



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

Westgate-On Sea Town Council

**on 22nd May 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,	
Also in attendance	Miss Julie Pilbeam (Town Clerk), 2 members of the public	
	To receive apologies for absence Apologies were received from Cllr Pennington. It was RESOLVED that apologies be accepted.	
	Declarations of Interest There were none	
	Election of Chairman It was RESOLVED that Cllr King be elected Chair	
	Election of Vice Chairman It was RESOLVED that Cllr Rolfe be elected Vice Chair	
	Minutes It was RESOLVED that the minutes of the meeting of 13 th March 2017 and be signed and approved as a true record of the meeting.	
	Chairman's Announcements There were none.	
	Public Participation Session There were no public questions.	
	Terms of Reference The approved terms of reference were noted.	
	To receive report from Responsible Financial Officer Westgate Library The Clerk and chairman met with representatives from Kent County Council and they are investigating the possibilities of the town council using the space upstairs in the library building. Recruitment Update The town council has recruited a part time administrator to assist with the workload in the office. The successful	

candidate starts on 6th June 2017, working 8 hours per week.

Beach Shelters

The renovation of the beach shelters continues.

Local Monitoring Officer

It was confirmed that the Monitoring Officer is working on a date to meet with members to confirm the roles and responsibilities of councillors and the purpose and implementation of the governance structure of parish and town councils.

Neighbourhood Plan Unauthorised Expenditure

Attached in Appendix A is the latest invoices showing the total amount due to Mr G Cardno for preparing a film of the Neighbourhood Plan meeting for which the Monitoring Officer has confirmed that Cllr Cornford can be liable for. So far, £1500 has been paid to Mr Cardno by Cllr Cornford.

A lengthy discussion was held in which Cllr Morrish questioned the procurement procedure of the Neighbourhood Plan video and the validity of Mr Cardno's prices and Cllr Rolfe asked who would be responsible for the paying of the outstanding invoices.

The Clerk confirmed that the procurement procedure of obtaining other quotes had not been followed and it appeared that a contract had been entered into with Mr Cardno and that individual councillors that entered into the contract purporting to act on behalf of the council would be liable.

Annual Audit

The annual audit has been completed by the internal auditor and a report will follow at the next meeting containing a summary of findings and recommendations. The annual return has been signed by the auditor and will be considered at the meeting of Full Council in June before being sent to the external auditor PKF Littlejohns LLP.

The Clerk was thanked for all her work in bringing the councils finances into order.

	<p>Office Rent and Rates The committee asked that it insists on a 12 month break clause from the landlord, Westgate-on-Sea Investment Co. Ltd. The committee raised further concerned about access to the office, chamber for those with disabilities.</p>	
	<p>Bank Reconciliations The bank reconciliation for April 2017 was APPROVED.</p>	
	<p>Budget Performance The April 2017 budget performance was APPROVED.</p>	
	<p>List of transactions April The list of transactions for April was APPROVED</p>	
	<p>Questions from Councillors Cllr Rolfe asked that the construction of committees and the performance of two consecutive meetings be re-considered. The Clerk agreed to investigate and submit options to Full Council.</p>	Clerk
	<p>Next Meeting The next meeting will be agreed at Full Council</p>	
	<p>Meeting Closed at 9.15pm</p>	

Signed.....

Date.....