



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 22 July 2024 at 7pm in The Council Chamber, Pierremont Hall

Present: Councillors J Bright, K Bright, R Farooki, M Garner, C Kemp & S Roberts.

Town Clerk: Kirsty Holroyd

155. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2024-25

RESOLVED:

- i) That Cllr Garner be appointed chairman of the committee for 2024-25**
- ii) That Cllr Farooki be appointed vice chairman of the committee for 2024-25.**

156. APOLOGIES FOR ABSENCE

Apologies with reason from Cllr E Orhan were received and accepted.

157. DECLARATIONS OF INTEREST

None received.

158. TERMS OF REFERENCE

RECOMMENDATION; That the document be amended to allow a membership of "up to" eight councillors, and the frequency of meetings be changed from bi-monthly to quarterly.

159. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 15 April 2024.

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

160. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

none

161. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

162. BROADSTAIRS FOOD FESTIVAL

A representative of the organisation attended and answered councillors' questions to their satisfaction, as raised at the last Council meeting.

RESOLVED: That a further grant of £500 be allocated to the Autumn Food Festival in order that residents of Bradstowe Lodge be invited to attend a cream tea.

163. STATEMENT OF INTERNAL CONTROL

Members received the updated governance document and considered recommending it to Council.

RECOMMENDATION: that the document be approved and adopted by Council

164. ANNUAL GOVERNANCE STATEMENT

To receive the updated document and consider recommending it to Council.

RECOMMENDATION: that the document be approved and adopted by Council

165. INDEPENDENT INTERNAL AUDITOR

Members received a quote for the works and confirmed the appointment of the I.I.A. for 2024-25

RESOLVED:

- i) **that the quote from David Buckett to provide mid and end of year audit services be approved at a cost of £1300 plus mileage.**
- ii) **That Mr Buckett be asked to attend the next committee meeting to give councillors an overview of the services he carried out for the Council.**

166. FINANCIAL REGULATIONS

Members received a report from the Town Clerk concerning the adoption of new Financial Regulations.

RESOLVED: That the Town Clerk tailor the new document to reflect the clauses and limits on the old document and bring it to Council for approval.

167. PREFERRED CONTRACTORS POLICY REVIEW

i) Members received the document and considered whether it is still fit for purpose.

RESOLVED: that the document be approved and adopted by Council

ii) Members received the list of preferred contractors and considered whether it can be accepted.

RESOLVED:

- i) **That the list be recommended to Council.**
- ii) **That a call for other local contractors to log an interest in becoming a preferred contractor be put out on social media on the autumn.**

168. RISK MANAGEMENT STATEMENT REVIEW

To receive the document and note the amendments

RECOMMENDATION: that the document be approved and adopted by Council.

169. DATE OF THE NEXT MEETING - Monday 14 October 2024 at 7pm in the Council Chamber, Pierremont Hall
Meeting closed at 7.32 pm

Signed _____

Date _____