



Date of Issue 20th June 2019

**To all members of the Finance and General Purposes Committee
of Westgate on Sea Town Council**

**You are hereby summoned to attend a meeting of the
Finance and General Purposes Committee**

on Tuesday 25th June 2019 commencing at 7pm

**at 78 St Mildreds Road, Westgate on Sea, Kent CT8 8RF for the purposes of
considering and passing such resolutions as may be deemed necessary or
desirable in respect of the matters contained within the Agenda.**

Residents are cordially invited to attend the meeting.

Signed: 

Town Clerk & RFO

Committee Members: Cllr J Cornford; Cllr D Donaldson; Cllr R Micallef; Cllr P O'Connor; Cllr M Scott; Cllr D Wallin

1. **To Elect Chairperson**
2. **To Elect Vice-Chairperson**
3. **To receive and accept apologies for absence and substitutes**
4. **To receive declarations of pecuniary and non-pecuniary interests**
5. **Public Participation Session**

The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.

Written notice of the desire to exercise the right to speak and of the topic to be addressed must be given to the Town Clerk prior to 4pm on the Friday before the meeting.
6. **Chairperson's Report**

The Chairperson to report on any matter dealt with since the last meeting, if appropriate.
7. **RFO Report**

The RFO to provide a report on items since the last meeting.
8. **Finance Reports**
 - a) Bank Reconciliation 31.05.2019 be received.
 - b) Trial Balance to end of May 2019 be received.

- c) Receipts and Payments by Budget Heading to end of May 2019 be received.
9. **Small Grants Scheme Application –**
- a) The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of £500.00 from 1st Westgate on Sea Scout Group for the purchase of an 11-person canvas tent - Members invited to debate and consider the application: **-Decision required (Copy attached – Appendix A)**
 - b) The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of £1,200.00 for the purchase of clothing for the Juniors and the coaches at the Junior section of the Westgate on Sea Cricket Club – Members invited to debate and consider the application: **Decision required (Copy attached – Appendix B)**
10. **Annual Audits**
- a) The Internal Auditor report for 2018/19 has now been finalised and is provided to Members on the F & GP Committee before going to Council; to be received.
 - b) The Town Clerk can advise that the annual external audit for 2018/2019 has now commenced and the information has been sent to the auditors PKF Littlejohn LLP.
11. **Vehicle Insurance Renewal for the Town Council Mercedes Sprinter**
The Town Clerk to provide three quotations for comparison for the motor insurance annual renewal for the Mercedes Sprinter vehicle: **Decision required**
12. **Outsourcing Payroll Proposal for Westgate on Sea Town Council**
Following the addition of a staff member in the office the payroll provider fees will now increase slightly; the Town Clerk has attached a report; to be received.

Next Meeting 24th September 2019

Date: 20th June 2019