



**Minutes of the Town Council Meeting of
Westgate on Sea Town Council held in Function Room,
Town Hall Buildings, 31 St Mildreds Road, Westgate on Sea
CT8 8RE**

Held on Tuesday 6th July 2021 at 7pm

Present	Cllrs Cornford (Chairperson), Donaldson, Green, Nightingale, O'Connor, Page, Pennington, Dr H Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk), Cllr Wright (KCC), Lisa Harrison (Community Warden) and Arron Kluibenschadl (Team Leader)	
2739	To receive apologies for absence Cllr M Scott and Cllr Crow-Brown (KCC)	
2740	Members' Declarations of Interest There were none.	
2741	Minutes It was moved by Cllr Green and seconded by Cllr Donaldson and RESOLVED: that the minutes of the Full Council meeting held on 1st June 2021 be signed and approved as a true record of the meeting. It was moved by Cllr Pennington and seconded by Cllr Donaldson and RESOLVED: that the minutes of the PH&E Committee held on 17th May 2021 were received.	
2742	KCC/TDC Councillor Reports There were reports from both KCC Councillors:- Cllr Crow-Brown shared updates as follows:- <ul style="list-style-type: none"> • Flood/drainage issues followed up with Kent Highways • Pedestrian safety enquiry for Minster Road traffic lights; awaiting KCC advice • Recognise and Remember Armed Forces Covenant Sub Group report Cllr Wright shared an update as follows:- <ul style="list-style-type: none"> • The ongoing situation with the proposed installation of a new permanent mast near to the Cricket Club and St Saviours School • The parking of camper vans and the proposed TRO from KCC 	
2743	Councillor Reports Cllr Donaldson reported on the following items:- <ul style="list-style-type: none"> • Attendance to SLCC Leadership in Action Conference • Meeting to discuss proposed new Community Garden project at St Saviours Church 	

	<ul style="list-style-type: none"> • Social Enterprise Kent meeting attended to learn about funding opportunities. • Kent Coast Volunteering networking lunch meeting • Westgate on Sea Community Centre Association AGM • NHS Day event <p>Cllr Green reported on the inaugural Events, Tourism & Development Sub-Committee of which he has now been appointed as Chair.</p> <p>Cllr Page reported that she jointly hosted a recent Saturday Surgery at the Town Council office.</p> <p>Cllr O'Connor reported on her recent involvement with the Scarecrow Festival and stewarding for Food and Drink Festival.</p> <p>Cllr Dr H Scott reported that the young trees planted on the Community Green were healthy and the wildflower display was appreciated.</p> <p>Cllr Cornford reported on the Queen's Green Canopy tree planting initiative to mark the Her Majesty's Platinum Jubilee in 2022.</p>	
2744	<p>Town Clerk Report</p> <p>Town Clerk reported on the following items:</p> <ul style="list-style-type: none"> • Westgate in Bloom • Scarecrow Festival • Westgate Summer Market • NHS Day and Town Anniversary Day • GB Spring Clean • Saturday Surgeries • Office Administrator/Receptionist Recruitment update • Virtual Leadership Conference 	
2745	<p>Community Warden Introduction</p> <p>Arron shared an overview of the Warden service with Council and explained the multitask force approach now adopted in Thanet. The process for a referral form was explained and the circumstances that might prompt this action. Lisa introduced herself as the new Westgate Community Warden and praised the welcome she had received from the community since starting the role.</p>	
2746	<p>Public Participation Session</p> <p>There were no requests to speak.</p>	
2747	<p>Review of Governance Arrangements</p> <p>a. Town Clerk shared the draft Standing Orders with Members for debate.</p> <p>It was moved by Cllr Green and seconded by Cllr O'Connor and RESOLVED: that the Standing Orders were approved and adopted by Council for 2021/22</p>	

