



Date of Issue 14<sup>th</sup> March 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 19<sup>th</sup> March 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 19<sup>th</sup> February 2019 (Copy attached – Appendix A)**
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. **Finance and Budget Performance Reports**
  - a. Bank Reconciliation February 2019 be received. **(Copy attached – Appendix B)**
  - b. The Finance Report Budget V Expenditure 28<sup>th</sup> February 2019 be received. **(Copy attached – Appendix C)**
  - c. The Forecast Report 28<sup>th</sup> February 2019 be received **(Copy attached – Appendix D)**
  - d. The Payments Report for February 2019 **(Copy attached – Appendix E)**

**6. Small Grants Scheme – Thanet Big Sing Community Choir - Evaluation**

The Town Clerk to provide the Small Grants Scheme evaluation form and information received from Thanet Big Sing Community Choir for funding received in July 2018, to be received. **(Copy attached – Appendix F)**

**7. Stage for Westgate Day Event**

The Town Clerk to provide a report and three quotations for the provision of the stage and associated equipment for the Westgate Day event on 21<sup>st</sup> July 2018: **Decision required. (Copy attached – Appendix G)**

**8. Amendment to Insurance Schedule – Gates and Fences**

The Town Clerk to provide details of an amendment to the Insurance Schedule for the Town Council to include a section entitled Gates and Fences for the Lymington Road Allotment Gardens, pro-rata additional fee £170.87, to be received : **(Copy attached – Appendix H)**

**9. A) Recommendations from Town Clerk and HR Committee for Salary Increase for Temporary Office Administrator**

The Town Clerk has completed an appraisal for the temporary Office Administrator; this was discussed at the HR Committee and the recommendations by the Town Clerk were supported by the Members of the HR Committee. Members are requested to resolve the salary increase for the temporary Office Administrator in line with the incremental point 10 from 1 April 2019: **Decision required.**

**B) Recommendations from Town Clerk and HR Committee for Recruitment of Two Cleansing Operatives**

The Town Clerk to provide a report on the recruitment process for the appointment of two Cleansing Operative positions: **Decision required.**

**10. Chairman's Report**

The Chairman to report on any item dealt with since the last meeting.

**Next Meeting 16<sup>th</sup> April 2019**

Date: 14<sup>th</sup> March 2019