



**Minutes of the Extraordinary Virtual Town Council  
Meeting of**

**Westgate on Sea Town Council**


**Held on Tuesday 16<sup>th</sup> June 2020 at 7pm**

Present	Cllrs Cornford (Chairperson), Donaldson, Green, Nightingale, Page, Pennington, Dr H Scott, M Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
2263	<b>To receive apologies for absence</b> Cllr O'Connor and Cllr Dawson (KCC) Cllr Cornford proposed that items 4 and 5 on the Agenda were considered in reverse order; Members agreed.	
2264	<b>Members' Declarations of Interest</b> There were none.	
2265	<b>Minutes</b> It was proposed by Cllr Pennington and seconded by Cllr Dr H Scott and <b>RESOLVED: that the minutes of the Council meeting held on 27<sup>th</sup> May 2020 be signed and approved as a true record of the meeting.</b> It was proposed by Cllr Wallin and seconded by Cllr Green and <b>RESOLVED: that the minutes of the F &amp; GP Committee held on 28<sup>th</sup> November 2019 were received.</b> It was proposed by Cllr Page and seconded by Cllr Wallin and <b>RESOLVED: that the minutes of the P,H &amp; E Committee held on 12<sup>th</sup> May 2020 were received.</b>	
2266	<b>Town Clerk Report</b> Town Clerk reported on the following:- <ul style="list-style-type: none"> <li>• Update on Covid-19 response from the Town Council and volunteers</li> <li>• Online training update awaited from KALC</li> <li>• Noticeboard for the Town Council office update</li> <li>• Appraisal of current situation in relation to the Scarecrow Festival</li> <li>• TDC signage for the Town to raise awareness of social distancing guidelines</li> <li>• Westgate in Bloom on the train station</li> </ul>	
2267	<b>Chairperson's Announcements</b> Cllr Cornford thanked the volunteers and Councillors who have worked together during the Covid-19 situation to help the community. It is hoped that the situation is improving and that the shielded residents can be out of their homes again by the end of July. Cllr Cornford	

	<p>added that NALC are undertaking a consultation for a review of a model Code of Conduct which is due to conclude on 17<sup>th</sup> August 2020. Cllr Cornford confirmed she will be no longer be part of the F &amp; GP Committee with immediate effect.</p> <p>Cllr M Scott joined the meeting.</p>	
2268	<p><b>Public Participation Session</b></p> <p>There were no requests received.</p>	
2269	<p><b>Annual Return – Risk Assessment and Management Scheme</b></p> <p>It was proposed by Cllr Donaldson and seconded by Cllr Page and <b>RESOLVED: that the Risk Assessment and Management Scheme for the year ending 31.03.20 was approved.</b></p>	
2270	<p><b>Annual Return – Statement of Internal Control</b></p> <p>It was proposed by Cllr Dr H Scott and seconded by Cllr Pennington and <b>RESOLVED: that after considering the Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.20 it was approved; the Chairperson and Town Clerk signed to confirm.</b></p>	
2271	<p><b>Annual Return – Governance Statements</b></p> <p>The Town Clerk read each statement to Members from Section 1 of the AGAR for the year 2019/20.</p> <p>It was <b>RESOLVED: that the Annual Governance Statement for 2019/20 was approved; the Chairperson and Town Clerk signed, dated and added a minute reference.</b></p>	
2272	<p><b>Annual Return – Accounting Statements</b></p> <p>The Town Clerk prepared the Accounting Statements for Section 2 of the AGAR for the year 2019/20 ending 31.03.20; they were shared with Members prior to the meeting.</p> <p>It was <b>RESOLVED: that the Accounting Statements for 2019/20 ending 31.03.20 were approved; the Chairperson and Town Clerk signed, dated and added a minute reference.</b></p>	
2273	<p><b>Representation on Thanet Area Committee</b></p> <p>It was proposed by Cllr M Scott and seconded by Cllr Green and <b>RESOLVED: that Cllr Cornford and Cllr Pennington were elected to represent the Town Council and attend the Thanet Area Committee.</b></p>	
2274	<p><b>Cycling on the Promenade</b></p> <p>Members debated the item at length and there were numerous ideas and statements to consider for a draft strategy to be proposed to TDC and KCC. Cllr M Scott stated that there was funding available and he would be</p>	

