



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

Westgate-On-Sea Town Council

on Tuesday 16th October 2018


Held at

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

Present	Cllrs King (Chairman), Cornford, O'Connor, Page, Pennington, Rolfe	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Cllr M Scott	
14 77	To receive apologies for absence None	
14 78	Declarations of Interest There were none	
14 79	Minutes It was moved by Cllr O'Connor and seconded by Cllr Page and RESOLVED: that the minutes of the meeting of 18th September 2018 be approved as a true record of the meeting.	
14 80	Public Participation Session There were no requests received by the Town Clerk for public participation at this meeting.	
14 81	Finance and Budget Performance Reports RESOLVED: That the copies of the bank reconciliation for September 2018 be received RESOLVED: That the Finance Report Budget versus Expenditure 30th September 2018 be received. RESOLVED: that the Forecast Report 30th September 2018 be received. RESOLVED: That the Reserves Report be received. RESOLVED: That the Grants and Donations Report to 30th September 2018 be received. The Town Clerk to monitor and ensure that the evaluation process is undertaken by all successful Small Grant Applicants within the timeframe stipulated in the Grant Agreements.	
14 82	Allotments Working Group a) RESOLVED: That the role of Site Representative for the Allotment Gardens on Lymington Road be advertised to invite two volunteers (to include a deputy) once a job specification/framework has been agreed in liaison with the Allotment Working Group members. The decision to be undertaken by the Allotment Working Group and	

	implemented via the Group.	
14 83	<p>Small Grants Scheme Application – YouCan Youth Cancer Support</p> <p>The Chairman advised that a Small Grant Scheme application has been received by the Council from the YouCan Youth Cancer Support for the sum of up to £1000.00 for counselling sessions for Westgate residents who are in need of support and impacted by Cancer.</p> <p>RESOLVED: That the Small Grants Scheme application by YouCan Youth Cancer Support be awarded £500.00 and the Town Clerk should contact the applicant to advise of the decision from the Committee.</p>	
14 84	<p>Report on Training Budget</p> <p>RESOLVED: That the Training Budget be received.</p>	
14 85	<p>Vehicle Maintenance</p> <p>The Town Clerk reported that there were two items that needed addressing to ensure the vehicle was fully maintained and would improve the visual perception – the ignition barrel to be replaced by Mercedes and the rear doors to be manufactured and fitted to enable the loading and tipping function to be improved by a local garage.</p> <p>RESOLVED: That the quotation from Mercedes was agreed as this work has to be undertaken by the dealership and the Town Clerk to arrange for the vehicle to be taken to Mercedes in Ashford for the replacement of the ignition barrel.</p> <p>RESOLVED: That the Town Clerk be granted delegated authority to commission the manufacture and fitting of replacement rear doors on the tipper of the Town Council vehicle for the sum of not exceeding £1500.00 after considering 3 quotations.</p>	
14 86	<p>Christmas Tree</p> <p>The Town Clerk reported on three price comparisons for the purchase of a Christmas tree for Lymington Road site, one of these being a live tree option.</p> <p>RESOLVED: That the Christmas tree is purchased from Emma’s Florist for 2018, the Town Clerk to contact the supplier to arrange delivery date and installation.</p>	
14 87	<p>Beacon Event</p> <p>The Town Clerk had two samples of lanterns available for the Beacon Lighting event and it was RESOLVED: To purchase 80 of the “Billy Can” version for the Beacon Lighting event.</p>	
14 88	<p>Proposed Extension of Two Temporary Cleansing Operatives Contracts</p> <p>RESOLVED: That the two temporary contracted</p>	

	Cleansing Operatives have their contracts extended until 31st March 2019.	
1489	Consider Budget Setting Process RESOLVED: That the proposed budget setting process be adopted where each Committee is invited to submit a budget proposal of its own for next year; these will then be collated and fed into the main budget setting meeting at the next F & GP Committee. The Town Clerk to clarify if an Extra Ordinary Meeting at the end of November is appropriate for the sole purpose of setting the Budget for 2019/20. The Town Clerk to share the proposed budget setting process with all Members of the Council.	
1490	Potential Future Investment for Town Council Following the publishing of the Agenda this item was withdrawn at the request of the Chairman.	
1491	Proposed Upgrade to Current Photocopier for Town Council The Town Clerk reported on the proposed upgrade to the current photocopier to cope with increased volumes of printing and enable finishing for literature such as the Newsletter. RESOLVED: That the Town Clerk research the costs and report to Full Council in November.	
1492	Chairman's Report The Chairman invited Members to identify income streams, look at expanding services and considering ideas and adopting assets from TDC for the future strategy of the Council.	
1493	Next Meeting The next meeting is 20 th November 2018	
1494	Meeting Closed at 20.31pm	

Signed..........

Dated..........

