

Westgate on Sea Town Council
78 St Mildreds Road
Westgate on Sea
Kent CT8 8RF
01843 836182



Sir/Madam,

You are hereby summonsed to attend a VIRTUAL meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 2nd February 2021 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. This meeting will be conducted under Standing Orders 2a to 2c and the Code of Conduct adopted by the Town Council on 7th July 2020.

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.

Members of the public can join the meeting via Zoom, please contact the Town Clerk by email (Townclerk@westgateonsea.gov.uk) with any queries and ensure that your full name is shown when you enter the virtual meeting room. The link for this meeting is:

<https://us02web.zoom.us/j/81294538273> and Meeting ID: 812 9453 8273

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 5th January 2021
(Copy attached – Appendix A)

To receive the minutes of the Finance & General Purposes Committee held on 17th November 2020 **(Copy attached – Appendix B)**

To receive the minutes of the Human Resources Committee held on 24th November 2020
(Copy attached – Appendix C)

To receive the minutes of the Planning, Highways & Environment Committees held on 8th & 14th December 2020 **(Copies attached – Appendix D)**

4. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

5. KCC/TDC COUNCILLOR REPORTS

KCC/TDC Councillors to report on items since the last meeting if appropriate.

6. COUNCILLOR REPORTS

Town Councillors to report on items since the last meeting.

7. 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.

8. FINANCE REPORTS

- a. Bank reconciliations 31.12.20 be received
- b. Payment and Receipt Reports 31.12.20 be received
- c. Receipts and Payments by Budget Heading 31.12.20 be received
- d. Annual Budget by Combined Account Code
- e. Budget Forecast to end of December 2020 and Earmarked Reserves Report; Members invited to debate the use of the remainder of the Grants/Donation budget for this financial year of £2,400.00, following some suggestions from the F&GP Committee. Members invited to consider capital expenditure projects for the next financial year.

9. 2021 KALC COMMUNITY AWARDS SCHEME

Town Clerk to report on the KALC Community Awards Scheme outline and explain the process to Members; Town Council is invited to nominate an individual or group to be communicated with the reason for their award to KALC: **Decision required**

10. WAR MEMORIAL RECREATION GROUND UPDATES

- a) Town Clerk to share details of proposed new fencing for the site and three quotations obtained to form a compound around the Pavilion following the recommendation of the F&GP Committee: **Decision required**
- b) Town Clerk to share a report with an update on the proposed siting of the container following the recommendation of the F&GP Committee: **Decision required**

11. DEFIBRILLATORS FOR THE TOWN UPDATE

Town Clerk to share details of the recent fund raising by Community Spirit Craft Group for the purchase of two outside heated cabinets and one new defibrillator; Town Clerk to report on funding position and recommend that the Town Council meet the cost of installation for two outdoor heated cabinets and consider to purchase a third cabinet for the housing of the defibrillator that currently is situated in the Edwards Supermarket: **Decision required**

12. NEW POLICIES FOR THE TOWN COUNCIL

Following the recommendation from the HR Committee the Town Clerk to provide the two new proposed draft policies for debate;

- a) Safeguarding Policy
- b) Training and Development Policy

13. DRAFT REPORT FOR FORMAL REQUEST OF FINANCIAL CONTRIBUTION FOR THE COMMUNITY

Town Clerk to share a draft report with details of a proposed requested financial contribution for the community of Westgate on Sea from the developers if the housing development is granted planning permission: **Decision required**

14. APPOINTMENT OF INTERNAL AUDITOR

Members requested to appoint internal auditor Mr David Buckett for the Council for 2021 internal annual audit: **Decision required**

15. CONSULTATIONS – NATIONAL TRANSPORT SURVEY- DEADLINE 28.02.2021

Town Clerk to share details of the National Transport Survey which includes six independent surveys provided by the National Highway and Transport Network. Members are invited to debate the responses to be submitted if required: **Decision required**

16. TOWN COUNCIL MAGAZINE GENERAL SERVICE AGREEMENT

Town Clerk to share the proposed renewal of the General Service Agreement for the Town Council magazine for the continuation of the publication following the issue due in April 2021: **Decision required**

EXCLUSION OF PRESS AND PUBLIC

Council is 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 will be asked to leave the meeting during consideration of the following items in respect of matters relating to the employment of staff:

17. STAFFING MATTERS

To receive a report from the Town Clerk and Chairman on staffing matters, including Town Clerk appraisal outcomes and Councillor behaviour.

G Gray

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

28th January 2021