



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

Westgate-On Sea Town Council

on 13th March 2017 at 6.30pm

Held at

**Town Hall Buildings, 31 St Mildred's Road, Westgate-
On-Sea, Kent CT8 8RE**

Present	Cllr King (Chairman);, Cllr Rolfe, Cllr Nightingale; Cllr Stewart, Cllr Pennington	
Also in attendance	Miss Julie Pilbeam (Town Clerk), 1 member of the public	
651	To receive apologies for absence There were none	
652	Declarations of Interest There were none	
	Minutes It was RESOLVED that the minutes of the meeting of 30 th January 2017 and be signed and approved as a true record of the meeting. Minor amendment – add in ‘windows’ after upvc in minute number 540.	
653	Minutes It was RESOLVED that the minutes of the meeting of 22 nd February 2017 and be signed and approved as a true record of the meeting.	
654	Chairman's Announcements There were none.	
655	Public Participation Session There were no public questions.	
656	Independent Internal Auditor It was approved to appoint Mr David Buckett as Westgate-on-Sea Town Council's independent auditor.	
657	Westgate-on-Sea Library The Town Clerk reported that options existed for the Town Council to utilise the library more. Disabled access and hearing loss were noted as being important to this project. The Clerk agreed to meet with Kent County Council to explore what was available and report back to the committee.	Clerk

658	Office Administrative Assistant It was approved the recruitment process commence for an administrative assistant to support the increased workload.	
659	Bank Reconciliations It was approved to accept the bank reconciliations for January and February 2017.	
660	Budget Performance The year to date performance was noted. The following items were raised: An investigation into rent and rates payments for 2016/17 and 2017/18 and to provide a copy of the tenancy agreement to the committee. Clerk to investigate the payment of use of the chamber every week.	Clerk Clerk
661	List of transactions January Cllr Stewart requested a copy of the photocopier lease agreement	Clerk
662	Budget 2017/18 It was noted that the chairman's allowance should be £500, not £750.00	
663	Coastal Community Team Cllr Pennington reported that the inaugural meeting of the team took place on 7 th March and a good attendance. The team consists local stakeholders and the draft terms of reference will go before full council in April for approval. It was reported that the draft economic plan had been welcomed and it was noted that there had been a gradual loss of community based events in recent years. Lots of ideas had been shared for future events. Next meeting on 28 th March where the plan will be agreed and sent to central government for approval.	
664	Questions from Councillors Cllr Morrish asked about publicity about the town meeting. Cllr Pennington suggested the council investigate using the wall along by Paul's café for publicity.	
665	Next Meeting The next meeting is Monday 24 th April 2017	
666	Meeting Closed at 7.36pm	

Signed.....

Date.....