



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

**Westgate-On-Sea Town Council**

**on Tuesday 25th June 2019**

**Held at**

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

|                     |  |  |
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| Present             | Cllrs Micallef (Chairperson), O'Connor (Vice-Chairperson), Cornford, Donaldson, M Scott, Wallin  |  |
| Also, in attendance | Mrs Gill Gray (Town Clerk)   |  |
| 1833                | <b>Elect Chairperson</b><br>It was proposed by Cllr O'Connor and seconded by Cllr Cornford and <b>RESOLVED: that Cllr Micallef was elected Chairperson for the Finance &amp; General Purposes Committee.</b>                     |  |
| 1834                | <b>Elect Vice Chairperson</b><br>It was proposed by Cllr Micallef and seconded by Cllr Donaldson and <b>RESOLVED: that Cllr O'Connor was elected Vice Chairperson for the Finance &amp; General Purposes Committee.</b>          |  |
| 1835                | <b>To receive apologies for absence</b><br>None  |  |
| 1836                | <b>Declarations of Interest</b><br>None  |  |
| 1837                | <b>Minutes</b><br>It was moved by Cllr Page and seconded by Cllr Cornford and <b>RESOLVED: that the minutes of the meeting of 19<sup>th</sup> March 2019 be approved as a true record of the meeting.</b>                        |  |
| 1838                | <b>Public Participation Session</b><br>There were no requests received by the Town Clerk for public participation at this meeting.   |  |
| 1839                | <b>Chairperson's Report</b><br>Nothing to report since the last meeting.   |  |
| 1840                | <b>RFO Report</b><br>The RFO/Town Clerk reported on various items including: <ul style="list-style-type: none"> <li>• Update on the progress with the office move</li> <li>• Update on the RBS system and reports</li> </ul>     |  |
| 1841                | <b>Finance and Budget Performance Reports</b><br><b>RESOLVED: That the copies of the bank reconciliation for 31<sup>st</sup> May 2019 be received</b><br><b>RESOLVED: That the Trial Balance to end of May 2019 be received.</b> |  |

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|      | <p><b>RESOLVED: that the Payments Report March 2019 be received.</b></p> <p><b>RESOLVED: that the Receipts and Payments by Budget Heading Report to end of May 2019 be received.</b></p> <p><b>The next meeting will include a Year to Date report with an appraisal of the budget position.</b></p>  |  |
| 1842 | <p><b>Small Grants Scheme Funding –</b></p> <p>a) The Town Clerk shared copies of the Small Grants Scheme Application 2019 from Westgate on Sea Scout Group for the sum of £500.00 for the supply of an 11-person canvas tent. Members debated the application and it was <b>RESOLVED: that the decision was deferred to the next meeting as the previous funding application to the Scout Group had only been awarded in recent months and the budget for the year was limited.</b></p> <p>b) The Town Clerk shared copies of the Small Grants Scheme Application for the Westgate on Sea Cricket Club for the sum of £1,200.00 for the purchase of clothing for the Juniors and the coaches at the Junior section of the Club. Members debated and considered the application; the Town Clerk advised that the Cricket Club had confirmed that the Town Council logo could be incorporated on the clothing. <b>It was RESOLVED: that the Westgate on Sea Cricket Club be awarded £500.00 for the purchase of baseball caps for the junior section of the club and that the Town Council logo is used to brand them.</b></p> |  |
| 1843 | <p><b>Annual Audits</b></p> <p>a) The Town Clerk provided the Internal Auditor report for 2018/19 which has now been finalised before going to the next Council meeting for receipt</p> <p><b>RESOLVED: That the Internal Auditor report for 2018/19 be received.</b></p> <p>b) The Town Clerk confirmed that the annual External Audit for 2018/19 has now commenced and the information has been sent to the appointed auditors PKF Littlejohn LLP.</p>   |  |
| 1844 | <p><b>Vehicle Insurance Renewal for the Town Council Mercedes Sprinter</b></p> <p>The Town Clerk provided a report with three quotations for the vehicle insurance renewal; the RFO recommendation was to renew with the Came and Company suggestion of Countrywise Motor Insurance <b>It was proposed by Cllr O'Connor and seconded by</b></p>   |  |

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|      | <b>Cllr Cornford and RESOLVED: that the motor insurance as recommended by the RFO for the Town Council vehicle Mercedes Sprinter be renewed from 29<sup>th</sup> June 2019.</b>   |  |
| 1845 | <b>Payroll Provider Update</b><br>The Town Clerk advised that following the addition of one member of staff at the Town Council the cost of providing the payroll services has increased by £10.00 each month.<br><b>It was RESOLVED: that the Payroll Provider Report was received.</b>  |  |
| 1846 | <b>Office Move Report</b><br>The Town Clerk/RFO provided a report and quotations for the services for the new office space at 78 St Mildreds Road these included signage, gas and electricity supply, telephone & broadband supply & CCTV (including a live streaming option), following debate by Members<br><b>It was RESOLVED:</b><br><ul style="list-style-type: none"> <li>(a) that British Gas are dual provider for gas and electric supply at 78 St Mildreds Road and paid by direct debit on a monthly basis</li> <li>(b) that Phoenix Link UK Ltd provide broadband and telephone service for 78 St Mildreds Road</li> <li>(c) that Premier Signs remove the old signage from 11 Ethelbert Square and install the new agreed signage at 78 St Mildreds Road</li> <li>(d) that Westgate Security remove the equipment from 11 Ethelbert Square and provide the upgraded system at 78 St Mildreds Road</li> </ul> |  |
| 1847 | <b>Paypal Account</b><br><b>It was RESOLVED: that the Town Council open a Paypal Account for purchases online with a limit set to £599.00 as per the delegated authority for the RFO/Town Clerk; separate report to be made available each F &amp; GP Committee meeting</b>   |  |
| 1848 | <b>Next Meeting</b><br>The next meeting is 24 <sup>th</sup> September 2019  |  |
|      | <b>Meeting Closed at 20.03pm</b>  |  |

Signed...  .....

Dated... 24/9/19 .....

