



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

Westgate-On Sea Town Council

on Tuesday 20th February 2018

Held at


**Town Council Offices, 11 Ethelbert Square, Westgate-
On-Sea, Kent CT8 8SR**

Present	Cllrs King (Chairman), Rolfe, Pennington, O'Connor, Stewart	
Also in attendance	Mrs Gill Gray (Town Clerk), 1 member of the public, Cllr Cornford	
	To receive apologies for absence Cllr Nightingale and Cllr Dawson sent their apologies.	
	Declarations of Interest There were none.	
	Minutes It was moved by Cllr O'Connor and seconded by Cllr Stewart and RESOLVED: that the minutes of the meeting of 16th January 2018 be signed and approved as a true record of the meeting.	
	Chairman's Announcements There were none.	
	Public Participation Session There were no requests received by the Clerk for public participation at this meeting.	
	Questions from Councillors There were none.	
	Allotments Working Group The Chairman invited the Clerk to provide an update to Members. The Town Clerk reported the current position in relation to forming the Allotments Working Group, four allotment licence holders have been invited to become members of the Working Group for the allotments at Lymington Road, Westgate-on-Sea. Cllrs Matthew Scott, O'Connor and Stewart are the Members who will represent the Town Council on the Allotments Working Group and they have been emailed the draft Terms of Reference and the proposed first meeting date of 13 March 2018. The Town Clerk will make the necessary arrangements for the meeting including the time once confirmation is received from all invited potential members for the Working Group. Cllr	

	<p>O'Connor expressed her apologies for the first meeting.</p>	
	<p>Transfer of Reserves to Deposit Account for Council The Chairman invited the Clerk to provide details for the proposal to transfer Reserves. The Town Clerk drew Members attention to the Council Year to Date Variance as at the end of January 2018 where items of expenditure were highlighted on the report provided as copies for Members at the meeting. This represented approximately £25,000.00 of the total Budget; there is also an expected underspend of approximately £16,000.00 for this Budget; therefore it is requested that Members resolve to transfer Reserves of £40,000.00 from the current account to the deposit account for the Council. Cllr Rolfe requested clarification that the underspend is a forecast for the end of the financial year and this was confirmed by the Clerk. Cllr O'Connor stated that it was prudent for the Council to transfer the reserves to the deposit account so the funds could be earning interest. It was moved by Cllr Pennington and seconded by Cllr Stewart and RESOLVED: that the Reserves of £40,000.00 for the Council be transferred from the current account to the deposit account.</p>	
	<p>Bank Reconciliation October to December 2017 RESOLVED: That the copies of bank reconciliation for 31st October 2017, 30th November 2017 and 31st December 2017 be received.</p>	
	<p>Photocopier Lease Renewal The Clerk outlined the proposal for the lease renewal to provide a new photo copier Konica Minolta Develop +227 A3 to provide improved printing capacity and capability, Members invited to consider. Cllr Stewart asked the Clerk if other quotes were obtained, the Clerk confirmed one other quote was used for comparison purposes which proved to be more expensive and the present service provider has advised that the A4 desktop machine is included in the lease agreement which has been quoted with a slight saving per quarterly charge for the Council. RESOLVED: That the lease agreement for the A3 Konica Minolta Develop +227 be agreed and the Clerk to arrange formalising and delivery of the new machine for the Council office.</p>	
	<p>Update Signatories for Unity Trust Bank and Commence Registration for Internet Banking Service The Chairman explained that the original signatories for the bank accounts needed to be expanded to include the</p>	

	<p>addition of four signatories for the Current and Deposit accounts. The proposed additional signatories to include Cllrs Pennington, Nightingale, O'Connor and Stewart. It is further proposed to complete registration for Internet Banking Service for Cllrs O'Connor and Stewart for View and Authorise access and View and Submit access for the Town Clerk. The Clerk to clarify with Cllr Nightingale to confirm agreement.</p> <p>RESOLVED: The Clerk to implement the addition of four Signatories for the Current Account and Deposit Account for the Council including Councillors Pennington, Nightingale, O'Connor and Stewart. The Clerk to complete the registration for Internet Banking Service for Councillors O'Connor and Stewart to permit View and Authorise access level and View and Submit access only for the Clerk.</p>	
	<p>Proposed Review Event/Project Funding Policy and Evaluation Process for Recipients</p> <p>The Clerk reported on the proposed review of the Grant Policy and scheme, Members were provided with draft templates to demonstrate the revised process which should improve transparency. Comments were invited from Members, the Clerk was advised that the Grant process for the Council does not follow strict application timeframes but should be a rolling programme throughout the financial year. There was a discussion as to whether requesting financial accounts information contravened data protection rules; it was suggested that the financial accounts details could be volunteered by a grant recipient. Members were aware that some grant applicants did have their own funds available and there should be proof provided if co-financing is proposed by a grant applicant. The Chairman advised that it was important that the Council ensured money is spent wisely, allotted fairly and robustly accounted for. It was further discussed that recipients should provide quotes to ensure a robust process. Cllr Pennington added that the current limit of £500.00 except in exceptional circumstances for grant applications was prudent and enabled more organisations to benefit from the scheme. The Clerk explained that the proposed priorities and criteria can be tweaked to better match the Town Council scheme. The current Grant Policy was discussed and it was agreed that the benefits to young people and attracting visitors should be two criteria that are included in the proposed revision of the Policy. There should also be provision in the revision of the Policy to request that</p>	

	<p>all grant recipients provide details of all expenditure with proof including receipts. Cllr Stewart agreed to provide the Clerk with notes on suggestions for the revision of the Grant Policy. Cllr Rolfe requested that the draft templates for the process be sent to him as PDF by email from the Clerk. The Chairman requested a timescale for the revision to be completed and the Clerk confirmed that the proposed draft policy should be available for the next F and G P Committee meeting.</p>	
	<p>Next Meeting The next meeting is 20th March 2018</p>	
	<p>Meeting Closed at 19.22pm</p>	

Signed.....

Date.....