



**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 1st November 2022 at 7pm

Present	Cllrs Cornford (Chair), Donaldson (Vice-Chair), Calcutt, King, O'Connor, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and Finance Assistant	
3471	To receive apologies for absence Cllr Crow-Brown (KCC), Cllr Parry and Cllr Scott and Rev Wing Cllr Green was absent	
3472	Members' Declarations of Interest None	
3473	Minutes It was moved by Cllr Calcutt and seconded by Cllr Donaldson and RESOLVED: that the minutes of the Full Council meetings held on 29th September 2022 & 4th October 2022 be signed and approved as a true record of the meeting. It was RESOLVED: that the minutes of the PH&E Committee held on 27th September 2022 were received. It was RESOLVED: that the minutes of the ET&D Sub-Committee held on 7th September 2022 were received. It was RESOLVED: that the minutes of the F&GP Committee held on 19th July 2022 were received. It was RESOLVED: that the minutes of the HR Committee held on 26th July 2022 were received.	
3474	Public Participation Session No requests received from residents.	
3475	Town Clerk Report Town Clerk reported on the following items: <ul style="list-style-type: none"> • War Memorial Recreation Ground update • Westgate Neighbourhood Development Plan update • Memorial – B-24 Liberator Plaque • Youth Council • Town Council magazine • Christmas Lights update • Farewell to Lindsey our Administrator and Mother Karen at St Saviours Church • Totally Locally Fiver Fest campaign • REVS – Electric van free of charge trial 	

	<ul style="list-style-type: none"> • Neighbourhood Engagement meeting in Westgate on Wednesday 2nd November 2022 • KCC updates – ReferKent and Parish Seminar • Bowel Cancer awareness pop ups to be held in Town Council • Poppy install for Paint the Town Poppy Red on 5th November 2022 	
3 476	<p>KCC/TDC Councillor Reports</p> <p>Cllr Crow-Brown shared a report with the Town Clerk which was read by the Chair and which included:</p> <ul style="list-style-type: none"> • Inflation and demand pressures on Kent County Council • Annual budget for Kent County Council subject to inflationary pressures including capital programme of works • Savings achieved since 2010 in excess of £820 million; tough decisions ahead 	
3 477	<p>Councillor Reports</p> <ul style="list-style-type: none"> • Cllr King reported on recent updates received in relation to the 5G mast at Westgate Cricket Club. • Cllr Cornford explained that KCC Cllr Crow-Brown had sent correspondence recently in relation to pushing for a commitment for Electro Magnetic Field testing. 	
3 478	<p>Finance Reports</p> <p>A) Bank Reconciliations September 2022 B) Payment and Receipt Reports September 2022 C) Annual Budget by Combined Account Code September 2022 D) Budget Forecast Report as at 30th September 2022</p> <p>It was RESOLVED: that the Bank Reconciliations September 2022, Payment and Receipt Reports September 2022; Annual Budget by Combined Account Code September 2022 and Budget Forecast Report for 30th September 2022 be received. The role of Councillor Auditor was explained by the RFO – the Councillor Auditor appointment is part of the Town Council Internal Control processes for Finance. The Statement of Internal Control is agreed each year in May and the most recent copy is available on the Town Council website. There is also reference in Section 2.2 of the Financial Regulations – On a regular basis, at least once in each quarter, and at each fiscal year end, a Member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the bank statements (or similar document) as</p>	

	<p>evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the F&GP Committee and reported to Council. There is no conflict of interest when the Councillor Auditor is the Chair of the F&GP Committee.</p>	
3 479	<p>Review of the Website for the Town Council Town Clerk shared a report with Members and three estimates for a new and improved website; it is proposed that there is provision in the budget for 2023/2024 for a capital cost of approximately £2,000. The estimate for ongoing costs are £500.00 per annum. There followed a short debate and Members acknowledged that a search facility and a WCAG compliant accessible website were important for the Town Council and the wider community. There will be consultation with Members and the community to agree the format of any new proposed website.</p> <p>It was moved by Cllr Calcutt and seconded by Cllr O'Connor and RESOLVED: that the capital cost of £2,000.00 be added to the proposed budget for 2023/2024 and the running costs of £500.00 for the provision of new website for the Town Council.</p>	
3 480	<p>Photocopier Provision for the Town Council Town Clerk shared a report that outlined three quotations from private sector companies as well as the information detailing photocopiers available from KCS Procurement Services who offer procurement services to the UK public sector. Members agreed that the KCS procurement service offered the best value contract and that the Sharp machine was an excellent choice for the Town Council requirements. The proposed contract will be a significant saving for the Town Council.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the Town Clerk contact KCS and arrange for the five-year contract to be prepared in December for signing and order a Sharp BP50C36FK machine. The existing contract with SOS is due to expire in early March 2023 and there is a requirement to have three months lead time for an order to ensure the new machine is available.</p>	
3 481	<p>IT Support and Telephone/Broadband Provision for the Town Council Town Clerk shared a report with three quotations for IT support and comparison for telephony/broadband using voice over internet protocol. One company identified can supply the Microsoft 365 licences, IT support and VOIP telephony/broadband. After a short debate it was agreed</p>	

