



**Minutes of the Extra-Ordinary Meeting of the Finance
and General Purposes Committee of**

Westgate-On Sea Town Council

on 22nd February 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 Stewart; Cllr Pennington;	
Also in attendance	Miss Julie Pilbeam (Town Clerk); Cllr Cornford	
580 629	To receive apologies for absence Apologies were received from Cllr Morrish with reasons for absence. It was RESOLVED that apologies be accepted.	
581 630	Declarations of Interest There were none	
582 631	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press were excluded from the meeting during consideration of the next item.	
583 632	To consider Town Clerk's draft contract proposals Cllr Cornford addressed the meeting and suggested that the draft contract be referred to the National Association of Local Councils for advice. Cllr Cornford then left the meeting. The details of the contract terms were discussed and the clerk was asked to leave the meeting. Cllr Pennington then took the minutes. It was AGREED to approve the contract terms of employment as 'Town Clerk and Responsible Financial Officer to the Council'. It was AGREED for the council to draw up a car usage policy and for this to include the clerk to keep a record of all mileage on council business to allow an annual review on car usage allowances. It was AGREED that all councillors be reminded of the importance of not discussing confidential items outside of the council as this can be severely damaging to the council's reputation and put the council at risk of legal action.	

584 633	Meeting closed at 19.55pm	
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Signed.....

Date.....