



**Minutes of the Town Council Meeting of  
Westgate on Sea Town Council held in Function Room,  
Town Hall Buildings, 31 St Mildreds Road, Westgate on Sea  
CT8 8RE**

**Held on Tuesday 1<sup>st</sup> June 2021 at 7pm**

Present	Cllrs Cornford (Chairperson), Donaldson, Nightingale, Dr H Scott	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2708	<b>To receive apologies for absence</b> Cllr Green, Cllr O'Connor, Cllr Page, Cllr Pennington, Cllr M Scott, Cllr Wallin Cllr Crow-Brown (KCC) and Cllr Wright (KCC)	
2709	<b>Members' Declarations of Interest</b> There were none.	
2710	<b>Minutes</b> It was moved by Cllr Dr H Scott and seconded by Cllr Donaldson and <b>RESOLVED: that the minutes of the Annual Town Council meeting held on 4<sup>th</sup> May 2021 be signed and approved as a true record of the meeting.</b> It was moved by Cllr Dr H Scott and seconded by Cllr Donaldson and <b>RESOLVED: that the minutes of the HR Committee held on 26<sup>th</sup> January &amp; 24<sup>th</sup> March 2021 were received.</b> It was moved by Cllr Dr H Scott and seconded by Cllr Donaldson and <b>RESOLVED: that the minutes of the PH&amp;E Committee held on 21<sup>st</sup> April 2021 were received.</b> It was moved by Cllr Nightingale and seconded by Cllr Cornford and <b>RESOLVED: that the draft minutes of the Annual Town Meeting were received; these will be approved as a true record at the next Annual Town Meeting.</b>	
2711	<b>KCC/TDC Councillor Reports</b> There were reports from both KCC Councillors:- Cllr Crow-Brown shared updates as follows:- <ul style="list-style-type: none"> <li>• Details of Committees appointed to at KCC</li> <li>• Fly tipping in Thanet update</li> <li>• Arrangements for visiting Household Waste Recycling Centres</li> </ul> Cllr Wright shared an update as follows:- <ul style="list-style-type: none"> <li>• An update on the proposed mast to be sited at the Cricket Club on St Mildreds Road in Westgate.</li> </ul>	
2712	<b>Councillor Reports</b>	

	<p>Cllr Donaldson reported on the following items:-</p> <ul style="list-style-type: none"> <li>• Recent WOSCCA meeting to discuss the future of the lease.</li> <li>• Business Forum meeting to discuss potential CIC.</li> <li>• Seminar attended on how to attract young people to Local Council</li> <li>• SLCC Leadership in Action conference attending next week.</li> <li>• Visited local traders to get information for the Town map for business listings.</li> <li>• Attended SEK meeting to discuss funding opportunities.</li> <li>• Approached KCC to enquire about opening of Westgate library and advised should be the summer.</li> </ul> <p>Cllr Dr H Scott reported on the tree care at the Green, next to the Community Centre.</p> <p>Cllr Nightingale raised concerns at the lack of signage for the beaches and promenades in relation to dogs on the beach and bbqs and the byelaws; the Bay Inspector was coping with two busy bays. Town Clerk to follow up with TDC and Your Leisure by email; also clarify times that RNLI are on site.</p> <p>Cllr Cornford reported on two new volunteers, one for the train station WIB and one for litter picking activities.</p>	
2713	<p><b>Town Clerk Report</b></p> <p>Town Clerk reported on the following items:</p> <ul style="list-style-type: none"> <li>• Westgate in Bloom</li> <li>• Scarecrow Festival</li> <li>• Westgate Summer Market</li> <li>• NHS Day and Town Anniversary Day</li> <li>• GB Spring Clean</li> <li>• Saturday Surgeries</li> <li>• Office Administrator/Receptionist Recruitment update</li> <li>• Allotments and Seed Exchange Box</li> </ul>	
2714	<p><b>Public Participation Session</b></p> <p>There were no requests to speak.</p>	
2715	<p><b>Finance Reports</b></p> <p>A) Bank Reconciliations 30.04.21  B) Payment and Receipt Reports 30.04.21  C) Annual Budget by Combined Account Code 30.04.2021</p> <p>It was <b>RESOLVED</b>: that the Bank Reconciliations, Payment and Receipt Reports and Annual Budget by Combined Account Code for 30.04.21 be received.</p>	
2716	<p><b>Annual Return - Risk Assessment and Management Scheme</b></p>	

