



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**Monday 24 April 2023 at 7pm in The Council Chamber, Pierremont Hall**

Present: Cllrs B Bayford, J Bayford, R Binks (chairman), Cllr Buckley, M Garner, D Saunders & M Saunders,

Town Clerk: Kirsty Holroyd

### **77. APOLOGIES FOR ABSENCE**

Apologies with reason from RK Binks were received and accepted.

### **78. DECLARATIONS OF INTEREST**

None received

### **79. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on Monday 27 February 2023. **RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.**

### **80. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

### **81. ENVIRONMENT SUB-COMMITTEE**

Members received the draft minutes of the meeting held on Wednesday 29 March 2023. The Town Clerk reported that in order to allow the hanging baskets project to go ahead, the nursery had agreed that the council would use it's own contractor – for whom all health and safety, insurance and RAMS documentation is already held – to erect the baskets on the lamp posts and remove them at the end of the season. The cost for this will be £700.

#### **RESOLVED:**

- i) That the proposal be approved in order that the town is not left without baskets**
- ii) That it can be an arrangement for one year only.**
- iii) That the contract will have to go back out to tender for 2024.**
- iv) That the nursery will have to pay half of the install costs.**

### **82. ALLOTMENTS AND LAND SUB-COMMITTEE**

Members received the draft minutes of the meeting held on Monday 27 March 2023.

#### **RESOLVED:**

- i) That the arisings following the felling of the dead trees can be approved at a cost of £1200 incl vat.**

- ii) **That additional planting around the grounds of Pierremont Hall by Box Green can be approved at a total cost of £2395 plus vat.**

### **83. BUDGETS AND ACCOUNTS**

- i) Members reviewed a summary of Council income and expenditure for 2022-23 by cost centre.  
**RESOLVED: Members agreed to note**
- ii) Members considered any amendments to 2023-24 cost code budgets in light of the final position 2022-23  
**RESOLVED: That no changes to the budget allocations were necessary at this time**
- iii) Members received a report from the Town Clerk/RFO on the 2023-24 budget. The Town Clerk explained some minor administrative changes based on information which had not been available at the time of drafting the budget.  
**RESOLVED: Members agreed to note.**
- iv) Members received a summary report illustrating the changes.  
**RESOLVED: Members agreed to note.**
- v) Members received and signed off the end of year bank reconciliation.  
**RESOLVED: That the position be noted. The Chairman signed the report and each corresponding bank statement.**

### **84. INTERNAL AUDIT: PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT**

Members received and considered an extract from the JPAG Practitioner's Guide and assessed the effectiveness of the Council's internal control arrangements. The Town Clerk explained that the document provided a check list for reference and could be used to reflect on the policies and procedures which had been implemented throughout the year. This in turn would assure the new Council – whose responsibility it will be to sign the Annual Governance Statement in June - that proper practices had been followed.

**RESOLVED: Members agreed to note.**

### **85. PIERREMONT HALL SUMMER THEATRE**

Members received and considered a proposal from the Events and Bookings Manager concerning the Summer Theatre production. The Town Clerk confirmed that the budget for the event had been agreed. The format would be the same as the previous years: tickets would be free but allocated.

**RESOLVED: That the proposal for six performances at a total cost of £3900 be approved**

### **86. DATE OF NEXT MEETING : To be confirmed**

Before the meeting closed, the Chairman acknowledged this was the final F&GP committee meeting of the current administration and thanked those present for their commitment and service over the past four years.

Cllr Mave Saunders thanked the chairman and the Town Clerk for their hard work over the same period.

**Meeting closed at 8pm**

Signed \_\_\_\_\_

Date\_\_\_\_\_