



RAMSGATE TOWN COUNCIL

Minutes of the Finance & General Purposes Committee Meeting

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

Date: Wednesday 9th November 2022 at 7.30pm

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

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

230/22

APOLOGIES

Apologies were received and accepted from Cllr Young (unwell), Cllrs L Piper and S Piper (personal commitment), Cllr Crittenden (work commitment), Cllr Ara (work commitment).

231/22

DECLARATIONS OF INTEREST

There were no declarations of interest.

232/22

MINUTES

The minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 13th June 2022 (minutes 118/22 to 126/22) 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 April – August 2022.

RESOLUTION: This information was accepted.

(ii) Councillors received a written report from Miss E Richford, Deputy Town Clerk & Finance Officer, providing an update on the business rates for Radford House.

RESOLUTION: A partial rates rebate should be sought for floors one and two, up until the time that these areas are used for mean while uses.

234/22

POLICY & PROCEDURES

Councillors considered the following draft policies:

- (i) Staffing Handbook; the content of which is prescribed by Worknest (the council's external HR provider).
RESOLUTION: This document was approved.
- (ii) CCTV Policy.
RESOLUTION: This document was approved.
- (iii) Safeguarding Policy.
RESOLUTION: This document was approved.
- (iv) Financial Risk Register (approved by council in May 2022, subject to review by F&GP Committee).
RESOLUTION: No updates were required.
- (v) Use of Personal Portable Appliances Policy.
RESOLUTION: This document was approved.
- (vi) Lone Working Policy.
RESOLUTION: This document was approved.
- (vii) Members considered the following amendment to the grant application form, as recommended by the Climate Change Working Group that the following additions be made to the grant application form:
"Do your organisation's activities seek to make a positive impact on the environment, by reducing greenhouse gas emissions and/or increasing biodiversity? For example, reducing your energy usage, reducing the use of plastics, especially single-use plastics, giving priority to using local suppliers, or recycling any waste you generate. If "yes", please give examples. If "no", tell us why."
RESOLUTION: This update was approved.

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STRATEGIC OBJECTIVES & COMMUNICATIONS

- (i) Councillors received a report from Miss L Fidler, Town Clerk & RFO, regarding the Strategic Objectives for 2023-27.
RESOLUTION: This Strategic Objectives for 2023-2027.
- (ii) Councillors considered a report from Miss L Fidler, Town Clerk & RFO, detailing the steps required to create a communications strategy; the Committee is asked to approve this project.
RESOLUTION: A communications strategy should be undertaken as per the steps prescribed in the Town Clerk's report. Councillors should have an opportunity for input.
- (ii) To consider and approve a draft Communications Policy.
RESOLUTION: This policy was approved.

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DATE & TIME OF NEXT MEETING

Wednesday 23rd November 2022 at 7pm (budget setting).