

**Westgate-on-Sea Town Council**  
**Minutes of the Finance and General Purposes Committee**

Venue: The Council Chamber, Town Hall Buildings, 31 St Mildred's Road, Westgate-on-Sea

Time: 7 pm

Date: Monday 27 June 2016

Present: Cllrs Charlton, King (Chairman), Morrish, Nightingale, Pennington, and Rolfe

Also present: Jill Frankland (Town Clerk) and four members of the public

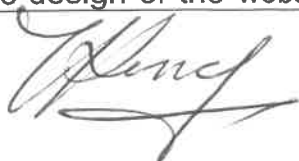
	Item		Action
341	Chairman's Welcome	The Chairman welcomed those present and gave the usual 'housekeeping' instructions. It was noted that two members of the public were recording the meeting	
342	Election of Chairman	Nominations: Cllr King <b>Proposed: Cllr Charlton, seconded: Cllr Rolfe. Agreed</b>	
343	Apologies for Absence	Apologies for absence were received from Cllr Ashbee. Cllr Charlton stood in for Cllr Ashbee.	
344	Members' Interest	No declarations of interest were made	
345	Minutes of Previous Meeting	The following amendments were made: 1. Minute 222 - Cllr Nightingale not Cllr Pennington sent their apologies. 2. Minute 225 - Total for rent of new office should read £6430.32. Town Clerk to check figures. 3. Minute 228 – should read '... full report on the MoU would be submitted ...' <b>The Minutes were accepted with the above amendments.</b>	JF
346	Terms of Reference	The Chairman informed the meeting that both KALC and NALC feel that the 1972 LGA, schedule 12 requires further clarity with one interpretation being that the Chairman of the Council must Chair any meeting he attends. 2b – Add 'If at any time any Councillor unable to attend may nominate another Councillor who is not a member of that Committee to attend the Meeting.' Agreed. Proposed: Cllr Morrish, seconded by Cllr Rolfe. Agreed. <b>Recommend to add to responsibilities: 'the management of the Allotments'.</b> Proposed: Cllr Nightingale, seconded: Cllr Rolfe. Agreed. <b>Recommend: Cllr Pennington be Vice-Chairman of this Committee.</b>	JF  JF  JF

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		above. Proposed: Cllr Charlton, seconded: Cllr Rolfe. Agreed. <b>Resolved: that this arrangement be minuted.</b>	
355	Setting up the Council Chambers	Currently this work is undertaken by Cllr King and a volunteer. Concern was raised regarding Health and Safety issues and employment of casual labour. One option to consider would be to pay cleansing operative overtime to undertake this work. Proposed: Cllr Charlton, seconded: Cllr Morrish. Agreed. <b>Resolved: adjourn this matter to Full Council meeting. Town Clerk to make enquiries whether the landlord has staff who can undertake these duties.</b> The Meeting formally wished to thank the volunteer for his continuing work and support.	JF
356	Multi-Annual Planning Framework and Strategy for Reserves	It was felt consideration should be given to three and five year planning frameworks and to consider the strategy for reserves. It was noted that the draft budget needs to be prepared by end of November and final budget prepared by end of February. Proposed: Cllr Rolfe, seconded: Cllr Pennington <b>Resolved: to diarise 24 Oct for a preliminary budget meeting</b>	JF
357	St Mildred's Games Centre	The Town Clerk informed the Meeting that TDC had approach WoSTC offering a licence for the building and small area adjacent to the building for a £1 nominal fee. Cllrs King and Pennington have inspected the property, noting it required some work and stating it would be a suitable premises to store the cleansing equipment. Proposed: Cllr Charlton, seconded: Cllr Pennington. Agreed. <b>Resolved: to accept the proposal.</b>	JF
358	Payments to Individuals	The Town Clerk confirmed that the Grants policy specifically states no payments to individuals and sets good standards and audit trail before payments are made. The Town Clerk has drafted 'Criteria for Support' for Events and Tourism which will be considered at the next meeting. The draft criteria also states no payments to individuals and sets good standards and audit trail before payments are made. It was requested that all Councillors make themselves aware of the policies.	ALL
359	Accounts Software Package	This matter was held over until the next F&GP Committee.	JF
340	Revision of Standing	1. Standing Order 3d, e, f, & g – Proposed: Cllr Rolfe, seconded: Cllr Charlton.	

