



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

**Westgate-On-Sea Town Council**

**on Thursday 28th November 2019 6.30pm**

**Held at**

**Town Council Offices, 78 St Mildreds Road,  
Westgate-On-Sea, Kent CT8 8RF**

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| Present             | Cllrs O'Connor (Vice-Chairperson), Cornford, Donaldson, Wallin arrived 6.40pm   |  |
| Also, in attendance | Mrs Gill Gray (Town Clerk)  |  |
| 2030                | <b>To receive apologies for absence</b><br>Cllr M Scott   |  |
| 2031                | <b>Declarations of Interest</b><br>Cllr O'Connor declared an interest in Item 10 as she has a licence for an allotment plot.  |  |
| 2032                | <b>Minutes</b><br>It was moved by Cllr Donaldson and seconded by Cllr Cornford and <b>RESOLVED: that the minutes of the meeting of 24<sup>th</sup> September 2019 be approved as a true record of the meeting.</b>  |  |
| 2033                | <b>Public Participation Session</b><br>There were no requests received by the Town Clerk for public participation at this meeting.  |  |
| 2034                | <b>RFO Report</b><br>The RFO/Town Clerk reported on various items including: <ul style="list-style-type: none"> <li>• MOT and service now completed for the Town Council vehicle</li> <li>• Live Christmas Tree on Lymington green and order for picnic tables and benches placed</li> <li>• HOT desking report</li> <li>• Sponsored bench for community provided by Westgate and Birchington Rotary Club</li> </ul>  |  |
| 2035                | <b>Finance and Budget Performance Reports</b><br><b>RESOLVED: That the copies of the bank reconciliation for 31<sup>st</sup> October 2019 be received</b><br><b>RESOLVED: That the Trial Balance to end of October 2019 be received.</b><br><b>RESOLVED: that the Receipts and Payments by Budget Heading Report to end of October 2019 be received.</b><br><b>RESOLVED: that the Earmarked Reserves Report be received.</b><br><b>RESOLVED: that the Grants and Donations Report</b> |  |

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|      | <b>be received.</b>  |  |
| 2036 | <p><b>Small Grants Scheme Funding</b></p> <p>a) The Town Clerk shared the Small Grant Scheme application from Westgate on Sea Community Centre Association for £350.00 – <b>RESOLVED: that the Westgate on Sea Community Centre Association be awarded £350.00 for the purchase of a baby changing unit.</b></p>   |  |
| 2037 | <p><b>Outdoor Heated Cabinet for Defibrillator</b></p> <p>Town Clerk provided details to Members by KALC in relation to an offer for purchasing an outdoor heated cabinet for the defibrillator obtained for the foreshore – <b>RESOLVED: that the Outdoor Heated Coded Cabinet be purchased for £425.00 to facilitate the siting of the Defibrillator at the Swan public house.</b></p>   |  |
| 2038 | <p><b>Replacement Glass for Shelter on Sea Road</b></p> <p>Town Clerk reported that a local business had contacted the office to advise that they would like to meet the cost of 3 panes of glass that were vandalised on the shelter; therefore, no decision from Members was now required.</p>   |  |
| 2039 | <p><b>Allotment Gardens Site – Lymington Road</b></p> <p>(A) Cllr O'Connor reported that following discussions with the Town Clerk it was proposed that the annual allotment fee for a full plot (125 sqm) should increase by £1.20 to £45.00 from 2020; the water service charge will continue to be monitored to ensure that the water expenditure for the site is met.</p> <p><b>It was moved by Cllr Cornford and seconded by Cllr Wallin and RESOLVED: that the allotment rental fee will be £45.00 for a 125sqm plot and £22.50 for a 62.5sqm plot from the renewals for Lymington Road allotment site in 2020. Cllr O'Connor did not take part in the vote for this item.</b></p> <p>(B) Following a recommendation from the Allotments Working Group in future a person who requests to join the waiting list for a plot will be advised that only half plots are available to help reduce the numbers on the waiting list.</p> <p><b>It was moved by Cllr Wallin and seconded by Cllr Cornford and RESOLVED: that in future any person who requests to join the waiting list for an allotment plot on Lymington Road allotment gardens will be advised that only half plots are available.</b></p> <p>(C)i. Following a request from the Horticultural Allotment Association the Town Clerk reported on two items - a request to permit plot holders to park on part of their plot but not on the turning</p> |  |

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|      | <p>circle</p> <p><b>RESOLVED: that the request to permit plot holders to park on part of their plot was not granted.</b></p> <p>ii. if a plot holder receives three non-cultivation letters in succession in a six-month period, the licence will be automatically revoked, and no refund of fees will be paid to the plot holder</p> <p><b>RESOLVED: that the Plot Holders who receive three non-cultivation letters in succession in a six-month period will have their licence revoked and no refund of fees will be due; all the plot holders to receive clarification in writing to advise of this.</b></p>  |  |
| 2040 | <p><b>Upgrade Hardware for Office Staff</b></p> <p>Town Clerk shared a report for the proposed upgrade of hardware for the office and three quotations for two refurbished Dell Laptops.</p> <p><b>It was moved by Cllr Cornford and seconded by Cllr Donaldson and RESOLVED: that the quotation from BRITS for two refurbished Dell laptops was accepted and Town Clerk to place the order for them</b></p>  |  |
| 2041 | <p><b>Proposed Westgate on Sea Town Council Budget for 2020/21</b></p> <p>Cllr O'Connor reported that following the progress with the Community Asset transfers it is prudent to include expenditure in the budget next year for the increase in the insurance premium following the adoption of the Lymington Recreation Ground and two shelters. The first-year maintenance for the Lymington Recreation Ground should also be factored into the budget proposal for 2020/21. Therefore, it is proposed that £5,000.00 for contingency should be utilised to cover this in the proposed budget for 2020/21. Cllr Donaldson is in the process of preparing a business plan and applying for funding for the Recreation Ground capital project.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the proposed alterations to the budget from Cllr O'Connor were adopted and recommended to Council for the December meeting.</b></p> |  |
| 2042 | <p><b>To Elect Chairperson and Debate Vice-chair position</b></p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that Cllr O'Connor was elected as Chairperson</b></p> <p><b>It was moved by Cllr O'Connor and seconded by Cllr Cornford and RESOLVED: that Cllr Donaldson was elected as Vice-chairperson</b></p>  |  |
| 2043 | <p><b>Christmas Hours for Town Council Office</b></p> <p><b>It was RESOLVED: that the Town Council office will</b></p>  |  |

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|      | <b>follow the same opening hours as the District Council and adopted to close after business on 24<sup>th</sup> December and reopen on Thursday 2<sup>nd</sup> January 2020 at 10am for business again.</b> |  |
| 2044 | <b>Next Meeting</b><br>The next meeting is 24 <sup>th</sup> March 2020  |  |
| 2045 | <b>Meeting Closed at 19.30pm</b>  |  |

Signed *P/0* .....

Dated *22/5/2020* .....