

Members of the Public and Press are invited to attend this meeting. Persons attending this meeting, whether to participate, or observe, are advised that they may be filmed, recorded, or otherwise reported about. Persons attending this meeting who wish to report on the procedures of the meeting are requested to avoid filming, recording, or otherwise reporting about children and vulnerable adults without the consent of the relevant responsible adult. You should also be aware that the Town Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy. Therefore, by entering the Meeting and speaking you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

**WESTGATE-ON-SEA TOWN COUNCIL**  
**78 St. Mildreds Road**  
**Westgate-on-Sea**  
**Kent**  
**CT8 8RF**  
**Telephone: 01843 836182**



TO ALL MEMBERS OF THE FULL COUNCIL

You are hereby summoned to attend the **Annual Town Council Meeting of Westgate-on-Sea Town Council** to be held in the **Town Council Office, 78 St. Mildreds Road, Westgate-on-Sea CT8 8RF** on **Tuesday 7<sup>th</sup> May 2024** at **7 PM**. (The purpose of this meeting is to consider and / or pass such resolutions as may be deemed necessary or desirable in respect of all matters contained within the agenda.

All are welcome!

*Trish Hamilton*

Trish Hamilton MPsy BAppSc (Hons) FdCeg MSLCC CILCA  
Town Clerk and Responsible Financial Officer  
Dated: 30<sup>th</sup> April 2024

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MEMBERS: Cllr. David Donaldson (Chair), Cllr. Clive Veck (Vice Chair), Cllr. Elysa D'Abbro, Cllr. Stephen Fenning, Cllr. Tom King, Cllr. Alice Mulinya, Cllr. Matthew Scott, Cllr. Charlotte Thomason, Cllr. David Wallin and Cllr. John Worrow.

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### AGENDA

- 2024/01 To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
- 2024/02 To elect the Vice- Chair of the Council and to receive the Vice-Chair's Declaration of Acceptance of Office
- 2024/03 To reaffirm the results of the Contested Election of Councillor for Westgate -on-Sea Town Council's Ward
- To welcome new Councillor John Worrow and to receive his Declaration of Acceptance of Office
- 2024/04 **EMERGENCY EVACUATION PROCEDURE:** The Chair will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures. The Chair will inform the meeting that in the event of an emergency, everybody must leave the building via the nearest safe available exit and gather at the **ASSEMBLY POINT OUTSIDE PAYDEN'S CHEMIST** . Any officers present at the meeting will aid with the evacuation. It is important that the Chair is informed of any person attending who is disabled so that suitable arrangements may be made.

- 2024/05 To receive apologies and grounds for absence
- 2024/06 To receive any Declarations of Interests including new, amended Register of Interests of unchanged Interests Forms noting:-
- Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.
- The Chair will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:
- (a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.
- (b) Disclosable Non-Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.
- (c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.
- Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which they may have in any item on this agenda, they should seek advice from the Town Clerk as early as possible, and in advance of the meeting.
- 2024/07 To consider the adoption of the Full Council Meeting Minutes dated 16<sup>th</sup> April 2024 [to follow] as a correct record.
- 2024/08 To receive the Committee Minutes / Reports including decisions taken under delegated authority and to consider recommendations where specified.
- (i) Planning, Highways and Environment Committee –16<sup>th</sup> April 2024 [circulated]
- 2024/09 To appoint the Town Council's Chaplain , the Reverend Susan Wing
- 2024/10 Legalities
- (i) To consider the adoption of the Town Council's Standing Orders
- (ii) To consider the adoption of the Town Council's Financial Regulations
- (iii) To confirm whether Westgate-on-Sea Town Council meets the criteria to maintain eligibility for use of the General Power of Competence under the Localism Act 2011 s.8 Parish Councils (General Power of Competence) Prescribed Conditions Order) 2012
- (iv) To consider the Asset Register and Inventory and arrangements for insurance cover in respect of insurable risks
- 2024/11 Finance, Expenditure and Governance including Approval of the 2023- 2024- Year End

## Accounts

- i. To consider the Financial Report
- ii. To note that the Council considered and approved the Statement of Internal Control for the year ending 31 March 2024 on 5<sup>th</sup> March 2024 under Minute Ref. 2024/FC/ 41) and that the Statement was signed by Chair of the meeting and the Clerk on behalf of the Council on that date.
- iii. Following the consideration and subsequent approval of the Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return ( AGAR) for the year ending 31 March 2024 on 5<sup>th</sup> March 2024 to confirm whether or not the Council has published the required Transparency Code information on the Council's website.
- iv. To consider the Annual Internal Audit Report (AIAR) .
- v. To confirm to the External Auditor via the above evidence that through this agenda item, the Council considered Section 1 before Section 2 of the AGAR for the year ending 31 March 2024.
- vi. To consider the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024 and supporting Bank Reconciliation
- vii. To note the arrangements for the Exercise of Public Rights

## Lease

- i. To review the Council's current lease arrangements

2024/12

## Committees

To review Committee structures and to appoint Members to serve on the under mentioned committees:

- a) Finance and General Purposes Committee (Up to 8 Members)
- b) Human Resources Committee (up to 4 Members)
- c) Planning, Highways and Environment Committee (up to 6 Members)
- d) *Events, Tourism and Developments Committee (up to 5 Members)*
- e) *Emergency Plan Subcommittee*
- f) *Local Transport Subcommittee (up to 3 Members)*
- g) *Allotments Working Group (Administration Assistant)*
- h) *Any other Committee / Subcommittee to facilitate the Council's work*

*Note: In accordance with Standing Orders the numerical composition of Committees shall be decided at this meeting.*

- 1) To review Committees /Subcommittees Terms of Reference (Recommendation: To delegate action to Named Committee / Subcommittees)
- 2) To review the appointment of representatives on the under-mentioned bodies as required:
  - a) Kent Association of Local Councils Thanet Area Committee (*Note:- This is normally the Chair and Vice-Chair of the Council although substitutes can be nominated to attend in their absence*).

b) Kent Association of Local Councils Thanet Joint Transportation Board (*Note: Although the Council will consider agreeing possible nominations from those agreed under 2a) above, membership cannot be guaranteed as the decision for appointing its members lies with that forum. )*

c) *Westgate-on-Sea Community Centre Association (WOSCCA) (Cllr. King ) +*

2024/13 To consider progress reports from Councillors

2024/14 Public Forum: The meeting will be adjourned for a maximum of 15 minutes to allow for member of the public from Westgate-on-Sea to speak and address the Council. The public right to speak includes non-residents with Westgate-on-Sea residents having priority.

2024/15 Forward Plan

- i. To fix dates and times of Council and Committees Meetings for the ensuring year.
- ii. To fix a date for the Annual Town Meeting
- iii. To fix a date for the Council's Vision Setting Day which will include progressing work on planned projects.

2024/16 **EXCLUSION OF THE PUBLIC AND PRESS**

**The Council is requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press may be asked to leave the meeting during consideration of the following items:**

To consider update on legal matter

**Reports and Minutes:** Copies of reports and minutes are available for inspection from Westgate-on-Sea Town Council's office. To book an appointment, please telephone (01843) 836182 between the hours of 10 am and 12.30 pm Monday to Thursday or e-mail [admin@westgateonsea.gov.uk](mailto:admin@westgateonsea.gov.uk) Reports provided by other agencies may not be provided but can be obtained at source from the relevant organisation.