



**Minutes of the Meeting of the Finance and General
Purposes Committee of**

Westgate-On Sea Town Council

on 30th January 2017 at 6.30pm

Held at

**Town Hall Buildings, 31 St Mildred's Road, Westgate-
On-Sea, Kent CT8 8RE**

Present	Cllr King (Chairman);, Cllr Rolfe, Cllr Nightingale; Cllr Scott, Cllr Pennington	
Also in attendance	Miss Julie Pilbeam (Town Clerk), 6 members of the public	
582	To receive apologies for absence Apologies were received from Cllr Morrish with reasons for absence. It was RESOLVED that apologies be accepted. Cllr Scott was approved as substitute.	
583	Declarations of Interest There were none	
584	Minutes It was RESOLVED that the minutes of the meeting of 5 th December be signed and approved as a true record of the meeting. Minor amendment – the date shown on the draft minutes was amended from the 12 th December to the 5 th December	
585	Chairman's Announcements There were none.	
586	Public Participation Session There were no public questions.	
587	To appoint Responsible Financial Officer It was approved to appoint Town Clerk Julie Pilbeam as Responsible Financial Officer to the Council.	
588	Financial Regulations It was approved to adopt the revised updated Financial Regulation.	
589	Bank Reconciliations It was approved to accept the bank reconciliations. It was asked for an estimated outturn for the financial year.	
590	Budget Performance The year to date performance noted.	

591	<p>Council Reserves</p> <p>It was agreed for the town councils reserves to be earmarked as follows: £36,886.05 'top up to budget 2017/18' £40,000 contingency £24,000 for future capital projects.</p>	
592	<p>Local Government Transparency Code 2015</p> <p>The requirements of the Transparency Code were noted.</p>	
539	<p>Coastal Community Team</p> <p>Cllr Pennington tabled a report at the meeting and confirmed that the Coastal Community Team has been successful in obtaining a grant for up to £10,000 for preparing an economic plan for Westgate-on-Sea which would serve as a framework for capital developments. It was noted that a team now needs to be constituted by Full Council and publicity is required to ensure the project is a success.</p>	
540	<p>Questions from Councillors</p> <p>Cllr Rolfe asked Cllr Pennington for an update on the shop canopies. Cllr Pennington reported that if the National Heritage route was followed then it might be asked that uPVC canopies may be required to be replaced back to original materials. Cllr Pennington is looking for further assistance with the project from elsewhere.</p> <p>Cllr Nightingale asked about the vacant café activity. The Clerk agreed to investigate.</p> <p>Cllr Rolfe asked about what legal cover the Council had and the Clerk confirmed that Kent Legal Services of Kent County Council are the Town Councils legal advisers.</p>	Clerk
541	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 because of the nature of the confidential nature of the business to be transacted, it was agreed for the public and the press were asked to leave the meeting during consideration of the following item.</p>	
542	<p>Website Management</p> <p>It was agreed to approve the conclusion of the website working group.</p> <p>It was agreed to approve the transfer of the Town Council's existing website to Hugo Fox to be managed by the Town Clerk.</p> <p>It was agreed to purchase the .gov.uk domain name</p> <p>It was agreed to propose the Full Council adopt the required policy.</p>	

543	Next Meeting The next meeting is Monday 13 th February 2017	
544	Meeting Closed at 8.16pm	

Signed.....

Date.....

DRAFT