



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

**Westgate-On-Sea Town Council**

**Held on Tuesday 21<sup>st</sup> June 2022 6.30pm at 78 St  
Mildreds Road, Westgate on Sea CT8 8RF**

Present	Cllrs O'Connor (Chairperson), Donaldson (Vice-chair), Cornford, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Cllr King	
3 284	<b>Elect Chair</b> It was moved by Cllr Cornford and seconded by Cllr Donaldson and <b>RESOLVED: that Cllr O'Connor be elected as Chair of the Finance &amp; General Purposes Committee</b>	
3 285	<b>Elect Vice-chair</b> It was moved by Cllr O'Connor and seconded by Cllr Cornford and <b>RESOLVED: that Cllr Donaldson be elected as Vice-chair of the Finance &amp; General Purposes Committee</b>	
3 286	<b>To receive apologies for absence</b> None	
3 287	<b>Declarations of Interest</b> None	
3 288	<b>Minutes</b> It was moved by Cllr Donaldson and seconded by Cllr Wallin and <b>RESOLVED: that the minutes of the meeting of 18<sup>th</sup> January 2022 be approved as a true and accurate record of the meeting.</b>	
3 289	<b>Public Participation Session</b> There were no requests received by the Town Clerk for public participation at this meeting.	
3 290	<b>RFO Report</b> Town Clerk/RFO reported on the following items:- <ul style="list-style-type: none"> <li>• Recreation ground update, including play area inspections, pitch improvement works for the summer, a new metal litter bin and budget utilised for play area equipment updating/repairs</li> <li>• Income generating update</li> <li>• Christmas lighting update</li> <li>• By-election expenditure update</li> <li>• Review of IT, website and finance software</li> <li>• Vehicle insurance renewal report - £695.00 for the year's insurance premium and £80.00 for breakdown cover for the year</li> <li>• Costs for Jubilee events awaited, shared at next</li> </ul>	

	<p>F &amp;GP Committee</p> <ul style="list-style-type: none"> <li>Welcome Back funding update</li> </ul>	
3 291	<p><b>Finance Reports</b></p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the Annual Budget by Code to 31.05.22, Earmarked Reserves Spend for 2021/22 and Budget Position for 2021/22 be received.</b></p>	
3 292	<p><b>Small Grants Scheme Applications</b></p> <p>a) Town Clerk provided the documentation for the application under the Small Grants Scheme for the amount of £500.00 from 1<sup>st</sup> Westgate on Sea Cub Scouts for the purchase of litter picking equipment to enable organised litter picks and help with Cub badge work. Members debated and considered the application.</p> <p><b>It was moved by Cllr Wallin and seconded by Cllr Donaldson and RESOLVED: that the Small Grants Scheme application for £500.00 from 1<sup>st</sup> Westgate on Sea Cub Scouts was granted in full and the group encouraged to attend Town Council events.</b></p> <p>b) Town Clerk provided the documentation for the application under the Small Grants Scheme for the amount of £500.00 from Westgate on Sea Christmas Lighting and Improvements for the purchase of a cut Christmas tree for the area next to the train station in the centre of the town to be displayed for the Christmas event and Christmas holidays. Members debated and considered the application.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the Small Grants Scheme application for £500.00 from Westgate on Sea Christmas Lighting and Improvements was granted in full on condition that the sponsorship of the Town Council is displayed on the base of the tree.</b></p> <p>c) Town Clerk provided the documentation for the application under the Small Grants Scheme for the amount of £500.00 from St Crispin's Infant School for the contribution towards the garden project for the infant school to develop their outside space. Members debated and considered the application.</p> <p><b>It was moved by Cllr O'Connor and seconded by Cllr Wallin and RESOLVED: that the Small Grants Scheme application for £500.00 from St Crispin's Infant School was granted in full.</b></p>	

	<p>d) Town Clerk provided the documentation for the application under the Small Grants Scheme for the amount of £500.00 from Thanet Big Sing Community Choir for the support of the Jubilee year programme of events provided by a local community choir. Members debated and considered the application.</p> <p><b>It was moved by Cllr Cornford and seconded by Cllr Donaldson and RESOLVED: that the Small Grants Scheme application from Thanet Big Sing Community Choir was granted £300.00.</b></p>	
3 293	<p><b>Credit Card Facility for Town Council</b> Town Clerk/RFO shared a report detailing the recommendation of the internal auditor for the Town Council to obtain a Unity Corporate Multipay Card that is designed for Unity Trust Bank customers and facilitated by Lloyds Bank.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the Town Clerk/RFO is delegated authority to apply for a Unity Corporate Multipay Card for the Town Council; the Town Clerk/RFO to set up a direct debit to ensure any credit is cleared each month in full via a payment direct from the Unity Trust current bank account. Town Clerk to update the Financial Regulations to reflect that any expenditure is restricted to a single transaction maximum value of £500.00 unless authorised by Council in writing before any order is placed.</b></p>	
3 294	<p><b>Next Meeting</b> The next meeting is 19.07.2022</p>	
3 295	<p><b>Meeting Closed at 19.15pm</b></p>	

Signed 

Dated 19/7/22

