

**Westgate on Sea Town Council  
11 Ethelbert Square  
Westgate on Sea  
Kent CT8 8SR**



**01843 836182**

**Sir/Madam,**

**You are hereby summoned to attend a meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 4th June 2019 in the United Reform Church, 54 Westgate Bay Avenue, Westgate-on-Sea CT8 8SN 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.***

**Residents are invited to attend 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 meeting held on 15th May 2019 (**Copy attached – Appendix A**)

**4. COUNTY AND THANET DISTRICT COUNCILLORS' REPORT**

KCC and/or TDC Councillors to report on issues affecting Westgate-on-Sea.

**5. REPORT OF THE COMMUNITY WARDEN**

The Community Warden will report as appropriate.

**6. CHAIRPERSON'S REPORT**

The Chairman to report on any matter dealt with since the last meeting, if appropriate.

**7. COUNCILLOR'S REPORTS**

Councillors to report on any matters dealt with since the last meeting, if appropriate.

**8. TOWN CLERK'S REPORT**

Town Clerk to provide a report on items since the last meeting.

**9. 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.*

**10. ANNUAL RETURN - RISK ASSESSMENT AND MANAGEMENT SCHEME**

Members are requested to approve the Risk Assessment and Management Scheme for the year ending 31.03.2019: **Decision required**

**11. ANNUAL RETURN - STATEMENT OF INTERNAL CONTROL**

To review the effectiveness of the system of Internal Control Members are requested to consider the attached Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2019; the Chair and the Town Clerk to sign: **Decision required**

**12. ANNUAL RETURN – GOVERNANCE STATEMENTS**

To approve the Annual Governance Statement for 2018/19, Section 1 of the AGAR for year ending 31.03.2019 – the Town Clerk will read each one to Members for approval at the meeting – the Chair and the Town Clerk to sign and date plus minute reference: **Decision required**

**13. ANNUAL RETURN – ACCOUNTING STATEMENTS**

To approve the Accounting Statements for 2018/19, Section 2 of the AGAR for year ending 31.03.2019 – the Chair and the Town Clerk to sign and date plus minute reference: **Decision required**

**14. FINANCE REPORTS USING RBS RIALTAS FINANCE SYSTEM**

- (a) Bank reconciliation 30.04.2019 be received.
- (b) Payments report 30.04.2019 be received.
- (c) Trial Balance be received.
- (d) Receipts and Payments by Budget Heading 30.04.2019 be received.

**15. EVENTS, TOURISM AND IMPROVEMENTS PROPOSED STEERING GROUP**

Membership to be debated and Terms of Reference to be agreed: **Decision required**

**16. REPRESENTATION ON THANET AREA COMMITTEE**

Members are requested to resolve to appoint Cllr Pennington and Cllr Micallef to represent the Town Council and attend the Thanet Area Committee: **Decision required**

**17. WORK EXPERIENCE PLACEMENTS AT THE TOWN COUNCIL**

Following recommendation from the HR Committee the Town Clerk to provide details of a proposal for a work experience programme and placements at the Town Council: **Decision required**



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

**30<sup>th</sup> May 2019**