



**To all members of the Finance and General Purposes Committee
of Westgate on Sea Town Council**

**You are hereby summoned to attend a VIRTUAL meeting of the
Finance and General Purposes Committee**

on Tuesday 19th May 2020 commencing at 6.30pm

**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.**

**Members of the public please contact the Town Clerk by email
townclerk@westgateonsea.gov.uk for attendance to receive an invitation to
join the meeting.**

Signed: *Gill Gray* Town Clerk & RFO

Committee Members: Cllr O'Connor (Chairperson); Cllr Donaldson (Vice-chairperson); 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. Chairperson's Announcement**
- 4. Minutes – to receive and approve the minutes of the previous meeting held on 28th November 2019 (Copy attached – Appendix A)**

5. 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.

6. Finance Reports

- a) Bank Reconciliations April 2020 be received.

- b) Payment reports for February, March and April 2020 be received.
 - c) Year End Account Reports be received.
 - d) Annual Internal Audit Report 2019/20 - copy of Internal Audit Report provided by the auditor following the audit undertaken at the Town Council office on 22nd April 2020 be received.
7. **Small Grants Scheme Policy**
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**)
8. **Small Grants Scheme Applications**
- a) The Town Clerk to provide the application received from Chartfield School for the Small Grants Scheme for a set of stacking recycling bins to sort and contain the Recycling Project donations: **Decision required (Copy attached – Appendix C)**
 - b) The Town Clerk to provide the application received from Christ Church United Reformed Church for the Small Grants Scheme for the repair and rebuild of the Church Tower: **Decision required (Copy attached – Appendix D)**
9. **Gas and Electricity Supply Contract Renewal**
Town Clerk to provide renewal details for the gas and electricity supply for the Town Council office with three quotes obtained, including a green energy option for comparison purposes: **Decision required**
10. **Westgate Day Pre-Paid Stall Fees**
Town Clerk to report on the situation in relation to the cancellation of the Westgate Day event and the refund of pre-paid stall fees.
11. **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 1st January 2020: **Decision required**

Next Meeting 21st July 2020