



**Minutes of the Annual General Meeting of the Full
Council of**

Westgate-On Sea Town Council

on Tuesday 1st May 2018

Held at

**United Reform Church, 54 Westgate Bay Avenue,
Westgate-On-Sea, Kent CT8 8SN**

Present	Cllrs King (Chairman), Cornford, O'Connor, Page, Pennington, Rolfe, H Scott, M Scott	
Also in attendance	Mrs Gill Gray (Town Clerk), Roy Wade (Locum Town Clerk) 5 members of the public	
1200	Chairman's Welcome The Chairman opened the meeting and gave the usual "housekeeping" instructions.	
1201	To Elect Chairman It was RESOLVED that Cllr Pennington was elected Chairman of the Town Council Cllr Pennington signed the Declaration of Acceptance of Office and thanked Cllrs King, Rolfe and Charlton without whom the Town Council would not exist in the first place.	
1202	To Elect Vice Chairman It was RESOLVED that Cllr Page was elected Vice Chairman of the Town Council	
1203	To receive apologies for absence Cllr Nightingale, Cllr Bambridge (TDC), Cllr Partington (TDC) and Laura Bungard sent their apologies.	
1204	Members' Declarations of Interest There were none.	
1205	Minutes It was moved by Cllr Rolfe and seconded by Cllr O'Connor and RESOLVED : that the minutes of the meeting of 3rd April 2018 be signed and approved as a true record of the meeting.	
1206	Chairman's Announcements There were none.	
1207	Review of Governance Arrangements It was moved by Cllr Rolfe and seconded by Cllr O'Connor and RESOLVED : that the Committee Terms of Reference and Scheme of Delegations be approved and adopted. It was moved by Cllr H Scott and seconded by Cllr	

	Page and RESOLVED: that Cllr O'Connor is appointed as Councillor Auditor to complement the Internal Audit process.	
1208	<p>Committee and Working Group Appointments 2018/19</p> <p>It was moved by Cllr Rolfe and seconded by Cllr Cornford and RESOLVED: that Cllr O'Connor is appointed to the Events and Tourism Committee in addition to the following appointments agreed:</p> <p>Allotments Working Group Cllr O'Connor; Cllr M Scott</p> <p>Coastal Community Team Cllr Pennington</p> <p>Events and Tourism Committee Cllr Cornford; Cllr King; Cllr Nightingale; Cllr O'Connor; Cllr Pennington; Cllr M Scott</p> <p>Finance and General Purposes Committee Cllr Cornford; Cllr King; Cllr O'Connor; Cllr Page; Cllr Pennington; Cllr Rolfe</p> <p>Human Resources Committee Cllr Cornford; Cllr O'Connor; Cllr Page; Cllr Pennington</p> <p>Neighbourhood Plan Steering Group Cllr Cornford; Cllr O'Connor; Cllr H Scott; Cllr M Scott</p>	
1209	<p>Representation on Outside Bodies 2018/19</p> <p>(a) It was RESOLVED to approve membership on outside bodies as follows:</p> <ul style="list-style-type: none"> i. Cllr Nightingale – St Michael's Care Home ii. Cllr Rolfe – Greek Community and YouCAN iii. Cllr Cornford – Ursuline College iv. Cllr M Scott – Westgate and Westbrook Residents Association and Westgate on Sea Heritage Centre 	
1210	<p>Annual Review</p> <p>It was RESOLVED to approve the following items:</p> <ul style="list-style-type: none"> i. Inventory List ii. Confirmation of Insurance Cover iii. Annual Subscriptions and RESOLVED to renew the subscription for NALC and KALC for 2018/19 iv. Request for Information Policy v. Cyber Policy vi. Press and Media Policy vii. Recruitment Policy viii. Lone Working Policy ix. Website Policy x. Councillors and Staff Email Policies 	
1211	Revised Town Council Meeting Date June 2018	

	It was RESOLVED that the Full Council meeting in June is now Tuesday 12th June 2018.	
1212	Licence Renewal for Lymington Road Playing Fields The Town Clerk signed the Licence with TDC for the Lymington Road Playing Fields for use of the site until 1 st October 2018.	
1213	Public Participation Session There were no requests received by the Clerk for public participation at this meeting.	
1214	Reports from Councillors Cllr King reported on the proposed parking issue and suggested that clarity is needed in relation to the Traffic Regulation Order and that a copy of this should be sought. Cllr King added that the consultation period was now in progress and a meeting with TDC should be arranged at the earliest opportunity. Cllr King added that there was still concern that some residents were not aware of the Stroke Unit campaign and that Dr Jones should be contacted to engage further to ensure that Members and the local community were kept informed. There following a brief discussion and it was agreed that the Town Clerk should contact Dr Jones to offer an exhibition space and to raise public awareness of other NHS services under threat. Cllr H Scott reported that there was a problem on the Canterbury Road at the junction with Quex Road next to the traffic lights, the single road opposite Belmont Road as vehicles were parked on double yellow lines and obstructing views on the corner; it was agreed that this should be reported to Laura Bungard by the Town Clerk. A Member advised that it was disappointing that the District Councillors were not present at this meeting and there followed a difference of opinion with another Member who stated that the District Councillors were supportive to the Town Council in their experience. Cllr Pennington summarised the comments as some residents and Members were not able to hear all the conversation.	
1215	Town Clerk's Report The Town Clerk summarised the achievements to date and assured everyone present that she was committed to the Town, the Council and the position of Town Clerk.	
1216	Kent County and Thanet District Councillors' Reports The Town Clerk read the report provided by District Cllrs Bambridge and Partington. The items mentioned included the Neighbourhood Plan, St Peter's Church, One Use Plastics Project, Stroke Unit at QEQM, Manston	

	Airport and the monthly surgery at Westgate Library that takes place on the first Friday of each month 10.45am to 12 noon.	
1217	Report of the Community Warden The Town Clerk read the report provided by Laura Bungard to the Members and residents present. The items mentioned included the begging on Station Road, nuisance vehicles, pot holes, vulnerable elderly residents, rubbish issues, requests for yellow lines and wanted to remind everyone that her contact details are available on the Council website.	
1218	Financial Reports for Approval RESOLVED that the Year End Bank Reconciliation be received The Town Clerk advised that the final accounts report will be ready for the next meeting following the internal audit.	
1219	Minutes of the Committees held since the last Full Council Meeting: The following minutes from Committees/Working Group/Steering Group held since the last Full Council meeting were noted: Allotments Working Group – 13.03.2018 Neighbourhood Plan Steering Group – 10.04.2018 Annual Town Meeting – 11.04.2018 Finance and General Purposes Committee – 17.04.2018 RESOLVED: That the minutes of the above meetings be received.	
1220	The Chairman requested that Council agree to exclude Press and Public from the remainder of the meeting and the Council then convened in closed session for Item 20: at this point of the meeting the current Town Clerk left the room for Item 20 and this was minuted by Mr Roy Wade – Locum Town Clerk. It was RESOLVED that the Town Council join the LGPS.	
1221	Next Meeting The next meeting is 12th June 2018	
1222	Meeting Closed at 20.35pm	

Signed.....
Chairman of the Council

Dated.....