



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

**You are hereby summoned to attend an Extra Ordinary meeting of the
Finance and General Purposes Committee**

on Thursday 28th November 2019 commencing at 6.30pm

**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: *Gill Gray*

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 receive and accept apologies for absence and substitutes**
- 2. To receive declarations of pecuniary and non-pecuniary interests**
- 3. Minutes – to receive and approve the minutes of the previous meeting held on 24th September 2019 (Copy attached – Appendix A)**
- 4. 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 Monday before the meeting.
- 5. RFO Report**

The RFO to report on items since the last meeting.
- 6. Finance Reports**

- a) Bank Reconciliations 31.10.2019 be received.
 - b) Trial Balance to end of October 2019 be received.
 - c) Receipts and Payments by Budget Heading to end of October 2019 be received.
 - d) Earmarked Reserves Report
 - e) Grants and Donations Report
7. **Small Grants Scheme Application –**
- a) The Town Clerk to provide the application received from the Westgate on Sea Community Centre Association for the Small Grants Scheme for a baby changing unit for £350.00 (**Copy attached – Appendix B**)
8. **Outdoor Heated Cabinet for Defibrillator**
Town Clerk to share details of a purchase offer via KALC in partnership with the heart charity, London Hearts for an outdoor heated cabinet for the Defibrillator obtained earlier in the year for the Swan public house: **Decision required**
9. **Replacement Glass for Shelter on Sea Road**
Town Clerk to report on the cost for three replacement panes of glass for the damaged shelter on Sea Road; Members to consider meeting the cost of the replacement glass: **Decision required**
10. **Allotment Gardens Site – Lymington Road**
- A) Allotment fees review: **Decision required**
 - B) Allotments Working Group recommend that in future the requests to join the waiting list for a plot are advised that plots are let as half plots only to help reduce the waiting list: **Decision required**
 - C) Town Clerk to report on requests from the Horticultural Allotment Association that would require an amendment to the Allotment Garden Rules
 - i. Permitting plot holders to park on their plot but not on the turning circle
 - ii. If a plot holder receives three non-cultivation letters in succession in a six-month period, the license will be automatically revoked, and no refund of fees will be paid to the plot holder: **Decisions required**
11. **Upgrade Hardware for Office Staff**
Town Clerk to provide a report and three quotations for the proposed purchase of two refurbished Dell laptops for the office: **Decision required**
12. **Proposed Westgate on Sea Town Council Budget for 2020/21**
Members are invited to debate the proposed budget following the comments and feedback from all Members; finalised proposed budget for recommendation to Council for adoption at the Full Council meeting on 3rd December 2019: **Decision required**

Next Meeting TBC