

**Westgate on Sea Town Council
78 St Mildreds Road
Westgate on Sea
Kent CT8 8RF
01843 836182**



Sir/Madam,

You are hereby summoned to attend a meeting of the Town Council of Westgate-on-Sea at 7 pm, **Tuesday 1st February 2022** in Town Council Office, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda.

If you are unable to attend this meeting will you, please advise the Town Clerk's Office in advance by email so that your apologies and reasons for absence can be given at the meeting.

Members of the public are welcome. If you wish to make written representations instead of attending please ensure these are emailed by 4pm on Friday 28th January 2022.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MEMBERS' INTERESTS

Members are requested to disclose any interest they may have in any of the items contained within the agenda.

3. MINUTES

To receive and approve the minutes of the Full Council meeting held on 4th January 2022
(Copy attached – Appendix A)

To receive the minutes of the Planning, Highways & Environment Committee held on 14th December 2021 **(Copy attached – Appendix B)**

To receive the minutes of the Finance & General Purposes Committee held on 19th October 2021 **(Copy attached – Appendix C)**

To receive the minutes of the Human Resources Committee held on 26th October 2021
(Copy attached – Appendix D)

To receive the minutes of the Events, Tourism & Development Sub-Committee held on 4th November 2021 **(Copy attached – Appendix E)**

4. REPORT OF THE COMMUNITY WARDEN

Community Warden to report as appropriate.

5. PUBLIC RIGHT TO SPEAK

The meeting will be adjourned for a maximum of 15 minutes to allow for members of the public from Westgate-on-Sea to speak and address Council. The public right to speak includes non-residents with Westgate-on-Sea residents having priority.

Written notice of the desire to exercise the right to speak and of the topic to be addressed must be given to the Town Clerk prior to 4 pm on the Friday before the meeting.

6. COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORT

KCC and/or TDC Ward Councillors to report on issues affecting Westgate-on-Sea.

7. COUNCILLORS' REPORTS

Councillors to report on any matters dealt with since the last meeting, if appropriate.

8. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

9. FINANCE REPORTS

- a. Bank reconciliations 31.12.21 be received
- b. Payment and Receipt Reports 31.12.21 be received
- c. Receipts and Payments by Budget Heading 31.12.21 be received
- d. Annual Budget by Combined Account Code to end of December 2021 be received
- e. Budget Forecast Report to end of December be received

10. POLICY REVIEW

Town Clerk to provide draft policies for debate as recommended by the HR Committee:

- a) Equality and Diversity Policy
- b) Press and Media Policy
- c) Cyber Policy
- d) Request for Information Policy
- e) Vexatious Policy
- f) Recruitment Policy
- g) Expenses and Allowances Policy

Members are invited to approve the policies as recommended by the HR Committee for Council: **Decision required**

11. TRAINING OPPORTUNITIES

Town Clerk to share training opportunities for Members from various sources, including a unique group training proposal; Members invited to debate if they wish to attend any of the courses individually or in a group: **Decision required**

12. DRAFT NEIGHBOURHOOD PLAN REPORT

Town Clerk to share a summarised report on the outcomes of the consultation exercise and to invite Members to receive the report and give delegated authority for the Town Clerk to work with Goldstone Town Planning to respond to the comments and propose any additions/alterations to the draft NP before returning to Full Council in March for proposed adoption : **Decision required**

13. THANET LOCAL PLAN UPDATE

Thanet District Council is conducting a partial update of the Thanet Local Plan and have prepared two discussion papers and a number of studies have been undertaken for which they are now inviting comments. Town Clerk to share the draft response with Members and invite debate; consultation is open until 5pm on 4th February 2022: **Decision required**

14. BIRCHINGTON NEIGHBOURHOOD PLAN CONSULTATION – REGULATION 16

TDC are seeking views on the proposed draft NP from Birchington Parish Council; the consultation deadline is 24.02.22. Members are invited to comment and delegate the collated response to the Town Clerk and Chairman: **Decision required**

15. KALC 2022 COMMUNITY AWARD SCHEME

Town Clerk to share details of the KALC Community Award Scheme for 2022; Members are invited to adopt the scheme and provide a nomination with their reason for the award to be submitted to KALC by 14.02.22: **Decision required**

16. APPOINTMENT OF INTERNAL AUDITOR

Members requested to appoint internal auditor Mr David Buckett for the Council for 2022 internal annual audit: **Decision required**

17. TOWN COUNCIL MAGAZINE GENERAL SERVICE AGREEMENT

Town Clerk to share the proposed renewal of the General Service Agreement for the Town Council magazine for the continuation of the publication from April 22 to April 23: **Decision required**

18. CO-OPTION QUESTIONS

Town Clerk to share details of the six registrations of interest for the two Town Councillor vacancies and proposes to invite Members to shortlist to four who will be then invited for interview; this process will be undertaken blind which involves removing all personal details to enable objective decision based on skills, experience and suitability: **Decision required**

G Gray

**Signed: Gill Gray
Town Clerk & RFO
Westgate-on-Sea Town Council**

27TH January 2022