

WESTGATE ON SEA TOWN COUNCIL

The Chairman of the Town Council of Westgate on Sea was previously requested on 7th November 2017 to call an Extraordinary Meeting of the Full Council in line with our Standing Orders 6.b

'If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.'

No response has been received from the Chairman therefore two (2) Councillors may convene an Extraordinary Meeting of the Westgate on Sea Town Council in accordance with LGA 1972 schedule 12 9 (2) and in accordance with NALC Legal Topic Note 5 'Council Meetings' and Paragraph 9 of schedule 12 to the 1972 Act in respect of Parish Councils.

Take notice that we Cllr Martyn Pennington Vice Chairman and Cllr Hannah Scott have served notice on all members of Westgate on Sea Town Council, calling for an Extraordinary Meeting to be held at the United Reform Church 54 Westgate Bay Avenue CT8 8SN on 23rd November 2017 at 7.00pm to discuss the following agenda.

Agenda

1. **Welcome**
2. **Health and safety information**
3. **To advise the reason for convening meeting**
4. **To receive and accept apologies for absence**
5. **Declaration of interest**
6. **To receive and approve minutes of the full council meeting held on the 3rd October 2017**
7. **Motion to approve a temporary Clerk** - In order to take minutes and provide legal advice where necessary for this meeting and this meeting alone
8. **Recruitment of Town Clerk/Responsible Financial Officer** - Chairman is required to advise Cllrs of the current situation regarding:
 - a. Advertising and cut off date
 - b. Applications received/acknowledged
 - c. Deadline for interviews
 - d. Anticipated date for new Clerk to be in position
9. **Day-to-day operation of Town Council/Council Offices**
 - a. Office opening hours (notification to residents/Cllrs)
 - b. Out-of-office notifications (phone/email/notices)
 - c. Council website (managing information updates)
 - d. Management and payment of Council staff
 - e. Weekly TDC planning list
 - f. Saturday Morning Surgery

10. Budget 2018/19

URGENT ATTENTION IS NEEDED TO ADDRESS BUDGET 2018/19 AS PROCESS SHOULD HAVE BEGUN IN OCTOBER. ALL DOCUMENTS AND FIGURES ARE NEEDED TO BEGIN AND COMPLETE THE PROCESS IN AN INFORMED WAY.

- a. Examine the spend in all areas/items
- b. Understand the impact of this spend for the next Budget
- c. Implication on the Precept

11. Motion by Cllr. Pennington

'Council welcomes the nomination by TDC of the Westgate-on-Sea Pavilion as an Asset of Community Value and calls on TDC to reach a speedy agreement with the community group concerned on the sale of the asset'.

12. Chairman: Role and Responsibilities

- a. To discuss issues which have arisen recently
- b. Agree improvements/changes to be made
- c. Communication
- d. Attitude and behaviour

Extraordinary Meeting 23rd November 2017