



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

**Westgate-On Sea Town Council**

**on 24<sup>th</sup> April 2017 upon the rising of the Planning  
Highways and Environment Committee**

**Held at**

**Town Hall Buildings, 31 St Mildred's Road, Westgate-  
On-Sea, Kent CT8 8RE**

Present	Cllr King (Chairman); Cllr Rolfe, Cllr Nightingale; Cllr Stewart, Cllr Morrish, Cllr Pennington	
Also in attendance	Miss Julie Pilbeam (Town Clerk), 2 members of the public	
	<b>To receive apologies for absence</b> There were none	
	<b>Declarations of Interest</b> There were none	
	<b>Minutes</b> It was <b>RESOLVED</b> that the minutes of the meeting of 13 <sup>th</sup> March 2017 and be signed and approved as a true record of the meeting.	
	<b>Chairman's Announcements</b> There were none.	
	<b>Public Participation Session</b> There were no public questions.	
	<b>To receive report from Responsible Financial Officer Westgate Library</b> It was noted that a meeting is taking place this week with the library area manager to discuss options of the use of the building for the town council.  <b>Recruitment Update</b> The town council has recruited two part time cleansing operatives that commenced work on 27 <sup>th</sup> March 2017 and they have undergone training from Thanet District Council on various health and safety and manual handling policies. Uniforms and equipment have been ordered and work has begun on making the hut at St Mildred's Bay safe and secure.  The recruitment process for the office administrator role is currently in progress.	

	<p><b>Beach Shelters</b> After contact with Thanet District Council concerning the condition of the Beach Shelters the town council has been approached by a local café owner who would like to contribute financially to the renovation of the shelters. With the materials covered by the business owner the town council will be able to complete the renovations with the labour provided by the new operations team. Thanet District Council will shortly be presenting the town council with full details of the transfer of assets across the town.</p> <p><b>Internet Banking</b> In order to improve the efficiency of the financial management of the Council it was asked that the RFO be given internet banking access. Payments out will be restricted to salary payments only and will only be sent upon two authorised signatories signing off the payments. All other usage will be read-only.</p> <p><b>It was APPROVED that the RFO is appointed as an authorised internet banking user for Westgate-on-Sea Town Council</b></p>	
	<p><b>Office Rent and Rates</b> It was agreed for the Clerk to investigate the following items with the landlord before the committee consider signing the lease:- (a) To request the lease agreement for the chamber hire (b) To request a break clause (c) To request confirmation of accessibility improvements, including a hearing loop for the chamber (d) To investigate the water payments as it is believed that the original agreement was that water is not to be charged (e) To investigate the previous charges for the chamber as it is believed it was agreed £25 per session, 2 sessions per month for 11 months of the year.</p>	<b>Clerk</b>
	<p><b>Bank Reconciliations</b> The bank reconciliation for March 2017 was <b>APPROVED</b>.</p>	
	<p><b>Budget Performance</b> The year end budget performance was <b>APPROVED</b>.</p>	
	<p><b>List of transactions January</b> The list of transactions for March was <b>APPROVED</b></p>	
	<p><b>Financial Risk Assessment</b> The Financial Risk Assessment was <b>APPROVED</b>.</p>	
	<p><b>Coastal Community Team Update</b></p>	

	<p>Cllr Pennington reported that the economic plan had been submitted to the Department of Communities and Local Government and plans were being investigated to restore the canopies above the shops, refurbish and improve the community centre and other general improvements in the town. The group are keen to work with the Events and Tourism Committee to improve events in the town and will shortly be applying for the funding to complete the feasibility studies.</p>	
	<p><b>Neighbourhood Plan Steering Group</b>  The lack of financial control, budget management and policy breaches was discussed and it was agreed to remind the group of the requirements of the legislation and that no actions can take place until they have been submitted to the RFO and the correct procedures confirmed and followed.</p> <p>The Local Monitoring Officer is meeting with the RFO to agree the course of action to address the unauthorised expenditure, it was noted that individual councillors can be asked to cover orders of works placed without council authorisation.</p>	
	<p><b>Questions from Councillors</b>  There were none.</p>	
	<p><b>Next Meeting</b>  The next meeting is Monday 22<sup>nd</sup> May 2017</p>	
	<p><b>Meeting Closed at 8.31pm</b></p>	

Signed.....

Date.....