



**To all members of Westgate-on-Sea Town Council**  
**You are summoned to attend the Annual Council Meeting**  
**On Wednesday 6<sup>th</sup> May 2026 at 7pm.**

**To be held at the Town Council Office, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF**

**Members of the public are welcome.**

Signed: *Nabila Yakub* Town Clerk

**This meeting will be livestreamed to the Westgate-on-Sea Town Council Official Facebook Page**

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- 1. Welcome from the Chair**
- 2. Election of Chair for 2026-2027**
  - a) Call for nominations
  - b) Election if more than one nomination
  - c) The signing of the Declaration of Acceptance of Office
- 3. Election of Vice-Chair for 2026-2027**
  - a) Call for nominations
  - b) Election if more than one nomination
  - c) The signing of the Declaration of Acceptance of Office
- 4. Apologies for Absence**

To receive and accept apologies for absence, if any.
- 5. Members' Interests**

To receive declarations of pecuniary and non-pecuniary interests.
- 6. Public Right to Speak**

To invite the public to raise any issues of interest for a maximum of 15 minutes, 3 minutes per person.
- 7. Minutes**

To approve the minutes of the Full Council meeting held on the 8<sup>th</sup> of April 2026.
- 8. Committee Terms of Reference and Scheme of Delegations**

To review and adopt.

**9. Committee Appointments 2026-27**

To appoint Members to serve on the following Committees:

- Events, Tourism and Development
- Finance & General Purposes
- Human Resources
- Local Transport
- Planning, Highways and Environment

**10. Standing Orders**

To review and adopt Standing Orders 2026.

**11. Financial Regulations**

To review and adopt Financial Regulations 2026.

**12. Appointment of Internal Auditor**

To appoint Mr Roger Taylor as Internal Auditor for the 2026/27 financial year.

**13. Third-Party Appointments**

**a) Chaplain for Town Council**

To appoint Rev. Susan Wing as Chaplain for the Town Council.

**b) Westgate-on-Sea Heritage Centre**

To accept nominations and appoint Councillor Representative.

**14. Calendar of Meetings 2026-27**

To review and adopt.

**15. Asset Register**

To review and adopt.

**16. Risk Matrix 2026-27**

To review and adopt.

**17. Publication Scheme**

To review and adopt.

**18. Data Retention Policy**

To review and adopt.

**19. Date of Next Meeting**

Annual Town Meeting, Wednesday 13<sup>th</sup> May 2026, 7pm.