



**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 6<sup>th</sup> September 2022 at 7pm**

Present	Cllrs Cornford (Chair), Donaldson (Vice-Chair), Calcutt, Green, King, O'Connor, Parry, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and two Community Wardens	
3365	<b>To receive apologies for absence</b> Cllr Crow-Brown (KCC) and Cllr Scott	
3366	<b>Members' Declarations of Interest</b> None	
3367	<b>Minutes</b> It was moved by Cllr Wallin and seconded by Cllr Green and <b>RESOLVED: that the minutes of the Full Council meeting held on 5<sup>th</sup> July 2022 be signed and approved as a true record of the meeting.</b> It was moved by Cllr Cornford and seconded by Cllr Parry and <b>RESOLVED: that the minutes of the PH&amp;E Committee held on 14<sup>th</sup> June 2022 and 6<sup>th</sup> July 2022 were received.</b> It was moved by Cllr O'Connor and seconded by Cllr Calcutt and <b>RESOLVED: that the minutes of the ET&amp;D Sub-Committee held on 8<sup>th</sup> June 2022 were received.</b> It was moved by Cllr Parry and seconded by Cllr Green and <b>RESOLVED: that the minutes of the F&amp;GP Committee held on 21<sup>st</sup> June 2022 were received.</b> It was moved by Cllr Calcutt and seconded by Cllr Green and <b>RESOLVED: that the minutes of the HR Committee held on 24<sup>th</sup> May 2022 were received.</b>	
3368	<b>Civility and Respect Pledge – Bullying and Harassment Statement and Dignity at Work Policy</b> Town Clerk shared details of the SLCC launched invitation for local Councils for the Civility and Respect Pledge and the Bullying and Harassment Statement and Dignity at Work Policy. Local Councils are invited to adopt and sign to demonstrate their zero-tolerance policy on bullying and harassment. The HR Committee resolved to recommend that this is adopted and signed by Council. <b>It was RESOLVED: that one Member to be no longer heard and then the meeting was suspended for five minutes at 19.14 hours in accordance with SO 2b&amp;c. The meeting reconvened at 19.19hours.</b>	

	<p>It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that Westgate on Sea Town Council adopt and sign to the Civility and Respect Pledge and the Bullying and Harassment Statement is placed on the Town Council website. The Dignity at Work Policy be adopted by the Town Council. One Member abstained and one Member was against and stated they found the proposal to be hypocritical of the Town Council.</p>	
3369	<p><b>Public Participation Session</b> No requests received.</p>	
3370	<p><b>Town Clerk Report</b> Town Clerk reported on the following items:</p> <ul style="list-style-type: none"> <li>• Community space update</li> <li>• CPR and Defibrillator training</li> <li>• Work Based Learning Group CIC training opportunity update</li> <li>• Youth sessions at the Recreation Ground on Lymington Road report</li> <li>• Eat Well, Spend Less Roadshow report</li> <li>• Play Area, Recreation Ground, Lymington Road repairs update</li> <li>• Allotment renewals report</li> <li>• Recording of meetings update</li> <li>• Westgate Neighbourhood Development Plan update</li> <li>• Pop Up Café and Information Hub update</li> <li>• Community Shield Sign up for the Town Council</li> <li>• Memorial – B24 Liberator Plaque update</li> <li>• Community Clinic and Meet the Councillor dates update</li> <li>• Community Warden and PCSO updates</li> <li>• Birchington Civic Awards 2022</li> <li>• Myth buster – Local Government Pension Scheme</li> </ul>	
3371	<p><b>KCC/TDC Councillor Reports</b> Cllr Crow-Brown shared a report with the Town Clerk which was read by the Chair and which included:</p> <ul style="list-style-type: none"> <li>• Thanks to the Town Council officers</li> <li>• Proposed 5G Mast at St Saviours School and Westgate Cricket Club update – including KCC intention to lobby central Government about the subject of powers given to telecom companies.</li> </ul>	
3372	<p><b>Councillor Reports</b> Cllr Cornford provided an update on the following items:</p> <ul style="list-style-type: none"> <li>• Proposed 5G Mast at Westgate Cricket Club/St Saviours School update, including actions undertaken</li> <li>• Active Travel pre-consultation opportunity</li> </ul>	

