



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

Westgate-On Sea Town Council

on Tuesday 17th April 2018

Held at

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

Present	Cllrs King (Chairman), Nightingale, O'Connor, Rolfe,	
Also in attendance	Mrs Gill Gray (Town Clerk), 1 member of the public	
	To receive apologies for absence Cllr Pennington sent his apologies. The Chairman explained the process of reporting non-attendance to the Town Clerk to meetings for Councillors.	
	Declarations of Interest The Chairman declared an interest in the last item as one of the quotations provided was from a personal friend. The Chairman declared that he would take no part in the votes for this item.	
	Minutes It was moved by Cllr Rolfe and seconded by Cllr O'Connor and RESOLVED: that the minutes of the meeting of 17th March 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.	
	Westgate Christmas Lights Committee Small Grants Application The Chairman advised that a Small Grant Scheme application has been received by the Council from the Westgate Christmas Lights Committee for the sum of £1,000.00 for the Christmas Lights event in December 2018. The Chairman added that Councillor Pennington had submitted some comments via email to the Town Clerk in relation to this item. Members discussed the comments and felt that the application met the exceptional circumstances criteria due to there being no funding available from TDC this year, the importance of the event for the whole Town and to improve the sustainability of the event for the future; it is anticipated	

	<p>that the Town Council may be expected to take ownership in the future and the event can then form part of the budget considerations.</p> <p>RESOLVED: That the Small Grants application for £1,000.00 was agreed for the Westgate Christmas Lights Committee and that the Town Clerk should make a request for details of expenses and where the residual funds for the event are obtained through the Evaluation process.</p>	
	<p>Bank Reconciliation February 2018</p> <p>RESOLVED: That the copies of bank reconciliation for 28th February 2018 be received.</p> <p>The Town Clerk advised that the transfer of reserves to the deposit account will take place once the online banking facility is in place, this has been delayed due to a recent resignation.</p> <p>RESOLVED: That Councillor Rolfe is registered for online banking with a view and authorise user status.</p>	
	<p>GDPR</p> <p>The Town Clerk provided three quotations for organisations that can provide the Council with Data Protection Officer services; in addition explanations from NALC and KALC to further explain recommendations. Cllr Rolfe stated that Satswana were his preferred provider as they work closely with KALC and therefore have a good understanding of the requirements. Cllr Nightingale added that clearly there was training needed for everyone concerned in this matter. The Chairman explained that he was aware of conflicting advice from the government which was different to the NALC position; he requested that the Town Clerk sought clarification before a decision was taken by Members. The Town Clerk was further requested to explore if any other local councils could be approached with a view to sharing a DPO and the expense incurred; this could be a discussion topic at the meeting arranged with Birchington Parish Council on 23rd April 2018. Cllrs O'Connor and Rolfe added that this provision would be better served by employing a consultant.</p> <p>RESOLVED: That the decision is deferred to the next meeting of F & GP whilst the Town Clerk explores the possibility of a shared DPO with another authority.</p>	
	<p>Punch and Judy Show Providers</p> <p>The Town Clerk provided an update to Members in relation to the availability of Punch and Judy performers</p>	

	<p>for the proposed Town Council August Bank Holiday event in 2018. Cllr Nightingale suggested that a two day event could utilise two sites, one day being St Mildred's Bay and the second day West Bay. It was agreed that this was a good idea but that it would have to be carefully advertised to ensure it was clear which site was being used which day. Cllr Rolfe suggested that the provider Robert Styles should be approached in the first instance to check his availability and if two days could be secured book his services; if this was not the case the Town Clerk should book the services of John Chippy Wood for one day.</p> <p>RESOLVED: That the Town Clerk make contact with Robert Styles to book his Punch and Judy Show for Sunday and Monday 26th and 27th August 2018 for the Town Council event. In the event that this provider is not available the Town Clerk should contact John Chippy Wood to secure his services for a one day event on Sunday 27th August instead.</p>	
	<p>Internal Audit Cost for 2018 RESOLVED: To receive the fee for the internal auditor for 2018 which is £500 plus mileage at the HMRC rate which totals £524.30.</p>	
	<p>Room Hire for Meeting Room at Town Council offices The Town Clerk proposed to hire the Town Council meeting room to local community groups in the daytime up to a maximum of twelve people at any one time as an income stream.</p> <p>RESOLVED: To agree the Town Council Meeting Room hire rate at £15.00 per hour, £25.00 for two hours and any further hours charged at a rate to be agreed at the discretion of the Town Clerk. The Town Clerk is to update the Council website to advertise the facility.</p>	
	<p>Noticeboard for Lymington area The Chairman declared an interest for this item and took no part in the vote that followed.</p> <p>RESOLVED: To appoint Mr Wiltshire to provide the noticeboard for Lymington area, as per his estimate dated 12th March 2018 once the licence for the site has been obtained from TDC.</p>	
	<p>Next Meeting The next meeting is 15th May 2018</p>	
	<p>Meeting Closed at 19.33pm</p>	

Signed.....



Date.....

15/5/2018

F&GP

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TK

