



Minutes of the Annual Council Meeting

Held at the Westgate-on-Sea Town Council Office

78 St Mildreds Road, Westgate-on-Sea CT8 8RF

on Wednesday 6th May 2026 at 7.00pm

Present:

Cllr David Donaldson (Chair)
Cllr Clive Veck (Vice-Chair)
Cllr Donna Carr
Cllr Stephen Fenning
Cllr Sarah Jarman
Cllr Tom King
Cllr Mike Livesey
Cllr Alice Mulinya
Cllr David Wallin

Ms Nabila Yakub (Town Clerk)

5 Members of Public

FC/26/89 Welcome from the Chair

The Chair opened the meeting and welcomed all present.

FC/26/90 Election of Chair for 2026-2027

Cllr Donaldson called for nominations. Cllr Donaldson was nominated by Cllr Livesey and seconded by Cllr Fenning. A vote was taken by show of hands. It was **RESOLVED** that Cllr Donaldson be appointed Chair of the Council for the 2025/26 civic year. Cllr Donaldson signed his Declaration of Acceptance of Office.

FC/26/91 Election of Vice-Chair for 2026-2027

Cllr Donaldson called for nominations. Cllr Veck was nominated by Cllr Fenning and seconded by Cllr Jarman. A vote was taken by show of hands. It was **RESOLVED** that Cllr Veck be appointed Vice-Chair of the Council for the 2025/26 civic year. Cllr Veck signed his Declaration of Acceptance of Office.

FC/26/92 Apologies for Absence

Apologies for absence were received from Cllr Scott, Cllr Evans (Kent County Council) and Jason Gordon, Community Warden and PC England.

FC/26/93 Members' Interests

None.

FC/26/94 Public Right to Speak

A resident reported that Four Jays will replace the two portable toilets on 13 May with TDC taking over the contract, and that, despite months of chasing, there has been no clear progress or response on repairing the main toilet block roof, leading her to lodge a formal complaint.

Simone Breugem of the Westgate Heritage Centre reminded the Council that the three narrative benches donated by the Westgate-on-Sea Heritage Centre now look rusty and need maintenance, asking whether the Council was aware and responsible.

A resident highlighted confusion and frustration over conflicting information about the public toilets and urged the Town Council to secure a single, named point of contact at TDC so residents receive clear, consistent updates.

FC/26/95 Minutes

The minutes of the Full Council meeting held on 8th April 2026 were received and approved as an accurate record.

FC/26/96 Committee Terms of Reference and Scheme of Delegations

It was **RESOLVED** to adopt the Committee Terms of Reference and Scheme of Delegations.

FC/26/97 Committee Appointments 2026-27

Members considered the membership of each committee.

- a. Events, Tourism and Development
It was **RESOLVED** that Cllrs Donaldson, Jarman, Livesey, Mulinya and Wallin be appointed to the Committee.
- b. Finance & General Purposes
It was **RESOLVED** that Cllrs Carr, Donaldson, Fenning, King, Livesey, Mulinya and Wallin be appointed to the Committee.
- c. Human Resources
It was **RESOLVED** that Cllrs Donaldson, Fenning, King, Livesey, Mulinya and Wallin be appointed to the Committee.
- d. Local Transport
It was **RESOLVED** that Cllrs Donaldson, Jarman, King and Wallin be appointed to the Committee.
- e. Planning, Highways and Environment
It was **RESOLVED** that Cllrs Carr, Donaldson, King, Veck and Wallin be appointed to the Committee.

FC/26/98 Standing Orders

The Council **RESOLVED** to adopt the NALC Standing Orders as proposed for the civic year 2026/27.

FC/26/99 Financial Regulations

The Council **RESOLVED** to adopt the NALC Financial Regulations as proposed for the civic year 2026/27.

FC/26/100 Appointment of Internal Auditor

The Council **RESOLVED** to appoint Mr Roger Taylor of Popplett Taylor Consulting Ltd as Internal Auditor for the 2026/27 financial year.

FC/26/101 Third-Party Appointments

- a. Chaplain for Town Council
It was **RESOLVED** to appoint Rev. Susan Wing as Chaplain for the Town Council.
- b. Westgate-on-Sea Heritage Centre
It was **RESOLVED** to appoint Cllr Jarman and Cllr Livesey as Councillor Representatives.

FC/26/102 Calendar of Meetings 2026-27

The draft calendar of meetings for June 2026 to May 2027 was discussed, with concerns raised about Tuesday dates and a preference to retain Wednesdays as the main Council meeting night. It was agreed that the Clerk would review and amend the calendar and bring a revised version to the next Full Council meeting, now scheduled for Wednesday the 3rd of June.

FC/26/103 Asset Register

Members **RESOLVED** to note the Asset Register.

FC/26/104 Risk Matrix 2026-27

The draft Risk Management Matrix was discussed and noted as a live document that may be refined and allocated to committees, and was formally adopted for use, including for the forthcoming audit.

FC/26/105 Publication Scheme

The updated Publication Scheme, listing Council documents and how they can be accessed was presented, briefly discussed in relation to website searchability, and then approved and adopted by the Council.

FC/26/106 Data Retention Policy

The updated Data Retention and Records Management policy was briefly discussed, including Councillors' use of personal devices, and was approved and adopted by the Council.

FC/26/107 Date of Next Meeting:

Wednesday 13th May 2026, 7pm – Annual Town Meeting.

Signed: _____

Date: _____

DRAFT