



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

Westgate-On Sea Town Council

on Tuesday 19th June 2018

Held at

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

Present	Cllrs King (Chairman), Cornford, O'Connor, Page, Pennington, Rolfe	
Also, in attendance	Mrs Gill Gray (Town Clerk), Cllr M Scott and 1 member of the public	
1293	To receive apologies for absence Cllr Hurst (KCC) sent her apologies and it was RESOLVED that these were accepted.	
1294	Declarations of Interest The Chairman, Cllr O'Connor and Cllr Page declared an interest in item 9 as they are allotment plot holders. The Chairman, Cllr O'Connor and Cllr Page declared that they would take no part in the votes for this item.	
1295	Minutes It was moved by Cllr O'Connor and seconded by Cllr Pennington and RESOLVED: that the minutes of the meeting of 15th May 2018 be signed and approved as a true record of the meeting.	
1296	Public Participation Session There were no requests received by the Clerk for public participation at this meeting.	
1297	Waste Bins Update a) The Town Clerk advised that the Town Council have received two litter bins from TDC. Two quotations for the supply of further bins were discussed and the estimate for the price of installation per bin by TDC. After debate and discussions, it was RESOLVED: that the Town Clerk should investigate if other District Councils had spare bins and seek further quotations for a better selection of bins for the next meeting. Also, the Town Clerk to clarify if TDC must be engaged for installation service or whether an alternative contractor could be used. b) The Town Clerk provided Members with details of a recycling initiative for cigarette ends and	

	<p>provided details of various bins available and the Terracycle scheme details. After debate and discussions, it was RESOLVED: That further information should be obtained, sites identified for the potential bins and the opinion of the public canvassed in the cinema area for a potential trial.</p>	
1298	<p>Thanet Big Sing Community Choir Westgate on Sea Summer Concert Small Grants Application The Chairman advised that a Small Grant Scheme application has been received by the Council from the Thanet Big Sing Community Choir for the sum of £500.00 for the Westgate on Sea Summer Concert event in July 2018. Members considered and discussed that the application was a good example and well presented. RESOLVED: That the Small Grants application for £500.00 was successful for the Thanet Big Sing Community Choir and the Town Clerk should contact the applicant to advise of the decision from the Committee.</p>	
1299	<p>Finance and Budget Performance Reports RESOLVED: That the copies of Finance and Budget Performance YTD Variance Report as at March 2018 be received. RESOLVED: That the copies of the bank reconciliation for April 2018 be received RESOLVED: That Finance Comparison Report 2017/18 v 2018/19 be received. Cllr O'Connor explained the proposed finance process in her role as Councillor Auditor and the reports that will be prepared in future for forecasts and budget purposes. The Chairman thanked Cllr O'Connor for her input and explanations.</p>	
1300	<p>Telephony and Internet Provision The Town Clerk advised that following the invitation extended to two suppliers a report for Members had now been prepared to provide a detailed comparison for three providers. Following debate, it was RESOLVED: That the Town Clerk be given delegated authority to decide which provider the Council should engage to provide the telephony and internet provision.</p>	
1301	<p>Allotments Working Group Recommendations The Chairman introduced this item but did not take part in the vote. Cllrs O'Connor and Page left the room. RESOLVED: That the Town Clerk implement the £15.00 deposit process for new tenants for allotment</p>	

	<p>garden plots and that an agreement is drawn up to ensure that any interest that the Council earns as a result is reinvested in the allotment gardens site. 1 Member abstained from the vote.</p>	
1302	<p>Training Budget Update RESOLVED: To receive the report provided by the Town Clerk in relation to the expenditure to date for training and how this relates to the budget remaining for this financial year.</p>	
1303	<p>Town Council Hut The Town Clerk advised that the hut used by the Operatives had suffered a break in which resulted in several items being stolen. The Town Clerk reported that the incident has been reported to Kent Police and TDC Community Safety team. The Town Clerk added that the insurance company were working with her to process an insurance claim for the Council and she would provide an update at the next meeting together with suggestions for improving security.</p>	
1304	<p>Motor Insurance Renewal from Came and Company Broker RESOLVED: To delegate to Town Clerk authority to contact broker to enquire if present insurance company can match cheaper quote. That the cheapest quote is accepted following broker contact by Town Clerk and motor insurance is renewed for Council vehicle.</p>	
1305	<p>Purchase of new Multi-purpose Vehicle (a) The Chairman advised that a new vehicle should be considered for reliability and the expanding remit for services provided by the Town Council. A debate followed to discuss the two quotations for new vehicles and the proposed use and budget provision. It was RESOLVED: That options need to be investigated and more evidence was needed to progress this proposal at the next meeting of F & GP. That the Town Clerk should investigate the Licence position with TDC for clarification before the next meeting.</p>	REMOVED
1306	<p>GDPR Update It was RESOLVED: That the Council appoint Satswana for the provision of DPO services for this year and review next year.</p>	
1307	<p>EXCLUSION OF PRESS AND PUBLIC 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</p>	

	<p>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>Staffing Requirements for the Town Council It was RESOLVED that the recruitment process be commenced by the Town Clerk in relation to two temporary part-time cleansing operatives for a minimum of three months to aid with the summer months working 5 out of 7 days on a rota basis and a review to be undertaken by the Committee at the end of the three months.</p>	
1308	<p>Next Meeting The next meeting is 17th July 2018</p>	
1309	<p>Meeting Closed at 20.47pm</p>	

Signed.....

Dated.....17.07.18