	<p>seeking an update in due course to share with Members. The Town Clerk confirmed that the byelaw clarification has been sought from Your Leisure and TDC in relation to the beach and promenade users.</p> <p><b>It was RESOLVED: that the item was deferred for discussion at the next P,H &amp; E Committee to form a draft strategy to take to TDC and KCC to offer potential solutions to the issues experienced by all users of the promenade.</b></p>	
2275	<p><b>Terms of Reference P,H &amp; E Committee</b> Following recommendation by the P,H &amp; E Committee the slight revision to the P,H &amp; E Committee Terms of Reference were shared with Members.</p> <p><b>It was proposed by Cllr Dr H Scott and seconded by Cllr M Scott and RESOLVED: that the revised Terms of Reference for P,H &amp; E Committee were adopted by Council.</b></p>	
2276	<p><b>Role of Tree/Biodiversity Warden</b> Cllr Dr H Scott provided Members with an overview of the proposed role and Town Clerk provided examples from other Parishes for information. Town Clerk confirmed that the role would need a Role Description to be draft by the Chair of P,H &amp; E Committee and Town Clerk before being recommended to the HR Committee. The role should be for a fixed period and advertised by the Town Council to invite applicants for the role. Town Clerk confirmed that this was a voluntary role and that expenses availability would need to be clarified with the F &amp; GP Committee.</p> <p><b>It was RESOLVED: that the role description for a Tree/Biodiversity Warden will be draft by the Chair of the P,H &amp; E Committee and Town Clerk to be submitted to the next HR Committee for adoption. Town Clerk to include an item on the next F &amp; GP Committee to ensure there are funds for potential expenses for the role.</b></p>	
2277	<p><b>Litter Bins</b> Cllr M Scott provided a report to Council on the problems with litter in the Town. The Town Council had purchased 14 additional public litter bins previously and there were additional locations identified where it is felt that there is increased producing of waste and a need for extra litter bins. Following debate and suggestions from Cllr Dr Scott and Cllr M Scott, 7 locations were identified, 7 new bins will be purchased in addition to the 14 previously purchased.</p> <p><b>It was proposed by Cllr M Scott and seconded by Cllr Donaldson and RESOLVED: that seven public litter</b></p>	

	bins will be purchased by the Town Council, installed by TDC and emptied each week by the Town Council. The locations identified were:- 2 on Sea Road, 1 on Beach Road, 1 on Minster Road, 1 on green on Quex Road, 1 on green near Community Centre, Lymington Road and 1 on Cambourne Avenue/Linksfield Road	
2278	<p><b>Collective Funding Proposal for Covid-19 Response</b></p> <p>Town Clerk provided Members with a report from the Lifeboat Project and the fund pooling proposal from Thanet District Council. Following debate at the meeting on 5<sup>th</sup> May Council resolved to earmark the sum of £2,000.00 to donate to organisation(s) to assist with the Covid-19 response; these were funds in the budget for the Westgate Day event which has been cancelled this year due to the Covid-19 situation.</p> <p><b>It was RESOLVED: that using the power of GPC the sums of £1,000.00 should be donated to the TDC Fund Pooling Proposal and £1,000.00 donated to the Lifeboat Project run by Changing Minds Kent CIC. The donations will be funded via a virement from the Event Westgate Day budget to a Covid-19 budget. 3 Members abstained.</b></p>	
2279	<p><b>Insurance Renewal for Town Council Vehicle</b></p> <p>It was proposed by Cllr Pennington and seconded by Cllr Wallin and <b>RESOLVED: that the insurance for the Town Council vehicle will be renewed for the coming year following the recommendation of the insurance broker Came and Company Local Council Insurance and provided by MS Amlin at a cost of £771.10 for the year.</b></p>	
2280	<p><b>Next Meeting</b></p> <p>The next meeting is 7th July 2020</p>	
2281	<p><b>Meeting Closed at 20.40pm</b></p>	

Signed.....  
Chairperson of the Council

Dated.....7 July 2020.....