



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

Westgate-On-Sea Town Council

on Tuesday 18th September 2018

Held at

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

Present	Cllrs King (Chairman), O'Connor, Page, Pennington, Rolfe	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
1407	To receive apologies for absence Cllr J Cornford and Cllr E Dawson (KCC) sent their apologies	
1408	Declarations of Interest There were declarations for Item 6a, 6b and 8a from 3 Members. It was proposed and RESOLVED : that Dispensation Requests be adopted for these items as there was no monetary gain for any Member.	
1409	Minutes It was moved by Cllr Pennington and seconded by Cllr Page and RESOLVED : that the minutes of the meeting of 17 th July 2018 be approved as a true record of the meeting. The Chairman added a statement as per Standing Order 12D to the Minutes.	
1410	Public Participation Session There were no requests received by the Town Clerk for public participation at this meeting.	
1411	Finance and Budget Performance Reports RESOLVED : That the copies of the bank reconciliation for July and August 2018 be received RESOLVED : That the Finance Report Budget versus Expenditure 31st August 2018 be received. RESOLVED : that the Forecast Report 31 st August 2018 be received.	
1412	Allotments Working Group Recommendations a) RESOLVED : That the allotment rules be amended to advise that – bonfires are banned on the Allotment Gardens site from 1 st April to 1 st October each year for environmental reasons and as a courtesy to local residents and other allotment plot holders. b) RESOLVED : That from the 1 st October 2018 any person applying to be added to the waiting list for an allotment plot is given priority if they are living in the CT8 postcode	

	<p>area and that proof such as a recent utility bill should be requested and provided by the applicant.</p>	
1413	<p>Office Equipment The Town Clerk advised that the desk top computers in the office needed an upgrade to improve the speed and efficiency for certain tasks being undertaken; this was the second phase of the review. RESOLVED: That the upgrade to the desk top office equipment is purchased for the office for the Town Council and Administrator.</p>	
1414	<p>Small Grants Scheme Application – Westgate on Sea Horticultural Allotment Association The Chairman advised that a Small Grant Scheme application has been received by the Council from the Westgate on Sea Horticultural Allotment Association for the sum of £500.00 for the community plot shop re-location and rebuilding project. RESOLVED: That the Small Grants application for £500.00 was successful for the Westgate on Sea Horticultural Allotment Association and the Town Clerk should contact the applicant to advise of the decision from the Committee.</p>	
1415	<p>Small Grants Scheme Application – 1st Westgate Rainbows The Chairman advised that a Small Grant Scheme application has been received by the Council from the 1st Westgate Rainbows for the sum of £120.00 for the purchase of new badge books. RESOLVED: That the Small Grants application for £120.00 was successful for the 1st Westgate Rainbows and the Town Clerk should contact the applicant to advise of the decision from the Committee.</p>	
1416	<p>Update on Insurance Claim for Town Council Hut The Town Clerk reported that following the break in suffered at the Hut the incident was reported to Kent Police and the Insurance company. It has since been discovered that following the addition of the gluttons to the Council's assets last year they were not added to the insurance schedule at the time. Therefore, the Town Clerk has been informed by the insurance broker that the gluttons were not insured at the time of the theft. The insurance brokers were sent an up to date asset register and inventory prior to the renewal of the insurance in August 2018.</p>	
1417	<p>Consider Finance Software Options The Town Clerk reported a proposal that research is undertaken, and quotations obtained to secure a finance software package for the Council and requested that</p>	

	<p>Councillor Auditor Cllr O'Connor assists the Town Clerk with this project.</p> <p>RESOLVED: That the research is delegated to the Town Clerk and Cllr O'Connor with quotations sought and reported back to Finance and General Purposes Committee in the future.</p>	
1 418	<p>Next Meeting The next meeting is 16th October 2018</p>	
1 419	<p>Meeting Closed at 19.35pm</p>	

Signed.....

Dated.....16.10.2018.....

