



## **RAMSGATE TOWN COUNCIL**

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

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

**Date:** Wednesday 2<sup>nd</sup> October 2024 at 7pm

**Present:** Councillors: Green (Chair), Austin, Crittenden & Makinson

Also in attendance:

Miss L Fidler, Town Clerk & RFO

Cllr Shonk (not a committee member)

**222/24** **APOLOGIES**

Apologies were received and accepted from Cllrs Albon (family commitment), Cllr Hetherington (personal commitment), Cllr Hudson (unwell) and Cllr Young (unwell).

**223/24** **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**224/24** **MINUTES**

(i) Members received the draft Minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 15<sup>th</sup> May 2024 (minutes 105/24 to 116/24).

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

(ii) Members received the draft Minutes of the Extra-Ordinary meeting of the Finance & General Purposes Committee held on 11<sup>th</sup> September 2024 (minutes 197/24 to 200/24).

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

**225/24** **ACCOUNTS & BUDGETS**

Members received:

(i) Financial Comparison – Income and Expenditure to 26<sup>th</sup> September 2024.

**RESOLUTION: This information was noted.**

- (ii) Financial Statement – Cashbook to 26<sup>th</sup> September 2024.  
**RESOLUTION: This information was noted.**
- (iii) A report from Miss L Fidler, Town Clerk & RFO, proposing virements to be made in 2024/2025.  
**RESOLUTION: To recommend the following virements to Council:**
- a. £12,672 be vired from “Allotment Capital Project (incl. Toilets)” budget to the “Allotments Repairs & Misc” budget to cover the cost of toilets.
  - b. The “Community Services Grant” budget be increased by £10,000, moving from the “Capital Projects & Asset Acquisitions (incl. Radford House)” budget.
  - c. That all the funds in the “New Radford House Staff” budget (£5,500) be moved to the “Capital Projects & Asset Acquisitions (incl. Radford House)” budget.
- Any known overbudget in the Staffing Salaries budget will be considered once the LGA pay award for 2024/2025 is confirmed.

226/24

**SUB-COMMITTEES**

Members received and considered the draft terms of reference for a Property Management Sub-Committee, as proposed by Cllr Green.

**RESOLUTION: Instead of an F&GP Sub-Committee focusing on the Council’s two buildings, the terms of reference for an Asset Management Committee will be proposed to the Council for consideration, which includes all land assets.**

227/24

**CUSTOM HOUSE: ROOM HIRE**

Members received a written report from Miss L Fidler, Town Clerk & RFO, and considered the questions contained therein regarding room hire at the Custom House.

**RESOLUTIONS:**

- (i) It was delegated to the Town Clerk & RFO to implement a suitable Hire Agreement.
- (ii) The fee structure for bookings (excl. local organisations & charities) will mirror that used at Radford House. And bookings will be encouraged.
- (iii) The Clerk’s comments about staffing were noted.

228/24

**2025/2026 BUDGET**

- (i) Members considered a Draft Reserves Policy.  
**RESOLUTION: The Police was adopted.**

- (ii) Members received a written report from Miss L Fidler, Town Clerk & RFO, regarding budget setting for 2025/2026 and considered if any further guidance was needed for preparation of the first draft of the budget. In respect of the East Cliff Lift the Chair will be asked to chase TDC's asbestos survey of the building.

**RESOLUTION: To note the Town Clerk's report for implementation.**

**229/24**

**ANNUAL ARBORICULTURAL CONDITION REPORT**

Members received the annual Arboricultural Condition Report (a health & safety tree inspection), and the recommendations contained therein; quotes will now be sought to undertake the necessary remedial work. The Clerk reported that the work recommended in respect of TDC trees is now on TDC's job list.

**RESOLUTION: To note this report.**

**230/24**

**HARBOUR STREET GATE**

Members received a written report from Mrs M Morgan, Technician Manager, giving an update on management of the Harbour Street Gate, and considered the recommendations contained therein.

**RESOLUTION:**

- (i) **Improved signage will be explored to make it clear to drivers when they are not permitted access.**
- (ii) **The use of a "gate-keeper" will be explored, which could be either a local business or individual, who receive a small payment to open/close/monitor the gate.**
- (iii) **A quote of £2,200 to produce principal elevation drawings of the gate (as required by TDC for the planning application) was approved.**

**231/24**

**ALLOTMENT COUNCILLOR(S)**

Members considered whether to nominate one or two councillors to focus on allotment matters, working with the Allotment Officer (i.e. attending site visits when available, and being aware of disputes).

**RESOLUTION: This role will be considered within the draft Assets Management Committee Terms of Reference (as per Minute 226/24), and in the mean time Cllrs Hetherington, Makinson & Shonk will be kept informed on allotment matters.**

**232/24**

**CLIMATE CHANGE TASK GROUP**

- (i) To receive and note the Minutes of the Climate Change Task Group Meeting held on 29<sup>th</sup> May 2024.

- (ii) To receive and note the Minutes of the Climate Change Task Group Meeting held on 31<sup>st</sup> July 2024.
- (iii) To receive and note the Minutes of the Climate Change Task Group Meeting held on 25<sup>th</sup> September 2024.

**RESOLUTION: The above Minutes were noted.**

**Members are also asked to consider and approve the following Recommendations from the Group (as per the minutes):**

- a. **Recommend to the Finance and General Purposes Committee that EPC certificates are purchased to evaluate the resident's properties in preparation for the Energy Saving Trials.**
- b. **Recommend to the Finance and General Purposes Committee to investigate a temporary location for the Town Shed, as it will have outgrown Radford House. Potentially using money obtained from the SEK Group.**

**RESOLUTION: The above Recommendations were approved.**

**233/24**

**DATE & TIME OF NEXT MEETING**

Wednesday 22<sup>nd</sup> January 2025 at 7pm.

NB. An extra-ordinary meeting to review the draft budget will be called in November.