



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

Westgate-On-Sea Town Council

on Tuesday 19th May 2020 6.30pm

Held at

Town Council Offices, 78 St Mildreds Road,
Westgate-On-Sea, Kent CT8 8RF

Present	Cllrs O'Connor (Chairperson), Donaldson (Vice-chairperson), Cornford, M Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Cllr Pennington	
2212	To receive apologies for absence Town Clerk advised Cllr M Scott will join the meeting late	
2213	Declarations of Interest None.	
2214	Chairperson's Announcement Cllr O'Connor advised that following the cancellation of the Westgate Day event stallholders and activities providers have been contacted with the information. Cllr O'Connor reminded Members of the protocols and guidelines for virtual meetings.	
2215	Minutes It was moved by Cllr Donaldson and seconded by Cllr Cornford and RESOLVED: that the minutes of the meeting of 28th November 2019 be approved as a true record of the meeting.	
2216	Public Participation Session There were no requests received by the Town Clerk for public participation at this meeting.	
2217	Finance and Budget Performance Reports RESOLVED: That the copies of the bank reconciliation for 30th April 2020 be received RESOLVED: That the Payment Reports for February, March, and April 2020 be received. RESOLVED: that the Year End Account Reports to be received. RESOLVED: that the Annual Internal Audit Report 2019/20 be received. Cllr M Scott joined the meeting.	
2218	Small Grants Scheme Policy Following debate and review of the Small Grants Scheme Policy and Guidance documentation Members; RESOLVED: that the current criteria would remain for the financial year 2020/21.	
2219	Small Grants Scheme Applications	

	<p>a) Town Clerk provided Members with the Small Grant Scheme application received from Chartfield School for the purchase of stacking recycling bins. Town Clerk to clarify the status of Chartfield School. Following debate, it was RESOLVED: that the Chartfield School to produce a poster/project promoting recycling and the Council were awarding £60.00 to fund the purchase of stacking recycling bins to support the Recycling Project.</p> <p>b) Town Clerk provided Members with the Small Grant Scheme application received from Christ Church United Reformed Church for the repair and rebuild of the Church tower. Following debate it was RESOLVED: that the Town Clerk should inform the URC that the application is deferred for decision until later in the financial year and in the interim Cllr Donaldson and the Town Clerk will contact the URC to explore alternative funding opportunities such as Heritage funding.</p>	
2220	<p>Gas and Electricity Supply Contract Renewal Following debate Members RESOLVED: that the decision in relation to the renewal of an annual contract for electricity and gas supplier for the Town Council office is delegated to the Town Clerk.</p>	
2221	<p>Westgate Day Pre-Paid Stall Fees Town Clerk reported that following contact with stallholders and activity providers six were carrying their booking forward to 2021 and to date only one stall fee has been requested for a refund.</p>	
2222	<p>Recommendation from HR Committee for Salary Increase for Town Clerk It was RESOLVED: that following the appraisal process and recommendation of the HR Committee one-point incremental rise was awarded to the Town Clerk in line with the contractual arrangements from 1st January 2020.</p>	
2223	<p>Next Meeting The next meeting is 21st July 2020</p>	
2224	<p>Meeting Closed at 19.10pm</p>	

Signed *Pho*

Dated *21/7/2020*