



## **RAMSGATE TOWN COUNCIL**

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

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

**Date:** Wednesday 26<sup>th</sup> January 2022 at 7pm

**Present:** Councillors; Green (Chair), Albon, Ara, Austin, Crittenden, Hetherington, Knight, Makinson, Moore, Nixey, L Piper, S Piper, Wing,

Also in attendance;

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

Miss E Richford – Deputy Town Clerk

Mr D Williams - Digital Communications and Marketing Officer

#### **008/22 APOLOGIES**

Apologies were received from Cllrs Huxley, Young and Rusiecki (all unwell).

#### **009/22 DECLARATIONS OF INTEREST**

There were no declarations of interest or dispensations recorded.

#### **010/22 MINUTES**

(i) The minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 6<sup>th</sup> October 2021 (minutes 105/21 to 113/21) were received and considered.

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

(ii) The minutes of the Extra-Ordinary meeting of the Finance & General Purposes Committee held on 22<sup>nd</sup> December 2021 (minutes 172/21 to 176/21) were received and considered.

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

#### **011/22 FINANCE**

(i) Councillors received and considered a draft Reserves Policy.

**RESOLUTION: That the Reserve Policy be adopted.**

(ii) Councillors received and considered a draft all-purpose grant application form, that is intended for use in relation to all funding streams. Cllr Austin volunteered to assist with the wording, to ensure the document is accessible for all applicants.

**RESOLUTION: That the all-purpose grant application form be approved, subject to any accessibility recommendations by Cllr Austin.**

- (iii) Members received a report from Miss E Richford, Deputy Town Clerk, on the 3<sup>rd</sup> Quarter Accounts for the 2021/2022 Financial Year.

**RESOLUTION: This information was noted.**

### **012/22 BUDGET SETTING 2022/2023**

Councillors receive a draft budget for 2022/2023 and a report including notable variances for consideration, which the Clerk talked through. The Committee was asked to confirm a draft budget and precept, for approval by the Council at a meeting on the 2<sup>nd</sup> February 2022. It was clarified that the "Town Promoter's Expenses" should be renamed "Town Promotion Expenses". It was agreed that how to work up new projects and capitalise on new opportunities would be discussed at the next Council meeting.

#### **RECOMMENDATIONS:**

- (i) **The draft budget be recommended for approval with the following amendments/actions**
- a) **A one off £30 call-out sum to be paid to staff members who need to respond to a (documented) emergency outside of working hours, for example a call from the burglar alarm company. A minimum of 1hrs TOIL should also be recorded.**
  - b) **A budget of £20k for capital purchases at the allotment sites (including accessible composting toilets at two sites) to be allocated, and improved access systems to be explored.**
  - c) **Keep the Ramsgate Fund at £35k (taking the money from Misc. Budget) and if needed this could be vired to the Events Budget in the year.**
  - d) **Chair & Clerk to write to TDC pushing for the weekly market to be returned, asking for regular updates, guarantee that deadline of April will be kept.**

**The Precept figure is recommended to be £960,211.12 (no change in the sum payable by the rate payer on 2021/2022).**

- (ii) **The draft budget for how the 'Brought Forward' monies should be categorised was approved for recommendation.**

### **013/21 CONFIDENTIAL MATTERS**

- (i) 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) **THE CUSTOM HOUSE RENTAL INCOME**

Councillors receive a written report from Miss E Richford, Deputy Town Clerk, regarding rental income at The Custom House, and considered how to proceed with the matter detailed therein. It was recommended that this matter be considered confidentially due to legal agreement under discussion.

**RESOLUTION: To note this report and Cllr Albon (as Chair of Radford House & The Custom House) to meet with the former tenant and bring back to the Committee a recommendation for how to proceed with the matter.**

(iii) **HUMAN RESOURCES**

- a) Councillors received a report from Mr D Williams, Digital Communications and Marketing Officer, regarding the receipt of Apprenticeship Payment Scheme funding and considered the recommendation contained therein.

**RESOLUTION: To allocate the apprenticeship funding, once received, to the training budget to be used in relation to the Office Apprentice for use throughout the year for such things as resources, learning materials, travel to college. The total resource is £4,000 (received over two financial years).**

- b) Councillors received a written report from Miss L Fidler, Town Clerk & RFO, regarding Time Off In Lieu accrued for weekend working and evening working.

**RESOLUTION: Staff should be awarded 1.5 x hours (i.e. if you work 1hr during these times you can take 1.5hrs off at a later pre-agreed time) for work undertaken on Sundays, Bank Holidays and between 10pm and 7am.**

**014/22 DATE & TIME OF NEXT MEETING**

6<sup>th</sup> April 2022 at 7pm