

**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 2nd November 2021 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, please ensure that you wear a face covering and use the hand sanitiser at the entrance.

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 5th October 2021 **(Copy attached – Appendix A)**

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

To receive the minutes of the Human Resources Committee held on 3rd August 2021 **(Copy attached – Appendix C)**

4. COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORT

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

5. COUNCILLORS' REPORTS

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

6. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

7. 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.

8. FINANCE REPORTS

- a. Bank reconciliations 30.09.21 be received
- b. Payment and Receipt Reports 30.09.21 be received
- c. Receipts and Payments by Budget Heading 30.09.21 be received
- d. Annual Budget by Combined Account Code to end of September 2021 be received
- e. Budget Forecast Report be received

9. RENEWAL OF DATA PROTECTION OFFICER SERVICE FOR 2021/22

Town Clerk to request that the DPO Service provided by Satswana is renewed for 2021/22 at a cost of £500.00: **Decision required**

10. TOWN COUNCIL VACANCIES

Town Clerk to provide an update on the process for the two Town Councillor vacancies and invite comments from Members on the process recommended to be used for Co-option by the HR Committee: **Decision required.**

11. KALC AGM – SATURDAY 13TH NOVEMBER ON ZOOM

Town Clerk to share details of the Notice of the AGM for KALC; two representatives from the Town Council are invited to attend; Members to nominate: **Decision required**

12. COMMUNITY CENTRE, LYMINGTON ROAD, WESTGATE

Town Clerk to share a report which highlights the position with the lease for the Community Centre on Lymington Road due for renewal with TDC in early 2024; WOSCCA have approached the Town Council and have a proposal for the future of the Community Centre: **Decision required**

13. TRAINING OPPORTUNITIES

Town Clerk to share details of training opportunities and an update on the budget position for this fiscal year for training at the Town Council.

14. HIPS AND TRAFFIC SURVEY RESULTS

Town Clerk to share the recent traffic surveys data and to advise on the process for progressing with any proposed traffic improvement project: **Decision required**

15. ACTION PLAN UPDATE

Town Clerk to share progress report on the Town Council Action Plan for this year.

16. PLANNING APPLICATIONS FOR TREE WORKS

Town Clerk to share planning application notifications from TDC with deadlines that occur before the next PHE Committee

- A) TPO/TH/21/1632 – Questeds, 76 Canterbury Road, Westgate on Sea: **Decision required**
- B) TCA/TH/21/1602 – Piggybank Nursery, 47 Station Road, Westgate on Sea: **Decision required**

17. POLICE AND CRIME PLAN SURVEY – DEADLINE 12.11.21

Town Clerk to share details of the survey and how the community can access to get their views heard about how to help shape the priorities of Kent Police going forward – this is the link to the survey - <https://www.smartsurvey.co.uk/s/PCC2021/>.

EXCLUSION OF PRESS AND PUBLIC

Council is 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 will be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

18. HUMAN RESOURCES COMMITTEE REPORT

- A) Proposed new role to support the acquisition of the War Memorial Recreation Ground:
Decision required
- B) Review of the Job Description for the role of Town Clerk/RFO: **Decision required**

G Gray

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

28th October 2021