



Date of Issue: 20.07.2023

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

**You are summoned to attend a meeting of the Finance and General Purposes Committee
on Tuesday 25th July 2023 commencing at 6.30pm
at the Town Council Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF**

Members of the public are welcome.

Signed: *Gill Gray*

Town Clerk & RFO

Committee Members: Cllr D'Abbro, Cllr Donaldson, Cllr Fenning, Cllr King, Cllr Veck and Cllr Wallin

- 1. Elect a Chair**
- 2. Elect a Vice-Chair**
- 3. Apologies for Absence**
To receive and accept apologies for absence and substitutes.
- 4. Member's Interests**
To receive declarations of pecuniary and non-pecuniary interests.
- 5. Minutes**
To receive and approve the minutes of the previous meeting held on 18th April 2023 (Copy attached)
- 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.
- 7. Allotment Fees 2023-2025**
Members to review and agree the Allotment Rental Fees for 2024-2025 and Water Fees for 2023-2024. **Decision Required.**
- 8. Budget Update**
Members to consider the resolution made at Full Council on Tuesday 4th July to increase funds for the Community Picnic by £1000 and the impact on the annual budget.

Members to also consider the resolution made at the Events, Tourism and Developments Committee on 18th July to provide summer skate skills sessions at a cost of £300 and the impact on the annual budget. **Decision required**

9. Finance Reports

Members to receive the June reconciliation reports for the Current, Deposit and Petty Cash Accounts.

10. Barclays Bank

Members to review Barclays Bank contract renewal. **Decision required.**

11. Football Foundation Grant

Update on the £10,666 grant awarded by the Premier League, FA and Government Football Foundation.

12. Proposed Housing Development in Westgate-on-Sea and Garlinge

Members to explore how the Town Council can support the Westgate and Garlinge Against Housing Development on Farmland Action Group.

Next Meeting: 24th October 2023



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

Westgate-On-Sea Town Council

**Held on Tuesday 18th April 2023 6.30pm at 78 St
Mildreds Road, Westgate on Sea CT8 8RF**

Present	Cllrs O'Connor (Chairperson), Donaldson (Vice-chair) and Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Cllr King	
	To receive apologies for absence Cllr Cornford	
	Declarations of Interest None	
	Minutes It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the minutes of the meeting of 17 th January 2023 be approved as a true and accurate record of the meeting.	
	Public Participation Session There were no requests to speak.	
	Bank Signatory Town Clerk sought agreement for an additional bank signatory due to the Elections in May 2023. It was moved by Cllr O'Connor and seconded by Cllr Wallin and RESOLVED: that Cllr Veck was appointed as a bank signatory for the Unity Trust Bank to authorise payments on behalf of the Town Council..	
	Year End Reports Members received the year end reports including Receipts and Payments by Budget Heading, Bank Reconciliations for year end and Earmarked Reserves report for year end. The Chair and RFO were pleased to report, that the office generated £7k in room rental income for the financial year 2022/2023.	
	Next Meeting The next meeting is TBC	
	Meeting Closed at 18.40	

Signed.....

Dated.....



Deputy Town Clerk Report

Tuesday 25th July 2023

Finance and General Purposes Committee

Allotment Fees

Allotment Water Rates 2023-2024

At Full Council on 4th July 2023, it was resolved to set the allotment water charges for 2023-2024 to £20.45 for a full plot and £10.22 for a half plot. To simplify the process of receiving cash payments for renewals I am requesting the charges be rounded up:

- Full Plot - £20.45 to £20.50
- Half Plot - £10.22 to £10.50

Decision Required: Members to resolve to round up the allotment water charges for 2023-2024 to £20.50 for a Full Plot and £10.50 for a Half Plot.

Allotment Rental Fees 2024-2025

As a Town Council we are required to give tenants 12 months notice of any increase in rental fees, therefore any resolutions made regarding rental fees at the 25th July 2023 F&GP Committee will not be applied until September 2024.

Please see below a history of the charges for a full plot since 2017:

- 2017 to 2021 - Full Plot £43.80 - Half Plot £21.90
- 2021 to 2022 - Full Plot £45.00 - Half Plot £22.50
- 2022 to 2023 - Full Plot £50.00 - Half Plot £25.00

Decision Required: Members to resolve to increase the allotment rental fees for a full plot to £55.00 and £27.50 for a half plot for allotment year 2024-2025.

Budget Update

At Full Council on 4th July 2023, it was resolved to increase the Community Picnic budget by £1000 and the ET&D Committee on 18th July 2023 it was resolved to part fund the Skate Skills session during the summer holidays at a cost of £300.

