



**Minutes of the Meeting of the Full Council of  
Westgate on Sea Town Council**

**on Tuesday 2nd July 2019**

**Held at 78 St Mildreds Road, Westgate-On-Sea, Kent  
CT8 8RF**

Present	Cllrs Pennington (Chairperson), Donaldson, Nightingale, O'Connor, Page, M Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk), 4 members of the public	
	<b>Chairperson's Welcome</b> The Chairperson opened the meeting with thanks to all those who had helped to get the new space ready and following with the usual "housekeeping" instructions and advised that the meeting was being recorded on a video camera.	
1 849	<b>To receive apologies for absence</b> Cllr Micallef, Cllr H Scott, Laura Bungard, and Cllr Bambridge (TDC)	
1 850	<b>Members' Declarations of Interest</b> There were none.	
1 851	<b>Minutes</b> <b>RESOLVED:</b> that the minutes of the Council meeting held on 4 <sup>th</sup> June 2019 be signed and approved as a true record of the meeting. <b>RESOLVED:</b> that the minutes of the Extra Ordinary Council meeting held on 10 <sup>th</sup> June 2019 be signed and approved as a true record of the meeting.	
1 852	<b>County and District Councillor Reports</b> Cllr M Scott reported that he was pleased that the local beaches were busy and that any problems with bins he was continuing to report to Thanet District Council on a regular basis.	
1 853	<b>Report of the Community Warden</b> There was a report available from the Warden which the Town Clerk read in her absence. The report covered topics such as drains causing flooding, potholes, vulnerable visits and highlighting the problem with social isolation and the need to help elderly residents.	
1 854	<b>Chairperson's Report</b> Cllr Pennington confirmed that there was nothing to report since the last meeting.	
1 855	<b>Councillor's Reports</b> Cllr Page reported that the public toilets should be open	

	<p>for longer hours in the summer months, particularly at St Mildreds Bay. Cllr Page and Cllr Nightingale added that there is a particular problem with rubbish in the Millies Beach Bar area and West Bay due to a lack of available bins and a distinct lack of recycling facilities.</p> <p>Cllr M Scott reported that there continues to be a problem with teenagers on Lymington Road who are smoking cannabis; Laura Bungard the Community Warden and Suzie Waldie-Temple the PCSO are both aware. Cllr M Scott added that another Speedwatch session had been completed on Minster Road.</p> <p>Cllr O'Connor reported that a recent leak on the allotments had been repaired at the cost of materials only for the Town Council which should help reduce the cost of the water for the site. Cllr O'Connor added that she was working with the Town Clerk to sweep the excess funds of the Town Council to the deposit account so that the highest rate of interest earned was realised for the majority of the funds that the Town Council has in the accounts.</p> <p>Cllr Donaldson welcomed the Steering Group meeting and advised that the draft Terms of Reference were being discussed and agreed at the next meeting in September. Cllr Donaldson added that it was an important element of community development and the group should be electing a Chair and Vice-Chair in the near future.</p>	
1 856	<p><b>Town Clerk's Report</b></p> <p>The Town Clerk reported that the move from 11 &amp; 11A Ethelbert Square was now completed. Thanks, were conveyed to the Town Councillors and staff for their voluntary help with the move, painting and cleaning of 78 St Mildreds Road. The Town Clerk confirmed that the external auditor had been sent the relevant information and the Annual Governance and Accountability Return for the Town Council, all the details are available on the Town Council website. The Town Clerk added that the new Town Council Magazine was due to be delivered week commencing 8<sup>th</sup> July and that the new part-time Finance Assistant was due to join the Town Council on 15<sup>th</sup> July.</p>	
1 857	<p><b>Public Participation Session</b></p> <p>There were no requests received by the Town Clerk for public participation at this meeting.</p>	
1 858	<p><b>Review of Governance Arrangements</b></p> <p><b>a. Standing Orders</b></p> <p>The Town Clerk presented Members with the draft Standing Orders with highlighted alterations for 3(x)</p>	

	<p>which permits the extension of a meeting beyond 2 hours if a resolution is agreed for a further period that does not exceed 30 minutes.</p> <p><b>It was moved by Cllr M Scott and seconded by Cllr O'Connor and RESOLVED: that the Standing Orders were adopted.</b></p> <p><b>b. Financial Regulations</b></p> <p>The Town Clerk presented Members with the draft Financial Regulations with highlighted alterations for the use of capital letters throughout, the section 4.1 the expenditure figure altered to the sum of £5,000 for the Council authority, the section 6 was altered to reflect the addition of a PayPal account to be used when appropriate.</p> <p><b>It was moved by Cllr Page and seconded by Cllr Nightingale and RESOLVED: that the Financial Regulations were adopted.</b></p>	
1 8 59	<p><b>Policies for the Town Council</b></p> <p>The Town Clerk presented Members with the draft Code of Conduct and Social Media Policy for adoption.</p> <p>Following debate:-</p> <p><b>It was moved by Cllr O'Connor and seconded by Cllr M Scott and RESOLVED: that the Code of Conduct was adopted.</b></p> <p><b>It was moved by Cllr Wallin and seconded by Cllr Page and RESOLVED: that the Social Media Policy was adopted.</b></p>	
1 8 60	<p><b>Internal Audit Report</b></p> <p>The Town Clerk provided Members with the Internal Auditor report for 2018/19</p> <p><b>It was RESOLVED: that the Internal Audit Report be received.</b></p>	
1 8 61	<p><b>Finance Reports</b></p> <p>The Town Clerk presented Members with the Bank Reconciliations for 31<sup>st</sup> May 2019; Payments Report for May 2019; Trial Balance Report for 31<sup>st</sup> May 2019 and Receipts and Payments Report by Budget Heading for 31<sup>st</sup> May 2019.</p> <p><b>A, B, C and D It was moved by Cllr Nightingale and seconded by Cllr Page and RESOLVED: that the Finance Reports were received.</b></p>	
1862	<p><b>Terms of Reference Planning, Highways and Environment Committee</b></p> <p>The Town Clerk explained that following consultation with Cllr H Scott the TOR's had been altered to state that "All meetings shall have minutes taken by the Town Clerk or other nominated employee".</p>	

	<b>It was RESOLVED: that the Terms of Reference for the Planning, Highways and Environment Committee were adopted by Council.</b>	
1 863	<b>Renewal for Insurance for the Town Council</b> The Town Clerk explained that the renewal for the annual insurance for the Town Council is due on 20 <sup>th</sup> August 2019 and is seeking agreement that the quotations received in August can be shared by email with Members for approval. <b>It was moved by Cllr O'Connor and moved by Cllr Nightingale and RESOLVED: that the Town Clerk can share the quotations received from the broker in July or August by email with Members for a decision on the annual renewal for insurance for the Town Council.</b>	
1 864	<b>Small Grant Scheme Application Period</b> It was moved by Cllr M Scott and seconded by Cllr O'Connor and <b>RESOLVED: that the application period for the Small Grants Scheme be closed until later in the year and reopened for a period of six weeks to coincide with the F &amp; GP Committee meeting for a second opportunity for community groups to apply for funding in this financial year.</b>	
1 865	<b>Next Meeting</b> The next meeting is 3 <sup>rd</sup> September 2019	
1 866	<b>Meeting Closed at 19.52pm</b>	

Signed.....

Dated.....

Chairperson of the Council