



**Minutes of the Meeting of the Full Council of
Westgate on Sea Town Council**

on Tuesday 4th June 2019

**Held at United Reformed Church, 54 Westgate Bay
Avenue, Westgate-On-Sea, Kent CT8 8SN**

Present	Cllrs Pennington (Chairperson), Micallef (Vice-Chair), Cornford, Donaldson, Nightingale, O'Connor, Page, H Scott, M Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk), 2 members of the public	
	Chairman's Welcome The Chairman opened the meeting with the usual "housekeeping" instructions and advised that the meeting was being recorded on a video camera.	
1792	To receive apologies for absence Laura Bungard, Cllr Braidwood (TDC) and Cllr Bambridge (TDC)	
1793	Members' Declarations of Interest There were none.	
1794	Minutes RESOLVED: that the minutes of the Council AGM meeting held on 15 th May 2019 be signed and approved as a true record of the meeting.	
1795	County and District Councillor Reports Cllr M Scott reported that he was now fully immersed in the District Councillor training and was keen to obtain a list of contacts for officers at TDC. Cllr M Scott wanted to thank the Cleansing Ops team at the Town Council for dealing with overflowing bins so promptly. There followed a discussion about various bin issues in the Town and it was agreed that the situation needs to be monitored. The Town Clerk to investigate if the Town Council could be a central collection point for replacement bins for residents.	
1796	Report of the Community Warden There was no report available from the Warden.	
1797	Chairperson's Report Cllr Pennington reported on a recent successful meeting that he attended with the Town Clerk and involved the Committee from Westgate on Sea Community Centre Association. It was useful to identify the challenges that they faced, and it is hoped that the Town Council can work to support them in the future. Cllr Pennington	

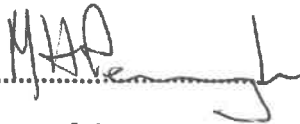
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	added that there was a JTB meeting on Thursday evening and an update will be shared with Members by email once TDC have the draft minutes available.	
1798	<p>Councillor's Reports</p> <p>Cllr Wallin reported that he had received a report from a resident that the crossing on Westgate Bay Avenue is dangerous and should be inspected from a health and safety point of view.</p> <p>Cllr O'Connor reported that it was welcomed that the water supply to the toilet on the Allotment site was now repaired and that the Allotment Association AGM was due to take place on Sunday.</p> <p>Cllr H Scott reported that the first Planning Committee was taking place on 11th June and that the Planning Application for the former Catholic Church building was on the Agenda for discussion.</p> <p>Cllr Cornford reported that it was important to recognise the value of trees in the Town and that a Tree Warden course was available. A recent meeting with Cllr Dawson from KCC with the Town Clerk had been welcome progress with tackling the problem of road safety outside Ursuline College.</p> <p>Cllr M Scott reported that another Saturday Surgery was due on 15th June.</p>	
1799	<p>Town Clerk's Report</p> <p>The Town Clerk reported that it was proposed to extend the opening hours of the Council office following the appointment of 2 permanent members of staff; instead of an Administrator role there was now a part-time Finance Assistant and part-time Project Assistant. The Town Clerk emphasised the importance of reporting any incident that occurs in the community by either dialling 999 if an emergency or 101 for non-urgent matters.</p>	
1800	<p>Public Participation Session</p> <p>There were no requests received by the Town Clerk for public participation at this meeting.</p>	
1801	<p>Annual Return – Risk Assessment and Management Scheme</p> <p>The Town Clerk presented Members with the Risk Assessment and Management Scheme for year ending 31.03.19</p> <p>It was RESOLVED: that the Risk Assessment and Management Scheme were approved</p>	
1802	<p>Annual Return – Statement of Internal Control</p> <p>The Town Clerk presented Members with the Statement of Internal Control for year ending 31,03,19.</p> <p>It was RESOLVED: that the Statement of Internal</p>	

	Control was approved.	
1803	<p>Annual Return – Governance Statements The Town Clerk read each individual governance statement for 2018/19 to Members for approval to answer yes to numbers 1 to 8 with non-applicable for number 9 on the Annual Return to the External Auditors. It was moved by Cllr Micallef and seconded by Cllr H Scott and RESOLVED: that the Governance Statements were approved as yes for Numbers 1 to 8 with non-applicable for number 9 – 1 Member abstained from the vote.</p>	
1804	<p>Annual Return – Accounting Statements The Town Clerk presented Members with the Accounting Statements for 2018/19 for approval. It was moved by Cllr O'Connor and seconded by Cllr Micallef and RESOLVED: that the Accounting Statements were approved for submission to the External Auditors – 1 Member abstained from the vote.</p>	
1805	<p>Finance Reports The Town Clerk presented Members with the Bank Reconciliations for 30th April 2019; Payments Report for April 2019; Trial Balance Report for 30th April 2019 and Receipts and Payments Report by Budget Heading for 30th April 2019. A, B, C and D It was moved by Cllr Micallef and seconded by Cllr Cornford and RESOLVED: that the Finance Reports were received – 1 Member abstained from the vote.</p>	
1806	<p>Events, Tourism and Improvements Proposed Steering Group Following debate on the Membership and draft Terms of Reference it was RESOLVED: that the Membership for the Town Council would be a minimum of two Town Councillors for the Steering Group; Cllrs Donaldson, Micallef and Wallin to be permanent on the Steering Group with the opportunity of other Town Councillors joining adhoc Steering Group meetings or Working Groups. The Terms of Reference to be shared with Council once agreed for recommendation by the Steering Group – 2 Members abstained from the vote.</p>	
1807	<p>Representation on Thanet Area Committee It was RESOLVED: that Cllr Pennington and Cllr Micallef would represent the Town Council on the Thanet Area Committee.</p>	
1808	Work Experience Placements at the Town Council	

	<p>Following debate, it was discussed that there should be DBS checks carried out for all staff and Councillors who propose to be involved with the work experience placements at the Town Council.</p> <p>It was RESOLVED: that the preliminary work was undertaken for the Work Experience Placement Scheme for the Town Council by the Town Clerk.</p>	
1809	<p>Resident and Community Consultation Survey</p> <p>It was RESOLVED: that the Westgate Day event be used for a consultation questionnaire exercise and this should be followed with a full Survey in a future edition of the News and Directory Magazine to help shape the priorities for the Town Council strategy for services for the four-year term.</p> <p>It was RESOLVED: to extend the meeting by a further 15 minutes.</p>	
1810	<p>Draft Planning, Highways and Environment Committee Terms of Reference</p> <p>Following debate on the Terms of Reference and some minor alterations it was RESOLVED: that the Planning, Highways and Environment Committee should debate the TORs at the first meeting; once these are agreed they are recommended to Council.</p> <p>Meeting suspended for 10 minutes.</p>	
1811	<p>Members were requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public were excluded from the meeting during consideration of the next item in respect of matters relating to the Town Council Office.</p> <p>It was RESOLVED: that the public were asked to leave the meeting during consideration of the following item.</p>	
1812	<p>Town Council Office</p> <p>It was RESOLVED: that the report reference 20 - I.C.T.O.R be adopted, preparatory work expenditure and panel membership was agreed.</p>	
1813	<p>Next Meeting</p> <p>The next meeting is 2nd July 2019</p>	
1814	<p>Meeting Closed at 9.25pm</p>	

Signed.....
Chairperson of the Council

Dated...2/7/2019.