



**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 24<sup>th</sup> March 2020 commencing at 6.30pm**

**at 78 St Mildreds Road, Westgate on Sea, Kent CT8 8RF 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.**

**Residents are cordially invited to attend the meeting.**

Signed: *Gill Gray*

Town Clerk & RFO

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Committee Members: Cllr O'Connor (Vice-Chairperson) Cllr Donaldson; Cllr  
Cornford; Cllr M Scott; Cllr D Wallin

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 previous meeting held on 28<sup>th</sup> November 2019 (Copy attached – Appendix A)**

4. **Public Participation Session**

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.

***Written notice of the desire to exercise the right to speak and of the topic to be addressed must be given to the Town Clerk prior to 4pm on the Friday before the meeting.***

5. **Finance Reports**

- a) Bank Reconciliations 29.02.2020 be received.

- b) Receipts and Payments by Budget Heading to end of February 2020 be received.
  - c) Forecast Report to year end be received.
6. **Small Grants Scheme Policy**
- a) The Town Clerk to provide the current policy and request that Members review the criteria for the financial year 2020/21 (**Copy attached – Appendix B**)
7. **Payroll Provider**
- Town Clerk to provide a report and three quotations for the services of a payroll provider following notice of the current service to be unavailable from 1<sup>st</sup> April for the Town Council: **Decision required**
8. **Recommendation from HR Committee for Salary Increase for Town Clerk**
- Following the completion of the appraisal process for the Town Clerk which was supported by the Members of the HR Committee; Members are requested to resolve the salary increase for the Town Clerk in line with the contractual arrangements for one additional incremental point from 1<sup>st</sup> January 2020: **Decision required**

**Next Meeting TBC**