



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

**Westgate-On-Sea Town Council**

**Held on Tuesday 19<sup>th</sup> July 2022 6.30pm at 78 St  
Mildreds Road, Westgate on Sea CT8 8RF**

Present	Cllrs O'Connor (Chairperson), Donaldson (Vice-chair), Cornford, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Cllr King	
3 331	<b>To receive apologies for absence</b> None	
3 332	<b>Declarations of Interest</b> None	
3 333	<b>Minutes</b> It was moved by Cllr Cornford and seconded by Cllr Wallin and <b>RESOLVED: that the minutes of the meeting of 21<sup>st</sup> June 2022 be approved as a true and accurate record of the meeting.</b>	
3 334	<b>Public Participation Session</b> Cllr King attended to speak on the subject of the allotment gardens site on Lymington Road. Cllr King expressed concerns: <ul style="list-style-type: none"> <li>• with the condition of the site, in particular when plots are handed on to new tenants.</li> <li>• With the nature of the letters sent to advise of plot inspections and lack of cultivation</li> <li>• With the election of site representatives and that a role share is not appropriate</li> </ul> Cllr O'Connor advised of the processes that are used and shared information in relation to the Allotment Working Group meetings. Cllr O'Connor confirmed that the comments will be fed back to the Allotment Association and the Allotment Working Group for the next meetings and consideration.	
3 335	<b>RFO Report</b> Town Clerk/RFO reported on the following items:- <ul style="list-style-type: none"> <li>• War Memorial Recreation Ground update including play area inspections, equipment scheduled repairs and football pitch improvement works proposed in the autumn.</li> <li>• Community space income now being generated following the pandemic</li> <li>• Review of website, financial software and IT provision will be undertaken this summer</li> <li>• VAT Qtr. 1 claim submitted</li> </ul>	

	<ul style="list-style-type: none"> <li>Updated Town Map produced – design and printing of 1,000 total cost - £344.26</li> <li>Friendly football matches booked for August to start generating income for this season.</li> </ul>	
3336	<b>Finance Reports</b> It was moved by Cllr Cornford and seconded by Cllr Donaldson and <b>RESOLVED: that the Annual Budget by Code to 30.06.22 and Budget Forecast Report to end of June be received.</b>	
3337	<b>Allotment Working Group Updates</b> Town Clerk shared a report prepared by the Finance Assistant for the update and review of fees in relation to the Lymington Road Allotment Gardens site for the plot holders renewing from October 2022. The cost of water was debated and the improvements recently undertaken to the site, including the newly laid path to the toilet. <b>It was moved by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that from 1<sup>st</sup> October 2022 the rental fee for a whole plot will be £50.00 and the water fee for a whole plot will be £23.00 per annum. This will result in no change to the overall cost of an allotment plot for this year.</b>	
3338	<b>Town Council Insurance Renewal</b> Town Clerk/RFO shared a report on the insurance renewal for the Town Council following the deferral of the item from Full Council on 5 <sup>th</sup> July; three quotations were obtained and shared with Members for consideration. Following a short debate on the agreement options: <b>It was moved by Cllr O'Connor and seconded by Cllr Cornford and RESOLVED: that the Town Council accepts the quotation from BHIB Councils Insurance using the insurer Aviva and signs a three-year LTA with an annual premium cost of £2,025.25.</b>	
3339	<b>Next Meeting</b> The next meeting is 18.10.2022	
3340	<b>Meeting Closed at 19.06pm</b>	

Signed... *PLO* .....

Dated... *18/10/22* .....