



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

**You are summonsed to attend a meeting of the  
Finance and General Purposes Committee  
on Tuesday 18<sup>th</sup> January 2022 commencing at 6.30pm**

Signed: *Gill Gray*

Town Clerk & RFO

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Committee Members: Cllr O'Connor (Chairperson); Cllr Donaldson (Vice-chairperson); Cllr Green; Cllr Nightingale; Cllr D Wallin

- 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 previous meeting held on 19<sup>th</sup> October 2021 (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.

*Written notice of the desire to exercise the right to speak on a particular subject and of the topic to be addressed must be given to the Town Clerk prior to 4pm on the Friday before the meeting but questions can be asked at this point in the meeting.*
- 5. RFO Report**

RFO to report on items since the last meeting.
- 6. Finance Reports**
  - a) Annual Budget by Code be received.
  - b) Budget Forecast to end of December 2021.
- 7. Earmarked Reserves Report and Publication**

Members invited to debate the position with the earmarked reserves for next year and advise of any projects identified for capital expenditure; additionally,

explore engagement opportunities for consulting with and publicising details to the community: **Decision required**

**8. Grants/Donations Budget Position Update and Small Grants Policy Review**

- (a) Town Clerk to share details of the budget position for the Grants/Donation 8060 expenditure now that the third quarter is completed; to be received.
- (b) Town Clerk to share the Small Grants Policy with Members and invite comments to review for the forthcoming fiscal year: **Decision required**

**9. Allotments Rules Review**

Town Clerk to share the draft revised rules as recommended by the Allotment Working Group for adoption by the Town Council: **Decision required**

**Next Meeting – 19<sup>th</sup> April 2022**