



**Minutes of the Virtual Town Council Meeting of
Westgate on Sea Town Council
Held on Tuesday 2nd February 2021 at 7pm**

Present	Cllrs Cornford (Chairperson), O'Connor (Vice-chair), Donaldson, Nightingale, Page, Pennington, Dr H Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and 4 residents	
2549	To receive apologies for absence Cllr Green, Cllr M Scott and Cllr Dawson (KCC)	
2550	Members' Declarations of Interest There were none.	
2551	Minutes It was moved by Cllr O'Connor and seconded by Cllr Wallin and RESOLVED: that the minutes of the Council meeting held on 5th January 2021 be signed and approved as a true record of the meeting. It was moved by Cllr Donaldson and seconded by Cllr Nightingale and RESOLVED: that the minutes of the F&GP Committee held on 17th November 2020 were received. It was moved by Cllr Pennington and seconded by Cllr O'Connor and RESOLVED: that the minutes of the HR Committee held on 24th November 2020 were received. It was moved by Cllr Page and seconded by Cllr Pennington and RESOLVED: that the minutes of the PH&E Committees held on 8th and 14th December 2020 were received.	
2552	Town Clerk Report Town Clerk reported on the following items: <ul style="list-style-type: none"> • Westgate in Bloom update • The role of Tree/Biodiversity Warden update • Census 2021 reminder for 21.03.2021 • Town Council magazine delivery update • Annual Town Meeting date confirmed 22.04.2021 • Scarecrow Festival for 2021 date July confirmation 	
2553	KCC/TDC Councillor Reports Cllr Cornford read a report from Cllr Dawson on the following items: <ul style="list-style-type: none"> • Update on KCC health, schools and business recovery strategy • Vision Zero consultation details • Kent Experience Project initiative details 	

2554	<p>Councillor Reports</p> <p>Cllr Pennington reported on the recent attendance to the KALC Executive Committee and important points covered by the Kent wide Members. Cllr Pennington added that the next Business Forum meeting is scheduled for Monday 8th February.</p> <p>Cllr Donaldson reported on the Food Club and the importance of Changing Minds at the Lodge for supporting those in need of emergency food supplies.</p> <p>Cllr Wallin reported on volunteering undertaken in the locality.</p> <p>Cllr Dr H Scott reported on the consultation by KCC for the new proposed walking/cycling route from Margate sands to Birchington.</p>	
2555	<p>Public Participation Session</p> <p>There were two requests to speak on the proposed outline planning application for the Gallops and on the subject of new defibrillators and the proposed Scarecrow Festival.</p> <p>One resident raised the proposed development on agricultural land and reported that an action group had now been formed. The following points were raised:-</p> <ul style="list-style-type: none"> • Is there a planning consultant that the Town Council can recommend? The consultant used by the Town Council was Goldstone Town Planning. • Can all the previous reports and information that the Town Council has provided be shared with the action group? • Is there any possibility for financial support for the action group from the Town Council? <p>Cllr Dr H Scott reported on the position and advised that the Town Council information is on the website and the points that form the objection from the Town Council have been communicated to TDC and are on the TC website. Cllr O'Connor advised that any request for TC support should be communicated to the F&GP Committee including details to be considered. The Town Clerk to draft a letter to Sir Roger Gale MP in relation to building on agricultural land concern and to be shared with Members for the March Full Council meeting.</p> <p>Another resident reported on the recent fund-raising activities for the defibrillator project and the proposed Scarecrow Festival for July 2021. The Scarecrow Festival is proposed for a week this year and it is hoped that more of the community, Business Forum and Town Councillors can be involved.</p>	
2556	<p>Finance Reports</p> <p>A) Bank Reconciliations 31.12.20</p> <p>B) Payment and Receipt Reports 31.12.20</p>	

