

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 7th September 2021 in Town Council Office, 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.

Members of the public are welcome, please ensure that you wear a face covering and use the hand sanitiser at the entrance.

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 6th July 2021
(Copy attached – Appendix A)

To receive the minutes of the Planning, Highways & Environment Committee held on 8th June 2021 **(Copy attached – Appendix B)**

To receive the minutes of the Human Resources Committee held on 15th July 2021 **(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. COUNCILLORS' REPORTS

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

6. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

7. ANNUAL GOVERNANCE ANNUAL RETURN AND AUDIT UPDATES

Town Clerk to share with Members the Internal and External Auditor reports and certificate for 2020/21; an update on the conclusion of the review process for the AGAR for year ended 31st March 2021.

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. POLICIES FOR THE TOWN COUNCIL

Members are invited to review and adopt the following:

- a. Complaints Procedure
- b. Publication Scheme

Decision required

10. FINANCE REPORTS

- a. Bank reconciliations 30.06.21 & 31.07.2021 be received
- b. Payment and Receipt Reports 30.06.21 & 31.07.2021 be received
- c. Receipts and Payments by Budget Heading 31.07.21 be received
- d. Annual Budget by Combined Account Code to end of July 2021 be received

11. REPRESENTATION ON OUTSIDE BODIES

Town Clerk to share the proposed list with Members for the membership on outside bodies to represent the Town Council for the year 2021/22; the membership for TAC has been approved at a previous meeting : **Decision required**

12. DRAFT WESTGATE NEIGHBOURHOOD PLAN AND REGULATION 14 CONSULTATION

Town Clerk to share a draft NP document and an update on proposed Regulation 14 consultation process with dates and times. Members invited to adopt the draft NP and support the Regulation 14 consultation process: **Decision required**

13. GROUNDS MAINTENANCE CONTRACT FOR RECREATION GROUND

Town Clerk to share a report with Members including quotations for the grass cutting to form an annual contract for grounds maintenance for the War Memorial Recreation Ground, Lymington Road: **Decision required**

14. WAR MEMORIAL RECREATION GROUND UPDATE

Town Clerk to provide an update to Members on the recent developments and expenditure for the Recreation Ground with an update on the budget position for this year.

15. MAST UPDATE

Cllr Cornford to report an update to Members on the recent developments with the proposed permanent mast site for Westgate on Sea.

G Gray

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

1st September 2021