

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 VIRTUAL meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 7th July 2020 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 please contact the Town Clerk by email (Townclerk@westgateonsea.gov.uk) for attendance to receive an invitation to join the meeting.

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 16th June 2020
(Copy attached – Appendix A)

4. CHAIRPERSON REPORT

To receive a report from the Chairperson on items since the last meeting.

5. TOWN CLERK REPORT

Town Clerk to report on items since the last meeting.

6. 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.

Written notice of the desire to exercise the right to speak and of the topic to be addressed must be given to the Town Clerk prior to 4 pm on the Friday before the meeting.

7. REVIEW OF GOVERNANCE ARRANGEMENTS

Members are invited to debate, approve, and adopt the following:

- a. Standing Orders: **Decision required**
- b. Financial Regulations: **Decision required**

8. POLICIES FOR THE TOWN COUNCIL

Members are invited to approve and adopt the following:

- a. Code of Conduct: **Decision required**
- b. Social Media Policy: **Decision required**

The following policies have undergone a review by the HR Committee and recommended for adoption by Full Council -: **Decision required**

- c. Lone Working Policy
- d. Data Protection Policy
- e. Request for Information Policy
- f. Staff Email and Communication Policy
- g. Smoking Policy

9. FINANCE REPORTS

- a. Bank reconciliations 31.05.20 be received
- b. Payment and Receipt Reports 31.05.20 be received
- c. Receipts and Payments by Budget Heading 31.05.20 be received
- d. Annual Budget by Combined Account Code

10. REPRESENTATION ON OUTSIDE BODIES 2020/21

To approve membership on outside bodies to represent the Town Council for the year 2020/21; list to be shared prior to the meeting: **Decision required**

11. CONSULTATION FOR PROPOSED PEDESTRIAN CROSSING, CANTERBURY ROAD

Town Clerk to provide a copy of the consultation document and street notice; Members invited to debate and provide responses for the questionnaire, further information to be found on the KCC website - <https://kccconsultations.inconsult.uk/consult.ti/canterburyrdpedcrossing/consultationHome>

12. WESTGATE IN BLOOM

Town Clerk to provide a report to outline proposals for utilising part of the Lottery Funding for the Westgate in Bloom project; planting and groundworks project for Sea Road: **Decision required**

G Gray

Signed: Gill Gray
Town Clerk & RFO
Westgate-on-Sea Town Council

1st July 2020