



**Draft Minutes of the Annual Town Council Meeting of
Westgate on Sea Town Council held in Town Council
Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF
Held on Tuesday 23rd May 2023 at 7pm**

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| Present | Cllrs Donaldson, D'Abbro, Fenning, Green, King, Mulinya, Scott, Veck, Wallin | |
| Also, in attendance | Mrs Gill Gray (Town Clerk) and six residents | |
| 3741 | Elect Chairman It was RESOLVED : that Cllr Donaldson be elected Chair of the Town Council. One Member abstained. Cllr Donaldson read and signed the Declaration of Acceptance of Office for Chair | |
| 3742 | Elect Vice-Chair It was RESOLVED : that Cllr Veck be elected Vice-chair of the Town Council. One Member abstained. | |
| 3743 | To receive apologies for absence Cllr Crow-Brown (KCC), Cllr Wright (KCC) and Cllr Braidwood (TDC) | |
| 3744 | Members' Declarations of Interest Cllr King declared an interest in Item 18 – he knew the appellant in a personal capacity | |
| 3745 | Declarations of Office from Councillors Town Clerk confirmed receipt of all signed Declarations of Office from Councillors. | |
| 3746 | Minutes One typo was identified, correction agreed. It was moved by Cllr Donaldson and seconded by Cllr Fenning and RESOLVED : that the minutes of the Full Council meeting held on 4 th April 2023 be signed and approved as a true record of the meeting. Cllr King requested clarification on the resolution for the Bus Service Number 35 update. | |
| 3747 | KCC/TDC Ward Councillor Reports Cllr Scott shared a report as the Ward Cllr for Westgate which covered the following items:- <ul style="list-style-type: none"> • North Thanet Link consultation and recent public engagement opportunity; Cllr Scott has raised questions on behalf of residents and invited any further questions to be sent to him for follow up with KCC • Planned litter pick on Saturday 27th May 2023, meeting at TC office at 10am • Attendance to the Neighbourhood Engagement Meeting on Monday 22nd May 2023 | |

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| 3748 | <p>Review of Governance Arrangements</p> <p>The draft Terms of Reference and Scheme of Delegations were debated. The following amendments were agreed: the E,T&D is now a Committee instead of a sub-committee and will report to Full Council. The Allotments Working Group to be an officer representation for the Town Council. The Coastal Community Team to be considered at a future meeting. The Local Transport Sub-committee is under the Planning, Highways & Environment Committee and to report to Council.</p> <p>It was RESOLVED: that the Committee Terms of Reference and Scheme of Delegations were adopted by Council with the amendments as follows: E,T&D is now a Committee reporting to Council, the Allotments Working Group to have an officer to represent the Council and the Local Transport Sub-committee is now under the Planning, Highways & Environment Committee and to report to Council.</p> | |
| 3749 | <p>Committee, Sub-Committee and Working Group Appointments 2023/24</p> <p>Following a debate the following memberships were agreed:</p> <ul style="list-style-type: none"> • F&GP Committee – Cllrs D’Abbro, Donaldson, Fenning, King, Veck and Wallin • P,H&E Committee – Cllrs D’Abbro, Donaldson, Scott, Veck and Wallin • HR Committee – Cllrs Donaldson, King, Mulinya and Veck • E,T&D Committee – Cllrs D’Abbro, Donaldson, Fenning, King, Mulinya and Scott • LT Sub-committee – Cllrs King and Wallin (one more Member needed) <p>Deputy Town Clerk to attend the Allotments Working Group meetings.</p> <p>It was RESOLVED: that the Committee, Sub-Committee and Working Group Membership was adopted with the appointments:</p> <ul style="list-style-type: none"> • F&GP Committee – Cllrs D’Abbro, Donaldson, Fenning, King, Veck and Wallin • P,H&E Committee – Cllrs D’Abbro, Donaldson, Scott, Veck and Wallin • HR Committee – Cllrs Donaldson, King, Mulinya and Veck • E,T&D Committee – Cllrs D’Abbro, Donaldson, Fenning, King, Mulinya and Scott • LT Sub-committee – Cllrs King and Wallin (one more Member needed) | |

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| | <p>Deputy Town Clerk to attend the Allotments Working Group meetings.</p> <p>The dates and times of meeting were debated, consideration was given to moving the Full Council meeting to a Wednesday.</p> <p>Cllr Green and Cllr Scott left the meeting.</p> <p>It was RESOLVED: that the Full Council meetings to remain on a Tuesday, all Committee meetings to be scheduled at 6.30pm and Full Council at 7pm.</p> <p>Cllr King requested that the Chair consider a Governance review at the earliest opportunity to increase the number of Cllrs for Westgate on Sea, Cllr Donaldson to research the proposal and report back to Council.</p> | |
| 3750 | <p>Finance and Budget Reports</p> <p>A) Bank Reconciliations 31.03.2023 B) Payment and Receipt Reports 31.03.2023 C) Year End Reports including working details for Annual Return as at 31.03.23 and Trial Balance by cost centre for year end.</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Fenning and RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports 31.03.2023; Annual Return working details report and Trial Balance by cost centre be received.</p> | |
| 3751 | <p>Annual Review</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that the Asset Register for the Council, the confirmation of Insurance Cover were received, Annual Subscriptions for Campaign to Protect Rural England, National Allotment Society, Society of Local Council Clerk, National Association of Local Councils and National Association of Local Councils were agreed and that the renewal for KALC/NALC membership was agreed at a cost of £1,695.00 for the year 2023/2024 and that the list of Direct Debits was approved by Council</p> | |
| 3752 | <p>Representation on Outside Bodies 2023/2024</p> <p>Following a debate the following membership on outside bodies to represent the Town Council for the year 2023/2024 were agreed:</p> <p>Thanet Area Committee – Cllrs Donaldson and Veck Westgate Heritage Centre – Cllr Wallin Social Enterprise Kent CIC – Cllr D’Abbro Thanet Charities Forum – Cllr D’Abbro Thanet Volunteer Bureau – Cllr Fenning</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that the membership on outside bodies to represent the Town Council for year 2023/2024 were:</p> | |

