



**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 1st February 2022 at 7pm**

Present	Cllrs Cornford (Chair), Donaldson, Green, Nightingale, O'Connor, M Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk), Community Warden and Town Council Chaplain	
3039	<b>To receive apologies for absence</b> Cllr Crow-Brown (KCC), Cllr Dr H Scott	
3040	<b>Members' Declarations of Interest</b> Cllr Wallin declared an interest in Item 11	
3041	<b>Minutes</b> It was moved by Cllr O'Connor and seconded by Cllr Donaldson and <b>RESOLVED: that the minutes of the Full Council meeting held on 4<sup>th</sup> January 2022 be signed and approved as a true record of the meeting.</b> It was <b>RESOLVED: that the minutes of the PH&amp;E Committee held on 14<sup>th</sup> December 2021 were received.</b> It was <b>RESOLVED: that the minutes of the F&amp;GP Committee held on 19<sup>th</sup> October 2021 were received.</b> It was <b>RESOLVED: that the minutes of the HR Committee held on 26<sup>th</sup> October 2021 were received.</b> It was <b>RESOLVED: that the minutes of the ET&amp;D Sub-Committee held on 4<sup>th</sup> November 2021 were received.</b>	
3042	<b>Community Warden Report</b> The Community Warden shared a report, this covered topics:- <ul style="list-style-type: none"> <li>• Introduction from our new Community Warden</li> <li>• Handover from leaving Warden</li> <li>• Community Connector update</li> <li>• Pop-up Coffee Vehicle</li> <li>• Issue with Community Warden phone, temporary number shared</li> </ul>	
3043	<b>Public Participation Session</b> No requests received.	
3044	<b>KCC/TDC Councillor Reports</b> None	
3045	<b>Councillor Reports</b> Cllr Donaldson reported on the following:- <ul style="list-style-type: none"> <li>• Recent attendance to ACRE meeting</li> </ul>	

	<ul style="list-style-type: none"> <li>• Attendance to Thanet Charities Forum and proposal to recruit for the Youth Council</li> <li>• Attendance to KALC Executive Committee representing Thanet Area Committee</li> <li>• St Saviours Hub update Cllr Cornford reported on the following:-</li> <li>• Cllr Dr H Scott has now confirmed that she is no longer a member of the PHE Committee</li> <li>• the Canterbury City Council Q and A recording with Southern Water was interesting</li> <li>• a recent meeting with the individuals who developed the concept Totally Locally was inspiring</li> <li>• Parish Call with TDC</li> <li>• Thanet Area Committee meeting to be hosted next week by Town Council</li> </ul>	
3046	<p><b>Town Clerk Report</b> Town Clerk reported on the following items:</p> <ul style="list-style-type: none"> <li>• NALC Local Council Award Scheme</li> <li>• Saturday Surgery, Neighbourhood Engagement Meeting and Community Clinic</li> <li>• War Memorial Recreation Ground update</li> <li>• Co-option Vacancies for Town Councillors</li> <li>• Contain Outbreak Management Funding Update</li> <li>• AGE UK Drop in Friday Sessions</li> <li>• Town Council magazine</li> <li>• WWRA</li> <li>• Totally Locally</li> <li>• St Saviours Community Garden</li> <li>• Precept Request for 2022/23</li> <li>• Dates for diaries</li> </ul>	
3047	<p><b>Finance Reports</b></p> <p>A) Bank Reconciliations 31.12.21 B) Payment and Receipt Reports 31.12.21 C) Receipts and Payments by Budget Heading 31.12.21 be received D) Annual Budget by Combined Account Code 31.12.2021 E) Budget Forecast Report as at 31.12.2021</p> <p>It was <b>RESOLVED:</b> that the Bank Reconciliations, Payment and Receipt Reports 31.12.2021; Receipts and Payments by Budget Heading and Annual Budget by Combined Account Code for 31.12.21 and Budget Forecast Report be received.</p>	
3048	<p><b>Policy Review</b> Following the recent HR Committee the following policies were recommended for adoption by Council –</p>	