	<ul style="list-style-type: none"> <li>• Carbon Literacy course</li> <li>• Thanet Area Committee</li> </ul> <p>Cllr King provided an update on the following items:</p> <ul style="list-style-type: none"> <li>• WWRA meeting and proposed 5G Mast at Westgate Cricket Club/St Saviours School update, including meeting with KCC, TDC and officers</li> <li>• Attendance to the Community Safety Steering Group meeting</li> </ul> <p><b>In accordance with SO2b It was RESOLVED: that one Member to be no longer heard for the remainder of the meeting due to continued interruptions and disrespect of the proper officer.</b></p>	
3373	<p><b>Annual Governance Annual Return and Audit Updates</b></p> <p>Town Clerk shared the External Auditor Certificate for 2021/22 and explained the conclusion of the review process for the AGAR year ended 31.03.2022. The report from the Internal Auditor was also shared with Members. The Town Clerk will publish the Notice of Conclusion of Audit for 2021/2022 and the Sections 1, 2 &amp; 3 of the AGAR on the Town Council website and on the noticeboards. The date of announcement to be before 30.09.22. Members received the reports and Certificate.</p>	
3374	<p><b>Smaller Authorities' Audit Appointments</b></p> <p>Town Clerk shared 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 shared the details of what opting out means in practice and the reasons this decision needs careful consideration. Following a short debate –</p> <p><b>It was moved by Cllr Cornford and seconded by Cllr Calcutt and RESOLVED: that the Town Council opted-in for the next round of five-year external audit appointments undertaken by the SAAA for 2022/23 until 2026/27.</b></p>	
3375	<p><b>Policies for the Town Council</b></p> <p>Members were invited to approve and adopt the following policies –</p> <ul style="list-style-type: none"> <li>• Smoking Policy</li> <li>• Volunteer Policy</li> <li>• Community Engagement and Communication Policy</li> <li>• Complaints Procedure</li> <li>• Publication Scheme</li> </ul>	

	<p>It was moved by Cllr Calcutt and seconded by Cllr Cornford and <b>RESOLVED: that the following policies be adopted by Council – Smoking, Volunteer, Community Engagement &amp; Communication, also Complaints Procedure and Publication Scheme</b></p>	
3376	<p><b>Finance Reports</b></p> <p>A) Bank Reconciliations June &amp; July 2022  B) Payment and Receipt Reports June &amp; July 2022  C) Receipts and Payments by Budget Heading 31<sup>st</sup> July 2022  D) Annual Budget by Combined Account Code 31<sup>st</sup> July 2022  E) Budget Forecast Report as at 31<sup>st</sup> July 2022</p> <p>It was <b>RESOLVED: that the Bank Reconciliations June &amp; July 2022, Payment and Receipt Reports June &amp; July 2022; Receipts and Payments by Budget Heading 31<sup>st</sup> July 2022, Annual Budget by Combined Account Code 31<sup>st</sup> July 2022 and Budget Forecast Report for 31<sup>st</sup> July 2022 be received.</b></p>	
3377	<p><b>Facebook and Marketing Support</b></p> <p>Town Clerk provided a report and three quotations for the provision of bespoke Facebook promotion and support; the benefits of the first month of the short two-month trial were shared with Members. Following a short debate –</p> <p>It was moved by Cllr Calcutt and seconded by Cllr O'Connor and <b>RESOLVED: that the Town Council appoints Social Media Matters for the provision of Facebook promotion and support for the Town Council until the end of March 2023.</b></p>	
3378	<p><b>Grounds Maintenance for Recreation Ground</b></p> <p>Town Clerk reported on the grounds maintenance undertaken at the Recreation Ground on Lymington Road during the last year. Council were requested to continue with the present contractors for 2022/23.</p> <p>It was moved by Cllr Cornford and seconded by Cllr Calcutt and <b>RESOLVED: that the Town Council appoints Hughes and Sons for grass cutting and Pitch Master for lining for the football pitch at the Recreation Ground for 2022/2023.</b></p>	
3379	<p><b>Draft Budget for 2023/2024</b></p> <p>The Town Clerk outlined the process for the start of the draft budget for the next fiscal year. There will be provision on the 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 the next fiscal year. A template request has been shared with Members so that details can be</p>	

	provided to the Town Clerk by email no later than 14 <sup>th</sup> of October 2022. The F&GP Committee will then draft a proposed budget for Full Council to debate.	
3380	<p><b>Town Councillor Vacancies Update</b></p> <p>Town Clerk shared the details of the registers of interest for the Co-option vacancy for Town Councillor following the close of invitation on 26<sup>th</sup> August 2022. The draft Co-option procedure and proposed questions were shared with Members. Members were asked to agree the proposed scoring system and the panel membership for the interview process.</p> <p><b>It was moved by Cllr O'Connor and seconded by Cllr Calcutt and RESOLVED: that the questions for the applicants and the scoring system were adopted.</b></p> <p><b>It was moved by Cllr Green and seconded by Cllr Calcutt and RESOLVED: that the applicants will all be interviewed and all Members will be involved in the process.</b></p>	
3381	<p><b>Next Meeting</b></p> <p>The next meeting is 4<sup>th</sup> October 2022</p>	
3382	<b>Meeting Closed at 20.17 hours</b>	

Signed.....

Dated.....4/10/22.....

Chair of the Council

