



Date of Issue 9<sup>th</sup> May 2019

**To all members of Westgate-on-Sea Town Council**

**You are summonsed to attend the ANNUAL GENERAL MEETING of the**

**Westgate-on-Sea Town Council**

**on Wednesday 15th May 2019 at 7pm**

**at United Services Reform Church, Westgate Bay Avenue, Westgate on Sea CT8  
8SN**

**Members of the public and press are welcome to attend**

Signed: *G. Gray* Town Clerk & RFO

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Members: Cllr Pennington (Chairman); Cllr Cornford; Cllr Donaldson; Cllr Micallef;  
Cllr Nightingale; Cllr O'Connor; Cllr Page; Cllr H Scott; Cllr M Scott; Cllr Wallin

1. **To Elect Chairperson – the Chairperson to take the Declaration of Acceptance of Office**
2. **To Appoint Vice Chairperson**
3. **To receive and accept apologies for absence**
4. **To receive declarations of pecuniary and non-pecuniary interests**
5. **Minutes – to receive and approve the minutes of the meeting held on 2nd April 2019** (Appendix A)
6. **Chairperson’s Announcements – to receive announcements**
7. **To receive and approve the minutes from committees held since the 26/03/2019:**
  - (a) Events and Tourism Committee – 26/03/2019 (Appendix B)
  - (b) Human Resources Committee – 26/03/2019 (Appendix C)
  - (c) F & General Purposes Committee – 16/04/2019 (Appendix D)
8. **Review of Governance Arrangements**  
Draft Committee Terms of Reference and Scheme of Delegations –  
Members are invited to debate and approve – **Decision required.**  
(Appendix E)
9. **Committee and Working Group Appointments 2019/20**

To debate and approve Committee and Working Group Membership –  
**Decision required.** (Appendix F)

**10. Financial and Budget Reports using Excel and Finance System RBS Rialtas**

- (a) Year End bank reconciliation be received. (Appendix G)
- (b) Year End Budget v Expenditure be received. (Appendix H)
- (c) Reserves Report be received. (Appendix I)
- (d) Payments Report March 19 be received. (Appendix J)

**11. Annual Review**

To complete annual review

- i. Inventory List (Appendix K)
- ii. Confirmation of Insurance Cover (Appendix L)
- iii. Annual Subscriptions – currently Society of Local Council Clerks, National Association of Local Councils and Kent Association of Local Councils
- iv. List of Direct Debits and Standing Orders (Appendix M)

**12. General Power of Competence**

Town Clerk to provide a report and request that Council resolve to declare its eligibility to adopt the GPC and adopt from 15<sup>th</sup> May 2019 – **Decision required.** (Appendix N)

**13. Public Participation Session**

The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.

**14. Reports from Councillors**

To receive oral reports from Councillors if applicable

**15. Reports from District Councillors**

To receive oral reports from district councillors.

**16. Report from Community Warden**

To receive report from Community Warden