	<p>b. Town Clerk shared the draft Financial Regulations with Members for debate. It was moved by Cllr Pennington and seconded by Cllr Wallin and RESOLVED: that the Financial Regulations were approved and adopted by Council for 2021/22</p>	
2748	<p>Policies for the Town Council</p> <p>a. Town Clerk shared the Code of Conduct with Members. It was moved by Cllr Pennington and seconded by Cllr Green and RESOLVED: that the Code of Conduct was approved and adopted by Council for 2021/22.</p> <p>b. Town Clerk shared the Social Media Policy with Members. It was moved by Cllr O'Connor and seconded by Cllr Green and RESOLVED: that the Social Media Policy was approved and adopted by Council for 2021/22.</p>	
2749	<p>Finance Reports</p> <p>A) Bank Reconciliations 31.05.21 B) Payment and Receipt Reports 31.05.21 C) Receipts and Payments by Budget Heading 31.05.21 be received D) Annual Budget by Combined Account Code 31.05.2021</p> <p>Members discussed the banking arrangements at present and it was agreed that research into a merchant bank should be undertaken by the Town Clerk and a report prepared for a future F&GP Committee meeting. It was moved by Cllr Nightingale and seconded by Cllr Pennington and RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports, Receipts and Payments by Budget Heading and Annual Budget by Combined Account Code for 31.05.21 be received.</p>	
2750	<p>Representation on Thanet Area Committee</p> <p>Town Clerk invited nominations for three Members to represent the Town Council at the TAC; Cllr Cornford, Cllr Donaldson and Cllr Pennington were proposed. It was moved by Cllr O'Connor and seconded by Cllr Green and RESOLVED: that the three Members who would represent the Town Council at the Thanet Area Committee were Cllrs Cornford, Donaldson and Pennington.</p>	
2751	<p>Draft Terms of Reference for F&GP Committee and E,T&D Sub-Committee</p>	

	<p>Town Clerk shared the draft Terms of Reference for F&GP Committee and E,T&D Sub-Committee with Members and invited debate.</p> <p>It was moved by Cllr Page and seconded by Cllr Pennington and RESOLVED: that the Terms of Reference for F&GP Committee and E,T&D Sub-Committee were adopted by Council.</p>	
2752	<p>Neighbourhood Plan Regulation 14 Preparation and Budget Provision</p> <p>Town Clerk shared a report that outlined the proposed Regulation 14 consultation process and included details of funding secured to meet some of the costs. The report contained details of proposed additional expenditure from Ear Marked Reserves for Plan Support. The item was debated and it was agreed that when the consultation survey was live that the office will be offered to residents who need access to a PC.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Nightingale and RESOLVED: that Breakthrough Communications were appointed to undertake the Digital Survey and Consultation Statement which will be funded by the Locality Funding; in addition, this funding to cover the purchase of banners and venues for face-to-face consultation.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Green and RESOLVED: that funds from the Ear Marked Reserves for Plan Support will be utilised to cover the cost for printing 100 copies of the draft NP the local printer option at £780.00, provide a design for printed leaflet/survey and host virtual consultation events for the Town Council.</p>	
2753	<p>Utility Provision for the Town Council Renewal</p> <p>Town Clerk shared the report with Members that included quotations for the annual renewal of a contract for the electricity and gas that the Town Council uses at the office and Recreation Ground. There was debate around Green Energy and how the Council could progress to net zero carbon energy.</p> <p>It was moved by Cllr Dr H Scott and seconded by Cllr O'Connor that the supplier Octopus Energy were the preferred contract provider for the energy for the Town Council for 2021/22; 100% renewable electricity and carbon offsetting for the gas supply.</p>	
2754	<p>Amendment 15 and Hengist Road One Way Order – Thanet</p> <p>Town Clerk shared details and proposed deposit documents for Amendment 15a Waiting Restrictions Order on Canterbury and Hengist Road and a One-Way</p>	

	Order on Hengist Road; KCC are seeking comments and representations. It was moved by Cllr Green and seconded by Cllr Pennington and RESOLVED: that the Town Council was in support of the proposed Orders by KCC.	
2755	Next Meeting The next meeting is 7 th September 2021	
2756	Meeting Closed at 20.55pm	

Signed..........

Dated.....07:09.2021.....

Chairman of the Council