	<p>C) Receipts and Payments by Budget Heading 31.12.20</p> <p>D) Annual Budget by Combined Account Code</p> <p>E) Budget Forecast and Earmarked Reserves Reports to end of December 2020.</p> <p>Cllr O'Connor reported that the Forecast was now complete for the third quarter of the financial year and the VAT had been reclaimed for the third quarter of expenditure. Following the F&GP Committee there were discussions about the underspend of the Grants and Donations budget this year and the Earmarked Reserves for the Capital Projects for £15,000 which was still not identifying specific projects. It was agreed that the Town Clerk and Cllr O'Connor would collate and report a list of Capital Projects for the next Full Council meeting.</p> <p>It was moved by Cllr Pennington and seconded by Cllr Donaldson and RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports, Receipts, Payments by Budget Heading and Annual Budget by Combined Account Code for 31.12.20 be received.</p> <p>It was RESOLVED: that the Budget Forecast and Earmarked Reserves Reports be received.</p>	
2557	<p>2021 KALC Community Awards Scheme</p> <p>Town Clerk reported on the recently adopted KALC Community Awards Scheme; Members were invited to submit nominations for an individual or group with the explanation for the proposed award. Town Clerk received two nominations.</p> <p>It was RESOLVED: that the nomination submitted to KALC was for M Wiseman and P Toghill and this was to represent the work undertaken on Sea Road and improving environmental and social wellbeing.</p>	
2558	<p>War Memorial Recreation Ground Updates</p> <p>a) This item was withdrawn and deferred to the next meeting due to one quotation still awaited.</p> <p>b) Following the recommendation from the F&GP Committee the Town Clerk reported on the proposed new site for the container which has been agreed to be purchased by Council. The proposal is to now site next to the pavilion in the War Memorial Recreation Ground.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Page and RESOLVED: that the container be purchased and sited next to the pavilion in the War Memorial Recreation Ground on Lymington Road and that the purchase price is acknowledged as having increased by £200 since the resolution, the cost is now £1,800.00 plus VAT.</p>	
2559	Defibrillators for the Town Update	

	<p>Town Clerk reported on the fund raising successfully carried out by Community Spirit Craft Group and the latest funding position for the purchase of a defibrillator and two heated outside cabinets following three streams of activity.</p> <p>It was moved by Cllr Page and seconded by Cllr O'Connor and RESOLVED: that the shortfall for the purchase of two external heated cabinets and one defibrillator is met by funding from the Town Council; the shortfall is £267.72 and will be slightly increased once the deduction of the Just Giving fee of £60.62 is added.</p> <p>It was moved by Cllr Pennington and seconded by Cllr Nightingale and RESOLVED: that the Town Council will meet the cost of installation for the external cabinets which is estimated at £300.00.</p> <p>It was moved by Cllr Page and seconded by Cllr O'Connor and RESOLVED: that the Town Council purchase an external heated cabinet for the purpose of moving the defibrillator from inside Edwards Supermarket to be available in a cabinet 24 hours a day at the cost of £425.00.</p>	
2560	<p>New Policies for the Town Council</p> <p>Following the recommendation from the HR Committee the Town Clerk shared the draft policies for debate with Members; Safeguarding and Training and Development Policies.</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Page and RESOLVED: that the Safeguarding Policy was adopted by Council</p> <p>It was moved by Cllr Pennington and seconded by Cllr O'Connor and RESOLVED: that the Training and Development Policy was adopted by Council</p>	
2561	<p>Draft Report for Formal Request of Financial Contribution for the Community</p> <p>Town Clerk shared a draft report with Members with details of a proposed requested financial contribution for the community of Westgate on Sea from the developers if the proposed housing development is granted planning permission. Following a short debate Members adopted the report.</p> <p>It was moved by Cllr Dr Scott and seconded by Cllr Pennington and RESOLVED: that the Town Clerk should share the prepared report with the Planning Officer at TDC with a view to commencing conversations with the agents acting on behalf of the developers for the outline planning application for the development known as the Gallops. The report represents a formal request from the Town Council</p>	

	that the proposal is considered to be included and funded through a S106 Agreement between TDC and the developers if the development is granted planning permission.	
2562	Appointment of Internal Auditor It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that Mr David Buckett is appointed as internal auditor for the Council for 2021 to conduct the internal audit in April.	
2563	Consultations – National Transport Survey – Deadline 28.02.2021 Town Clerk shared details of the National Transport Survey which included six independent surveys, after short debate it was proposed to defer this item to the PH&E Committee. It was moved by Cllr O'Connor and seconded by Cllr Nightingale and RESOLVED: that the item is deferred to the next P,H&E Committee to be held on 9 th February 2021.	
2564	Town Council Magazine General Service Agreement Town Clerk shared the proposed renewal of the General Service Agreement for the Town Council magazine for the continuation of the publication following the issue due in April 2021. It was noted that this will include an additional issue this year. It was moved by Cllr O'Connor and seconded by Cllr Dr Scott and RESOLVED: that the General Service Agreement will be renewed and signed on behalf of the Town Council for the next financial year until March 2022 to continue with the publication and distribution of the Town Council magazine.	
2565	Exclusion of Press and Public 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 items in respect of matters relating to the employment of staff. It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the public were asked to leave the meeting during consideration of the following items.	
2566	Staffing Matters Town Clerk and Chairman provided a report to Members on the outcomes from the Town Clerk's appraisal and Councillor behaviour.	
2567	Next Meeting The next meeting is 2nd March 2021	

2568	Meeting Closed at 20.55pm	
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Signed.....

Dated.....02-03-2021

Chairman of the Council