



## Minutes of the Finance and General Purposes Committee Meeting

Held at the Westgate-on-Sea Town Council Office

78 St Mildreds Road, Westgate-on-Sea CT8 8RF

on Wednesday 30<sup>th</sup> July 2025 at 7.00pm

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### Present

Cllr Clive Veck (Chair)  
Cllr David Wallin  
Cllr David Donaldson  
Cllr Stephen Fenning  
Cllr Tom King  
Ms Nabila Yakub – Town Clerk  
2 Members of Public (Members of Inner Wheel)

### F&GP/25/22 Welcome from the Chair

Cllr Veck opened the meeting

### F&GP/25/23 Apologies for Absence

None.

### F&GP/25/24 Members' Interests

Cllr Wallin informed the Committee that his partner is a member of Inner Wheel.

### F&GP/25/25 Minutes

The minutes of the meeting held on 30<sup>th</sup> April 2025 were received and approved as an accurate record.

### F&GP/25/26 Grants

The Committee considered a grant application from Inner Wheel for funding towards bleed control kits, which are now a legal requirement in public venues under Martyn's Law. The organization outlined their ongoing fundraising success and explained the local importance of installing these kits in community spaces. The Committee **RESOLVED** to grant a £500 contribution and recommended that Full Council explore the option of further funding.

### F&GP/25/27 Lymington Road Allotment Gardens

It was **RESOLVED** to increase allotment rental fees from £55 to £60 for full plots and from £27.50 to £30 for half plots.

It was **RESOLVED** to switch water supply from Business Stream to Everflow due to ongoing billing issues.

It was proposed to amend tenancy agreements - including a clause allowing current plot holders to apply for a second plot. The Committee agreed to all tenancy agreement amendments except the clause allowing tenants to be assigned a second plot, for which a final decision was deferred to the next Full Council meeting.

### F&GP/25/28 Electrical Installation Condition Report (EICR)

The Committee considered an urgent Electrical Installation Condition Report (EICR) which identified significant safety concerns in the Council building, including broken sockets, exposed live cables, and undersized fuse boxes. Given the legal and insurance requirements for electrical safety certification, the Committee **RESOLVED** to delegate authority to the Town

Clerk to obtain quotes and proceed promptly with the necessary remedial work and certification.

**F&GP/25/29 Westgate-on-Sea Town Council Magazine**

The Committee reviewed a proposal from Hof Media to publish six editions of the Town Council magazine annually at a cost of £2,500. Members discussed the importance of regular publication - between five and six issues per year - to maintain advertiser interest, as well as previous concerns about reliability and distribution coverage. The Committee agreed to accept Hof Media's proposal, pending clarification of the distribution arrangements and publication schedule.

**F&GP/25/30 Office Chairs**

The Committee discussed ongoing issues with existing staff office chairs, noting they were causing discomfort due to poor ergonomics. After reviewing various chair options and prices, the Committee agreed to purchase one recommended ergonomic chair for testing, with the intention to buy two more if it proves satisfactory.

**F&GP/25/31 Public Participation Session**

None.

**F&GP/25/32 Chair and Councillor Reports**

Cllr Veck announced Mark's resignation as Finance Officer and confirmed that a locum Clerk would temporarily provide assistance, subject to a confidentiality agreement.

Cllr Veck reported that the Council is still awaiting a decision from James Pearson on their library proposal. The response has been delayed for over six months due to the wider library initiative and the recent election.

The Committee noted that play area repairs have been delayed pending the results of a full inspection by the Play Inspection Company, which will then inform next steps.

**F&GP/25/33 Date of Next Meeting**

Wednesday 24<sup>th</sup> September 2025

Signed: \_\_\_\_\_

*David Donaldson*

Date: \_\_\_\_\_

*26/11/2025*