



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

Westgate-On Sea Town Council

on Tuesday 15th May 2018

Held at

**Town Council Offices, 11 Ethelbert Square, Westgate-
On-Sea, Kent CT8 8SR**

Present	Cllrs King (Chairman), Cornford, O'Connor, Pennington, Rolfe	
Also in attendance	Mrs Gill Gray (Town Clerk), Cllr M Scott and 1 member of the public	
1236	To Elect Chairman and Vice-Chairman It was RESOLVED that Cllr King was elected as Chairman of the Finance and General Purposes Committee. A recorded vote was requested – 3 Members For (Cllrs TK, RR, PO), 1 Member Abstained (Cllr MP) and 1 Member Against (Cllr JC) It was RESOLVED that Cllr O'Connor was elected as Vice- Chairman with 4 Votes.	
1237	To receive apologies for absence Cllr Page and Cllr Hurst (KCC) sent their apologies and it was RESOLVED that these were accepted.	
1238	Declarations of Interest The Chairman and Cllr O'Connor declared an interest in item 7 as they were both members of the WUSC. The Chairman and Cllr O'Connor declared that they would take no part in the votes for this item.	
1239	Minutes It was moved by Cllr Rolfe and seconded by Cllr O'Connor and RESOLVED: that the minutes of the meeting of 17th April 2018 be signed and approved as a true record of the meeting.	
1240	Public Participation Session There were no requests received by the Clerk for public participation at this meeting.	
1241	Speedwatch The Chairman advised that the meeting would continue whilst the arrival of Councillor Searle was awaited; Cllr Searle did not attend the meeting and the Town Clerk did not receive an apology for his non-attendance. It was agreed that any future discussions for Speedwatch should take place at a Full Council meeting.	
1242	Westgate United Services Club Chairman Charity	

	<p>Family Fun Day Small Grants Application The Chairman advised that a Small Grant Scheme application has been received by the Council from the Westgate United Services Club for the sum of between £450.00 and £550.00 for the Chairman Charity Family Fun Day event in June 2018. The Chairman added that he was not involved in the voting for this item along with Cllr O'Connor. Members discussed that the Club were a profit-making organisation and therefore they did not qualify for the Small Grant Scheme under the current Policy.</p> <p>RESOLVED: That the Small Grants application for between £450.00 and £550.00 failed for the Westgate United Services Club due to not meeting the criteria and that the Town Clerk should contact the Club to advise of the decision from the Committee.</p>	
1243	<p>End of Year Finance and Budget Performance Report 2017/2018 RESOLVED: That the copies of End of Year Finance and Budget Performance Report for 2017/2018 be received.</p> <p>The Town Clerk and Cllr O'Connor advised that the format will be revised for future reports and a summary will be provided to accompany. The Town Clerk to provide a comparison to the previous year for the next meeting of F & GP Committee.</p>	
1244	<p>Annual Audit The Town Clerk advised that the annual internal audit for 2017/18 has now been completed, a report will follow in due course containing recommendations. The annual return has been signed by the internal auditor and will be considered at the June Full Council meeting before being sent to the external auditor PKF Littlejohn LLP.</p>	
1245	<p>Update to Signatories for Unity Trust Bank RESOLVED: That the Town Clerk implement the addition of two Signatories for the Current Account and Deposit Account for the Council including Councillors Cornford and Page. The Town Clerk to complete the registration for Internet Banking Service for six Members of the F & GP Committee to permit View and Authorise Access level.</p>	
1246	<p>Outsourcing Payroll Proposal for Westgate on Sea Town Council RESOLVED: To appoint MI Payroll and Bookkeeping Services Limited to provide payroll services for all employees of the Town Council under the supervision of the Town Clerk.</p>	

1247	<p>Telephony and Internet Provision The Town Clerk provided three quotations for the provision of telephony and internet for the Town Council offices.</p> <p>RESOLVED: That the Town Clerk arranges meetings to gain a better understanding of the services that are available and how the Town Council can benefit. The Town Clerk to provide further details at the next meeting with a more detailed report.</p>	
1248	<p>IT Data Storage Provision RESOLVED: To accept the recommendation of the Town Clerk and install SharePoint online instead of Dropbox as SharePoint is compatible with existing software and use with SkyKick Cloud for backing up data to provide archiving and data protection features.</p>	
1249	<p>Allotments Working Group Recommendations</p> <p>(a) The Chairman advised that as an allotment plot holder he would not be involved in any voting for the Allotment Plot items. It was RESOLVED that any potential increase in fees for the Allotment Plots would be communicated by the Town Council at least 3 months before they are implemented to the plot holders. The Town Clerk to include the Allotment Fees as an item on the F & GP June Agenda.</p> <p>(b) The Chairman was not involved in the voting for this item. It was RESOLVED that a 50% reduced fee should be charged for any individual(s) who take over an allotment plot with 6 months or less until the annual renewal date.</p> <p>(c) The Chairman outlined the request from the Allotments Association and Allotment Working Group that Plot 6oA is used as the Allotments Association Plot for the siting of a new shop, cultivation of growing flowers and the storing of loose materials for communal use. Members discussed the proposal and it was agreed that the Town Clerk should identify an alternative plot for community use with the emphasis on local schools for educational use. It was RESOLVED that the Allotment Working Group be advised that the Allotments Association can use Plot 6oA for sole use to site a new shop, the cultivation of flowers and the storing of loose materials for communal use.</p>	
1250	EXCLUSION OF PRESS AND PUBLIC	

	<p>It was RESOLVED by F & GP Committee members to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public were excluded from the meeting during consideration of the next items in respect of matters relating to the contractual employment of staff</p> <p>Membership for the Local Government Pension Scheme</p> <p>It was RESOLVED that the additional work needed by the Actuary be commissioned and that the Town Clerk should contact KCC to advise accordingly and provide Members with an update in due course.</p>	
1251	<p>Next Meeting The next meeting is 19th June 2018</p>	
1252	<p>Meeting Closed at 19.50pm</p>	

Signed.....

Date.....19.06.18.....