

**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 5th April 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 1st April 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 1st March 2022
(Copy attached)

To receive the minutes of the Planning, Highways & Environment Committee held on 8th February 2022 **(Copy attached)**

To receive the minutes of the Events, Tourism & Development Sub-Committee held on 3rd February 2022 **(Copy attached)**

4. 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.

5. COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORT

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

6. COUNCILLORS' REPORTS

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

7. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

8. FINANCE REPORTS

- a. Bank reconciliations 28.02.22 be received
- b. Payment and Receipt Reports 28.02.22 be received
- c. Receipts and Payments by Budget Heading 28.02.22 be received
- d. Annual Budget by Combined Account Code to end of February 2022 be received
- e. Budget Forecast Report to end of February 2022 be received

9. FACEBOOK PAGE POTENTIAL "PASSING OFF" OF TOWN COUNCIL

Town Clerk to report to Members on 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: **Decision required**

10. PROPOSED NEW POLICY FOR THE TOWN COUNCIL – ENVIRONMENT POLICY

Town Clerk to share a final draft Environment Policy with Members and invite proposed adoption by Council: **Decision required.**

11. POLICY REVIEW

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

- a) Data Protection Policy
- b) Lone Working Policy
- c) Health and Safety Policy
- d) Councillors Email Policy
- e) Website Policy
- f) Training & Development Policy

Members invited to resolve the adoption of these policies: **Decision required**

12. MEETING DATES FOR 2022/2023

Town Clerk to provide a report to Members with a proposed meeting schedule for 2022/23: **Decision required**

13. PROPOSAL FOR POTENTIAL TWINNING WITH PRZEMYSL IN POLAND

Town Clerk to report on the twinning process and the benefits following an approach from a local resident with support of the Chairman to explore the potential twinning with Przemysl which is located on the Ukrainian/Polish border: **Decision required**

14. LOCAL COUNCIL AWARD SCHEME UPDATE

Following the success of the application for Foundation status for the Town Council, the Town Clerk would like to propose that the Town Council prepare for the next application round and seek the Quality status from the LCAS which is the next award: **Decision required**

15. PAYMENT AUTHORISING FOR UNITY TRUST BANK

Town Clerk invites nominations for two Town Councillors to function as signatories for the Town Council payments from the Unity Trust Bank accounts: **Decision required**

16. MEMBERSHIP OF HUMAN RESOURCES COMMITTEE

Members are invited to nominate an additional member for the HR Committee: **Decision required**

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 Public Conveniences:

17. PUBLIC CONVENIENCES REVIEW

Town Clerk to report with an update on a review of the public conveniences: **Decision required**

G Gray

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

31st March 2022