	<p>that Mitec should be appointed as the new supplier for all the services. This will result in a small cost saving and be more efficient as only dealing with one supplier.</p> <p>It was moved by Cllr Donaldson and seconded by Cllr Calcutt and RESOLVED: that the supplier Mitec are appointed to provide Microsoft 365 Licences (three for officers as Standard and ten for the Town Councillors as basic) for the Town Council, IT support including security and to move to Mitec providing the telephony/broadband as soon as the current contract permits.</p>	
3 482	<p>KALC AGM 19.11.2022</p> <p>The Kent Association of Local Councils has the AGM on 19th November 2022 at Ditton Community Centre. The Town Council can send two representatives with voting rights and up to two non-voting representatives if topics on the Agenda are of particular interest to Members. Cllr Donaldson is currently on the KALC Executive Committee and will attend with voting rights and Cllr Cornford as Chair of the Council to attend with voting rights.</p> <p>It was RESOLVED: that Cllr Cornford and Cllr Donaldson will attend with voting rights and Cllr King will attend as a non-voting representative.</p>	
3 483	<p>Draft Budget 2023/2024</p> <p>Following the F&GP Committee meeting on 18th October 2022 the second draft of the budget for 2023/2024 was shared with Members by the Town Clerk/RFO. There were reports received from PH&E Committee, ET&D Sub-Committee and Cllr Parry.</p> <p>Cllr O'Connor advised that £1,000 had been added to the draft budget for the exploring of the idea from Cllr King for an additional play area. There was a request from Cllr King that this was not sufficient and should be increased; Members agreed to an increase to £5,000.00 as a provisional figure in the next draft of the budget for consideration.</p> <p>The Chairman reminded Members of Standing Order 2A and called a point of order during the debate.</p> <p>Members were in favour of consultation and it was acknowledged that a site will need to be identified and permissions secured before the project can progress. The third draft budget for 2023/2024 will be prepared for the December Full Council meeting.</p> <p>It was RESOLVED: that the new Play Area provision proposal is allocated £5,000.00 for the next draft budget consideration by Full Council in December; that the new website budget capital figure of £2,000.00 and the allocation for photocopier</p>	

	provision is reduced to £1,000.00 for the third draft of the 2023/2024 budget.	
3 484	<p>Thanet District Council Net Zero Strategy Thanet District Council have announced their first strategy on tackling climate change in Thanet. The TDC Net Zero Strategy 2022 has been shared with Members and are advised that TDC are seeking feedback on the strategy. The Council has been asked to provide a collective feedback from the Council and individual Councillors are also encouraged to complete as well. It was moved by Cllr Cornford and seconded by Cllr Donaldson and RESOLVED: that the Town Clerk and Chairman will complete feedback for the TDC Net Zero Strategy on behalf of the Town Council. Members are encouraged to complete as individual Councillors as well.</p>	
3 485	<p>Play Area Provision for the Town Cllr King stated that he had covered this item in the draft Budget debate but wanted to add that this was an opportunity for the Town Council to provide an additional play area for the Town. It was agreed that further investigation and a report was necessary to progress the idea and project. Cllr Donaldson added that there was a lot of work needed to identify external funding opportunities and research the oncosts involved.</p>	
3 486	<p>Town Council Personnel Update Following the resignation of the Administrator the Town Clerk has shared a proposed job description with the HR Committee for a new role. The HR Committee is supported and recommended by the HR Committee for a replacement officer for the Town Council. It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the new job profile was agreed and that the Town Clerk can commence with recruitment for the new position immediately for Reception/Accounts Administrator.</p>	
3487	<p>Exclusion of Press and Public Council were 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 were asked to leave the meeting during consideration of the following items in respect to matters relating to the IC Report It was moved by Cllr Calcutt and seconded by Cllr Donaldson and RESOLVED: that the Press and Public were asked to leave the meeting.</p>	
3 488	IC Report	

	Members debated the IC Report provided by the IC Panel/Committee and considered the recommendations therein. It was moved by Cllr Donaldson and seconded by Cllr Calcutt and RESOLVED: that Recommendation No 3 was adopted.	
3 489	Next Meeting The next meeting is 6 th December 2022	
3 490	Meeting Closed at 20.42 hours	

Signed 

Dated 6:12:2022

Chair of the Council