

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 6<sup>th</sup> September 2022 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. There will be a limit of five individuals who can speak in the public participation session and this will be organised on a first come first served basis at the meeting with CT8 residents taking priority.

## 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 5<sup>th</sup> July 2022 (**Copy attached**)

To receive the minutes of the Planning, Highways & Environment Committee held on 14<sup>th</sup> June and 6<sup>th</sup> July 2022 (**Copies attached**)

To receive the minutes of the Events, Tourism & Development Sub-Committee held on 8<sup>th</sup> June 2022 (**Copy attached**)

To receive the minutes of the Finance & General Purposes Committee held on 21<sup>st</sup> June 2022 (**Copy attached**)

To receive the minutes of the Human Resources Committee held on 24<sup>th</sup> May 2022 (**Copy attached**)

### 4. CIVILITY AND RESPECT PLEDGE – BULLYING AND HARASSMENT STATEMENT AND DIGNITY AT WORK POLICY

Town Clerk to share details of the SLCC launched invitation for the Civility and Respect Pledge and the Bullying and Harassment Statement and Dignity at Work Policy that local Councils are invited to adopt and sign to demonstrate their zero-tolerance policy on bullying and harassment. The Human Resources Committee resolved to recommend that this is adopted and signed by Council: **Decision required**

### 5. 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.

#### **6. TOWN CLERK'S REPORT**

Town Clerk to report on items since the last meeting.

#### **7. COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORT**

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

#### **8. COUNCILLORS' REPORTS**

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

#### **9. ANNUAL GOVERNANCE ANNUAL RETURN AND AUDIT UPDATES**

Town Clerk to share with Members the External Auditor certificate for 2021/22; an update on the conclusion of the review process for the AGAR for year ended 31<sup>st</sup> March 2022, to be received. The report from the Internal Auditor to be shared with Members, to be received.

#### **10. SMALLER AUTHORITIES' AUDIT APPOINTMENTS**

Town Clerk to share a report and details from the SAAA on the appointment of external auditors to all applicable opted-in smaller authorities. The next five-year appointing period runs from 2022/23 until 2026/27 and the Town Council is advised that there is an option to opt-out of the next round of five-year audit appointments. The Town Clerk to share the details of what opting out means in practice and the reasons this decision needs careful consideration: **Decision required**

#### **11. POLICIES FOR THE TOWN COUNCIL**

Members are invited to approve and adopt the following:

- a. Smoking Policy
- b. Volunteer Policy
- c. Community Engagement and Communication Policy
- d. Complaints Procedure
- e. Publication Scheme

**Decision required**

#### **12. FINANCE REPORTS**

- a. Bank reconciliations 30.06.22 & 31.07.22 be received
- b. Payment and Receipt Reports 30.06.22 & 31.07.22 be received
- c. Receipts and Payments by Budget Heading 31.07.22 be received
- d. Annual Budget by Combined Account Code to end of July 2022 be received
- e. Budget Forecast Report to end of July 2022 be received

#### **13. FACEBOOK AND MARKETING SUPPORT**

Town Clerk to provide a report and three quotations for the provision of bespoke Facebook promotion and support; the benefits of the short two-month trial to be shared by the Town Clerk: **Decision required**

#### **14. GROUNDS MAINTENANCE FOR RECREATION GROUND**

Town Clerk to report on the grounds maintenance undertaken for the last year and to request that Council continues with the present contractors for 2022/2023: **Decision required**

#### **15. DRAFT BUDGET FOR 2023/2024**

The work will commence this month on starting to draft a budget for the next fiscal year. There will be provision on Agendas for the Committee meetings to ask Members to share by email with the Town Clerk any ideas for projects, initiatives and events that will require expenditure for next year. If any Member has an idea and wants to provide details to the Town Clerk (a template request form to be provided by the Town Clerk) please share this by email no later than the 14th of October 2022. The F&GP Committee will then draft a proposed budget for Full Council to debate.

#### **16. TOWN COUNCILLOR VACANCIES UPDATE**

Town Clerk to provide an update on the vacancy for the Co-option vacancy. Members to agree the next stage of the process: **Decision required**

G Gray

**Signed: Gill Gray**  
**Town Clerk & RFO**  
**Westgate-on-Sea Town Council**  
**1<sup>st</sup> September 2022**