



**Minutes of the Town Council Meeting of
Westgate on Sea Town Council held in Town Council
Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF**

Held on Tuesday 7th June 2022 at 7pm

Present	Cllrs Cornford (Chair), Donaldson (Vice-Chair), Calcutt, O'Connor, Scott, Parry, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk), Town Council Chaplain and two residents	
3236	To receive apologies for absence Cllr Crow-Brown (KCC)	
3237	Members' Declarations of Interest None	
3238	Minutes It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the minutes of the Annual Town Council meeting held on 3rd May 2022 be signed and approved as a true record of the meeting. It was RESOLVED: that the minutes of the PH&E Committee held on 12th April 2022 were received. It was RESOLVED: that the minutes of the ET&D Sub-Committee held on 6th April 2022 were received. It was RESOLVED: that the minutes of the HR Committee held on 24th March 2022 were received.	
3239	Public Participation Session No requests received.	
3240	Town Clerk Report Town Clerk reported on the following items: <ul style="list-style-type: none"> • Defibrillator training • Westgate in Bloom • Newsletter • Pop-Up Café • 1st Westgate Beavers request for digital cameras from the community • Year End and AGAR • Platinum Jubilee Events 	
3241	KCC/TDC Councillor Reports Cllr M Scott shared a report which included: <ul style="list-style-type: none"> • Problems with residential waste collections • Events for the Platinum Jubilee and thanks to officers • Litter picking events • Speedwatch session planned for June 	
3242	Councillor Reports Cllr Parry reported:	

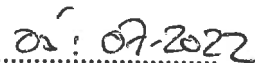
	<ul style="list-style-type: none"> The regular strimming, litter picks and general tidies that he was involved with were now commenced in St Mildreds Gardens, generally twice a week. <p>Cllr Cornford reported:</p> <ul style="list-style-type: none"> Recent attendance to the CPR/Defib training <p>Cllr Donaldson reported:</p> <ul style="list-style-type: none"> Attendance to the Neighbourhood Engagement Meeting held in Birchington and Garlinge; there is an article being provided by the Thanet Community Safety Unit for the next issue of the TC magazine Attendance to the KALC Executive Committee meeting Attending the Thanet Community Land Trust Kent UK meeting <p>Cllr O'Connor reported:</p> <ul style="list-style-type: none"> Assisting with Year End close of accounts and volunteering to steward at the recent Platinum Jubilee events which was very enjoyable. 	
3243	<p>Finance Reports</p> <p>A) Bank Reconciliations 30.04.2022</p> <p>B) Payment and Receipt Reports 30.04.2022</p> <p>C) Receipts and Payments by Budget Heading 30.04.2022 be received</p> <p>D) Annual Budget by Combined Account Code 30.04.2022</p> <p>E) Budget Forecast Report as at 30.04.2022</p> <p>It was moved by Cllr Scott and seconded by Cllr Calcutt and RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports 30.04.2022; Receipts and Payments by Budget Heading and Annual Budget by Combined Account Code for 30.04.2022 be received. Budget Forecast Report will be shared next month when May figures are included.</p>	
3244	<p>Annual Return – Risk Assessment and Management Scheme</p> <p>Town Clerk shared the Risk Assessment and Management Scheme for the year ending 31.03.22.</p> <p>It was moved by Cllr Calcutt and seconded by Cllr Donaldson and RESOLVED: that the Risk Assessment and Management Scheme for the year ending 31.03.2022 was approved and adopted.</p>	
3245	<p>Annual Return – Statement of Internal Control</p> <p>Town Clerk invited Members to review the effectiveness of the system of Internal Control. The Town Clerk reported on the Statement of Internal Control that is in support of the Annual Governance Statement for the year</p>	