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		Proposed: Cllr Charlton, seconded: Cllr Nightingale. Agreed. <b>Recommend: that the ToR as amended be submitted for approval at the next Full Council Meeting.</b>	
347	Public Right to Speak	No application were received.	
348	Lymington Road Allotments	Proposed: Cllr Pennington, seconded: Cllr Charlton. Agreed. <b>Resolved: that the tenancy agreement, rules and two letters be adopted by WoSTC subject to the addition of £5.00 key deposit being added to the tenancy agreement.</b> Proposed: Cllr Charlton, seconded: Cllr Nightingale. Agreed. <b>Resolved: no increase in charges at this time.</b>	JF
349	TDC Invoice	Proposed: Cllr Rolfe, seconded: Cllr Charlton. Agreed. <b>Resolved: to pay TDC invoice</b>	JF
350	Bank Account	Proposed: Cllr Charlton, seconded: Cllr Rolfe. Agreed. <b>Resolved: the previous Town Clerk (Jacqueline Williams) to be removed from the Bank Mandate as key contact and replaced by the new Town Clerk (Jill Frankland)</b>	JF
351	Income and Expenditure Report	Proposed: Cllr Rolfe, seconded: Cllr Pennington. Agreed <b>Resolved: Accept reports as shown.</b>	
352	Margate Charter Trustee	Item removed as had already been dealt under Minute 272. The Meeting requested the Town Clerk to contact MCT requesting that the silverware (St Mildred's Cup and one other) belonging to WoSTC be brought to WoSTC.	JF
353	Transfer of Functions from the Public Works Loan Board - Consultation	Cllr King informed the Committee that he had been given the advice that it was far more beneficial for the functions to remain with the Public Works Loan Board. Proposed: Cllr Pennington, seconded: Cllr Nightingale. Agreed: six. <b>Resolved: Members of the Committee who wish to, provide comments to the Town Clerk by 11 July. Town Clerk will then collect comments and respond. If no comments are received the Town Clerk will respond as a negative opinion, opposing new arrangements as per advice provided by Cllr King.</b>	JF
354	IT/Web Maintenance	The Town Clerk informed the meeting that the following had been agreed with D Wallin 1. £400 payment for building the WoSTC website 2. £15 per month for ongoing maintenance of website and IT support 3. Re-design of the website is included within the	



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	Orders	<p>Agreed: four, against: Cllrs King and Pennington.</p> <p><b>Recommended: the definition of Members of the Public to be in line with eligibility criteria for Councillors, i.e. elector on electoral roll, tenant within the Parish, have employment within the Parish or live within three miles of the Parish.</b></p> <p>2. Standing Order 3i -  Proposed: Cllr Rolfe, seconded: Cllr Charlton.  Agreed.</p> <p><b>Recommended: to take to Full Council.</b></p> <p>3. Standing Order 4d, vi -  To be deferred until Full Council.</p> <p>4. Standing Order 3l –  Proposed: Cllr Morrish, seconded: Cllr Nightingale. Agreed</p> <p><b>Recommended: to utilise wording of Standing Order 3l and appendix Policy of Broadstairs Town Council as tabled.</b></p>	<p>JF</p> <p>JF</p> <p>JF</p> <p>JF</p>
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The Meeting closed at 9 pm.



