



Date of Issue 25th April 2018

To all members of Westgate-on-Sea Town Council

You are summonsed to attend the ANNUAL GENERAL MEETING of the

Westgate-on-Sea Town Council

on Tuesday 1st May 2018 at 7pm

at United Services Reform Church, Westgate Bay Avenue, Westgate on Sea CT8

Members of the public and press are welcome to attend

Signed: *G. Gray* Town Clerk & RFO

Members: Cllr T King (Chairman); Cllr J Cornford; Cllr R Nightingale; Cllr P O'Connor; Cllr H Page; Cllr M Pennington; Cllr R Rolfe; Cllr H Scott; Cllr M Scott

- 1. To Elect Chairman – the Chairman to take the Declaration of Acceptance of Office**
- 2. To Appoint Vice Chairman**
- 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 3rd April 2018 (Appendix A)**
- 6. Chairman's Announcements – to receive announcements**
- 7. Review of Governance Arrangements**
 - (a) Committee Terms of Reference and Scheme of Delegations (Appendix B)**
 - (b) To appoint Councillor O'Connor as Councillor Auditor to complement the Internal Audit - Decision required**
- 8. Committee and Working Group Appointments 2018/19**
 - (a) To approve Committee and Working Group Membership (Appendix C)**

9. Representation on Outside Bodies 2018/19

- (a) To approve membership on outside bodies
- i. Cllr Nightingale – St Michael’s Care Home
 - ii. Cllr Rolfe – Greek Community and YouCAN
 - iii. Cllr Cornford – Ursuline College

10. Annual Review

To complete annual review

- i. Inventory List (Appendix D)
- ii. Confirmation of Insurance Cover (Appendix E)
- iii. Annual Subscriptions – currently Society of Local Council Clerks, National Association of Local Councils and Kent Association of Local Councils – subscription for annual renewal invoice for the sum of £1,530.00 – Decision required (Appendix F)
- iv. Request for Information Policy – adopted 08.05.2017
- v. Cyber Policy – adopted 06.03.2018
- vi. Press and Media Policy – adopted 08.05.2017
- vii. Recruitment Policy – adopted 06.02.2017
- viii. Lone Working Policy – adopted 06.02.2017
- ix. Website Policy – adopted 06.02.2017
- x. Councillors and Staff Email Policies – adopted 06.02.2017

11. Revised Town Council Meeting Date June 2018

The Town Clerk to advise that the Town Council meeting date for June is now Tuesday 12th June 2018.

12. Licence Renewal for Lymington Road Playing Fields

The Town Clerk to sign the Licence for the Lymington Road Playing Fields to continue the arrangement for use of the common land which ends on 1st October 2018. (Appendix G)

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. Reports from Councillors

- (a) To receive oral reports from Councillors if applicable

15. Town Clerk's Report

- (a) To receive oral update from the Town Clerk

16. Reports from District Councillors

- (a) To receive oral reports from district councillors.

17. Report from Community Warden

- (a) To receive report from Community Warden

18. Financial Reports for approval

- (a) Year End bank reconciliation (Appendix H)
(b) Year End Budget Performance – the final accounts report will be ready for the next meeting following the internal audit

19. To receive the minutes from committees held since the last Full Council meeting:

- (a) Allotments Working Group – 13/03/2018 (Appendix I)
(b) Neighbourhood Plan Steering Group – 10/04/2018 (Appendix J)
(c) Annual Town Meeting – 11/04/2018 (Appendix K)
(d) Finance and General Purposes Committee – 17/04/2018 (Appendix L)

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 and the press will be asked to leave the meeting during consideration of the following items, because of details relating to the contractual employment of staff:

20. Report for the Proposed Local Government Pension Scheme Membership for the Council

Members to consider the Local Government Pension Scheme report for the proposed membership of the Local Government Pension Scheme – Decision required.

