



## RAMSGATE TOWN COUNCIL

### MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

**Date:** 24<sup>th</sup> July 2013.

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

**Present:** Councillors: Nicholson (Chairman), Campbell, Dark, Doyle, Everitt, Fenner, D.Green, E.Green, Huxley, Moore, Ovenden, Poole and Shonk.

R.Styles - Town Clerk.  
D.Williams - Office apprentice.

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061. **APOLOGIES:**  
Cllr Gibson - Leave.  
Cllr Dwyer - Civic function.
062. **DECLARATIONS OF INTEREST:**  
None declared at this time.
063. **MINUTES:**  
The minutes of the meeting of the 1<sup>st</sup> May 2013 (Minutes 267 -272b) were approved as a true record.  
**Proposed by: Cllr: Campbell.**  
**Seconded by: Cllr: Ovenden.**  
**RESOLVED**
064. **ACCOUNTS - 1<sup>ST</sup> QUARTER 2013/14**  
The Clerk's report detailed the various items of income and expenditure. The report was received and the following points were adopted:
- Each budget item will have a percentage figure to show how much of the budget has been spent or achieved.
  - A report of expenditure on Town improvements will be delivered to the Amenities and F+GP Cttees.
  - A promotional leaflet for the Council chamber will be produced as a priority.
- Proposed by: Cllr: Campbell.**  
**Seconded by: Cllr: Ovenden.**

- RESOLVED**
065. **FINANCIAL RISK ASSESSMENT**  
The Clerk gave a report on the risks to the RTC budget. The meeting noted the report and agreed to return to it when the 2014/15 budget is under consideration.  
Proposed by: Cllr Green.  
Seconded by: Cllr Campbell.  
**RESOLVED**
066. **FINANCIAL RISK ASSESSMENT**  
The Clerk gave a report on the risks to the RTC budget. The meeting noted the report and agreed to return to it when the 2014/15 budget is under consideration.  
Proposed by: Cllr Green.  
Seconded by: Cllr Campbell.  
**RESOLVED**
067. **CUSTOM HOUSE - CARETAKING**  
The Clerk gave a report. The Committee received the report, but asked for details on how many call outs there had been so far this year and a list of minor maintenance work done on a regular basis.  
Proposed by: Cllr Green.  
Seconded by: Cllr Campbell.  
**RESOLVED**
068. **CUSTOM HOUSE - COFFEE SHOP NEW LEASE AGREEMENT**  
The Clerk gave a report on the matter. The Committee agreed to proceed as set down in the report and delegated the signing of the agreement to the Chairman and Deputy Chairman.  
Proposed by: Cllr Campbell.  
Seconded by: Cllr E.Green.  
**RESOLVED**
069. **CUSTOM HOUSE - UTILITY CHARGES**  
The Clerk gave a report on the planned savings possible by changing utility suppliers. The meeting agreed to adopt the findings of the report as policy.  
Proposed by: Cllr Campbell.  
Seconded by: Cllr Dark.  
**RESOLVED**
070. **CUSTOM HOUSE - REPAIRS**  
The Clerks report was adopted. The Chairman and Vice Chairman are delegated to make the final selection on which roofing company will carry out the repairs on the Coffee shop flat roof.  
Proposed by: Cllr Campbell.  
Seconded by: Cllr Huxley.  
**RESOLVED**

**071. REDUCTION OF PAPER AND PRINTING COSTS**

The Clerk's revised report was noted and it was agreed to set up a trial scheme whereby six tablet computers will be used to see if there are savings in using tablet computers and doing away with hard copy.

5 Councillors; Cllr's Dark, Doyle, Campbell, Ovenden and Moore will use tablet computers in future to evaluate their use.

**Proposed by: Cllr Nicholson.**

**Seconded by: Cllr Green.**

**RESOLVED**

**072. STAFF FLEXIBLE HOURS POLICY**

The Clerk reformatted the TDC staff policy and submitted a proposed version for consideration. It was agreed to take the report away and resubmit a definitive version at the next F+GP meeting for adoption as policy.

**Proposed by: Cllr Campbell.**

**Seconded by: Cllr E.Green.**

**RESOLVED**

**073. TOWN CLERK'S/CHAIRMAN'S REPORT**

Nothing reported.

**The Chairman closed the meeting at 8.50pm.**

**CHAIRMAN**