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| | <p>Thanet Area Committee – Cllrs Donaldson and Veck Westgate Heritage Centre – Cllr Wallin Social Enterprise Kent CIC – Cllr D’Abbro Thanet Charities Forum – Cllr D’Abbro Thanet Volunteer Bureau – Cllr Fenning</p> | |
| 3753 | <p>Public Participation Session One resident spoke about the importance of the Coastal Community Team and urged the Council to continue with this initiative. The Totally Locally campaign was gaining momentum and could help to engage volunteers for events. There are a wide range of groups in the town who could be working collaboratively to promote the town and make a difference.</p> | |
| 3754 | <p>Small Grants Scheme Funding Application Town Clerk provided the details of an application under the Small Grants Scheme: Westgate Cricket Club for the renovation of the changing rooms at the Westgate Cricket Club. Members debated the application and agreed to fund a sum of £500.00. It was moved by Cllr Veck and seconded by Cllr Donaldson and agreed that the Town Council to award the sum of £500.00 to the Westgate Cricket Club to assist with the renovations of the changing rooms at the Westgate Cricket Club. One Member abstained.</p> | |
| 3755 | <p>Internal Audit Report Update Town Clerk reported that the internal audit was completed on 21st April 2023 by the appointed internal auditor David Buckett. The report was shared with Members for receipt. Town Clerk reported that this was the last year that Mr Buckett was to carry out the audit work as he was retiring. A new internal auditor will need to be appointed by Council, HR Committee to consider this appointment in due course. It was moved by Cllr Donaldson and seconded by Cllr Fenning and RESOLVED: that the internal audit report from David Buckett was received by Council. Town Clerk was thanked for her hard work to ensure the Council has maintained low risks in all areas of operations.</p> | |
| 3756 | <p>Appointment of Chaplain for Town Council It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the appointment of Rev Susan Wing as Chaplain for the Town Council was confirmed.</p> | |
| 3757 | <p>Appointment of Councillor Internal Auditor for Town Council</p> | |

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| | It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the appointment of Cllr Veck as Councillor Auditor was confirmed. | |
| 3758 | <p>Bank Signatories Update</p> <p>Following the recent election it is now necessary to review the bank signatories, all ex-Town Councillors to be removed from the bank mandate and records and a requirement to appoint a further two bank signatories to ensure that at least two signatories are available at any one time. The bank requires two signatories to authorise all payments who must be elected Members.</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that Cllr Mulinya and Cllr Wallin were nominated as the two additional signatories to join Cllr Donaldson and Cllr Veck who are the two existing signatories for Unity Trust Bank.</p> | |
| 3759 | <p>Planning Appeal APP/Z2260/W/22/3312740</p> <p>Town Clerk shared details of the appeal in relation to 2 Tidwell Mews, including the appellant's grounds of appeal, Members were invited to comment as a consultee.</p> <p>The Town Council did object to this planning application previously and it was agreed that these comments submitted in response to the original planning application were an adequate response and no further representation was necessary. It was noted that the original comments have already been forwarded to the Inspectorate.</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Wallin and RESOLVED: that the Council will not provide any further comment or representation in relation to the planning appeal for 2 Tidwell Mews. One Member abstained.</p> | |
| 3760 | <p>General Power of Competence</p> <p>Town Clerk provided a report including the background to the GPC and invited Members to adopt the GPC for the next four-year period until May 2027.</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that the General Power of Competence was adopted by Council for the four-year period until May 2027.</p> | |
| 3761 | <p>Town Councillor Vacancy</p> <p>Town Clerk reported that following the election it has now been confirmed from Thanet District Council Electoral Services team that as there are less than 35 working days since the election date a Notice of Vacancy is not required; the Council can proceed with the vacancy as a Co-option. Town Clerk shared a draft advertisement</p> | |

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| | for approval, the co-option procedure the Town Council as previously adopted for consideration. It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that the Co-option advertisement was published and the Co-option procedure used previously was adopted by Council | |
| 3762 | Next Meeting The next meeting is 6 th June 2023 | |
| 3763 | Meeting Closed at 20.29 hours | |

Signed.....

Dated.....

Chair of the Council

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