

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



**Sir/Madam,**

**You are hereby summoned to attend a meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 4<sup>th</sup> February 2020 at 78 St Mildreds Road, Westgate-on-Sea CT8 8RF 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.**

***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.***

**Residents are invited to attend the meeting.**

## **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 7<sup>th</sup> January 2020  
**(Copy attached – Appendix A)**

To receive the minutes of the Planning, Highways & Environment Committee held on 12<sup>th</sup> November 2019 **(Copy attached – Appendix B)**

To receive the minutes of the Human Resources Committee held on 16<sup>th</sup> December 2019  
**(Copy attached – Appendix C)**

### **4. COUNTY AND THANET DISTRICT COUNCILLORS' REPORT**

KCC and/or TDC Councillors to report on issues affecting Westgate-on-Sea.

### **5. REPORT OF THE COMMUNITY WARDEN**

The Community Warden will report as appropriate.

### **6. COUNCILLOR'S REPORTS**

Councillors to report on any matters dealt with since the last meeting, if appropriate.

### **7. TOWN CLERK'S REPORT**

Town Clerk to report on items since the last meeting.

### **8. 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.*

**9. FINANCE REPORTS USING RBS RIALTAS FINANCE SYSTEM**

- (a) Bank reconciliations 31.12.2019 be received.
- (b) Payments and Receipts report 31.12.2019 be received.
- (c) Receipts and Payments by Budget Heading to 31.12.19 be received.
- (d) Forecast Report for Budget Position be received.

**10. TO APPOINT VICE-CHAIRPERSON**

**11. KALC PLANNING CONFERENCE**

Members are invited to nominate a delegate to attend the KALC Annual Planning Conference being held at Lenham Community Centre on Friday 13<sup>th</sup> March 2020: **Decision required**

**12. WESTGATE DAY UPDATE**

Town Clerk to invite Members to provide an update on the tasks that were agreed for each Councillor for preparation for the event on 18<sup>th</sup> July 2020.

**13. DRAFT RECRUITMENT POLICY**

The HR Committee has debated the draft Recruitment Policy and is recommending for adoption by Council: **Decision required**

**14. DRAFT FORWARD PLAN FOR TOWN COUNCIL 2020-2024**

The Town Clerk to provide Members with a draft Forward Plan and following feedback invite debate to finalise details: **Decision required**

**15. GROUND RULES FOR MEETINGS**

The HR Committee has debated the draft Ground Rules for Meetings and is recommending for adoption by Council: **Decision required**

**16. DRAFT TDC HOUSING & HOMELESSNESS STRATEGY CONSULTATION**

Members invited to debate the draft Housing & Homelessness Strategy proposed by TDC and agree the responses to the online survey informing on priorities for housing: **Decision required**

**17. GREAT BRITISH SPRING CLEAN 20.03-13.04.2020**

The Town Clerk to share information in relation to the national campaign run by Keep Britain Tidy and invite debate on how the Town Council can become involved: **Decision required**



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

**30th January 2020**