

## Westgate-on-Sea Town Council Minutes of AGM

Venue: The Council Chamber, Town Hall Buildings, 31 St Mildred's Road, Westgate-on-Sea

Time: 7 pm

Date: Wednesday 4 May 2016

Present: Cllrs Ashbee, Rickett, Cornford, Charlton, King, Morrish, Pennington, Rolfe, Wade, and Scott.

Also present: Roy Wade (Interim Town Clerk), Jill Frankland (Town Clerk) and eight residents.

	Item		Action
269	Apologies for Absence	Apologies for absence were received from Cllr Nightingale.	
270	Election of Chairman for 2016/17	Cllr King – nominated by Cllr Charlton, seconded: Cllr Ashbee. Cllr Morrish – nominated by Cllr Scott, seconded by Cllr Rickett. Voting for Cllr King – for: four, against: four, one abstain. Vice-Chair used casting vote for Cllr King. <b>Resolved: Cllr King is elected Chairman for 2016/17.</b> Chairman read out acceptance of office, this was signed by the Chairman and counter-signed by the Town Clerk. (Appendix E)	
271	Appointment of Vice-Chairman	It was noted that the agenda stated 2016/16 instead of 2016/17. Cllr Pennington nominated by Cllr Scott, seconded: Cllr Cornford. Cllr Rolfe nominated by Cllr Charlton, seconded: Cllr Ashbee. Voting for Cllr Pennington – for: five. <b>Resolved: Cllr Pennington appointed Vice-Chairman.</b>	
272	Minutes	Amendments to Minutes of previous Meeting Appendix A: I. Item 260 – should read 'Minute 272' II. Item 263 7 <sup>th</sup> line – should read '...that the Margate signs located ...' III. Item 266 – should read '... but was still awaiting a ...'  Chairman signed the Minutes as amended, Town Clerk to make corrections.  Regarding Cllr Scott being asked to leave the meeting in item 262, it was noted that, although the Chairman had asked for Cllr Scott to leave the meeting there was no formal agreement of Council to do so, and that Cllr Scott was told to leave the meeting by the Chairman. Cllr Scott has since discussed this matter with the Interim Town Clerk but has not spoken to the Chairman. Cllr Scott indicated that this matter will be raised in the future. The Chair gave a formal apology for asking Cllr Scott to leave, stating he realised it was wrong to do so.	JF
273	Members' Interest	There were no declarations.	

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274	Appointment of Standing Committees	<p>The Interim Town Clerk advised that the Agenda items were for discussion, that the AGM was an appropriate time to reconsider Standing Committees and generally a Standing Committee should be represented by approximately half of the Councillors.</p> <p>Following discussion on which Standing Committees the Council should implement, <b>it was agreed to have the following:</b></p> <ul style="list-style-type: none"> <li><b>I. Finance and General Purposes</b></li> <li><b>II. Planning, Highways and Environmental Services</b></li> <li><b>III. Human Resources</b></li> <li><b>IV. Events and Tourism</b></li> </ul> <p><b>Resolved: proposed: Cllr Morrish, seconded: Cllr Scott.</b></p> <p><b>Regarding numbers on Committees the following was resolved:</b></p> <ul style="list-style-type: none"> <li><b>I. Six members on the Finance and General Purposes – proposed: Cllr Charlton, seconded: Cllr Rickett, agreed by eight members.</b></li> <li><b>II. Five members on the Planning, Highways and Environmental Services – proposed: Cllr Morrish, seconded: Cllr Cornford, agreed by seven members.</b></li> <li><b>III. Three members on the Human Resources – proposed: Cllr Pennington, seconded: Cllr Morrish, five for, two against, two abstained.</b></li> <li><b>IV. Six members on the Events and Tourism – proposed Cllr Cornford, seconded Cllr Ashbee, majority agreed.</b></li> </ul> <p><b>Resolved with the exception of Cllr Nightingale: Standing Committee preferences were taken and agreed, please see Appendix F.</b></p> <p>It was noted that as Cllr Scott is on the working group of the website and also working on the Local Plan and Neighbourhood Plan she would only sit on one Standing Committee at this time.</p> <p>Discussion on use of delegated powers with the Chair expressing concern that with a minority number of Councillors on the Standing Committee, a minority vote does not seem democratic. However Council accepted the view that it would be counter-productive if every decision of Committee was a recommendation needing to be re-discussed and ratified by Council. It was noted that if a motion was felt to be contentious the Standing Committee or individual Councillors may refer back to full Council.</p>	
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		<p><b>Resolved: to have some delegated powers at Standing Committees. Proposed: Cllr Rickett, seconded: Cllr Ashbee.</b></p> <p><b>Resolved: Chairman and Vice-Chairman is elected at the inaugural meetings of each Standing Committee, then the Terms of Reference are drafted with the assistance of the Town Clerk. The Terms of Reference would be ratified at the next full Council meeting. Proposed: Cllr Ashbee, seconded: Cllr Charlton, agreed unanimously.</b></p>	
275	Representation on Outside Bodies	<p>The following representation was agreed</p> <ol style="list-style-type: none"> <li>I. KALC – Cllrs Cornford and Scott</li> <li>II. Thanet Area Committee – Cllr King</li> <li>III. Westgate and Westbrook Residents’ Association – TBC</li> <li>IV. Thanet Rural Regeneration Group – TBC</li> </ol> <p>Further suggestions for representation include</p> <ol style="list-style-type: none"> <li>I. Citizens Advice, Thanet. Cllr Charlton will discuss with them but is willing to be the representative.</li> <li>II. Nature organisations including Monkton Nature Reserve</li> <li>III. Heritage organisations</li> <li>IV. Westgate Community Centre</li> <li>V. St Crispin’s and St Saviours</li> </ol> <p>It was agreed that this matter should be on the next Agenda allowing time for further consideration before Councillors make a commitment. Councillors were asked to bring further suggestions to the next meeting.</p> <p>It was felt that there should be a presence on the Neighbourhood Engagement Committee</p>	JF
276	Appointment of Internal Auditor	<p><b>Resolved: To re-appoint Mr Eric Fewkes as the Town Council’s internal auditor. Proposed: Cllr Morrish, seconded: Cllr Pennington, eight agreed, one abstained.</b></p>	
277	Public Right to Speak	<p>Discussion on whether this should be for Westgate residents only. The Chairman felt it should be for residents only as they pay for the Council through their taxes. Cllr Scott suggested Westgate-on-Sea residents should be given preference over non-residents.</p> <p><b>Resolved: For the purposes of transparency the public right to speak should include non-residents, with Westgate-on-Sea residents having priority.</b></p> <p><b>Proposed: Cllr Ashbee, seconded: Cllr Ricketts – agreed.</b></p>	
278	HRH The Queen’s Birthday	<p>Cllr Rickett felt Westgate-on-Sea should honour HRH Queen Elizabeth’s 90<sup>th</sup> birthday. Due to the lateness of this decision it was suggested the Council support an event already being organised.</p>	

