



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

**Westgate-On-Sea Town Council**

**on Tuesday 22nd January 2019**

**Held at**

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

Present	Cllrs King (Chairman), Cornford, Page, Pennington	
Also, in attendance	Mrs Gill Gray (Town Clerk) Cllr M Scott and 1 member of the public	
1 6 0 0	<b>To receive apologies for absence</b> Cllr O'Connor and Cllr Rolfe	
1 6 0 1	<b>Declarations of Interest</b> Cllrs King and Page declared an interest in Items 8 and 11	
1 6 0 2	<b>Minutes</b> It was moved by Cllr Pennington and seconded by Cllr Cornford and <b>RESOLVED: that the minutes of the meeting of 20<sup>th</sup> November 2018 be approved as a true record of the meeting.</b> It was agreed that the minutes of the meeting of 18 <sup>th</sup> December be altered to reflect no marital status for any Members and that the item for Grant Funding Application include the addition on the resolution that the detailed application for grant "and quotes should be provided for this application for clarity purposes to" be considered at the next meeting. It was moved by Cllr Page and seconded by Cllr Cornford and <b>RESOLVED: that the minutes of the meeting of 18<sup>th</sup> December 2018 be approved following the alterations as a true record of the meeting.</b>	
1 6 0 3	<b>Public Participation Session</b> There were no requests received by the Town Clerk for public participation at this meeting.	
1 6 0 4	<b>RFO Report</b> The Town Clerk provided a report to Members which included details of when and whom the draft Minutes for the 20.11 F & GP meeting were sent. Also details of a regular monthly booking for the Council meeting room, advised that the new Finance software RBS was now installed with thanks to Cllr O'Connor for her input and support with this project. Also details of small cost saving by changing the fuel card provider; authority under delegation as per Terms of Reference 9c. The Town Clerk added that the Speedwatch match funding	

	application was successful and the Council has received approval for one machine at this time.	
1605	<p><b>Finance and Budget Performance Reports</b>  <b>RESOLVED:</b> That the copies of the bank reconciliation for December 2018 be received  <b>RESOLVED:</b> That the Finance Report Budget versus Expenditure 31st December 2018 be received.  <b>RESOLVED:</b> that the Forecast Report 31st December 2018 be received.  <b>RESOLVED:</b> That the Payments Report Year to Date 31.12.18 be received.</p>	
1606	<p><b>Small Grants Scheme Funding Application – 1<sup>st</sup> Westgate on Sea Scout Group</b>  Following discussions, it was agreed that further information for clarification was required and that the Town Clerk should contact the applicant to request the details for the next meeting. <b>RESOLVED:</b> That the funding application is deferred to the next F &amp; GP meeting and the Town Clerk to seek supporting evidence from the applicant including quotes and present as an Addendum to the application for Members to consider in February.</p>	
1607	<p><b>Incident at Allotment Gardens Site on Lymington Road</b>  a) <b>RESOLVED:</b> That the manufacture, delivery and installation of two replacement gates and one post and the removal of all waste materials, including labour and VAT - contract be awarded to Albion Fencing for the sum of £1982.45.</p>	
1608	<p><b>Council Tax Base 2019/20</b>  <b>RESOLVED:</b> That the information and communication from TDC be shared at the next Council meeting where the final precept figure will require slight alteration to allow for the need to have Band D equivalent that is directly divisible by 9 when using the approved Council Tax Base for Westgate on Sea Town Council for 2019/20 which is 2,453.53.</p>	
1609	<p><b>Impact Assessment from Data Protection Officer</b>  It was <b>RESOLVED:</b> To receive the Impact Assessment undertaken by the DPO for the Town Council.</p>	
1610	<p><b>Westgate on Sea Allotments Site Representative</b>  Following recommendations from the Allotments Working Group it was <b>RESOLVED:</b> That the appointment be confirmed of the two nominated site representatives and the Town Clerk to confirm in writing to the individuals and invite them to join the Allotments Working Group and attend the office for</p>	

	<b>an introduction meeting.</b>	
1611	<b>Chairman's Report</b> The Chairman advised that there was nothing further to report.	
1612	<b>Next Meeting</b> The next meeting is 19 <sup>th</sup> February 2019	
1613	<b>Meeting Closed at 19.44pm</b>	

Signed PLB

Dated 19/2/19

