



**Minutes of the Full Council of Westgate-on-Sea Town Council
held in Town Council Office, 78 St Mildreds Road,
Westgate-on-Sea CT8 8RF on Tuesday 5th March 2024 at 7.00pm**

Present	Cllrs Donaldson (Chair), Veck (Vice Chair), King, Mulyina, Thomason, and Wallin	
Also, in attendance	Trish Hamilton (Town Clerk and Responsible Financial Officer) Jason Gordon (Kent Community Warden) Emma Dublin (Social Media Contractor) and 6 residents.	
2024//FC/35	EMERGENCY EVACUATION PROCEDURE RESOLVED with the Chair advising the meeting of the evacuation procedures to follow in the event of an emergency.	
2024/FC/36	TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE. RESOLVED with apologies and reasons accepted from Cllrs D'Abbro (family commitment), Fenning and Scott (both work commitments)	
2024/FC/37	MEMBERS' DECLARATIONS OF INTEREST RESOLVED with Cllr. King declaring a non-pecuniary interest in the matter of public transport (No. 35 Bus - Agenda Item 2024//FC/42). He is a Member of United Union. Cllr. King availed of his right to stay, speak, and vote on the matter. No other interests were declared.	
2024/FC/38	MINUTES (i) It was moved by Cllr Veck, seconded by Cllr Thomason, carried, and RESOLVED : that the minutes of the Full Council Meeting held on 6th February 2024 be signed and approved as a correct record of the meeting. (ii) It was moved by Cllr Wallin, seconded by Cllr Donaldson, carried, and RESOLVED : that the minutes of the Planning, Highways and Environment Committee Meeting dated 13 th February 2024 be signed and approved as a correct record of the meeting. (iii) It was moved by Cllr Veck, seconded by Cllr Wallin, carried, and RESOLVED : that the minutes of the Extraordinary Meeting of the Full Council dated 27 th February 2024 be signed and approved as a true record of the meeting.	

<p>2024/FC/39</p>	<p>TO CONSIDER UPDATES FROM PARTNERS SUBJECT TO AVAILABILITY</p> <p>(i) COMMUNITY WARDEN JASON GORDON AND POLICE CONSTABLE STEVE ENGLAND to report on issues affecting Westgate-on-Sea.</p> <p>Jason Gordon continues to work hard covering Westgate-on-Sea and Birchington. A note of thanks was placed on public record in acknowledgement of his hard work.</p> <p>(ii) COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORTS: Kent County Council (KCC) and / or Thanet District Councillors (TDC) to report on issues affecting Westgate-on-Sea.</p> <p>Cllr Donaldson continues to work hard setting up the Westgate Community interest Company (CIC). At present he is being hampered by technical problems affecting Companies House and the Government Gateway process which should be resolved soon. He is also working with Cllr Fenning to develop longer term funding strategies for Westgate-on-Sea Town Council through the Government's Levelling Up Fund and with Social Enterprise Kent and others for the common good.</p> <p>RESOLVED with both updates noted.</p>
<p>2024/FC//40</p>	<p>COUNCILLORS' REPORTS: Westgate-on-Sea Town Councillors to report on any matters dealt with since last meeting, if appropriate.</p> <p>Cllr Donaldson (Chair) shared three positives. Firstly, WoS TC's bid for £2k to set up a Poverty Alleviation Project has been successful. Secondly, the Council has negotiated a new contract with Barclays Bank increasing the community space hire costs from £5k to £6,500 for 6 months bringing in an increase in income of £1,500 for the period and £3k for the year. This will cover the rising cost of services. Lastly, the Council's annual Pancake Day event was reported to be a resounding success with feedback from those attending extremely positive.</p> <p>Cllr Veck updated all present on the arrangements for the site visit on 21st March 2023 (from 11 am / provisional date) which Alison Eardley WoS TC's appointed Property Development Consultant will attend alongside Richard Thompson (Campaign to Protect Rural England (Kent branch)). The purpose is to gather information related to the 2,000 homes proposal.</p> <p>Cllrs Donaldson and King attended a positive meeting with TDC representatives and Westgate Lovelies alongside Mike Wiseman to consider the location of the Children's Play Area and Adult Exercise Gym. A decision will be made on 1st April 2024 on the preferred location which will be in either in Adrian Square or St Ethelbert Square.</p> <p>Cllr. King asked that the lack of attendance of Kent County Councillors at WoS TC meetings be noted.</p> <p>Cllr Wallin continues to lead on the flag flying events with both the Council's and public's support.</p>

	RESOLVED with the updates noted.	
2024/FC/41	<p>FINANCE AND EXPENDITURE</p> <p>Under Finance and Governance: -</p> <p>(i) To appoint an Internal Auditor</p> <p>It was moved by Cllr Donaldson, seconded by Cllr Veck, carried, and RESOLVED that due to the need to find an independent, qualified person, the matter be deferred to the next meeting so that further enquiries can be made.</p> <p>(ii) To note preparations for End of Year Returns</p> <ul style="list-style-type: none"> • Statement of Internal Control <p><u>Summary:</u> The Council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk. To this end, the Council carried out its Annual Internal Audit 2023/24 involving a selective assessment of the Council's compliance with relevant procedures and controls in operation during the financial year ending 31 March 2024. This resulted in a consensus that no significant internal control issues were identified during the 2023-24 financial year.</p> <p>It was moved by Cllr Donaldson, seconded by Cllr King carried, and RESOLVED that (i) the briefing be noted, (ii) that the Statement of Internal Control be agreed and approved by the Council as presented. To verify this, the Chair and Clerk signed the Statement on behalf of the Council and (iii) for a Full Council meeting to be convened before 31 March 2024 to comply with the Local Audit and Accountability Act 2014 and Audit Regulations 2015 mandatory requirement for the Council to consider Section 1 of the Annual Governance and Accountability Return (AGAR) etc</p> <p>Under Expenditure: -</p> <p>(iii) To consider tenders to improve and update IT and Communications hardware to facilitate the discharge of the Council's functions</p> <p>It was moved by Cllr Donaldson, seconded by Cllr Veck, carried, and RESOLVED that the agenda item be deferred until a third tender can be obtained that meets the Council's specification.</p> <p>(iv) To consider Members' and Staff Training and Development costs including</p> <ul style="list-style-type: none"> • Introduction to Local Council Administration (£120 for one year course) <p>It was moved by Cllr Donaldson, seconded by Cllr Veck, carried, and RESOLVED that the expenditure be agreed as part of the Council's ongoing</p>	

