

Report to: Finance and General Purposes Committee

Date: Tuesday 19th September 2017

By: Julie Pilbeam, Town Clerk & Responsible Financial Officer

Subject: Responsible Financial Officer Update

Summary: To note the update from the Responsible Financial Officer and consider decisions required.

1. Beach Shelters

The first shelter is complete and the total cost of materials has been invoiced to the Westbay Café owner Mr Alan Dolan - £425.50.

Sincerest thanks are to be passed on to Mr Dolan for supporting this community project.

The second shelter work will begin in the spring.

2. Bank Signatories

The committee is asked to consider increasing the number of signatories on its bank account to the members of the finance and general purposes committee and for cheques to be signed at each meeting and audited by members.

3. Town Council office signs

Replacement signage for the new offices has been designed and is put before the committee for comment. The total cost of signage will be reported at the meeting as the final quote is still pending at the time of writing this report.

4. Road Closure Signs

To consider the purchase of a set of road closed signs for use within the community at various public and civic events.

Road Closed x 10 @ £44.50 each = £445.00

Road Ahead Closed x 10 @ £44.50 each = £445.00

5. Christmas Lights

The Clerk has attended the Christmas Lights Committee on 12th September 2017

The committee requests the following:

Funding for entertainment acts £330

Funding for Christmas Tree £450

Funding for 2 x banners to advertise event £120

The RFO recommends the committee set aside £4000 towards Christmas Lighting on South Side of Westgate following next Events and Tourism Committee.

6. Community Centre

The Chairman and Clerk met with representatives from the Community Centre Committee and they have agreed to report back their requirements.

Julie Pilbeam
Town Clerk
Westgate-on-Sea Town Council