**WESTGATE-ON-SEA TOWN COUNCIL**

**MINUTES**

**Meeting:** Inaugural meeting of the Finance & General Purposes Committee.

**Venue:** The Council Chamber, The Town Hall Building, 31 St Mildred’s Road, Westgate on Sea, CT8 8RE

**Time:** 7 pm.

**Date:** Monday 30 November 2015.

**Present**: Cllrs, Ashbee, Cornford, King (Chairman), Nightingale, Rickett, Rolfe,

Town Clerk – Mrs. J. Williams

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|  | **ITEM** |  | **ACTION** |
| **145** | **CHAIRMAN** | Chairman’s opening remarks |  |
| **146** | **APOLOGIES** | Cllr. R. Charlton – Prior Engagement  Cllr. D. Morrish – Working Party meeting  Cllr. M. Pennington  Cllr. H. Scott – Working Party meeting |  |
| **147** | **DECLARATIONS OF INTEREST** | None |  |
| **148** | **MINUTES** | As this is the inaugural meeting, there were no minutes to approve. |  |
| **149** | **COUNCIL DOCUMENTS** | 1. Finance Regulations: These were checked carefully and a final version unanimously agreed for recommendation to council for approval   Proposed: Cllr Rickett  Seconded: Cllr Ashbee   1. Risk Assessment: Checked and a final version unanimously agreed for recommendation to council for approval   Proposed: Cllr Ashbee  Seconded: Cllr Nightingale   1. Financial Risk Assessment: After discussion it was agreed that this document should be checked against the council’s insurance to ensure we are fully covered. Clerk & Cllr Ashbee to action and agree a final version to be presented to council for approval at next week’s meeting. | **Clerk/Cllr Ashbee** |
| **150** | **FINANCE REPORTS** | Members received and discussed the reports as presented and the following was agreed:   * A deposit account be organised with a high street bank. Clerk to check for best rates. Amount to be transferred still to be agreed. * Finance reports to be presented to every council meeting commencing 4.1.2016.   Proposed by: Cllr Ashbee  Seconded by: Cllr Cornford  **RESOLVED**  Cllr Ashbee thanked the Clerk for her hard work in getting these documents to members. |  |
| **151** | **STRATEGIC PLAN** | Deferred to full council on 7 December 2015 |  |
| **152** | **WORKPLACE PENSIONS** | Clerk confirmed the council is registered under the new rules. |  |
| **153** | **TOWN CLERK** | Nothing to report |  |

Chairman closed the meeting at 8.10pm