



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

You are summonsed to attend a VIRTUAL meeting of the
Finance and General Purposes Committee
on Tuesday 17th November 2020 commencing at 6.30pm

Members of the public can join the meeting via Zoom, please contact the Town Clerk by email townclerk@westgateonsea.gov.uk for any queries and please ensure that your full name is shown when you enter the virtual meeting room.

The link for this meeting is: <https://us02web.zoom.us/j/85756168405>

Meeting ID: 857 5616 8405

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr O'Connor (Chairperson); Cllr Donaldson (Vice-chairperson); Cllr Green; 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. Minutes – to receive and approve the minutes of the previous meeting held on 15th September 2020 (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.

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.

5. **RFO Report**

RFO to report on items since the last meeting.

6. **Finance Reports**

- a) Annual Budget by Code be received.
- b) Budget Forecast to end of October 2020.

7. Allotment Gardens Site – Lymington Road

Following recommendation from the Allotment Working Group it is proposed to ratify that no further plots can be let to existing allotment plot holders and they are not permitted to have more than one whole plot; any requests from existing plot holders who are in CT8 postcode will be second in priority, this is due to the length of the waiting list: **Decision required**

8. DPO Services for the Town Council – Annual Renewal

Town Clerk to share the annual renewal invitation from Satswana as Data Protection Officer for the Town Council: **Decision required**

9. Draft Westgate on Sea Town Council Budgets for 2021/22

Members invited to debate the draft budget for next year and provide details of any additional provision for expenditure proposed ahead of the draft budget being recommended and shared with Full Council.

Next Meeting – 19th January 2021