



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**Monday 12 June 2023 at 7pm in The Council Chamber, Pierremont Hall**

Present: Cllrs J Bright, K Bright, M Garner, J Hobson, C Kemp, C Leys, E Orhan (from 7.03pm) & S Roberts

Town Clerk: Kirsty Holroyd

**87. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE 2023-24 CIVIC YEAR**

**RESOLVED:**

- i) That Cllr Garner be appointed chairman of the committee**
- ii) That Cllr K Bright be appointed vice-chairman**

**88. APOLOGIES FOR ABSENCE**

Apologies with reason from Cllr Pressland were received and accepted.

**89. DECLARATIONS OF INTEREST**

None received

*Cllr Orhan arrived 7.03pm*

**90. TERMS OF REFERENCE**

Members received the existing document and considered amending it in light of new Financial Regulations

**RECOMMENDATION:**

- i) That the mention of holding online meetings be dropped as this is no longer lawful**
- ii) That Committee Function 1 be amended to Consider and authorise all revenue expenditure between £2000 and £10,000.**
- iii) That Committee Function 2 be amended to Make recommendations to Council for all items over £10,000**
- iv) That Committee Function 3 (Receive and consider recommendations of expenditure from sub-committees) be dropped and that the Leisure and Tourism, Allotments and Land and Environment Sub-committees become committees with authority to approve spending within its budgetary limits.**
- v) That the Neighbourhood Plan Sub-committee remain as such for the present time.**

**91. THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY**

Members received a copy of the publication and considered the contents.

**RESOLVED: Members agreed to note**

**92. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on Monday 24 April 2023.

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

**93. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

The Town Clerk wishes to draw members' attention to minute 84 in which the previous committee members had acknowledged the robust practices and procedures which the Council employs. This is to provide reassurance to the new Council when considering the statements in the Annual Governance and Audit Return.

**RESOLVED: Members agreed to note.**

**94. GRANTS**

Members received an update on monies claimed and considered allocating the underspend. The Town Clerk reported that she had received an enquiry from a local group who would like to submit a late application for funding.

**RESOLVED: That the committee will accept a late application in respect of the £2400 underspend.**

**95. BUDGETS AND ACCOUNTS**

i) Members received and discussed the Council's budget for 2023-24

**RESOLVED: Members agreed to note.**

ii) Members reviewed a summary of Council income and expenditure for 2023-24 by cost centre. The Town Clerk noted the cost code Toilet Extended Opening and reported that TDC would no longer be accepting late closing of the public conveniences. As such this money would not be spent. However she had received a request from Broadstairs Fireworks who had only just learnt of the change of TDC policy and were therefore obliged to supply event toilets for their four summer events including Water Gala for which they had not budgeted.

**RESOLVED: Members agreed to offer Broadstairs Fireworks up to £1475 to assist with the provision of event toilets.**

iii) Members received a report on the Council's reserves. It was noted that a significant sum was owed to HMRC and that this figure would be calculated by the consultant over the summer.

**RESOLVED: Members agreed to note.**

*Cllr Orhan left the meeting 8.20pm*

**96. THANET DISTRICT COUNCIL PROMENADE LIGHTING PROJECT**

Cllr K Bright briefed members on the meeting which had taken place with TDC's Deputy Technical Services Manager regarding the proposal and the request for financial support from the Town Council.

**RECOMMENDATION: That the Town Council make available a maximum of £50,000 from its Future Asset Refurbishment reserve to support the project on the condition that the specification for the project includes lighting at the warmer end of the spectrum – at least 2700k – and that provision be made for the Town Council's investment to be returned over the ten year period during which TDC anticipate recouping its own costs.**

*Cllr Hobson left the meeting*

**97. VAT**

Members received a report from the Town Clerk.

**RESOLVED: Members agreed to note and requested a Zoom meeting be set up with the consultant.**

*Cllr Kemp left the meeting*

**98. STATEMENT OF INTERNAL CONTROL**

Members received the updated document which underpins the Council's governance procedures and provides assurance for the completion of the AGAR statements.

**RECOMMENDATION: That the document be approved by Council.**

**99. ANNUAL GOVERNANCE STATEMENT**

i) Members received the updated document which underpins the Council's governance procedures and provides assurance for the completion of the AGAR statements.

**RECOMMENDATION: That the document be approved by Council**

ii) Members considered the appointment of the Independent Internal Auditor for 2023-24

**RECOMMENDATION: That David Bucket be asked to act as the Council's IIA for 2023-24 at a cost of £1259 to cover one mid-term and one end of year audit visit.**

**100. DATE OF NEXT MEETING: Monday 10 July 2023 at 7pm in the Council Chamber, Pierremont Hall**

**Meeting closed at 9.03pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_