At present we have £5250 outlined for contingency but I believe we have the following budgets we could amend to accommodate the £1000 increase to the Community Picnic and the £300 for Skate Skills sessions.

- £1000 budgeted for Climate Change
- £690 in EMR refunded Westgate Day Stalls 2019
- £10,000 budgeted for Community Assets

£1000 Community Picnic Budget Increase

£690 EMR Refunded Westgate Day Stalls 2019

£310 Climate Change (leaving £690 in the budget for climate change)

Decision: Members to resolve to transfer £690 from the EMR Refunded Westgate Day Stalls 2019 and £310 from Climate Change Budget to cover the £1000 increase to the Community Picnic.

Skate Skills Sessions

£300 Climate Change (leaving £390 in the budget for climate change) or

£300 Community Assets (leaving £9,700 for Community Assets)

Decision: Members to resolve to transfer £300 from either the Climate Change or Community Asset budget to fund the Skate Skills Sessions.

Barclays Bank

The agreement with Barclays Bank to rent the Town Council office space on Fridays is up for renewal this September.

Barclays now have stricter guidelines around venues and require the internal entrance door to be a minimum of 900mm wide (at present our door is 800mm wide). If this cannot be addressed before September, then they will not be able to renew our agreement resulting in a loss of approx. £6000 in income per annum.

A solution is to remove the existing UPVC Double Glazed internal entrance door prior to September. The Council could then source quotes to replace the internal entrance door to review at Full Council in September. This cost could be recuperated by negotiating an increase in payment from Barclays by £1000 per annum.

Decision: Members to resolve to remove the UPVC Double Glazed door unit prior to September 2023. To place an item on the next Full Council Agenda to review quotes for replacing the internal door. To request an increase of £1000 per annum from Barclays Bank to recuperate the cost of altering the door.

Football Foundation Grant

Thank you to Gill for successfully securing funding of £10,666 through The FA and Government's Football Foundation to help improve the quality of the football pitch at our Lymington Road Recreation Ground.

Pitch Power have assessed the pitch and produced a report of recommended works. This includes increase seeding, fertiliser application and decompaction operations which should increase our pitch from being rated poor to good.

The £10,666 is available to us over four year (a maximum of £2666 per annum). The funding cannot be used for white lining or pitch grass cutting. We must provide evidence of invoices/work completed before we can draw down funds.

Date: 12/07/2023

Westgate on Sea Town Council

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Time: 13:56

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Current Bank A/c

User: CHLOE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	01/07/2023	125	4,654.12
Allotment Account	31/05/2023		0.00
			<u>4,654.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,654.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,654.12
		Balance per Cash Book is :-	4,654.12
		Difference is :-	0.00

Signatory 1:

Name CHLOE WICK Signed R. L. V. E Date 19/7/23

Signatory 2:

Name Chloe Wheatley Signed [Signature] Date 19/07

Westgate on Sea Town Council

Current Bank A/c - List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Amount Paid	Authorized Ref	Transaction Detail
03/04/2023	Hof Media Publishing Ltd	2220.00	BACS	INV: 7013 - Council Magazine 23
03/04/2023	British Petroleum	93.32	BACS	INV: 9004947611 - Fuel
03/04/2023	Christ Churuch Hall	50.00	BACS	INV: 24.03.23 - ATM 03.04
04/04/2023	Social Media Matters	385.00	BACS	INV: WTC09 S.Media Management
04/04/2023	Mitec Group Ltd	159.84	BACS	INV:22876-Office 365
04/04/2023	British Petroleum	93.32	BACS	INV:9004947611-Fuel
04/04/2023	Fuse Collaboration Services	31.20	BACS	INV: 1906 - Skykick
05/04/2023	Lefa Enterprises	4314.59	BACS	INV: 2821- Rent Apr to June 23
11/04/2023	Fuel Card Services	87.59	DD	INV:9004970434 - Fuel
13/04/2023	Phoenix Link UK Ltd	106.80	DD	INV: 43228 - Tel & B.Band
14/04/2023	Octopus Energy	314.27	DD	INV:C79-10 - G&E Office
14/04/2023	Octopus Energy	83.11	DD	INV: 2BF-10 - Elec Pavillion
14/04/2023	Office Clean	30.00	BACS	Office Clean
14/04/2023	Window Cleaner	12.00	BACS	INV:21757 - Window Clean
14/04/2023	British Petroleum	9.60	BACS	INV:9004970419
14/04/2023	Eurooffice	112.21	BACS	INV: 0004373027 - stationary
17/04/2023	Gr&ss	300.00	BACS	INV:WTC002-Silt,brush and roll
18/04/2023	J Peacocks of Westgate	376.46	BACS	INV: 476 - Truck Repairs
18/04/2023	P M Brills	42.00	BACS	INV:68 - Materials/Tools
20/04/2023	Scorcha Skate School	300.00	BACS	INV: 12 - Easter W.Shops
21/04/2023	Business Stream (Water)	39.48	DD	Water Pavillion
25/04/2023	KALC	60.00	BACS	INV: 6430404599
25/04/2023	Mitec Group Ltd	144.00	BACS	INV: 22931-Callout PC Fix
25/04/2023	NALC (Assoc of Councils)	60.00	BACS	INV: 14216 -Award Scheme Membership
28/04/2023	Adobe Systems Software Ireland	24.26	DD	ADB144373256UK - Adobe
28/04/2023	Office Clean	30.00	BACS	Office Clean
28/04/2023	Westrum Gas	50.00	BACS	INV: 024 - Allot Tap Fix
28/04/2023	Westrum Gas	750.00	BACS	INV: 022 - Allot Tap Fix
28/04/2023	Electrical Lighting Solutions	401.59	BACS	INV: 4471 -Heater Install
28/04/2023	Unity Deposit Account	75000.00	BACS	Sweep from Cur to Dep
28/04/2023	Payroll	10482.82	BACS	Payroll
		96163.46		