	<p>ending 31.03.2022; if adopted the Town Clerk and Chairman sign on behalf of the Council.</p> <p>It was moved by Cllr Wallin and seconded by Cllr Parry and RESOLVED: that the Statement of Internal Control for the year ending 31.03.2022 was approved and adopted in support of the Annual Governance Statement for the year ending 31.03.2022. The Chair and Town Clerk signed on behalf of the Council.</p>	
3246	<p>Annual Return – Governance Statements</p> <p>Town Clerk read each of the eight governance statements from Section One of the Annual Governance Statement for 2021/22. Members were invited to agree each governance statement and to approve the Annual Governance Statement for 2021/22. The Chair and Town Clerk to sign and date plus minute reference.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Scott and RESOLVED: that all eight governance statements from Section One of the Annual Governance Annual Return for 2021/22 were agreed as yes. The Annual Governance Statement for 2021/22 was approved and the Chair and Town Clerk signed, dated and added the minute reference.</p>	
3247	<p>Annual Return – Accounting Statements</p> <p>Town Clerk shared the Accounting Statements for 2021/22, Section Two of the AGAR for the year ending 31.03.2022 and Members were invited to approve them. The Chair and Town Clerk to sign and date plus minute reference.</p> <p>It was moved by Cllr Wallin and seconded by Cllr O'Connor and RESOLVED: that the Accounting Statements for Section Two of the Annual Governance Annual Return were approved and the Chair and Town Clerk signed, dated and added the minute reference.</p> <p>Town Clerk reported that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ending 31.03.2022 would be available for public inspection commencing on Monday 13.06.2022 and ending on Friday 22.07.2022.</p> <p>The Internal Audit for 2021/2022 report was shared by the Town Clerk with Members.</p>	
3248	<p>Representation on Outside Bodies 2022/23</p> <p>Members were invited to approve representation for the Town Council on outside bodies for the year 2022/23.</p> <p>It was moved by Cllr Calcutt and seconded by Cllr O'Connor and RESOLVED: that Cllr Cornford represented the Town Council on:</p> <ul style="list-style-type: none"> • Thanet Area Committee 	

	<ul style="list-style-type: none"> • Thanet Community Land Trust Kent UK • Westgate Heritage Centre • Joint Transport Board • Wantsum Affordable Homes <p>Cllr Donaldson represented the Town Council on:</p> <ul style="list-style-type: none"> • Thanet Area Committee • Thanet Community Land Trust Kent UK • Social Enterprise Kent CIC • Thanet Charities Forum <p>Cllr Scott represented the Town Council on:</p> <ul style="list-style-type: none"> • Thanet Volunteer Bureau 	
3249	<p>Policy Review Draft policies were shared for debate, as recommended by the HR Committee:</p> <ul style="list-style-type: none"> a) Privacy Policy b) Staff Email and Communication Policy c) Safeguarding Policy d) Procurement Policy <p>It was moved by Cllr Calcutt and seconded by Cllr O'Connor and RESOLVED: that the following policies were adopted –</p> <ul style="list-style-type: none"> A) Privacy B) Staff Email and Communication C) Safeguarding D) Procurement 	
3250	<p>Membership of Finance and General Purposes Committee It was moved by Cllr O'Connor and seconded by Cllr Parry and RESOLVED: that Cllr Cornford will join the F&GP Committee</p>	
3251	<p>Town Councillor Vacancies Update Town Clerk provided an update on the processes for the two Town Councillor vacancies. The first vacancy is following the Co-option route for electing a new Town Councillor. The Town Council is seeking expressions of interest from the community and the closing date is 01.07.22 at 4pm. The second vacancy has been requested by fifteen registered electors for Westgate on Sea to be elected by a By-Election. If the election is contested the poll will take place on Thursday 07.07.22.</p>	
3252	<p>Proposal for Community Safety Steering Group Town Clerk shared a report with a proposal for a newly formed Steering Group tasked to consider the safety of the community in Westgate on Sea and look at options available including the provision of CCTV cameras in the town. Town Clerk provided draft Terms of Reference for approval by Council. It was RESOLVED: that Cllr Scott will represent the Town Council on the CSSG.</p>	

	<p>It was RESOLVED: that Cllr Parry will be the second Councillor to represent the Town Council and Chair on the CSSG.</p> <p>It was RESOLVED: that the draft Terms of Reference for the CSSG were adopted.</p>	
3253	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p>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 and the Annual Town Meeting.</p> <p>It was RESOLVED: that the press and public were excluded from the remainder of the meeting. One Member abstained and one was against.</p>	
3254	<p>Annual Town Meeting, Social Media and Proposal for Independent Investigation</p> <p>It was RESOLVED: that the I.C. Report was received and the proposed scope, I.C. Panel membership and Terms of Reference for the I.C. Panel/Committee were adopted.</p>	
3255	<p>Next Meeting</p> <p>The next meeting is 5th July 2022</p>	
3256	<p>Meeting Closed at 20.28 hours</p>	

Signed.....

Dated.....

Chair of the Council

