



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 31 October 2022

Present: Cllrs B Bayford, J Bayford, J Buckley, M Garner, D Saunders & M Saunders,

Town Clerk: Kirsty Holroyd

### 34. APOLOGIES FOR ABSENCE

Apologies with reason were received from Cllrs R Binks & RK Binks. In the absence of the Chairman, the Vice Chairman, Cllr B Bayford chaired the meeting.

### 35. DECLARATIONS OF INTEREST

None received

### 36. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

### 37. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on the 25 July 2022. It was noted that the meeting scheduled for 26 September had not gone ahead due to an urgent full council meeting taking precedence and having been postponed from 19 September due to the period of national mourning.

**RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.**

### 38. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None

*A member of the public with an interest in item 9 was in attendance and so the chairman brought forward this item with councillors' agreement.*

### 39. BLUE PLAQUE REQUEST

Members received information concerning a request for a blue plaque to commemorate Wilkie Collins and considered granting permission.

**RESOLVED: That permission be granted. The Town Clerk will liaise with the applicant over details.**

### 40. MINUTES OF SUBCOMMITTEES

i) Members received the minutes of the meeting of the Leisure and Tourism Sub-committee meeting held on Monday 22 August 2022 and considered any recommendations therein.

**RESOLVED: Members agreed to note**

ii) Members received the draft minutes of the Environment sub-committee meeting held on Wednesday 28 September 2022 and considered any recommendations therein

**RESOLVED: Members agreed to note**

iii) Members received the draft minutes of the Allotments and Land subcommittee meeting held on Monday 24 October 2022 and considered any recommendations therein. It was noted that one item on the agenda had been referred to Council for discussion.

**RESOLVED: Members agreed to note**

#### **41. BUDGET AND ACCOUNTS**

i) Members received the bank reconciliation for the second quarter of 2022-23.

**RESOLVED: Members agreed to note. The chairman signed off the reconciliation document against each bank statement.**

ii) Members considered viring funds from reserves to the "Pierremont Hall unplanned building works" cost code which was overspent due to the number of unforeseen works which it had been necessary to undertake around the site. It was noted than many of these unplanned works were one offs but that some could be predicted (blocked drains, faulty alarms etc). It was also noted that the costs centre itself is well within budget.

**RESOLVED: Members agreed to keep the costs code as an overspend rather than vire funds from Reserves and bear this extra expenditure in mind by creating a new cost code in the budget for 2023/24.**

#### **42. GRANTS**

i) Members received an application for the remainder of the funds from the Army Cadets (Min 635 Council meeting April 2022 refers)

**RESOLVED: That a grant of £3500 be approved, but that the group be signposted to other funding organisations in Thanet due to their District -wide base.**

ii) Members received a verbal update from the Town Clerk concerning the Sea Scouts (minute 455 F&GP January 2022 refers). The group is unable to move forward with the project due to a delay in TDC signing off the new lease.

**RESOLVED: Members agreed to note.**

#### **43. VAT**

The Town Clerk reported that the consultant had finished the first part of the analysis of the Council's position and established the date of first taxable supply. The Town Clerk is attempting to register with HMRC but the lack of a unique tax reference number is hampering the process. She is awaiting advice form HMRC on how to proceed.

*The following item was discussed after a resolution to exclude the public under standing order 3d due to the confidential nature of the business.*

#### **44. BUDGET 2023/24**

Members considered drafting a budget for the coming financial year – April 2023-March 2024. They worked through the spreadsheet identifying those areas which it would be more simple to forecast necessary expenditure and those areas which required a more strategic outlook.

**RESOLVED:**

- i) That the Town Clerk quantify anticipated expenditure in areas such as administration and running of Pierremont Hall and complete those parts of the spreadsheet with estimates and new headings as necessary.**
- ii) That a budget working group comprising Cllrs B Bayford, R Binks and M Garner work on figures for other areas of the Council's business in order to produce a draft budget for this committee's consideration.**

*Members of the public – had any been in attendance – would have been permitted to re-enter the meeting*

- 45. DATE OF NEXT MEETING** Next scheduled meeting is Monday 31 January 2023 but an additional meeting will be called once the working group has produced it's first draft of the new budget.

**Meeting closed at 7.53 pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_