



## **RAMSGATE TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Finance & General Purposes Committee Meeting**

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

**Date:** Wednesday 5th April 2023 at 8pm

**Present:** Councillors: Green (Chair), Albon, Austin, Hetherington, Moore, Nixey, Ovenden and Wing.

Also in attendance:

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

**059/23**

#### **APOLOGIES**

Apologies were received and accepted from Cllr Crittenden – personal commitment; Cllr Huxley - family commitment; Cllrs L & S Piper – unwell; Cllr Makinson- family commitment; Cllr Young – family commitment.

Apologies were not received from Cllr Ara & Ruseicki.

**RESOLUTION: To approve the apologies for absence.**

**060/23**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**061/23**

#### **MINUTES**

The minutes of the Ordinary meeting of the Finance & General Purposes Committee held on the 23<sup>rd</sup> November 2022 (minutes 237/23 to 243/23) were received.

**RESOLUTION: The Minutes were approved as a true and accurate record of the meeting.**

**062/23**

#### **FINANCE & BUDGET**

- (i) The committee received a written report from Miss E Richford, Deputy Town Clerk & Finance Officer, detailing budget expenditure (appendix to report) for September 2022 – March 2023 and considered one funding application from Ramsgate Small Business Group deferred by Council on 29<sup>th</sup> March 2023.

**RESOLUTION:** The committee noted the report of the Deputy Town Clerk on the accounts 1<sup>st</sup> September 2022 to 31<sup>st</sup> March 2023.

**RESOLUTION:** The committee recommends to Full Council that the Ramsgate Small Business Group is awarded £2,000.00 from the Events Fund 2023-24 with the caveat that the appointed event organiser's

name is supplied to Council. Assurances from the applicant to be sought that neither the Events Organiser nor Town Promoter will be expected to take a lead in organising the event.

- (ii) The committee considered a quote from Standard Heritage to undertake a Heat Loss Energy Investigation at The Custom House. The quote is above officers delegated powers to approve. The expenditure can be covered by The Custom House Repairs & Maintenance Budget.

**RESOLUTION:** The quote from Standard Heritage to undertake a Heat Loss Investigation at The Custom House is approved.

Note: The chair congratulated the Town Clerk and Deputy Town Clerk and thanked them for their work assembling all the necessary paperwork to successfully claim the grant from the AHF. The meeting agreed.

063/23

#### **HUMAN RESOURCES**

- (i) The committee considered an internal / external recruitment policy.

**RESOLUTION: The Internal / External Recruitment Policy is approved.**

- (ii) The committee was asked to approve the Job Description and Person Specification for the proposed Office Administrator.

**RESOLUTION:** The Job Description and Person Specification for the proposed Office Administrator is approved.

064/23

#### **TECHNICIAN'S FLEET**

The committee received a report from Miss L Fidler, Town Clerk & RFO, and considered the options contained therein and how to proceed.

The consensus was that two vehicles were required and that the tipper van which the Technicians had viewed was a good option.

**RESOLUTION:** The power to approve use of the £20,000 budget is delegated to the Town Clerk, RFO, in conjunction with Cllr Green as F&GP Chair.

Note: Cllr Wing abstained.

065/23

#### **EVENTS EQUIPMENT**

The committee received a report from Miss L Fidler, Town Clerk & RFO, regarding the former REO Events Equipment, and considered the questions contained therein.

#### **RESOLUTION:**

- 1) Local organisations/charities, private individuals and businesses are allowed to hire the equipment.
- 2) There is to be a charge for hire of equipment. The Town Clerk to create a sliding scale of charges, returning to committee/Council for approval. Applicants to the Events Fund are to be asked to include any charges for hire of equipment and Technician time, if required, in their costs for putting the event on.
- 3) The equipment is not to be taken out of Ramsgate.
- 4) Each application for equipment hire is to be looked at individually in relation to when delivery / collection / Technician time can be offered.

Note: Cllr Wing abstained in relation to point 2 above.

066/23

**CLIMATE CHANGE WORKING GROUP**

The committee received the following Working Group minutes:

- (i) 23rd June 2022
- (ii) 20<sup>th</sup> October 2022
- (iii) 8<sup>th</sup> December 2022
- (iv) 9<sup>th</sup> March 2023

**RESOLUTION:** The committee noted the minutes of the Climate Change Working Group as detailed above.

- (v) The committee considered the report “Proposition to support the Ramsgate Society” and the recommendations from the March 2023 Group Meeting.

**RESOLUTIONS:**

- a) The committee recommends to Full Council that Ramsgate Town Council supports the event.
- b) The Ramsgate Society can apply through the Ramsgate/Events Fund to help finance the event. [This will be addressed by the Council if/when this application is received].
- c) The Radford House Events Coordinator to be contacted to check for availability and for comments on the event.

067/23

**DATE & TIME OF NEXT MEETING**

To be confirmed after the Annual Meeting of the Council.