



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

Westgate-On Sea Town Council

on Tuesday 20th March 2018

Held at

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

Present	Cllrs King (Chairman), Nightingale, O'Connor, Pennington, Rolfe, Stewart	
Also in attendance	Mrs Gill Gray (Town Clerk), 1 member of the public, Cllr Cornford	
	To receive apologies for absence Cllr Bambridge, Cllr Dawson, Cllr Hurst and Cllr Partington sent their apologies.	
	Declarations of Interest There were none.	
	Minutes It was moved by Cllr Stewart and seconded by Cllr Pennington and RESOLVED: that the minutes of the meeting of 20th February 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.	
	Grant Policy The Town Clerk provided an update to Members on the proposed Grant Policy and templates for the Grant process; it was further discussed and agreed that the aims of the project should be adopted as a criterium and that the limit of £500.00 be set as a maximum grant with higher amounts considered in exceptional circumstances. RESOLVED: That the Small Grants Scheme Policy and templates be adopted.	
	Bank Reconciliation January 2018 RESOLVED: That the copies of bank reconciliation for 31st January 2018 be received. The Town Clerk advised that the transfer of reserves to the deposit account will take place once the online banking facility is in place.	

	<p>Hanging Baskets for the Town in 2017 The Town Clerk advises that there remains an outstanding invoice for £391.84 for Hanging Baskets provided by Youngs Nurseries in July 2017. The Chairman explained the background to the funding for the hanging baskets, it was discussed by Members and generally felt that this was not the responsibility of the Town Council although there was some ambiguity.</p> <p>It was moved by Cllr Stewart and seconded by Cllr Rolfe and RESOLVED: that the Town Clerk should write to the Westgate Residents Association to advise that the Town Council will not be settling the outstanding invoice from Youngs Nurseries for the hanging baskets for the town in 2017.</p> <p>One Cllr voted against and one Cllr abstained.</p>	
	<p>Business Rates for Town Council Office The Town Clerk provided a report to Members on the current position for the liability for business rates for the Town Council offices. The Valuation Office have now been contacted to request that the two separate business rate liabilities are amalgamated to enable the Council to apply for Small Business Rate Relief for the whole property. Cllr Nightingale requested that a copy of the communication from TDC be provided so that he can research the decision.</p>	
	<p>Vehicle for the Cleansing Operatives for the Town Council The Chairman requested that the Town Council research leasing options for a twin wheel open back tipper truck with tail lift as an option subject to budget provision. This acquisition could assist the Council with the provision of emergency works such as assisting KCC in bad weather periods and the Chairman added that the Council were hoping to formulate a Bad Weather Plan with KCC in the near future. Cllr Nightingale queried if the lease option would include the insurance for the vehicle and whether the Town Council intends to retain the second vehicle; the Chairman confirmed that the insurance for the vehicle is not covered under the leasing option and it was the intention to keep the second vehicle as there may be an opportunity for joint working and shared resources in the future. Cllr Nightingale further discussed where the vehicles would be kept overnight; it was discussed that the hut and the hardstanding surrounding this area were currently being investigated by the Town Clerk with TDC.</p>	

	<p>RESOLVED: To research the leasing options for a tipper truck for the Town Council.</p>	
	<p>Recommendations from Town Clerk and HR Committee for Salary Increase for Office Administrator The Town Clerk advised that as a result of an appraisal for the Office Administrator which was discussed by the HR Committee and resolved as supported. RESOLVED: To agree the salary increase for the Office Administrator in line with her Contract of Employment and incremental scale from 1 April 2018.</p>	
	<p>Recommendations from Town Clerk and HR Committee for Salary Increase for Cleansing Operative The Town Clerk advised that as a result of an appraisal for one of the Cleansing Operatives which was discussed by the HR Committee and resolved as supported. RESOLVED: To agree the salary increase for the Cleansing Operative in line with his Contract of Employment and incremental scale from 1 April 2018.</p>	
	<p>Lymington Road Pavilion Site The Chairman advised that there remains an outstanding invoice for electrical works that were carried out at the Pavilion on Lymington Road site in relation to the proposal for football to be played on the site in the near future. RESOLVED: To pay the outstanding invoice for the electrical works undertaken at the Pavilion on Lymington Road site in relation to the proposal for football to be played on site this year.</p>	
	<p>Review of Westgate Town Council Annual Return Year Ended 31 March 2017 Carried out by PKF Littlejohn The Chairman advised that the Town Council has received an invoice from PKF Littlejohn LLP for the sum of £809.03 in relation to additional fees for work done as a result of elector correspondence received by the External Auditor. It was moved by Cllr O'Connor and seconded by Cllr Stewart and RESOLVED: that the Town Council to settle the invoice from PKF Littlejohn LLP for the sum of £809.03 in relation to the additional fees for work done for the Annual Return Year Ended 31 March 2017.</p>	

	Next Meeting The next meeting is 17 th April 2018	
	Meeting Closed at 19.40pm	

Signed.....

Date.....17/4/2018