WESTGATE-ON-SEA TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 21 June 2016

INCOME	TOTAL	Precept	Bank Interest	VAT Refund	Support Grant	Allotment Rents	NET FIGURES EXCLUDING VAT										
EXPENDITURE	TOTAL	VAT PAID	Admin Inc setup	Training & Conferences	Salaries & on costs	Audit Fees	Subscriptions & Memberships	IT & Website	Petty Cash	Rent & Rates	Operational Services	Grants	Office Expenses	Travel & Parking Expenses	Office Equipment	Sundries	
Initial deposit to open accounts																	
Precept	£33,405.00	£33,405.00															
Support Grant	£1,888.76				£1,888.76												
Bank Interest																	
VAT Refund																	
Allotment Rents																	
<b>TOTAL</b>	<b>£35,293.76</b>																
VAT Paid	£388.21	£388.21															
Staffing (including costs of Temporary Clerk) (Note 1)	£2,902.69				£2,902.69												
Petty Cash	£63.06								£63.06								
Office Expenses (incl. telephone/broadband & stationery)	£230.28												£230.28				
Audit Fees	£350.00					£350.00											
Subscriptions & Memberships	£361.60						£361.60										
Members/Officers Travel & Parking Expenses	£74.48													£74.48			
IT Expenses (incl. Website)	£350.00								£350.00								
S137 Expenditure																	
Bank Charges																	
Insurance																	
Rent & Rates (Note 2)	£4,609.59									£4,609.59							
Training and Conferences	£180.00			£180.00													
Operational Services	£760.80										£760.80						
Office Equipment	£120.74														£120.74		
Sundries (Note 3)	£360.00																
Grants	£1,550.00											£1,550.00					
<b>TOTAL</b>	<b>£12,301.45</b>	<b>£388.21</b>	<b>£0.00</b>	<b>£180.00</b>	<b>£2,902.69</b>	<b>£350.00</b>	<b>£361.60</b>	<b>£350.00</b>	<b>£63.06</b>	<b>£4,609.59</b>	<b>£760.80</b>	<b>£1,550.00</b>	<b>£230.28</b>	<b>£74.48</b>	<b>£120.74</b>	<b>£360.00</b>	

Notes

- 1 - Employers Costs for Jan-Apr 2016 - £2624.08 - not included
- 2 - includes rent for 7/11/15 to 14/4/16
- 3 - includes £200 for AGM refreshment & £150 plants for library

Item 10  
Westgate-on-Sea Town Council - List of Payments - 1 April to 21 June 2016  
As at 21 June 2016

Date	Cheque No.	Paid to	For	Gross	VAT	NET
15/04/16	300091	Westgate Investment Co.	Insurance rent	£206.39	£0.00	£206.39
	300092		Cheque cancelled			
21/04/16	300093	David Wallin	Website and IT support	£200.00	£0.00	£200.00
26/04/16	300094	Thanet District Council	Part Rates - 1/4/16-31/3/17 *	£496.10	£0.00	£496.10
03/05/16	300095	KALC	Clerks Conference	£72.00	£12.00	£60.00
	300096		Cheque cancelled			
03/05/16	300097	Helping Hands	Litterpickers, Handhoops, Gloves	£886.00	£145.00	£741.00
03/05/16	300098	SLCC	Town Clerk's Membership	£202.00	£40.40	£161.60
03/05/16	300099	Ron Gilles	Reimbursement - repairs to allotment fence	£10.80	£0.00	£10.80
09/05/16	300100	SLCC	Registration of CILCA	£250.00	£50.00	£200.00
09/05/16	300151	R Wade	Interim Clerk for April and part May	£1,454.18	£0.00	£1,454.18
10/05/16	300152	KLAC	Chairman's Conference (26/2) & Planning Conference (7/3)	£144.00	£24.00	£120.00
10/05/16	300153	Fredericks Tea Room	Refreshments for Council Assembly (13/4)	£200.00	£0.00	£200.00
10/05/16	300154	Westgate Investment Co.	Rent (7/11/15-14/4/16)	£2,192.90	£0.00	£2,192.90
	300155		Cheque cancelled			
	300156		Cheque cancelled			
12/05/16	300157	Helping Hands	Underpayment of invoice on chq			
18/05/16	300158	J Frankland	300097	£9.00	£0.00	£9.00
23/05/16	300159	Secret Garden	April salary	£828.95	£0.00	£828.95
23/05/16	300160	Eric Fewkes	Plants for library	£200.00	£40.00	£160.00
23/05/16	300161	J Williams	Internal Audit	£350.00	£0.00	£350.00
23/05/16	300162	R Wade	Interim RFO - April 2016	£394.52	£0.00	£394.52
23/05/16	300163	WoS Community Centre	Interim Clerk Part May	£225.04	£0.00	£225.04
06/06/16	300164	KCS	Grant for repairs	£1,500.00	£0.00	£1,500.00
			Stationery	£42.25	£7.04	£35.21
06/06/16	300165	WoS Community Centre	Grant for refreshments of Queen's 90th Birthday Celebration	£50.00	£0.00	£50.00
13/06/16	300166	Westgate Investment Co.	1st quarter rent for office and chamber	£1,495.00	£0.00	£1,495.00
13/06/16	300167	Thanet District Council	Additional Council Tax for Office 7	£219.20	£0.00	£219.20
16/06/16	300168	David Wallin	Monthly maintenance fee (9/15-6/6 inc.)	£150.00	£0.00	£150.00
20/06/16	300169	J Frankland	Mileage claim (18/4-20/6)	£74.48	£0.00	£74.48
<b>DIRECT DEBITS</b>						
21/04/16		PEAC UK Ltd. Kent Tec	Photocopier rental and insurance (13/5-12/8/16)	£144.89	£24.15	£120.74
21/05/16		Kent Tec	Telephone, Broadband & move to office 7	£47.77	£7.96	£39.81
21/06/16		Kent Tec	Telephone & Broadband	£148.94	£24.82	£124.12
			Telephone & Broadband	£37.36	£6.22	£31.14
				£12,231.77	£381.59	£11,850.18

