



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 9th July 2025 at 7pm

Present: Councillors: Green (Chair), Albon, Austin, Crittenden, Hetherington, Makinson.

Also in attendance:
Miss L Fidler, Town Clerk & RFO
Mr D Williams, Marketing & Communications Officer

173/25 **APOLOGIES**
Apologies were received and accepted from Councillor Driver and Hudson due to personal commitments.

174/25 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

175/25 **PREVIOUS MINUTES**
Members received the Minutes of the Ordinary meeting of the Finance & General Purposes Committee held on 19th March 2025 (minutes 064/25 to 073/25).
RESOLUTION: The Minutes were approved as a true and accurate record of the meeting.

176/25 **ACCOUNTS & BUDGETS**
The Committee received a verbal update from the Town Clerk & RFO on the implementation of the new accounts software, Scribe and considered the arrangement of Cost Centres and Cost Codes that have been created, the sums were not considered as it was an incomplete picture at present. It was noted that an extraordinary Committee meeting may be arranged as soon as the accounts are up to date to review the financial position.
RESOLUTION: This information was noted.

177/25 **GRANT PROCEDURE**
As resolved at the meeting of the Committee held in March 2025, the following items were returned for consideration:
(i) A draft proposal for an easy-to-access grant budget.

RESOLUTION: A new “easy-to-access grants budget” should be created with a starting balance of £5,000.00 to come from the “New Projects (incl. Legal Expenses)” budget. The Terms of Reference to be as proposed with the specific suggestions from Councillor Green included.

- (ii) A report considering how to weight the grant budgets throughout the year.

RESOLUTION: The Ramsgate Fund and Events Fund grant budget will be weighted (allocated) as such going forwards Quarter 1 - 35%, Quarter 2 - 35%, Quarter 3 - 20% and Quarter 4 - 10%, to better make funding available when it is required.

178/25

INFORMATION TECHNOLOGY

- (i) The Committee received a report from Mr D Williams, Marketing & Communications Officer, and considered the proposal detailed therein to change the Council’s online domain to .gov.uk.

RESOLUTION: That progress towards an online domain of .gov.uk should be made as detailed in the report.

- (ii) The Committee received a report from Mr D Williams, Marketing & Communications Officer, and considered the recommendations contained therein regarding network infrastructure at the Custom House.

RESOLUTION: The Custom House IT network will be updated as per the report.

179/25

CLIMATE CHANGE TASK GROUP

The Committee received the Climate Change Task Group Minutes from 26th March 2025.

RESOLUTION: The Minutes were noted.

180/25

ARMED FORCES DAY 2026

The Committee received a report from Miss L Fidler, Town Clerk & RFO, and considered how to proceed with the suggestion contained therein for an enhanced Armed Forces Day celebration in 2026.

RESOLUTION: An expanded parade route for Armed Forces Day will be considered, however, additional celebratory elements were not approved.

181/25

COUNCILLOR TRAINING PLAN

- (i) The Committee received a draft training plan with an accompanying report from Miss L Fidler, Town Clerk & RFO, and considered how to proceed with the questions contained therein.

RESOLUTION: The training plan was approved.

- (ii) The Committee considered adopting the Local Government Association “Councillors’ Guide to Handling Intimidation” as a policy.

RESOLUTION: That this document be adopted as a policy.

182/25

POLICY & PROCEDURE

The following policies have been delegated to the Committee by Council for annual review and approval (as per Standing Orders).

- (i) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
RESOLUTION: It was noted that the Council has no such arrangements.
- (ii) Review of representation on or work with external bodies and arrangements for reporting back;
i. The Committee considered a Draft “Policy on Reporting Back from Representatives on Outside Bodies”.
RESOLUTION: This policy was approved.
- (iii) Review of inventory of land and other assets including buildings and office equipment;
i. The Committee considered the Asset Register at April 2025.
RESOLUTION: The document was noted.
ii. The Committee considered a draft “Asset Register Policy”.
RESOLUTION: This document was approved with a new capitalisation value of £1,000.00 to be set.
iii. The Committee considered with a view to re-approve the existing “Asset Disposal Policy”.
RESOLUTION: This policy was re-approved.
- (iv) Confirmation of arrangements for insurance cover in respect of all insurable risks;
i. The Committee considered the insurance schedule for 2024/2025.
RESOLUTION: This document was noted.
- (v) Review of the Council’s complaints procedure;
i. The Committee considered the Complaints Procedure.
RESOLUTION: This policy was re-approved.
- (vi) Review of the Council’s policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation;
i. The Committee considered the Data Protection & Retention Policy.
RESOLUTION: This policy was re-approved.
ii. The Committee considered the Privacy Policy.
RESOLUTION: This policy was re-approved.
- (vii) Review of the Council’s policy for dealing with the press/media;
i. The Committee considered the Press & Media Communications Procedure.
RESOLUTION: This policy was re-approved.
ii. The Committee considered the draft Online Complaints Flowchart.
RESOLUTION: This policy was re-approved.

(viii) The Committee reviewed the Council's employment policies and procedures;

i. The Committee considered the Staffing Handbook.

RESOLUTION: This policy was re-approved.

ii. The Committee considered the Equalities, Diversity and Inclusions Policies.

RESOLUTION: This policy was re-approved.

iii. The Committee considered the Recruitment Policy.

RESOLUTION: This policy was re-approved.

Other Policies & Procedures

(ix) The Committee considered a draft "Policy for the Mayor's Cadet".

RESOLUTION: This policy was adopted.

183/25

LOCAL GOVERNMENT PENSION SCHEME

The Committee considered how to respond to the consultation into whether the Local Government Pension Scheme (LGPS) should establish a funding pool specifically for town and parish councils as at 31st March 2025, with possible universal LGPS pooled employer contribution rate for all involved, operative from 1st April 2026.

RESOLUTION: Further information should be sought and the matter be returned to the Council for consideration.

184/25

CONFIDENTIAL ITEMS:

(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 involved 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 item of business.

(ii) The Committee received a report from Miss L Fidler, Town Clerk & RFO, and considered the recommendations contained therein for a limited staffing review by the Local Council Consultancy. It was recommended that the matter be considered confidentially due to the personal staffing matters to be considered.

RESOLUTION: The request from the Deputy Town Clerk/Finance Officer was approved in principle and a budget of £1,500.00 was allocated from the General Reserves Fund for a targeted staffing review by the Local Council Consultancy service, to be progressed by the Town Clerk in conjunction with the Chair and Vice Chair of the Finance & General Purposes Committee.

185/25

DATE & TIME OF NEXT MEETING

Noted as Wednesday 8th October 2025.