

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 3<sup>rd</sup> March 2020 at 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.*

Residents are invited to attend the meeting.

## 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 4<sup>th</sup> February 2020  
**(Copy attached – Appendix A)**

To receive the minutes of the Planning, Highways & Environment Committee held on 14<sup>th</sup> January 2020 **(Copy attached – Appendix B)**

### 4. COUNTY AND THANET DISTRICT COUNCILLORS' REPORT

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

### 5. REPORT OF THE COMMUNITY WARDEN

The Community Warden will report as appropriate.

### 6. COUNCILLOR'S REPORTS

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

### 7. CHAIRPERSON'S REPORT

Chairperson to report on items since the last meeting.

### 8. 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.***

## **9. FINANCE REPORTS USING RBS RIALTAS FINANCE SYSTEM**

- (a) Bank reconciliations 31.01.2020 be received.
- (b) Payments and Receipts report 31.01.2020 be received.
- (c) Receipts and Payments by Budget Heading to 31.01.20 be received.

## **10. WESTGATE DAY UPDATE**

Town Clerk to invite Members to provide an update on the tasks that were agreed for each Councillor for preparation for the event on 18<sup>th</sup> July 2020.

## **11. POLICY REVIEW**

The Chair of HR Committee and Town Clerk have reviewed the following policies and is recommending for adoption by Council

- A) Cyber Policy: **Decision required**
- B) Vexatious Complaints Policy: **Decision required**
- C) Press and Media Policy: **Decision required**
- D) Equality and Diversity Policy: **Decision required**

## **12. APPOINTMENT OF INTERNAL AUDITOR**

Members requested to appoint internal auditor Mr David Buckett for the Council for 2020 internal annual audit: **Decision required**

## **13. SATURDAY SURGERIES**

Cllr M Scott to invite debate and decision on the frequency and venue for the Community Surgeries in future: **Decision required**

## **14. TOWN COUNCIL MAGAZINE**

The Town Clerk to share proposed general service agreement in relation to the Town Council magazine and to recommend the Town Council continues with the format for a further four issues over the next year: **Decision required**

*G Gray*

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

**27<sup>th</sup> February 2020**