

**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 meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 6<sup>th</sup> June 2023 in Town Council Office, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF 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 and press are welcome to attend.

## **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 Annual Town Council meeting held on 23<sup>rd</sup> May 2023 **(Copy attached)**

To receive the minutes of the Planning, Highways & Environment Committee held on 14<sup>th</sup> March 2023 **(Copy attached)**

To receive the minutes of the Events, Tourism & Development Sub-Committee held on 8<sup>th</sup> March 2023 **(Copy attached)**

### **4. 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. Subject to SO 3(f) a member of the public shall not speak for more than three minutes and in accordance with SO 3(e) a question shall not require a response at the meeting nor start a debate on the question.

### **5. TOWN CLERK'S REPORT**

Town Clerk to report on items since the last meeting.

### **6. COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORT**

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

### **7. COUNCILLORS' REPORTS**

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

## **8. ANNUAL RETURN – RISK ASSESSMENT AND MANAGEMENT SCHEME**

Members are invited to approve the Risk Assessment and Management Scheme for the year ending 31.03.2023: **Decision required**

## **9. 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 31.03.2023; the Chairman and Town Clerk to sign: **Decision required**

## **10. ANNUAL RETURN – GOVERNANCE STATEMENTS**

To approve the Annual Governance Statement for 2022/23, Section 1 of the AGAR for year ending 31.03.2023 – the Town Clerk will read each one to Members for approval at the meeting – the Chairman and the Town Clerk to sign and date plus minute reference: **Decision required**

## **11. ANNUAL RETURN – ACCOUNTING STATEMENTS**

To approve the Accounting Statements for 2022/23, Section 2 of the AGAR for the year ending 31.03.2023 – the Chairman and Town Clerk to sign and date plus minute reference: **Decision required**

## **12. PLANNING APPLICATION F/TH/23/0506**

F/TH/23/0506 – 14 Suffolk Avenue, Westgate-On-Sea, Kent CT8 8JG. Erection of 4No. two storey 1-bed terraced dwellings, with associated access, parking, and landscaping. Members invited to consider this planning application as this application was deferred by the Planning Committee due to not enough information: **Decision required**

## **13. WESTGATE COMMUNITY CIC**

Cllr Donaldson and Cllr Fenning to report on the proposed creation of a community CIC to support local economic and community development and the advantages as an arms-length organisation. Appointment of three interim directors required for the new Company: **Decision required**

## **14. FORWARD PLAN FOR THE TOWN COUNCIL**

Members to consider the projects and aspirations for the Town Council for the next four-year period until 2027; the Town Clerk to share a copy of the Forward Plan from 2020-2024 with Members for reference purposes.

## **15. MEMBERSHIP OF LOCAL TRANSPORT SUB-COMMITTEE**

Members are invited to agree that Cllr Green joins as an additional member for the LT Sub-Committee: **Decision required**

G Gray

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

**1<sup>st</sup> June 2023**