



**Minutes of the 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 5<sup>th</sup> April 2022 at 7pm**

Present	Cllrs Cornford (Chair), Calcutt, Donaldson, Green, Nightingale, O'Connor, Dr H Scott, Parry	
Also, in attendance	Mrs Kirsty Holroyd (Locum) and one resident	
3138	<b>To receive apologies for absence</b> Cllr Crow-Brown (KCC), Cllr M Scott and Cllr Wallin	
3139	<b>Members' Declarations of Interest</b> None	
3140	<b>Minutes</b> It was moved by Cllr O'Connor and seconded by Cllr Parry and <b>RESOLVED: that the minutes of the Full Council meeting held on 5<sup>th</sup> April 2022 be signed and approved as a true record of the meeting.</b> It was <b>RESOLVED: that the minutes of the PH&amp;E Committee held on 8<sup>th</sup> February 2022 were received.</b> It was <b>RESOLVED: that the minutes of the ET&amp;D Sub-Committee held on 3<sup>rd</sup> February 2022 were received.</b> <b>An Extra Ordinary Meeting was proposed for Monday 11<sup>th</sup> April at 7pm to consider the St George's Day proposal to fly a flag at the War Memorial on Sea Road.</b>	
3141	<b>Public Participation Session</b> No requests received.	
	<b>KCC/TDC Councillor Reports</b> Cllr M Scott shared a report in his absence which Cllr Cornford shared at the meeting. The report included:- <ul style="list-style-type: none"> <li>• TDC digital waste portal update</li> <li>• TDC open portal that manages business rates and Council Tax</li> <li>• Assisting at George VI Park tree planting with Thanet Urban Forest and Peter Hasted</li> <li>• Recent attendance at the Action Against Housing meeting</li> <li>• Assisting with GB Spring Clean</li> </ul>	
3142	<b>Councillor Reports</b> Cllr Parry reported:- <ul style="list-style-type: none"> <li>• That he attended his first Community Surgery and three people visited</li> </ul>	

	<ul style="list-style-type: none"> <li>• That he assisted with the seeding on the wildflower meadows at the Community Centre green.</li> <li>• That he attended planning training and Dynamic Cllr training provided by KALC</li> <li>• That he participated in two litter picks</li> </ul> <p>Cllr Calcutt reported:-</p> <ul style="list-style-type: none"> <li>• That she participated in a litter pick</li> </ul> <p>Cllr O'Connor reported:-</p> <ul style="list-style-type: none"> <li>• That she attended a Community Surgery</li> </ul> <p>Cllr Donaldson reported:-</p> <ul style="list-style-type: none"> <li>• The progress update for the Community Hub CIC at St Saviours Church</li> <li>• That he has applied to RHS for a funding bid of £10,000 to support the garden of St Saviours</li> <li>• An update from the Business Forum</li> <li>• That he has attended Funding Workshops, Thanet Charities Forum, GAP project in Broadstairs and KALC Executive Committee.</li> </ul>	
3143	<p><b>Town Clerk Report</b> Town Clerk absent.</p>	
3144	<p><b>Finance Reports</b></p> <p>A) Bank Reconciliations 28.02.2022  B) Payment and Receipt Reports 28.02.2022  C) Receipts and Payments by Budget Heading 28.02.2022 be received  D) Annual Budget by Combined Account Code 28.02.2022  E) Budget Forecast Report as at 28.02.2022</p> <p><b>It was RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports 28.02.2022; Receipts and Payments by Budget Heading and Annual Budget by Combined Account Code for 28.02.2022 and Budget Forecast Report be received.</b></p>	
3145	<p><b>Facebook Page Potential "Passing Off" of Town Council</b></p> <p>Town Clerk's report was shared with Members in relation to the concerns that the Westgate-on-Sea Town Council Discussion Group Facebook page is perceived by some residents as the official Facebook page for the Town Council.</p> <p><b>It was RESOLVED: that the Town Clerk pursues the request that the name and imagery of the Westgate-on-Sea Town Council Discussion Group Facebook page are altered to prevent any further risk of misrepresentation or potentially mistaken as the official Town Council Facebook page. The Town Clerk has delegated authority to</b></p>	

	<p><b>commence the first step to write to the Administrators/Moderators of the Facebook page to formally request that the name and imagery are altered; to remove the name of the Town Council and the photograph of the Town Council office.</b></p>	
3146	<p><b>Proposed New Policy – Environment Policy</b> Members debated the new proposed policy and Cllr Dr H Scott reported that she had added the text in section 2.5 and supported the policy. <b>It was RESOLVED: that the Environment Policy is adopted by Council.</b></p>	
3147	<p><b>Policy Review</b> Draft policies were shared for debate, as recommended by the HR Committee:</p> <ul style="list-style-type: none"> <li>a) Data Protection Policy</li> <li>b) Lone Working Policy</li> <li>c) Health and Safety Policy</li> <li>d) Councillors Email Policy</li> <li>e) Website Policy</li> <li>f) Training &amp; Development Policy</li> </ul> <p><b>It was RESOLVED: that the following policies were adopted –</b></p> <ul style="list-style-type: none"> <li>A) Data Protection</li> <li>B) Lone Working – suggestions for Lone Working RA and procedure including possible personal alarm for Groundsperson</li> <li>C) Health and Safety</li> <li>D) Councillors Email Policy</li> <li>E) Website Policy</li> <li>F) Training and Development Policy</li> </ul>	
3148	<p><b>Meeting Dates for 2022/2023</b> <b>It was RESOLVED: that the proposed meeting schedule for 2022/2023 was adopted by Council.</b></p>	
3149	<p><b>Proposal for Potential Twinning with Przemysl in Poland</b> Members considered a report on the twinning process and the benefits for the potential twinning with Przemysl in Poland. <b>It was RESOLVED: that the Town Clerk is to explore the proposal for potential twinning with Przemysl on the Ukrainian/Polish border; research to be undertaken by the Town Clerk and reported back to Members at a future Town Council meeting.</b></p>	
3150	<p><b>Local Council Award Scheme Update</b> <b>It was RESOLVED: that the Town Clerk prepare for the next application round and seek the Quality</b></p>	

	status from the LCAS facilitated by NALC for the Council.	
3151	<b>Payment Authorising for Unity Trust Bank</b> It was <b>RESOLVED</b> : that Cllrs Donaldson and Parry will be enrolled as two additional signatories for the Town Council payments from the Unity Trust Bank accounts.	
3152	<b>Membership of Human Resources Committee</b> It was <b>RESOLVED</b> : that Cllr Calcutt will join the HR Committee	
3153	<b>EXCLUSION OF PRESS AND PUBLIC</b> 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 Public Conveniences. <b>It was RESOLVED: that the press and public were excluded from the remainder of the meeting.</b>	
3154	<b>Public Conveniences Review</b> Members debated a report that related to a review of the public conveniences in the town. 20.16 hours Cllr M Scott and Cllr Wallin joined the meeting.	
3155	<b>Next Meeting</b> The next meeting is 11 <sup>th</sup> April 2022	
3156	<b>Meeting Closed at 20.28 hours</b>	

Signed.....

Dated...03-05-2022

Chair of the Council