



**Minutes of the Virtual Meeting of the Finance and
General Purposes Committee of
Westgate-On-Sea Town Council
on Tuesday 17th November 2020 6.30pm**

Present	Cllrs O'Connor (Chairperson), Donaldson (Vice-chairperson), Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2446	To receive apologies for absence Cllr Green and Cllr M Scott sent their apologies	
2447	Declarations of Interest None	
2448	Minutes It was moved by Cllr Wallin and seconded by Cllr Donaldson and RESOLVED: that the minutes of the meeting of 15th September 2020 be approved as a true record of the meeting.	
2449	Public Participation Session There were no requests received by the Town Clerk for public participation at this meeting.	
2450	RFO Report Town Clerk/RFO reported on the following items:- <ul style="list-style-type: none"> • Remedial works on shelter on Sea Road update • Community Asset Transfers update • Allotment plot licenses renewal progress • Planning consultant initial work for response from Town Council as consultees for Gallops outline hybrid application. • Update on progress with the purchase of a container resolved by Full Council in October 	
2451	Finance Reports RESOLVED: That the Annual Budget by Code to 30th October to be received. RESOLVED: that the Forecast Report for period to end of October 2020 be received.	
2452	Allotment Gardens Site – Lymington Road Following recommendation from the Allotment Working Group it is proposed that no further plots can be let to existing allotment plot holders and they are not permitted to have more than one whole plot; any requests from existing plot holders who are in CT8 postcode will be second in priority, this is due to the length of the current waiting list. It was moved by Cllr Wallin and seconded by Cllr Donaldson and RESOLVED: that the requests for	

	new plots from existing plot holders will be limited to no more than one whole plot they can rent at one time; any requests from existing plot holders who are in CT8 postcode will be second in priority to residents in CT8 who currently have no plot at the Allotment Garden site on Lymington Road.	
2453	DPO Services for the Town Council – Annual Renewal Town Clerk shared the renewal details with Members for the DPO services provided by Satswana. It was moved by Cllr O'Connor and seconded by Cllr Walling and RESOLVED: that the renewal invoice should be paid for the sum of £500.00 plus VAT and Satswana are appointed as DPO for the Town Council for 2020/21.	
2454	Draft Westgate on Sea Town Council Budget for 2021/22 Town Clerk shared the first draft budget report for 2021/22 with Members which Cllr O'Connor had prepared and worked with the Town Clerk to finalise. Following debate it was recognised that there should be potentially two versions to reflect the situation if for instance Members decided to not include Westgate Day event expenditure to the same level as last year and if some income is not relied upon for budget purposes which it was felt may be prudent for next year. It was agreed that the necessary adjustments would be implemented, and the draft budget would have two columns added to reflect two versions for Full Council to consider. This was recommended to Full Council for debate in December.	
2455	Next Meeting The next meeting is 19 th January 2021	
2456	Meeting Closed at 18.58pm	

Signed... 

Dated... 19/1/2021