



Date of Issue 10th May 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 15th May 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: *G. Gray*

Town Clerk & RFO

Committee Members: Cllr J Cornford; Cllr T King; Cllr H Page; Cllr M Pennington; Cllr R Rolfe; Cllr P O'Connor

1. **To Elect Chairman**
2. **To receive and accept apologies for absence and substitutes**
3. **To receive declarations of pecuniary and non-pecuniary interests**
4. **Minutes – to receive and approve the minutes of the meeting held on 17th April 2018 (Copy attached – Appendix A)**
5. **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.
6. **Speedwatch**

Councillor Robert Searle (Thanet Speedwatch Co-ordinator) to provide information in relation to Thanet Speedwatch and how people can become involved and volunteer for Westgate-on-Sea.
7. **Small Grants Scheme Application – Westgate United Services Club Chairman Charity Family Fun Day**

The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of between £450.00 and

£550.00 for the Westgate United Services Club - Chairman Charity Family Fun Day.

Members invited to debate and consider the application: -

- a. Chairman Charity Family Fun Day (**Copy attached – Appendix B**)

8. End of Year Finance and Budget Performance Report

The end of year Finance and Budget Performance Report 2017/2018 be received. (**Copy attached – Appendix C**)

9. Annual Audit

The Town Clerk can advise that the annual internal audit for 2017/2018 has now been completed. A report will follow in due course containing recommendations. The annual return has been signed by the Auditor and will be considered at the June Full Council meeting before being sent to the external auditor PKF Littlejohn LLP.

10. Update to Signatories for Unity Trust Bank

a) The Town Clerk would like to propose that all Members of the Finance and General Purposes Committee are registered for authorised signatories and online banking view and authorise status.: Decision required.

b) The Town Clerk would like to propose the removal of Mrs Sonia Stewart as an authorised signatory: Decision required.

11. Outsourcing Payroll Proposal for Westgate on Sea Town Council

The Town Clerk has obtained three quotations for the provision of payroll services for the Town Council; this is best practice as advised by KALC and the internal auditor: Decision required

12. 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

13. IT Data Storage Provision

The Town Clerk to propose that SharePoint Online is used instead of Dropbox with SkyKick Cloud Backup to provide archiving and data protection features: Decision required

14. Allotments Working Group Recommendations

(a) **The Allotment Working Group would like to propose that any potential increase in rental fees for the Allotment Plots are communicated by the Town Council at least 3 months before they are implemented to the Allotment Plot Licensees – Decision required.**

(b) **The Allotment Working Group would like to propose that a 50% reduced fee should be charged for any individual(s) who take over an allotment plot partway through the season with 6 months or less until the Annual renewal date – Decision required.**

(c) **The Allotment Working Group would like to formally request that Plot 6oA is used as the Allotments Association Plot for use by the Association**

for a new shop, growing flowers and the storing of loose materials for allotment plots – 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. Update on Membership for the Local Government Pension Scheme

The Town Clerk to provide an update in relation to the membership of the Local Government Pension Scheme for the Town Council – Decision required.

Next Meeting 19th June 2018

Date: 10th May 2018

