



Date of Issue 16<sup>th</sup> January 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 22nd January 2019 commencing at 7pm**

**at 11A Ethelbert Square, Westgate-on-Sea, Kent CT8 8SR 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.**

**To all those present please at all times treat each other with courtesy, respect  
and dignity.**

**Residents are cordially invited to attend the meeting.**

Signed: 

Town Clerk & RFO

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Committee Members: Cllr T King (Chairman); Cllr J Cornford; Cllr H Page; Cllr P O'Connor; Cllr M Pennington; Cllr R Rolfe

1. To receive and accept apologies for absence and substitutes
2. To receive declarations of pecuniary and non-pecuniary interests
3. Minutes –
  - a) to receive and approve the minutes of the meeting held on 20<sup>th</sup> November 2018 (Copy attached – Appendix A)
  - b) to receive and approve the minutes of the meeting held on 18<sup>th</sup> December 2018 (Copy attached – Appendix B)
4. Public Participation Session
  - a. 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.
5. RFO Report  
The Town Clerk to report on items since the November Committee meeting.
6. Finance and Budget Performance Reports
  - a. Bank Reconciliation December 2018 be received. (Copy attached – Appendix C)

- b. The Finance Report Budget V Expenditure 31st December 2018 be received. **(Copy attached – Appendix D)**
  - c. The Forecast Report 31st December 2018 be received **(Copy attached – Appendix E)**
  - d. The Payments Report Year to Date (including itemised payments since April 2018) **(Copy attached – Appendix F)**
- 7. Small Grants Scheme Funding Application – 1<sup>st</sup> Westgate on Sea Scout Group**  
The Town Clerk to provide the Small Grants Scheme application received from 1<sup>st</sup> Westgate on Sea Scout Group for the sum of £800.00 for the purchase of canvas tents for Members who are invited to debate and consider the application: **Decision required. (Copy attached – Appendix G)**
- 8. Update on Incident at Allotment Gardens Site on Lymington Road**  
The Town Clerk to report on the incident at the Allotment Gardens, Lymington Road with three quotations for the manufacture, delivery and installation of two replacement gates and one post: **Decision required. (Copy attached – Appendix H)**
- 9. Draft Council Tax Base 2019/20**  
The Town Clerk to provide an update following communication from Thanet District Council, final precept figure needs to have Band D equivalent that is directly divisible by 9; therefore, proposed precept figure will require slight alteration: **Decision required.**
- 10. Impact Assessment from Data Protection Officer**  
The Town Clerk to provide a copy of the Impact Assessment undertaken by the DPO for the Town Council, to be received. **(Copy attached – Appendix I)**
- 11. Westgate on Sea Allotments Site Representative**  
The Town Clerk to provide an update following recommendations from the Allotments Working Group: **Decision required.**
- 12. Chairman's Report**  
The Chairman to report on any item dealt with since the last meeting.

**Next Meeting 19<sup>th</sup> February 2019**

Date: 16<sup>th</sup> January 2019