



Date of Issue 11th July 2018

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

**You are hereby summoned to attend a meeting of the
Finance and General Purposes Committee
on Tuesday 17th July 2018 commencing at 7pm**

**at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR 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.**

**To all those present please at all times treat each other with courtesy, respect
and dignity.**

Residents are cordially invited to attend the meeting.

Signed: 

Town Clerk & RFO

Committee Members: Cllr T King (Chairman); Cllr J Cornford; Cllr H Page; Cllr P O'Connor; Cllr M Pennington; Cllr R Rolfe

1. **To receive and accept apologies for absence and substitutes**
2. **To receive declarations of pecuniary and non-pecuniary interests**
3. **Minutes – to receive and approve the minutes of the meeting held on 19th June 2018 (Copy attached – Appendix A)**
4. **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.
5. **Waste Bins Update**
 - a) The Town Clerk to provide an update on the provision of additional waste bins and further quotations for the supply and clarification from TDC for the installation choices of contractor: **Decision required**
6. **Finance and Budget Performance Reports**
 - a. Bank Reconciliation May and June 2018 be received. **(Copies attached – Appendix B)**
 - b. The Finance Report Budget V Expenditure 30th June 2018 be received. **(Copy attached – Appendix C)**

c. The Forecast Report 30th June 2018 be received (**Copy attached – Appendix D**)

7. Allotments Working Group Recommendations

(a) Allotment rules amended to reflect the position of the Council that if a tenant who is not cultivating an existing plot to a required standard applies for an additional plot they be advised that any further plots will not be considered under these circumstances.

8. Printing Charges Proposal

The Town Clerk to provide a report on the proposal for providing printing, copying and scanning services for the local community – **Decision required**

9. Office Equipment

The Town Clerk to provide a report in relation to the need for office equipment for the Town Council: **Decision required.**

10. Training for Cleansing Operatives for Hedge Trimmer and Brush cutters

The Town Clerk to provide a report on the three quotations obtained for training of the operatives to use hedge trimmer and brush cutter/strimmer – **Decision required**

11. Internal Audit Report

Internal Audit Report for year ended 31st March 2018 be received. (**Copy attached Appendix E**)

12. Proposal to Publish Funding Application Information on Council Website

The Town Clerk to request that the funding awarded information is published as a report on the Council website once agreed with Members – **Decision required**

13. Security Arrangements for Town Council Office

Following recommendations at HR Committee meeting the Town Clerk to provide quotations for proposed security improvements for Town Council offices – (**Information to follow**)

14. Purchase of new Multi-purpose Vehicle

Members invited to further debate and provide recommendations in relation to the purchase of a new multi-purpose vehicle to enable an increase in the capacity of tasks performed by cleansing operatives; reflecting the Council's growth in service provision and the potential increase in employees.

Recommendations to Full Council – **Decision required.**

Next Meeting 18th September 2018

Date: 11th July 2018