



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

**You are summoned to attend a VIRTUAL meeting of the  
Finance and General Purposes Committee  
on Tuesday 21<sup>st</sup> July 2020 commencing at 6.30pm**

**Members of the public please contact the Town Clerk by email  
[townclerk@westgateonseas.gov.uk](mailto:townclerk@westgateonseas.gov.uk) for attendance details to receive an  
invitation to join the meeting.**

Signed: *Gill Gray*

Town Clerk & RFO

---

Committee Members: Cllr Donaldson; Cllr Green; Cllr O'Connor; Cllr Pennington; Cllr M Scott; Cllr D Wallin

1. **Elect Chairperson**
2. **Elect Vice-chairperson**
3. **To receive and accept apologies for absence and substitutes**
4. **To receive declarations of pecuniary and non-pecuniary interests**
5. **Minutes – to receive and approve the minutes of the previous meeting held on 19<sup>th</sup> May 2020 (Copy attached – Appendix A)**

6. **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 on a particular subject and of the topic to be addressed must be given to the Town Clerk prior to 4pm on the Friday before the meeting but questions can be asked at this point in the meeting.***

7. **RFO Report**

RFO to report on items since the last meeting.

**8. Finance Reports**

- a) Bank Reconciliations 30.06.2020 be received.
- b) Payment and Receipt Reports 30.06.2020 be received.
- c) Annual Budget by Cost Centre 30.06.20 be received.
- d) Forecast Report for first quarter be received.

**9. Allotment Gardens Site – Lymington Road**

- a) Allotment fees review, including water as renewal due 30<sup>th</sup> September 2020

**10. Annual Insurance Renewal for the Council**

Town Clerk to provide details to Members in relation to the annual renewal for insurance for the Town Council; which is currently arranged under long term agreement as resolved last year until August 2022

**11. Flagpole Update**

Town Clerk to provide an update to Members on the progress with the installation of the flagpole on Sea Road.

**Next Meeting – 15<sup>th</sup> September 2020**