



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

Westgate-On-Sea Town Council

on Tuesday 20th November 2018

Held at

Town Council Offices, 11 Ethelbert Square, Westgate-
On-Sea, Kent CT8 8SR

Present	Cllrs King (Chairman), Cornford, O'Connor, Page, Pennington, Rolfe	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
1533	To receive apologies for absence None	
1534	Declarations of Interest Cllrs King, O'Connor and Page declared an interest in Item 6	
1535	Minutes It was moved by Cllr Page and seconded by Cllr Pennington and RESOLVED : that the minutes of the meeting of 16 th October 2018 be approved as a true record of the meeting.	
1536	Public Participation Session There were no requests received by the Town Clerk for public participation at this meeting.	
1537	Finance and Budget Performance Reports RESOLVED : That the copies of the bank reconciliation for October 2018 be received RESOLVED : That the Finance Report Budget versus Expenditure 31st October 2018 be received. RESOLVED : that the Forecast Report 31st October 2018 be received.	
1538	Allotments Working Group a) RESOLVED : That the water supply for the allotment gardens site is switched on each year from 1 st April and switched off by 31 st October at the latest; flexibility during the month of October dependent on weather conditions that year with at least one week's notice to plot holders to be displayed on the notice board. b) RESOLVED : That the nominations for site representatives are sent to all plot holders to vote if more than two nominations are received; it was RESOLVED that each of the two successful applicants receive a rebate on half an allotment plot.	

1539	<p>Small Grants Scheme The Town Clerk advised that as the budget allocation for the Small Grants Scheme had been exhausted it would be good practice to update the Council website to inform Community Groups that the scheme was now closed for the remainder of the financial year. After discussion Members wanted to continue to consider applications on their own merits and if necessary virement was achievable as other parts of the budget are currently underspent to support dire need in the community. RESOLVED: That the Small Grants Scheme application period remains open and applications are judged on their own merits; virement will be undertaken if required in exceptional circumstances.</p>	
1540	<p>Proposed Budget Setting Cllr O'Connor gave an overview for the proposals and explained that each Committee had been consulted and agreed the figures for recommendation this evening. Members discussed at length the budget proposals for next year and made suggestions for slight alteration to the Events and Tourism budget and Capital Projects. Members were requested to pass a resolution to halt the recording of the meeting and exclude public from this section of this item pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960. It was RESOLVED: to go to closed session due to the confidential nature of the business to be transacted to enable discussion relating to the salaries of the staff. Following the salary discussions, the recording of the meeting was reintroduced; there were discussions in relation to developing income streams, improving relationships with businesses in the Town and identifying capital projects. Members also discussed the availability of loans and that if a specific business plan was identified this option could be considered in future. Cllr Pennington advised that the revised adjustments and recommendations would be taken to the Extra Ordinary Meeting on 27.11.18. Cllr King would like to draft an outline for a proposed capital project; this will be available for the next F & GP Committee meeting. It was RESOLVED: to extend the meeting for a further 15 minutes. Cllr Rolfe left the meeting.</p>	
1541	<p>CPRE Membership The Town Clerk reported on the benefits of CPRE membership for the Council. RESOLVED: That the Council joins the Campaign to Protect Rural England at a cost of £35.00 per annum.</p>	
1542	<p>Christmas Closing Dates for the Town Council</p>	

	<p>Office The Town Clerk reported on the closure dates for Thanet District Council offices for the Christmas and New Year period and proposed that the Town Council adopt the same dates for closure. RESOLVED: That the Town Council office would be closed the same period as TDC from 25th December to 1st January 2019 inclusive.</p>	
1543	<p>Data Protection Officer Service and External Audit Invoices It was RESOLVED: To receive the invoices for £600.00 for the DPO Services for one year and £480.00 for the interim report for the review of the AGAR.</p>	
1544	<p>Update on Insurance Claim for Town Council Hut RESOLVED: That the settlement figure of £5217.30 offered by the insurers be accepted in relation to the break in and stolen items from the Town Council hut on Old Boundary Road.</p>	
1545	<p>Finance Software Comparison The Town Clerk and Cllr O'Connor undertook three demonstrations of three finance software packages for comparison purposes; they would like to recommend RBS Rialtas as this system has the potential to grow with the Town Council and is a bespoke system for Town and Parish Councils. It was RESOLVED: To purchase the RBS Rialtas system for the Town Council; the Town Clerk to liaise with Cllr O'Connor during the setting up and training period.</p>	
1546	<p>Chairman's Report The Chairman invited Members to identify income streams, look at expanding services and considering ideas and adopting assets from TDC for the future strategy of the Council. The Chairman suggested implementing a Working Party to feedback recommendations to the F & GP Committee.</p>	
1547	<p>Next Meeting The next meeting is 18th December 2018</p>	
1548	<p>Meeting Closed at 21.18pm</p>	

Signed.....

Dated.....18.12.18.....

