



Date of Issue 13th June 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 19th June 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.**

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 15th May 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 two quotations for the supply and TDC for the installation costs:
Decision required
 - b) The Town Clerk to provide details of a recycling initiative for cigarette ends with examples of various cigarette bins available for purchase for debate by Members.
6. **Small Grants Scheme Application – Thanet Big Sing Community Choir Westgate on Sea Summer Concert**

The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for £500.00 for the Thanet Big Sing Community Choir – Westgate on Sea Summer Concert 2018.

Members invited to debate and consider the application: -

- a. Westgate on Sea Summer Concert 2018 (Copy attached – Appendix B)

7. Finance and Budget Performance Reports

- a. The Finance and Budget Performance YTD Variance as at March 18 Report 2017/2018 be received. (Copy attached – Appendix C)
- b. Bank Reconciliation April 2018 be received. (Copy attached – Appendix D)
- c. The Finance Report Comparison 2017/18 v 2018/19 be received. (Copy attached – Appendix E)

8. Telephony and Internet Provision

The Town Clerk to provide a report including quotations for the provision of telephony and internet for the Town Council offices: **Decision required.**

9. Allotments Working Group Recommendations

- (a) The Allotment Working Group would like to propose that a £15.00 deposit is taken for any new Allotment Plot keys that are distributed to Allotment tenants, to be returned on safe receipt of the returned key once the Allotment plot is vacated: **Decision required.**

10. Training Budget Update

A report for the expenditure to date for training and details on the budget remaining for this financial year be received. (Copy attached – Appendix F)

11. Town Council Hut

The Town Clerk to provide an update to Members on an incident that took place at the Hut on Old Boundary Road.

12. Motor Insurance Renewal from Came and Company

Came and Company Local Council Insurance have supplied renewal details for the Motor Insurance for the Town Council and recommended an alternative quotation from a more competitive insurance company. (Copy attached – Appendix G): **Decision required**

13. Purchase of new Multi-purpose Vehicle

Members invited to 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.

14. GDPR Update

The Town Clerk to provide an update to Members on the provision for a DPO for the Council: **Decision required.**

EXCLUSION OF PRESS AND PUBLIC

Council is requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will be asked to

leave the meeting during consideration of the following items, because of details relating to the contractual employment of staff:

15. Staff

The Town Clerk to provide a report in relation to the staffing requirements for the Town Council: **Decision required.**

Next Meeting 17th July 2018

Date: 13th June 2018

