



Date of Issue 10th October 2018

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

**You are hereby summoned to attend a meeting of the
Finance and General Purposes Committee**

on Tuesday 16th October 2018 commencing at 7pm

**at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR for the purposes of
considering and passing such resolutions as may be deemed necessary or
desirable in respect of the matters contained within the Agenda.**

**To all those present please at all times treat each other with courtesy, respect
and dignity.**

Residents are cordially invited to attend the meeting.

Signed: 

Town Clerk & RFO

Committee Members: Cllr T King (Chairman); Cllr J Cornford; Cllr H Page; Cllr P O'Connor; Cllr M Pennington; Cllr R Rolfe

- 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 meeting held on 18th September 2018 (Copy attached – Appendix A)**
- 4. Public Participation Session**
 - a. 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.
- 5. Finance and Budget Performance Reports**
 - a. Bank Reconciliation September 2018 be received. (Copy attached – Appendix B)
 - b. The Finance Report Budget V Expenditure 30th September 2018 be received. (Copy attached – Appendix C)
 - c. The Forecast Report 30th September 2018 be received (Copy attached – Appendix D)
 - d. The Reserves Report be received (Copy attached – Appendix E)

- e. The Grants and Donations Report to 30th September 2018 be received.
(Copy attached Appendix F)
6. **Allotments Working Group**
Following a resignation from the Site Representative for the Allotment Gardens the Town Clerk would like to discuss the process for electing replacement(s):
Decision required.
7. **Small Grants Scheme Application – YouCan Youth Cancer Support**
The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of up to £1000.00 for the Members who are invited to debate and consider the application
 - a. Counselling sessions for Westgate residents who are in need of support and impacted by Cancer: **Decision required**
8. **Report on Training Budget**
The Town Clerk to provide an update on the budget position in relation to training to be received. (Copy attached Appendix G)
9. **Vehicle Maintenance**
The Town Clerk to provide a report on the maintenance and upgrade for the vehicle to improve the visual perception and overall long-term use of the truck:
Decision required.
10. **Christmas Tree**
The Town Clerk to provide a report with three price comparisons for the purchase of a Christmas tree for Lymington Road site: **Decision required.**
11. **Beacon Event**
The Town Clerk to report on the lanterns identified for the Beacon Event and provide a sample for Members with the costs: **Decision required**
12. **Proposed Extension of Two Temporary Cleansing Ops Contracts**
The Town Clerk to provide a report following recommendations from the HR Committee to extend the contracts for the two temporary cleansing operatives until 31st March 2019: **Decision required.**
13. **Consider Budget Setting Process**
The Town Clerk would like to propose that each Committee is invited to submit a budget proposal for next year; these will then be collated and fed into the main budget setting meeting at the next Finance and General Purposes Committee: **Decision required.**
14. **Potential Future Investment for Town Council**
The Chairman to report on a potential future investment for the Town Council and seeks mandate to further research and Committee to recommend to Council: **Decision required.**

Next Meeting 20th November 2018

Date: 10th October 2018