



RAMSGATE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting

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

Date: Wednesday 23rd November 2022 at 7.30pm

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

Also in attendance:
Miss L Fidler, Town Clerk & RFO

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APOLOGIES

Apologies were received and accepted from Cllr Young (unwell) and Cllr Huxley (personal commitment). No apologies received from Cllrs L Piper, S Piper and Rusiecki.

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DECLARATIONS OF INTEREST

There were no declarations of interest.

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MINUTES

The minutes of the Ordinary meeting of the Finance & General Purposes Committee held on the 9th November 2022 (minutes 230/22 to 236/22) were received.

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

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FINANCE & BUDGET

(i) Councillors received a written report from Miss E Richford, Deputy Town Clerk & Finance Officer, detailing budget expenditure (appendix to report) for September – October 2022.

RESOLUTION: This information was accepted.

(ii) Members considered a first draft of the Budget for 2023/2024 along with an explanatory note and considered what further changes should be explored prior to consideration by the Council in December 2022 and January 2023.

RESOLUTION: The following budget queries should be explored:

- a) **Can the fee chargeable to KCC for ground maintenance be increased.**
- b) **The events budget should be increased by £10k.**
- c) **A budget for legal expenses relating to assets should be set.**

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POLICY & PROCEDURES

- (i) Councillors were asked to consider if the appropriate level of expenditure is currently delegated to the Town Clerk/RFO for emergency expenditure. Currently the Town Clerk & RFO has delegated powers to spend up to £1000, and in emergencies also £1000.
RESOLUTION: In the case of emergency expenditure the Town Clerk (in conjunction with the Chair and Chair of F&GP) can spend up to £3,000.
- (ii) Councillors were asked to consider and adopt a Petitions Policy. This matter was deferred because the draft policy had not been issued with the agenda.

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CONFIDENTIAL MATTERS

- (i) **EXCLUSION OF THE PUBLIC & PRESS**
It was 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: That the press and public be excluded for the following items of business.
- (ii) Councillors received a report from the Deputy Town Clerk & Finance Officer and consider the proposal contained therein for a new Administrative role in the Office, to commence when the Apprenticeship ends.
RESOLUTION: The Council supports this new post in principal, the job description and person specification will be returned to the next meeting of the Committee for approval.
- (iii) To consider and approve the following job descriptions, the staff involved have been consulted on the content:
- a) Town Clerk & RFO
 - b) Deputy Town Clerk / Finance Officer
 - c) Marketing & Communications Officer
 - d) Town Centre & Tourism Manager
 - e) Facilities Manager (Supervisor Technician)
 - f) Senior Facilities Officer 1 / (Lead Technician 1)
 - g) Senior Facilities Officer 2 / (Lead Technician 2)
 - h) Allotment Officer
 - i) PA to the Mayor / Admin Assistant
 - j) Facilities Officer 1 (Technician 1)
 - k) Facilities Officer 2 (Technician 2)
 - l) To receive and consider a report regarding the title Facilities Officer / Technician.
- It is recommended that this item be considered confidentially due to the salary scales recorded in each job description.
RESOLUTION: All Job Descriptions were approved (subject to one amendment in the Lead Technician 2 JD); and the Technician's will retain their current titles (not Facilities Officers).

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DATE & TIME OF NEXT MEETING

Wednesday 8th February 2023 at 7pm.