	<p>commitment to continuous improvement (Local Government Act (LGA) 1972, s.111 & General Power of Competence (GPC))</p> <ul style="list-style-type: none"> • Kent Association of Local Councils Planning Conference 12th March (£70 excluding VAT, £84 including) <p>It was moved by Cllr Thomason, seconded by Cllr Mulyina, carried, and RESOLVED that the expenditure be approved. (LGA) 1972, s.111 & General Power of Competence (GPC).</p> <ul style="list-style-type: none"> • Local Government Association Annual Conference and Exhibition – 2- 4 July (£728 excluding VAT and accommodation) <p>It was moved by Cllr King, seconded by Cllr Veck, carried, and RESOLVED that the agenda item be deferred to see if Thanet District Council can cover the whole or part of the cost.</p>	
2024/FC/42	<p>MATTERS AFFECTING THE COMMUNITY</p> <p>(i) To consider Cllr King’s concerns regarding the NO.35 BUS SERVICE and agree contents of a letter to Kent County Council</p> <p>It was moved by Cllr Veck, seconded by Cllr Wallin, carried, and RESOLVED that the letter be agreed in principle. In response to an allegation that it may not have been a decision by WoS TC as the Corporate Body to support the change in service and a request for this to be made clear in the letter, it was noted that while the Clerk would look into this, any amendments made to said letter would need to be based on fact.</p> <p>(ii) To consider Cllr Kings update on ANTI-SOCIAL PARKING ON DROPPED KERBS</p> <p>Cllr. King expressed concerns about anti-social parking on dropped kerbs saying it hinders disabled access (follow up to Minute Ref. 2024/FC/19, 6th February 2024) and questioned why a Regent Coach was included in a Stagecoach Bus Review. He will meet with the resident tomorrow to look at an extensive map the resident has created (with WoS TC’s thanks) of the locations. Concerns about cars blocking the dropped kerbs in Station Road will be prioritised with proposals for signage / educational campaign to be looked into.</p> <p>It was moved by Cllr Donaldson, seconded by Cllr Wallin, carried, and RESOLVED that Cllr King’s update be noted and the actions suggested agreed as work to be progressed.</p>	
2024/FC/43	<p>To consider the work of the Kent Resilience forum and if supported for the Council to set up and agree the membership of a subcommittee (working group) tasked with producing a COMMUNITY EMERGENCY PLAN for Westgate-on-Sea https://www.kentprepared.org.uk/community-resilience</p> <p><u>Background:</u> The response to, and recovery from, an emergency is carried out primarily by the Emergency Services. However, it will most likely be a joint effort with engagement from local people as they will know their</p>	

	<p>community and its needs. In circumstances, such as widespread flooding, heavy snow, or severe storm damage, the arrival of the emergency services and other responders could be delayed when essential utilities and highways access may be compromised. To resolve this, the solution is to become better prepared on a local level by putting together a Community Emergency Plan. To help with this, the Kent Resilience Forum has developed templates that can be tailored to fit Westgate-on-Sea. This is no mean feat, but it means that especially in times of unpredictable weather, Westgate-on-Sea will be better prepared. This work begins within the Sub Committee where if the community supports the idea of creating a plan, with the Council's help, it can gather information about the risks in the area, the emergency plans already in place and the support available etc. Thanet District Council: emergency.planning@thanet.gov.uk can help.</p> <p>It was moved by Cllr Donaldson, seconded by Cllr Veck, carried, and RESOLVED for the Council sets up a subcommittee (working group) tasked with producing a COMMUNITY EMERGENCY PLAN for Westgate-on-Sea. Membership to include Cllr Wallin, Jason Gordon (Kent Community Warden) subject to his Line Manager agreeing and the Town Clerk. Also noted that membership is open to non-councillor members who will be encouraged to join during a specially convened Public Participation Event. Watch this space!</p>	
2024/FC/44	<p>PUBLIC RIGHT TO SPEAK included:-</p> <ul style="list-style-type: none"> • The Council passed on its sincere condolences to Denise Packer's family and friends on her sad passing. Councillors and residents present paid tribute to Denise as a stalwart of the community, and she will be very much missed particularly at the allotment she loved and at Council meetings which she frequented. • The lack of CCTV at the Train Station was cited as a concern that needs reviewing. • With the election pending for the vacant position of WoS Town Councillor, both candidates were wished every success on 14th March 2024 Polling Day. <p>RESOLVED with the representations and any associated actions noted for processing.</p>	
2024/FC/45	<p>NEXT MEETING : The next meeting is 9th April 2024. (Provisional – Actual Date and Time to be confirmed)</p>	
	<p>Meeting closed at 8.15 pm.</p>	

Signed.....

Dated.....

Chair of the Council