



**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 5th July 2022 at 7pm**


Present	Cllrs Cornford (Chair), Donaldson (Vice-Chair), Calcutt, Green, King, O'Connor, Parry, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk), Town Council Chaplain and one resident	
3296	To receive apologies for absence Cllr Crow-Brown (KCC) and Cllr Scott	
3297	Members' Declarations of Interest None	
3298	Minutes It was moved by Cllr Parry and seconded by Cllr Donaldson and RESOLVED : that the minutes of the Full Council meeting held on 7 th June 2022 be signed and approved as a true record of the meeting. It was moved by Cllr Calcutt and seconded by Cllr Donaldson and RESOLVED : that the minutes of the PH&E Committee held on 10 th May 2022 were received. It was moved by Cllr Calcutt and seconded by Cllr Donaldson and RESOLVED : that the minutes of the ET&D Sub-Committee held on 4 th May 2022 were received. It was moved by Cllr Calcutt and seconded by Cllr Donaldson and RESOLVED : that the minutes of the F&GP Committee held on 18 th January 2022 were received.	
3299	Public Participation Session No requests received.	
3300	Town Clerk Report Town Clerk reported on the following items: <ul style="list-style-type: none"> • Community space and the use of for groups • Waste services for Westgate on Sea • Proposed 5G Telecommunications mast • Civility and Respect Project • CPR and Defib training • Town Council magazine • Work Based Learning Group CIC Training opportunity • Westbury Road enquiry and parking problems • Networking event hosted by Kent Coast Volunteering 	
3301	KCC/TDC Councillor Reports	

	<p>Cllr Crow-Brown shared a report with the Town Clerk which was read and which included:</p> <ul style="list-style-type: none"> • Proposed 5G Telecommunications Mast • Replacement trees for Westgate Bay Avenue • Ofsted report for KCC Children's services – rated outstanding 	
3302	<p>Councillor Reports</p> <p>Cllr Wallin reported:</p> <ul style="list-style-type: none"> • Update on the situation with the PCSO role in Kent Police <p>Cllr Parry reported:</p> <ul style="list-style-type: none"> • Recent attendance to St Michaels Care Home event • The Tree Walk/Talk was well attended and informative • On his recent work to formulate additions for the draft NP Theme 8 <p>Cllr Cornford reported:</p> <ul style="list-style-type: none"> • On the recent Joint Transport Board meeting • Keep Britain Tidy Love Parks campaign <p>Cllr Calcutt reported:</p> <ul style="list-style-type: none"> • Attending St Michaels Care Home event • A seeds initiative for the children at Chartfield School <p>Cllr King reported:</p> <ul style="list-style-type: none"> • Concerns with the proposed siting of a telecommunications mast at the Westgate Cricket Club and St Saviours School – Cllr Cornford and Cllr Parry explained about permitted development position and that the PH&E Committee were already working on this with Cllr Crow-Brown. 	
3303	<p>Review of Governance Arrangements</p> <p>a. Standing Orders</p> <p>Town Clerk shared the draft Standing Orders with Members and invited comments. Cllr Cornford requested that the requirement to give notice by residents who wish to speak at meetings be removed. This was agreed and it must be made clear on the Agenda that there is a limit of 5 requests to speak per meeting and 3 minutes per speaker.</p> <p>It was moved by Cllr Cornford and seconded by Cllr Parry and RESOLVED: that the Standing Orders were adopted by Council and will include the amendment to Standing Order 3e to remove – 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 in writing prior to 4pm on the Friday before the meeting.</p> <p>b. Financial Regulations</p>	

