 19th May and 22nd June 2023; Council was asked to note the payments authorised by the Town Clerk & RFO (total £11,434.20) and approve the payments above the threshold delegated to the Town Clerk & RFO (total £39,853.30). **RESOLUTION: The payments authorised by the Town Clerk (total £11,434.20) between 19th May and 22nd June 2023 were noted. RESOLUTION: The payments above the threshold of the Town Clerk (total £39,853.30) made between 19th May and 22nd June 2023 were approved.**
- (ii) Council received the “Financial Statement – Cash Book” for the 2022/2023 financial year. **RESOLUTION: The Financial Statement – Cash Book for 2022/2023 financial year was noted.**
- (iii) Council considered the findings of the review of effectiveness of the system of internal control (Page 3 of the Annual Governance & Accountability Return for the year ended 31st March 2023), and a covering letter from the internal Auditor. **RESOLUTION: The findings of the review of effectiveness of the system of internal control and covering letter were noted.**

- (iv) Council considered the Annual Governance Statement (Section 1/Page 4 of the Annual governance & Accountability Return for year ending 31st March 2023). **RESOLUTION: The Annual Governance Statement (Section 1/Page 4 of the Annual governance & Accountability Return for year ending 31st March 2023) was approved.**
- (v) Council considered the Accounting Statements for 2022/2023 (Section 2/Page 5 of the Annual governance & Accountability Return for year ending 31st March 2023). **RESOLUTION: The Accounting Statements for 2022/2023 (Section 2/Page 5 of the Annual governance & Accountability Return for year ending 31st March 2023) were approved.**

111/23

COMMITTEES

Council considered the appointment of a Vice-chair for the Finance & General Purposes Committee. **RESOLUTION: Cllr Makinson was appointed as Vice-chair of the Finance & General Purposes Committee and will become a signatory for the Councils bank accounts.**

112/23

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.

RESOLUTION: The public and press were excluded from the meeting.

(ii) **RADFORD HOUSE**

Council received a Stage 2 cost plan report for Radford House as drafted by Andrew Hadden at AP Cost Consultants; the Councils Quantity Surveyor and Project Manager.

RESOLUTION: Council approved the Option A budget with the funding for this work to come from the Capital Projects & Asset Acquisitions (including Radford House Development) budget, with a caveat that the Professional Design Team come back identifying at least 10% of valuation proposals where savings can be made.

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DATE & TIME OF THE NEXT MEETING

Wednesday 26th July 2023.