Westgate on Sea Town Council

Current Bank A/c

Cash Received between 01/04/2023 and 30/04/2023

Date	Cash Received from	Receipt No	Receipt Description	
04/04/2023	Thanet Community Lotto	LOTTO	Fundraising - Apr	4.00
27/04/2023	Thanet District Council	PRECEPT	Precept - Installment 1 Apr	93280.00
04/04/2023	Unity Deposit Account	SWEEP	Sweep - Dep to Cur	5000.00
15/04/2023	Unity Deposit Account	SWEEP	Sweep - Dep to Cur	5000.00
20/04/2023	Unity Deposit Account	SWEEP	Sweep - Dep to Cur	4000.00
				107284.00

Date: 13/07/2023

Westgate on Sea Town Council

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Time: 09:48

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 3 - Unity Deposit Account

User: CHLOE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Deposit Account	01/07/2023		126,565.28
	31/05/2023		0.00
			<hr/> 126,565.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			126,565.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			126,565.28
		Balance per Cash Book is :-	126,565.28
		Difference is :-	0.00

Signatory 1:

Name CLIVE VEEK Signed  Date 17/7/23

Signatory 2:

Name Chloe Wheatley Signed  Date 19/07

Westgate on Sea Town Council

Unity Deposit Account

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
05/06/2023	Current Bank A/c	5000.00	Sweep - Dep to cur
14/06/2023	Current Bank A/c	8000.00	Sweep - Dep to Cur
25/06/2023	Current Bank A/c	6000.00	Sweep - Dep to Cur
		19000.00	

Westgate on Sea Town Council
Unity Deposit Account
Cash Received between 01/06/2023 and 30/06/2023

Date	Cash Received from	Receipt No	Receipt Description	
30/06/2023	Unity Trust Bank	Interest	Interest Received	685.91
				685.91

Date: 13/07/2023

Westgate on Sea Town Council

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Time: 12:29

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 2 - Petty Cash

User: CHLOE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/06/2023		243.13
			243.13
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			243.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			243.13
		Balance per Cash Book is :-	243.13
		Difference is :-	0.00

Signatory 1:

Name Care VECX Signed [Signature] Date 19/7/23

Signatory 2:

Name Chloe Wheatley Signed [Signature] Date 19/07/23

Westgate on Sea Town Council

Petty Cash

Cash Received between 01/06/2023 and 30/06/2023

Date	Cash Received from	Receipt Description	
30/06/2023	Sewing Bees	Donation Coffee Morning	9.69
			9.69

Westgate on Sea Town Council

Petty Cash

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Amount Paid	Ref	Transaction Detail
01/06/2023	Morris General Stores	3.20	CASH	Screws & Bolts - Playground
01/06/2023	M S Products	8.22	CASH	Petrol - Lawn Mower
13/06/2023	Best One	0.89	CASH	Milk
20/06/2023	Morris General Stores	2.00	CASH	Bolts - Recreation Ground
26/06/2023	Morris General Stores	3.29	CASH	Black Sacks
		17.60		