

**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 1st October 2019 at 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.

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 Full Council meeting held on 3rd September 2019 **(Copy attached – Appendix A)**

To receive the minutes of the HR Committee meeting held on 28th May 2019 **(Copy attached – Appendix B)**

To receive the minutes of the Planning Committee held on 11th June 2019 **(Copy attached – Appendix C)**

To receive the minutes of the F & GP Committee held on 25th June 2019 **(Copy attached – Appendix D)**

To receive the minutes of the Planning Committee held on 9th July 2019 **(Copy attached – Appendix E)**

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. 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.

9. FINANCE REPORTS USING RBS RIALTAS FINANCE SYSTEM

(a) Bank reconciliations 31.08.2019 be received.

(b) Payments and Receipts report 31.08.2019 be received.

(c) Grants Report year to date including budget

(d) Receipts and Payments by Budget Heading to 31.08.19 be received.

10. COMMUNITY ASSET TRANSFER FOR LYMINGTON ROAD RECREATION GROUND AND TWO SHELTERS

Town Clerk to provide an update following recommendations from F & GP Committee on legal fees that the Town Council will be required to pay to TDC to complete the transfer for the Community Asset for Lyminster Recreation Ground and two shelters on Sea Road: **Decision required**

11. SMALL GRANTS SCHEME APPLICATION

The Town Clerk to provide the documentation for the application for a Grant under the Small Grants Scheme for the amount of £500.00 from 1st Westgate on Sea Scout Group for the purchase of an 11-person canvas tent – Members invited to debate and consider the application following being deferred by F & GP Committee: **Decision required**

12. REPRESENTATION ON THANET AREA COMMITTEE

Members are requested to nominate a further representative from the Town Council to attend the Thanet Area Committee: **Decision required**

13. POLICY FOR COUNCILLORS EMAIL REVIEW

Town Clerk to provide the draft policy for Councillors Email for debate and review: **Decision required**

14. COMMUNITY SPACE USE BY CAAG

Town Clerk to report that the Conservation Area Advisory Group are seeking to use the Town Council community space for monthly meetings: **Decision required**

15. ANNUAL AUDIT PKF LITTLEJOHN LLP REPORT

The Town Clerk can advise that the annual external audit and limited assurance review for 2018/19 has now been completed by PKF Littlejohn LLP, the copy of the External Auditor Report and Certificate are provided to Members; to be received.



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

26th September 2019