



Date of Issue 22nd April 2022

To all members of Westgate-on-Sea Town Council

You are hereby summoned to attend an ANNUAL TOWN COUNCIL MEETING of Westgate-on-Sea Town Council on Tuesday 3rd May 2022 at 7pm 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 please advise the Town Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting.

Members of the public and press are welcome to attend, any request to speak and the subject for the meeting must be provided by no later than 4pm on Thursday 28th April 2022 and emailed to finance@westgateonsea.gov.uk.

If you wish to make written representations instead of attending please ensure these are emailed to finance@westgateonsea.gov.uk by 4pm on Thursday 28th April 2022.

Signed: *G Gray*

Town Clerk & RFO

Members: Cllr Cornford (Chairman); Cllr Calcutt; Cllr Donaldson; Cllr Green; Cllr O'Connor; Cllr Parry; Cllr Dr H Scott; Cllr M Scott; Cllr Wallin

- 1. To Elect Chairman – the Chairman to sign the Declaration of Acceptance of Office**
- 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 Full Council meeting held on 5th April 2022 (Attached)**
To receive and approve the minutes of the Extra Ordinary Council meeting held on 11th April 2022 (Attached)
To receive the minutes of the Planning, Highways & Environment Committees held on 8th March 2022 (Attached)
- 6. Town Clerk Report**
Town Clerk to report on recent events and governance for the Town Council.
- 7. Councillors Report**
Town Councillors to report on Council activities and progress with projects since the last meeting.

8. County and Thanet District Ward Councillors Report

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

9. Review of Governance Arrangements

Draft Committee Terms of Reference and Scheme of Delegations – Members are invited to debate and approve – **Decision required.**

(Attached)

10. Committee and Working Group Appointments 2022/23

To debate and approve Committee, Sub-Committee and Steering/Working Group Membership – **Decision required.**

(Attached)

11. Financial and Budget Reports

(a) Bank Reconciliation 31st March 2022 be received. **(Attached)**

(b) Payment and Receipt Reports March 2022 be received. **(Attached)**

(c) Year End Account Reports be received. **(Attached)**

12. Annual Review

To complete annual review

i. Asset Register **(Attached)**

ii. Confirmation of Insurance Cover **(Attached)**

iii. Annual Subscriptions – currently Action with Communities in Rural Kent, Campaign to Protect Rural England, National Allotment Society, Society of Local Council Clerks, National Association of Local Councils and Kent Association of Local Councils

Renewal invitation for KALC/NALC received; Members invited to renew subscription for 2022/23: **Decision required**

(Attached)

iv. List of Direct Debits **(Attached)**

13. 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.

14. Appointment of Chaplain for Town Council

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

15. 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**

16. Town Councillor Vacancy

Town Clerk to report on a recent resignation and the process for the vacancy as confirmed by TDC.

17. Flagpoles

To consider two reports from Cllr Wallin with proposals for two further flagpoles to be situated in Westgate on Sea: **Decision required**

18. CCTV

To consider a report from Cllr Wallin with a proposal for the potential installation of CCTV in Westgate on Sea: **Decision required**

EXCLUSION OF PRESS AND PUBLIC

Council is requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public will be asked to leave the meeting during consideration of the following items in respect of matters relating to Councillor behaviour:

19. Facebook and the Annual Town Meeting

Town Clerk to share a report on the recent events online and invite feedback for the Annual Town Meeting in relation to Town Councillor behaviour and invite debate by Members on raising an independent investigation: **Decision required**

Next meeting – 7th June 2022