	<p>Town Clerk shared the Risk Assessment and Management Scheme for the year ending 31.03.21 with Members.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Nightingale and RESOLVED: that the Risk Assessment and Management Scheme was approved and adopted by Council.</b></p>	
2717	<p><b>Annual Return - Statement of Internal Control</b></p> <p>Town Clerk shared the system of Internal Control with Members; this reviews the effectiveness of the system in support of the Annual Governance Statement for year ending 31.03.21, the Chairman and Town Clerk signed to confirm.</p> <p><b>It was moved by Cllr Dr H Scott and seconded by Cllr Nightingale and RESOLVED: that the Statement of Internal Control was approved and adopted by Council.</b></p>	
2718	<p><b>Annual Return - Annual Internal Audit Report</b></p> <p>Town Clerk shared the signed Annual Internal Audit Report with Members which was prepared on 29<sup>th</sup> April 2021 when the Internal Auditor attending the Town Council office.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Dr H Scott and RESOLVED: that the Annual Internal Audit Report was received.</b></p>	
2719	<p><b>Annual Return - Governance Statements</b></p> <p>Town Clerk read the Annual Governance Statements from Section 1 of the AGAR to Members. The Chairman and Town Clerk signed the Accounting Statements.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Dr H Scott and RESOLVED: that the Governance Statements on Section 1 of the AGAR for 2020/21 were approved by Council.</b></p>	
2720	<p><b>Annual Return - Accounting Statements</b></p> <p>Town Clerk shared the Accounting Statements with Members in Section 2 of the AGAR for year ending 31.03.21 for approval.</p> <p><b>It was moved by Cllr Nightingale and seconded by Cllr Donaldson and RESOLVED: that the Accounting Statements on Section 2 of the AGAR for 2021/21 were approved by Council.</b></p>	
2721	<p><b>Representation on Thanet Area Committee</b></p> <p>Following a short debate, it was recommended that Cllr Cornford and Cllr Donaldson were provisionally nominated and Cllr Pennington to be consulted before the item was deferred to the next Full Council meeting for a decision.</p> <p><b>It was RESOLVED: that the item was deferred to the next meeting for a decision.</b></p>	

2722	<p><b>Draft Terms of Reference for Events, Tourism &amp; Developments Sub-Committee</b></p> <p>Town Clerk shared the draft Terms of Reference for the E,T&amp;D Sub-Committee with Members. A short debate followed where the Events budget was provisionally recommended to be held by F&amp;GP Committee with a small amount (£300 maximum) delegated authority for use by the Sub-Committee. Town Clerk to draft proposed changes to TOR for both F&amp;GP and E,T&amp;D Sub-Committee for consideration at next Full Council meeting.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Dr H Scott and RESOLVED: that Town Clerk to draft proposed alterations to TOR and share with Members at the next Council meeting.</b></p>													
2723	<p><b>Thanet Area Committee – Letter to Prime Minister</b></p> <p>Town Clerk shared the Thanet Area Committee letter sent to the Prime Minister with Members in relation to the issues faced by Thanet with proposed development on agricultural land.</p>													
2724	<p><b>Ministry of Housing, Communities &amp; Local Government Consultation and Call for Evidence for Local Authority Remote Meetings</b></p> <p>Town Clerk shared the details of the consultation opportunity which invites views on the use of holding remote meetings or a hybrid format.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Dr H Scott that comments should be collated by the Town Clerk who was delegated authority to respond on behalf of the Town Council.</b></p>													
2725	<p><b>Highway Improvement Plans and Traffic Surveys Update</b></p> <p>Town Clerk shared a report with Members which included quotations and recommendations for contractors to undertake traffic surveys to progress the Highway Improvement Plan projects for the Town within the agreed allocation in the annual budget of £1,800.</p> <p><b>It was moved by Cllr Donaldson and seconded by Cllr Dr H Scott and RESOLVED: that the recommendations of the Town Clerk who had worked with a KCC officer to secure quotations for the traffic surveys were undertaken as follows:-</b></p> <table border="1" data-bbox="368 1794 1174 2033"> <thead> <tr> <th>Location</th> <th>Contractor</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Sea Road (4 locations)</td> <td>TSS</td> <td>£506.00</td> </tr> <tr> <td>Station Road (2 locations)</td> <td>TSS</td> <td>£265.00</td> </tr> <tr> <td>Westgate Bay Avenue and</td> <td>Streetwise</td> <td>£828.00</td> </tr> </tbody> </table>	Location	Contractor	Price	Sea Road (4 locations)	TSS	£506.00	Station Road (2 locations)	TSS	£265.00	Westgate Bay Avenue and	Streetwise	£828.00	
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	including St Mildreds Road			
		Total	£1,358.00 plus VAT	
2726	<b>Next Meeting</b> The next meeting is 6 <sup>th</sup> July 2021			
2727	<b>Meeting Closed at 20.19pm</b>			

Signed  .....

Dated 06-07-2021 .....

Chairman of the Council

