



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

Westgate-On-Sea Town Council

on Tuesday 24th September 2019 6.30pm

Held at

**Town Council Offices, 78 St Mildreds Road,
Westgate-On-Sea, Kent CT8 8RF**

Present	Cllrs O'Connor (Vice-Chairperson), Cornford, Donaldson, M Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
1932	To receive apologies for absence None	
1933	Declarations of Interest None	
1934	Minutes It was moved by Cllr Wallin and seconded by Cllr M Scott and RESOLVED: that the minutes of the meeting of 25th June 2019 be approved as a true record of the meeting.	
1935	Public Participation Session There were no requests received by the Town Clerk for public participation at this meeting.	
1936	RFO Report The RFO/Town Clerk reported on various items including: <ul style="list-style-type: none"> • An update on the Community Space use • Progress with office set up • Awaiting 2nd instalment of Precept from TDC 	
1937	Finance and Budget Performance Reports RESOLVED: That the copies of the bank reconciliation for 31st August 2019 be received RESOLVED: That the Trial Balance to end of August 2019 be received. RESOLVED: that the Payments Report March 2019 be received. RESOLVED: that the Receipts and Payments by Budget Heading Report to end of August 2019 be received.	
1938	Small Grants Scheme Funding <ol style="list-style-type: none"> a) The Town Clerk shared copies of the Small Grants Scheme Evaluation received from Westgate on Sea Cricket Club- RESOLVED: that the evaluation from Westgate on Sea Cricket Club be received. 	

	b) The Town Clerk shared the Small Grant Scheme application from 1 st Westgate on Sea Scout Group for £500.00 – RESOLVED: that the decision be deferred to Council for all Members to consider application.	
1939	Update on Fees for the Community Asset Transfers Following the Town Clerk providing an update to Members provided by TDC in relation to the legal fees estimated for the Community Asset Transfers – RESOLVED: that the decision be deferred to Council at the next meeting.	
1940	Review of Westgate on Sea Town Council Budgets Cllr O'Connor explained the proposed format for the consideration of budget setting for next year following consultation with Cllr Pennington. There were various items to consider, including but not exclusively:- <ul style="list-style-type: none"> • Budget for elections next year • Reserves and funds for capital projects • Salary costs for next year • Training costs for next year • Income generation forecasts Cllr O'Connor proposed that the Town Clerk worked with her to produce reports for Members to consider on Council.	
1941	Annual Audit PKF Littlejohn LLP Report Town Clerk reported that the annual external audit and limited assurance review for 2018/19 has now been completed by PKF Littlejohn LLP It was RESOLVED: that the External Auditor Report and Certificate and invoice for £480.00 were received.	
1942	Next Meeting The next meeting is 24 th September 2019	
1943	Meeting Closed at 19.15pm	

Signed... 

Dated... 28/11/19