



Date of Issue 21st May 2020

To all members of Westgate-on-Sea Town Council

You are summonsed to attend an EXTRA-ORDINARY VIRTUAL ANNUAL TOWN COUNCIL MEETING of

Westgate-on-Sea Town Council

on Wednesday 27th May 2019 at 7pm

Members of the public please contact the Town Clerk by email townclerk@westgateonsea.gov.uk for attendance details and to receive an invitation to join the meeting.

Signed: *G. Gray* Town Clerk & RFO

Members: Cllr Pennington (Chairperson); Cllr Cornford; Cllr Donaldson; Cllr Green; Cllr Nightingale; Cllr O'Connor; Cllr Page; Cllr H Scott; Cllr M Scott; Cllr Wallin

1. To Elect Chairperson – the Chairperson to take the Declaration of Acceptance of Office verbally
2. To Appoint Vice Chairperson
3. To receive and accept apologies for absence
4. To receive declarations of pecuniary and non-pecuniary interests
5. Minutes – to receive and approve the minutes of the meeting held on 5th May 2020 (Appendix A)
6. Chairperson's Announcements – to receive announcements
7. Review of Governance Arrangements
Draft Committee Terms of Reference and Scheme of Delegations – Members are invited to debate and approve – Decision required. (Appendix B)
8. Committee and Working Group Appointments 2019/20
To debate and approve Committee and Steering/Working Group Membership – Decision required. (Appendix C)
9. Financial and Budget Reports
 - (a) Bank Reconciliation 30th April be received. (Appendix D)
 - (b) Payment Report April 2020 be received. (Appendix E)
 - (c) Year End Account Reports be received. (Appendix F)
10. Annual Review
To complete annual review
 - i. Inventory List (Appendix G)
 - ii. Confirmation of Insurance Cover (Appendix H)

- iii. Annual Subscriptions – currently Society of Local Council Clerks, National Association of Local Councils and Kent Association of Local Councils
- iv. List of Direct Debits and Standing Orders (Appendix I)

11. Public Participation Session

The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.

12. Update on the proposed use of Agricultural Land in Westgate/Garlinge

Cllr Pennington to report on recent discussions and progress following a meeting with Sir Roger Gale MP

13. Appointment of Chaplain for Town Council

To appoint Rev Susan Wing as Chaplain for the Town Council: **Decision required**

14. Appointment of Councillor Internal Auditor for Town Council

To appoint Cllr O'Connor as Councillor Auditor to complement the Internal Audit processes for the Town Council: **Decision required**