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		<p>Cllr Cornford informed the Council that the Community Centre was putting on a charity event, a photographic exhibition with refreshments, date unknown. Cllr Cornford will contact to ascertain how the Council may support.</p>	JC
279	Receipt of Minutes	<p>I. Town Assembly Meeting Date should read Wednesday 13 April 2016. Item 4, paragraph 5 – remove ‘have a cleaner and more environmentally pleasing environment’ and replace with ‘address the cleanliness of the environment’. Item 5, iv – remove ‘Monster’ and replace with ‘Minster’.</p> <p><b>Resolved: The Minutes were received (appendix B). Proposed: Cllr Morrish, seconded: Cllr Cornford.</b></p> <p>II. Planning and Environment Committee (Appendix C) Item 268, iv – should read ‘start the Committee Meeting at 6.30 pm’.</p> <p>Cllr Morrish stated that a letter had been received from TDC informing the Council that the yellow lines will be extended outside the Clinic.</p> <p>Cllr Scott drew the Council’s attention to Item 264 asking for Councillors to review the areas where they had previously delivered the survey forms and each identify three possible locations for bins. Please email suggestions to a member of the Planning, Highways and Environmental Committee.</p> <p>It was noted that the next meeting of the Committee would be 23 May 2016.</p> <p>Cllr Cornford informed the Council that there will shortly be a bin sited outside the Town Hall Buildings.</p>	ALL
280	Community Funding – Future Arrangements	<p>Cllr Scott suggested that current arrangements should be kept for larger grants. For smaller grants, e.g. under £500, she suggested that there should be ‘no requirement for bank account and constitution’.</p> <p>It was noted that the need for bank accounts and constitution is standard practice for grant givers, this was for auditing purposes and to avoid fraudulent use of charitable monies. It was also noted that standard practice is to request a report/feedback on the how the grant money has been utilised and its impact.</p> <p>Cllr Charlton left the meeting at 8.45 pm.</p>	

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		<p>It was suggested that the Council ask grant recipients for a short survey or report on how the money was spent and its impact in line with KCC guidelines.</p> <p>The Interim Clerk reminded the Council that there should be an Asset Register to include items such as microphones, hi-vis jackets, tables, laptops etc.</p>	
281	Freeman of Westgate-on-Sea	Item withdrawn.	
282	Accounts 2015/16	<p>It was noted that the summary on the last page of the accounts was the balance as at 31 March 2016 and this does not include the precept to be received in 2016/17.</p> <p>It was noted that the equipment for litter picking was purchased in May 2017 and does not appear in the 2016/17 accounts.</p> <p>The Interim Town Clerk informed the Council that the Accounts will need to go to the Internal Auditor by 6 June 2016. The Internal Auditor will publish an initial report, a notice is then published which provides the public an opportunity of 3 weeks to view the Accounts. The External Auditor reports in September, it was noted that it was very unusual for an External Auditor to query the report if approved by the internal auditor.</p> <p>Cllr Scott asked for an explanation of the £1,772 payment to Smiths. This payment was a grant to the United Reform Church for the repair of the church clock.</p> <p><b>Resolved: To accept the Accounts 2016/17 (Appendix D). Proposed: Cllr Ashbee, seconded: Cllr Ricketts, eight accepted, one abstained.</b></p>	

The meeting closed at 9 pm.