\* Account was in credit







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**Agenda item X : Multi-annual planning framework**

**Introduction**

Most publically-financed organisations need to keep a multi-annual framework so that the annual budget discussion doesn't start from scratch, and so that there is continuity of approach (ie. multi-year priorities can be demonstrated and observed). The framework is purely indicative and provisional, it is not a commitment from the Council. The length of the planning horizon can vary but should be at least three, and probably not more than five, years. It is reviewed each year and rolled forward.

**Purpose of the framework**

As well as ensuring that multi-year priorities are respected, the framework gives an evolving picture of expenses and income, so that action to correct imbalances can be taken in good time and in a managed, gradual way. Moreover, it enables reserves to be constituted over several years for larger projects or for adequate depreciation. Lastly, it makes it easier to develop different scenarios and compare the effects of different financial proposed decisions.

**Structure of the framework**

The structure should obviously be the same as for the annual budget, though not in so much detail.

**Issues for discussion**

- i) Does the committee agree that we should prepare a multi-annual planning framework?
- ii) What would the best length be for such a framework?
- iii) What assumptions should be made about the level of precept to envisage in future years?

## Agenda item X : Strategy for reserves

### Purpose of reserves

The three main purposes of reserves are:

- to ensure adequate cash flow management and avoid unnecessary short-term borrowing;
- to allow operations to continue in the event of unusual or unforeseen circumstances.
- to accumulate funding for specific long-term projects (“earmarked reserves”).

The Council is required to maintain adequate financial reserves; section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

### Working balance

The working balance should be sufficient to ensure that bills can be paid promptly. It can normally be fixed in the light of experience but should be a known amount.

### Financial Risk Management

Every year the Council should undertake a risk assessment (we did this at the end of 2015 and published it on the website). Some risks can be covered by insurance but others are normally covered by reserves; they would include funds to meet obligations arising from employment contracts or similar commitments, higher than expected inflation, and lower income than expected from various sources (including funds within the public sector).

### Earmarked reserves

So far we have no reserves specifically earmarked, although we should at least do so for the replacement of equipment.

### Issues for discussion

- i) The balance of our funding is very positive at the moment (with the surplus from last year added to the funds from MCT). How do we plan to keep/use these funds over the coming few years? Are there specific major projects we want to earmark funds for? Do we want to use these funds to limit precept levels?
- ii) What provisions do we need to make for replacement of equipment in coming years?