	<p>Town Clerk shared the draft Financial Regulations with Members and invited comments.</p> <p>It was moved by Cllr Cornford and seconded by Cllr Wallin and RESOLVED: that the Financial Regulations were adopted by Council.</p>	
3304	<p>Policies for the Town Council</p> <p>a. Code of Conduct</p> <p>Town Clerk shared the draft Code of Conduct with Members and invited comments. Cllr Green requested that this should have the word 'Ethical' added into the Code. Cllr King advised that behaviour was important and that Members should consider their actions at all times.</p> <p>It was moved by Cllr Green and seconded by Cllr Calcutt and RESOLVED: that the Code of Conduct was adopted by Council and that the word 'Ethical' was added and the words 'at all times.'</p> <p>b. Social Media Policy</p> <p>Town Clerk shared the draft Social Media Policy with Members and invited comments.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Green and RESOLVED: that the Social Media Policy was adopted by Council.</p>	
3305	<p>Finance Reports</p> <p>A) Bank Reconciliations 31.05.2022 B) Payment and Receipt Reports 31.05.2022 C) Receipts and Payments by Budget Heading 31.05.2022 be received D) Annual Budget by Combined Account Code 31.05.2022 E) Budget Forecast Report as at 31.05.2022</p> <p>It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports 31.05.2022; Receipts and Payments by Budget Heading, Annual Budget by Combined Account Code and Budget Forecast Report for 31.05.2022 be received.</p>	
3306	<p>Town Councillor Vacancies Update</p> <p>The Town Clerk advised the first vacancy is following the Co-option route for electing a new Town Councillor - the flyer has been shared and we are inviting expressions of interest from the community - closing date is now Friday 26th August 2022 at 4pm. The second vacancy has been decided and Cllr King is elected to the Town Council as the by election was uncontested. The invoice from the Electoral Services team at TDC for the cost of printing that was incurred for the by election is awaited.</p>	
3307	<p>Utility Provision for the Town Council Renewal</p>	

	<p>Town Clerk shared a report with Members including quotations for the renewal of the contract for electricity at 2 sites and gas at 1 site. Following a short debate Members agreed that a 2-year fixed contract was the best approach for the Council. Octopus Energy Green Octopus 24 Month Fixed was agreed.</p> <p>It was RESOLVED: that the Council move to the Green Octopus 24 Month Fixed tariff which guarantees 100% of electricity is supplied by certified renewable sources. This will include gas and electricity for the Town Council office and electricity for the pavilion at the War Memorial Recreation Ground.</p>	
3308	<p>Westgate on Sea Neighbourhood Plan – Schedule of Proposed Changes and Report for Responses to Representations</p> <p>Town Clerk shared a report for the proposed schedule of changes for the draft Westgate on Sea Neighbourhood Plan, as recommended by the PH&E Committee and consultant. Town Clerk shared a report for the proposed responses to representations received during the Regulation 14 Neighbourhood Plan consultation. Members debated and agreed to adopt to enable the draft Westgate NP to progress to Regulation 15 with TDC. Cllr Parry added that the made NP could be reviewed in future and that there was new funding for such purposes. It was moved by Cllr Donaldson and seconded by Cllr O'Connor and RESOLVED: that the proposed schedule of changes for the draft Westgate NP were adopted. It was RESOLVED: that the proposed responses to representations received during the Regulation 14 NP Consultation were adopted and that the draft Westgate NP should now progress to Regulation 15 with TDC. Town Clerk to prepare the basic condition statement and evidence base to send with the NP to TDC.</p>	
3309	<p>Insurance for the Town Council</p> <p>Town Clerk shared a report on the insurance renewal for the Town Council; as there were two quotations the Town Clerk requested the item be deferred to F&GP Committee on 19.07.22</p> <p>It was moved by Cllr Calcutt and seconded by Cllr O'Connor and RESOLVED: that the item was deferred to the F&GP Committee on 19.07.22 for delegated authority to agree the insurance renewal for the Town Council</p>	
3310	<p>War Memorial Recreation Ground Play Area</p> <p>Town Clerk shared a report on the proposed works using the capital spend budget allocated this year for the play</p>	

	<p>area to upgrade and repair play equipment; three quotations to be considered by Members.</p> <p>It was moved by Cllr Parry and seconded by Cllr O'Connor and RESOLVED: that Playfix Limited were awarded the contract of works for the upgrade and repair of play area equipment at the War Memorial Recreation Ground. 1 Member was against.</p>	
3311	<p>Thanet Shared Prosperity and Levelling Up Survey</p> <p>Town Clerk shared the questions from the TDC Levelling Up survey that will help to inform the Investment Plan for Thanet.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the draft responses from the Town Clerk and Cllr Cornford will be collated and the completion of the survey for Council was delegated to the Chairman and Town Clerk.</p>	
3312	<p>Membership of Finance and General Purposes Committee & Events, Tourism and Development Sub-Committee</p> <p>Cllr King requested to join the F&GP Committee and E,T&D Sub-Committee, as there was no Member support the item was closed.</p>	
3313	<p>Next Meeting</p> <p>The next meeting is 6th September 2022</p>	
3314	<p>Meeting Closed at 20.28 hours</p>	

Signed.....

Dated...06.09.2022

Chair of the Council

