



## **RAMSGATE TOWN COUNCIL**

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

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

**Date:** Wednesday 6<sup>th</sup> April 2022 at 7pm

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

Also in attendance;

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

Mr D Williams - Digital Communications and Marketing Officer

#### **066/22 APOLOGIES**

Apologies were received from Cllrs Crittenden and Ara (personal commitments). No apologies were received from Cllrs Knight and Rusiecki.

#### **067/22 DECLARATIONS OF INTEREST**

There were no declarations of interest or dispensations recorded.

#### **068/22 MINUTES**

The minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 26<sup>th</sup> January 2022 (minutes 008/22 to 014/22) were received and considered.

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

#### **069/22 POLICY & PROCEDURE**

Councillors received and considered a draft “Low Value Asset Disposal & Write Off Policy”. It was explained that the Council currently holds a number of obsolete and surplus items (i.e. lawnmowers and strimmers) and this policy is intended to confirm how these can be disposed of.

**RESOLUTION: The policy was approved.**

#### **070/22 GRANTS**

Councillors considered a request from the Citizen’s Advice Bureau (CAB) to repurpose the grant received from the town council for 2022/2023 that had originally been intended to provide a debt specialist in Ramsgate.

**RESOLUTION: A meeting with the CAB will be arranged to find out more about their revised plans.**

#### **071/22 CHARLOTTE COURT MARKETS**

Councillors received a progress report regarding markets for Charlotte Court from Miss L Fidler, Town Clerk.

**RESOLUTION: This report was noted.**

#### **072/22 PLATINUM JUBILEE**

Councillors received a report from Mrs R Smith, Town Promoter, regarding Platinum Jubilee events in the town centre and harbour.

**RESOLUTION: The Town Promoter should continue as proposed, trying to organise as much of the plan within the budget as possible.**

#### **073/22 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) **HUMAN RESOURCES**

Councillors received a report from Mr R Williams, Local Council Consultancy Service, and consider the recommendations contained therein. It was recommended that this matter be considered confidentially due to the staffing information (job descriptions and salaries) to be discussed.

**RESOLUTION: The Council will seek to implement the Action Plan at Item 16 of the report, following consultation with individual staff members, to be conducted by the Town Clerk in conjunction with either the Chair of Council or the Chair of F&GP.**

The following specifics in this plan were agreed :

**16.1 to 16.6 Staffing structure 1 should be implemented, with one variance relating to the management of the apprentice. The Council will move to a salary grading structure, away from spot salaries, with incremental increases where appropriate, subject to annual appraisal outcomes. The salaries and grades will be as proposed in the report, tying in with the National Joint Council's "National Salary Award".**

**16.7 Review of Policies; this was agreed unanimously**

**16.18 The underpayment to one staff member in 2021/2022 will be rectified. The newly approved salaries will commence from 1<sup>st</sup> April including the recent uplift to the National Living wage. This was agreed unanimously, Members emphasising their concern that implementation be with consultation with individual staff members.**

**16.8-16.9 CILCA training and General Power of Competence; This was agreed unanimously, Members commenting that Council should meet the costs of these qualifications.**

**16.10 Office working for Town Promoter; this was agreed unanimously**

**16.11 Review of working practices; this was agreed unanimously**

**16.12-16.13 Depot and Equipment; this was agreed unanimously, Members commenting that there were advantages of retaining a "home" for the technical staff at Radford House, but long-term storage could be moved elsewhere, perhaps an allotment site.**

**16.14-16.15 Actions to improve TDC relations; This was agreed unanimously.**

**16.16 RTC Strategic Plan to commence in August; this was agreed unanimously.**

#### **074/22 DATE & TIME OF NEXT MEETING**

To be confirmed after the Annual Town Council Meeting.