



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 15 April 2024 at 7pm in The Council Chamber, Pierremont Hall

Present: Councillors J Bright, R Farooki, M Garner (Chairman), C Leys & S Roberts.

Town Clerk: Kirsty Holroyd

146. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs K Bright, J Hobson, C Kemp & E Orhan were received and accepted.

147. DECLARATIONS OF INTEREST

None received.

148. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 12 February 2024.

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

149. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE none

150. BUDGET AND ACCOUNTS

i) Members reviewed a summary of council income and expenditure for 2023-24 by cost centre. The Town Clerk reported that the underspend had been less than anticipated when drawing up the 2024-25 budget, but that income had been more than anticipated and therefore it still balances.

RESOLVED: Members agreed to note.

ii) Members considered amendments to the 2024-25 in light of the final position of each cost code in 2023-24.

RESOLVED:

a) That monies be vired between cost codes within each cost centre to accommodate minor amendments as per the Town Clerk (RFO's) suggestions.

Members noted the underspend in cost code 24: Town Mayor. It was noted that this is the Mayor's personal allowance which could have been drawn down for his personal use if so wished. Cllr K Bright had instead asked for it to be carried forward to use for youth projects in 2024-25.

b) That the underspend in the cost code 24: Town Mayor be ringfenced and carried forward to 2024-25 under cost code 919 Youth Events.

Members noted the Civic Events budget was overspent in 2023-24 and funds are not available to top it up from within the cost code.

RESOLVED: That £1000 be vired from cost code 39: Community Payback in 2024-25. This cost code can be topped up if necessary later in the year.

151. BUDGETS AND ACCOUNTS 2024-25

i) Members considered allocating monies to recently agreed projects as identified by the Events, Leisure and Tourism committee after the 2024-25 budget had been agreed.

RESOLVED: That £6000 be taken from the reserve entitled Memory Bench which is no longer needed in order to stage the five projects.

ii) Members received and considered an invoice from TDC for the surveyors' fees incurred in drawing up the licence for Victoria Gardens.

RESOLVED: That the Town Clerk request the fee be waived in light of the fact the Town Council will be saving the District Council considerable sums in taking over the management of the flower beds at Victoria Gardens.

iii) Members received an update on the grant for the Broadstairs History Walkers. The Town Clerk reported that invoices had been received for the elements of the project for which the group had applied for funding. Since the group had no bank account of its own, the Town Clerk requested permission to pay the invoices direct to the suppliers on behalf of the group.

RESOLVED: That the Town Clerk pay the suppliers direct.

152. FINANCIAL REGULATIONS

i) Members received the NALC LTN 87 Procurement and noted the change in the threshold at which public procurement rules must be observed from £25,000 to £30,000 inc. VAT.

RECOMMENDATION:

i) That the Town Council's Financial Regulations be amended to include the new figure.

ii) That the Town Council's Standing Orders be amended to include the new figure.

ii) Members received a letter from the Council's solicitor containing procurement advice.

RESOLVED: That a full report on the Town Council's procurement process be submitted to Council.

153. INTERNAL AUDIT

Members received and considered an extract from the JPAG Practitioners' Guide and assessed the Town Council's internal audit responsibilities. The Town Clerk (RFO) explained that the Town Council's own internal audit policies and procedures would be reviewed at the next meeting, but that the Practitioners' Guide was the framework against which the Council's own measures are to be assessed.

RESOLVED: Members agreed to note.

154. DATE OF NEXT MEETING: Monday 22 July 2024 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.55 pm

Signed _____

Date_____