	<ul style="list-style-type: none"> <li>a) Equality and Diversity Policy</li> <li>b) Press and Media Policy</li> <li>c) Cyber Policy</li> <li>d) Request for Information Policy</li> <li>e) Vexatious Policy</li> <li>f) Recruitment Policy</li> <li>g) Expenses and Allowances Policy</li> </ul> <p><b>It was RESOLVED: that the following policies were adopted by Council, Equality &amp; Diversity; Press &amp; Media; Cyber; Request for Information; Vexatious; Recruitment; Expenses &amp; Allowances.</b></p>	
3049	<p><b>Training Opportunities</b></p> <p>Town Clerk shared the recent list of NALC and KALC training opportunities and a unique group training proposal which Members were invited to debate.</p> <p><b>It was RESOLVED: that Town Clerk is delegated to contact the training provider for the group training proposal and progress with the no fee stages with no obligation for the Town Council to engage services.</b></p>	
3050	<p><b>Draft Neighbourhood Plan Report</b></p> <p>Town Clerk shared a report on the next stage of the process following consultation with Goldstone Town Planning. Members were invited to give delegated authority for the Town Clerk to work with Goldstone Town Planning to respond to the comments and propose any additions/alterations to the draft NP before returning to Full Council in March for proposed adoption.</p> <p><b>It was RESOLVED: that the Town Clerk is granted delegated authority to work with Goldstone Town Planning to respond to the comments on the draft NP and formulate responses to the comments including proposing any additions/alterations to the draft NP before being returned to Full Council for adoption.</b></p>	
3051	<p><b>Thanet Local Plan Update</b></p> <p>Town Clerk shared the draft response from the Town Council with Members and invited debate.</p> <p><b>It was RESOLVED: that the draft was adopted by Council as the formal response and the Town Clerk to upload to the TDC consultation page by 4<sup>th</sup> February at 5pm which is the deadline for comments.</b></p>	
3052	<p><b>Birchington Neighbourhood Plan Consultation – Regulation 16</b></p> <p>Town Clerk shared details of the TDC invitation for views on the draft NP from Birchington Parish Council.</p> <p><b>It was moved by Cllr Cornford and seconded by Cllr O'Connor and RESOLVED: that the Town Council supports the Birchington Parish Council draft NP</b></p>	

	and wants to comment that the document is impressive and a professional approach is evident; the Town Council would like to commend BPC for all the hard work in producing the document.	
3053	<b>KALC 2022 Community Award Scheme</b> It was moved by Cllr Cornford and seconded by Cllr O'Connor and <b>RESOLVED:</b> that the KALC 2022 Community Award Scheme was adopted and Bronwen Wood is nominated to receive the award from the Town Council this year. Town Clerk to communicate the nomination and the reasons to KALC.	
3054	<b>Appointment of Internal Auditor</b> It was moved by Cllr Donaldson and seconded by Cllr O'Connor that Mr Bucketts is appointed as Internal Auditor for the Town Council for 2022 and will undertake the Audit in April.	
3055	<b>Town Council Magazine General Service Agreement</b> It was moved by Cllr Green and seconded by Cllr Donaldson and <b>RESOLVED:</b> that the General Service Agreement for the Town Council magazine is renewed with HOF Media until April 2023.	
3056	<b>Co-Option Questions</b> Town Clerk shared the draft questions with Members and comments were welcomed. It was moved by Cllr O'Connor and seconded by Cllr Donaldson and <b>RESOLVED:</b> that an addition of a question for Members be added; Cllr Donaldson and Town Clerk to ask questions to the applicants; the room layout to be informal and a waiting room provision to be in place.	
3057	<b>Next Meeting</b> The next meeting is 15 <sup>th</sup> February 2022	
3058	<b>Meeting Closed at 20.10 hours</b>	

Signed..........

Dated...21.03.2022

Chair of the Council