



Date of Issue 12th September 2018

**To all members of the Finance and General Purposes Committee
of Westgate-on-Sea Town Council**

**You are hereby summoned to attend a meeting of the
Finance and General Purposes Committee**

on Tuesday 18th September 2018 commencing at 7pm

**at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR for the purposes of
considering and passing such resolutions as may be deemed necessary or
desirable in respect of the matters contained within the Agenda.**

**To all those present please at all times treat each other with courtesy, respect
and dignity.**

Residents are cordially invited to attend the meeting.

Signed:

A handwritten signature in black ink that reads "G. Gray".

Town Clerk & RFO

Committee Members: Cllr T King (Chairman); Cllr J Cornford; Cllr H Page; Cllr P O'Connor; Cllr M Pennington; Cllr R Rolfe

1. **To receive and accept apologies for absence and substitutes**
2. **To receive declarations of pecuniary and non-pecuniary interests**
3. **Minutes – to receive and approve the minutes of the meeting held on 17th July 2018 (Copy attached – Appendix A)**
4. **Public Participation Session**
 - a. The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.
5. **Finance and Budget Performance Reports**
 - a. Bank Reconciliation July and August 2018 be received. (Copies attached – Appendix B)
 - b. The Finance Report Budget V Expenditure 31st August 2018 be received. (Copy attached – Appendix C)
 - c. The Forecast Report 31st August 2018 be received (Copy attached – Appendix D)
6. **Allotments Working Group Recommendations**

- (a) The Allotment Working Group would like to propose that Bonfires are banned on the Allotment Gardens from 1st April to 1st October each year for environmental reasons and as a courtesy to local residents and other allotment plot holders in the summer months and the Rules to be amended accordingly: **Decision required**
 - (b) Following a discussion at the Allotment Working Group meeting the Town Clerk would like to propose that from 1st October 2018 any person applying to be added to the Waiting List for an allotment plot is given priority if they are living in the CT8 postcode area: **Decision required.**
- 7. Office Equipment**
The Town Clerk to provide a report in relation to the need for an upgrade to the desktop office equipment for the Town Council: **Decision required.**
- 8. Small Grants Scheme Application – Westgate on Sea Horticultural Allotment Association**
The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of £500.00 for the Members who are invited to debate and consider the application
- a. Community Plot Shop Re-location and Rebuilding Project: **Decision required**
- 9. Small Grants Scheme Application – 1st Westgate Rainbows**
The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of £120.00 for the Members who are invited to debate and consider the application
- a. Buying Badge Books: **Decision required**
- 10. Update on Insurance Claim for Town Council Hut**
The Town Clerk to provide a report on the progress of the insurance claim in relation to the break in and stolen items from the Town Council hut on Old Boundary Road
- 11. Consider Finance Software Options**
The Town Clerk would like to propose that research is undertaken, and quotations obtained to source a finance software package and request that Councillor Auditor Cllr O'Connor assists with this project: **Decision required.**

Next Meeting 16th October 2018

Date: 12th September 2018