



RAMSGATE TOWN COUNCIL

Minutes of an Extra-Ordinary Finance & General Purposes Committee Meeting

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

Date: Wednesday 22nd December 2021 at 7pm

Present: Councillors; Albon (Chair), Hetherington, Huxley, Knight, Moore and Wing

Also in attendance;

Miss L Fidler – Town Clerk & Responsible Finance Officer (Minutes)

Mr D Williams - Digital Communications and Marketing Officer

172/21 APOLOGIES

Apologies were received from Cllrs Ara and Crittenden (work commitments), Cllrs Austin, Nixey and Makinson (personal commitments) and Cllr Green (Covid-security concerns). No apologies were received from Cllrs L Piper, S Piper, G Rusiecki.

RESOLUTION: To approve the apologies for absence.

173/21 DECLARATIONS OF INTEREST

There were no declarations of interest or dispensations recorded.

174/21 FINANCE

(i) Councillors received a written report from Miss L Fidler, Town Clerk & RFO, regarding administration of the Ward Allowances and considered a draft policy document for administration of these funds.

RESOLUTIONS: It was confirmed that any unspent Funds can be rolled over to the next year apart from at the end of a Councillor's term of office, although this should be reviewed after the next election (May 2023) and the Guidance document was approved for use.

(ii) Councillors received a written report from Miss L Fidler, Town Clerk & RFO, regarding the Civic Budget and consider the motion contained therein from Cllr Ara.

RESOLUTIONS: £3,000 from the Civic Budget will be re-allocated for the Mayor to use giving funds to her chosen charities, in lieu of being able to undertake any fundraising activities due to the pandemic. These funds should be administered as per the Ward Allowances.

(ii) Councillors received a written report from Ms E Richford, Deputy Town Clerk, regarding consolidation of the bank accounts.

RESOLUTION: All funds held in the Unity Trust Deposit Account should

be transferred to the Unity Trust Current Account in order to improve administration of the funds and the accounts software. The Deposit Account will remain open though, should it ever be needed in the future.

- (iii) Councillors received a written report from Ms E Richford, Deputy Town Clerk, regarding the lease of an A0 printer.

RESOLUTION: The A0 printer should be returned to ALE Business Machines Ltd at a cost of £1,641.04, in return for a £444.00 credit and free collection of the machine.

- (iv) Councillors considered a report from Miss L Fidler, Town Clerk & RFO, regarding the summer lights, specifically a criticism that they look like Christmas lights that haven't been taken down.

RESOLUTION: The summer 'galleon' lights that hang on the lampposts will not return in 2022, instead something more seasonal looking will be sought from Lumalite (who have the Council's decorative lighting contract).

175/21 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: To exclude the press and public for the following items of business.

(ii) **HUMAN RESOURCES**

- a) Councillors received a written report from Miss L Fidler, Town Clerk & RFO, regarding a review of the Council's staff structure, roles and responsibilities and pay grades and considered the quotes contained therein. It was recommended that this item be considered confidentially due to the competitive quotes contained therein.

RESOLUTION: A quote of £2,700 from the Local Council Consultancy (a not-for-profit enterprise of the Society of Local Council Clerks) was accepted for work.

- b) Councillors received a written report from Miss L Fidler, Town Clerk & RFO, regarding the Town Sergeant/Chauffeur's job description. It was recommended that this matter be considered confidentially due to the draft salary contained therein.

RESOLUTIONS: The revised job description was approved (which now has more emphasis on the role of Town Sergeant), and recruitment will commence as soon as the review (at Minute 175/21(ii)a) has concluded, in case this exercise raises any further necessary revisions.

- c) Councillors received a written report from Miss L Fidler, Town Clerk & RFO, regarding the provision of administrative support for the Technicians. It was recommended that this matter be considered confidential due to the individual staff member to be discussed.
RESOLUTION: To increase Mrs K Hobbs hours by one day per week during the months of January – March 2022 in order to provide administrative support to the Technicians, as per the Town Clerk’s report. The funding for this work will come from the current underspend created by the vacant Technician’s post.
- d) Councillors considered if the Town Clerk has successfully passed her probationary period. It was recommended that this matter be considered confidential due to the individual staff member to be discussed. The Town Clerk left the room whilst this discussion took place.
RESOLUTION: It was confirmed that the Town Clerk had successful passed her probationary period.

176/21 DATE & TIME OF NEXT MEETING

26th January 2022 at 7pm