



Minutes of the Meeting of the Full Council of

Westgate-On Sea Town Council

on Tuesday 12th June 2018

Held at

United Reform Church, 54 Westgate Bay Avenue,
Westgate-On-Sea, Kent CT8 8SN

Present	Cllrs Pennington (Chairman), Cornford, King, Nightingale, O'Connor, Page, Rolfe, H Scott (joined the meeting following Item 4), M Scott	
Also, in attendance	Mrs Gill Gray (Town Clerk), TDC Cllrs Bambridge and Messenger, Laura Bungard (Community Warden), 2 members of the public	
	Chairman's Welcome The Chairman opened the meeting and gave the usual "housekeeping" instructions. 1 member of the public expressed a wish to record the meeting. It was agreed that Item 26 should be moved to Item 7.	
1264	To receive apologies for absence None.	
1265	Minutes It was moved by Cllr Rolfe and seconded by Cllr Page and RESOLVED: that the minutes of the meeting of 1st May 2018 be signed and approved as a true record of the meeting.	
1266	Members' Declarations of Interest Cllrs King, O'Connor and Page declared an interest in Item 12.	
1267	County and Thanet District Councillors' Reports/Report of the Community Warden Cllr Bambridge requested that the Community Warden read her report first; this was agreed. The Community Warden Laura provided a report for the month of June. Various items were discussed including pot holes, camper vans, homeless persons, graffiti, bins and other anti-social behaviour issues. Cllr H Scott joined the meeting.	
1268	Report of the Community Warden/County and Thanet District Councillors' Reports Cllr Bambridge provided a report for the Council with the latest updates for various items such as proposed parking charges, Westgate Pavilion purchase, grass cutting. Cllr Messenger advised that there was a litter pick scheduled in collaboration with Westgate Against Rubbish on Saturday 16 June at 10.30am, meeting at Lymington Play	

	Area, Westgate on Sea.	
1269	<p>Public Participation Session There were no requests received by the Clerk for public participation at this meeting.</p>	
1270	<p>Annual Return – Statement of Internal Control and Annual Risk Assessment The Town Clerk presented Members with the Statement of Internal Control and Risk Assessment for year ending 31.03.2018. Cllr H Scott explained that she was not familiar with the Finance processes and would appreciate more detailed information; the Chairman agreed that in future clear objectives and aims would be identified to shape proposed projects for the Council and this can be discussed at future Full Council meetings. It was moved by Cllr Page and seconded by Cllr O’Connor and RESOLVED: that the Statement of Internal Control and Annual Risk Assessment were approved – 2 Members abstained from the vote.</p>	
1271	<p>Annual Return – Governance Statements The Town Clerk read each individual governance statement for 2017/18 to Members for approval to answer yes for numbers 1 to 8 with non-applicable for number 9 on the Annual Return to the External Auditors. It was moved by Cllr O’Connor and seconded by Cllr Nightingale and RESOLVED: that the Governance Statements were approved as yes for Numbers 1 to 8 with non-applicable for Number 9 – 1 Member abstained from the vote.</p>	
1272	<p>Annual Return – Accounting Statements The Town Clerk presented Members with the Accounting Statements for 2017/18 for approval. It was moved by Cllr O’Connor and seconded by Cllr Rolfe and RESOLVED: that the Accounting Statements were approved for submission to the External Auditors.</p>	
1273	<p>Review of Governance Arrangements a. Standing Orders The Model Standing Orders 2018 from NALC were presented by the Town Clerk to Members. The two statements that were highlighted with two options were debated for preference – Section 3 (c) it was agreed to retain the same stipulation of three clear days with no exception and Section 3 (i) that a person shall raise their hand as normal practice for requesting to speak. Members further</p>	

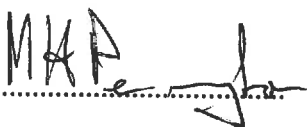
	<p>discussed the Section 3 (e) in relation to members of the public making representations, it was debated that this should retain the current practice adopted that requires written requests and proper notice to the Clerk before a meeting. It was RESOLVED: that the Section 3 (c) the second statement is adopted and Section 3 (i) the second statement is adopted for the Council. In addition, that Section 3 (e) be altered to reflect the following: - 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 in writing prior to 4pm on the Friday before the meeting. The Model Standing Orders 2018 from NALC were adopted.</p> <p>2 Members were against the resolution.</p> <p>b. Financial Regulations It was moved by Cllr Cornford and seconded by Cllr O'Connor and RESOLVED: That the Financial Regulations were approved for 2018.</p>	
1274	<p>Policies and Procedures</p> <p>a. Vexatious Complaints Policy It was moved by Cllr H Scott and seconded by Cllr O'Connor and RESOLVED: That the Vexatious Policy be adopted by the Council.</p> <p>b. Equalities and Diversity Policy It was moved by Cllr Cornford and seconded by Cllr M Scott and RESOLVED: That the Equalities and Diversity Policy be adopted by the Council.</p> <p>c. The Town Clerk proposed that a process for signature by employees and Members should be introduced to confirm that the Policies introduced were read and understood. The discussion centred on a register which the Town Clerk will implement for the future. It was moved by Cllr Page and seconded by Cllr O'Connor and RESOLVED: That the Policy Register should be implemented with a requirement that employees and Members sign to agree the policies for the Council are read and understood.</p> <p>d. Phased Return to Work Procedure It was moved by Cllr Cornford and seconded by Cllr Page and RESOLVED: That the Phased</p>	

	Return to Work procedure be adopted by the Council. 1 Member abstained from the vote.	
1275	<p>Allotment Fees and Potential Increase for 2018</p> <p>3 Members who declared an interest left the room whilst this item was discussed. A discussion around the cost of water for the allotment gardens was initiated by the Town Clerk and Members agreed that the fees charged to the allotment holders for water should at least cover the water bills for the year.</p> <p>RESOLVED: That the fee for water for a full plot on the Allotment Gardens, Lymington Road be increased to £15.00 per plot per annum and for a half plot be increased to £7.50 per plot per annum from the renewal date on 01.10.2018</p>	
1276	<p>Working Groups proposed for Specific Events</p> <p>The Town Clerk initiated discussions in relation to proposed Working Groups for specific events such as 11th November 2018 Day Commemoration and Westgate Day 2019. The Chairman added that it was clear that a more flexible response was needed to support events. Cllr Page added that the Westgate Day event for 2019 will need to be planned well in advance and time is of the essence. It was agreed that the Town should be more involved in the events planned by the Council and Working Groups would enable progress to be realised sooner.</p> <p>RESOLVED: That the Town Clerk should initiate invitations for Working Group members and draft terms of reference to be agreed with the Chairman before the Groups are implemented</p>	
1277	<p>Westgate in Bloom</p> <p>The Town Clerk advised that two revised quotations had been sought as recommended by the Finance and General Purposes Committee. Members discussed both quotations at length and it was RESOLVED: To approach one of the local suppliers to enquire if 3 baskets could be commissioned for £75.00 in total. Two Members abstained from the vote.</p>	
1278	<p>Matter Raised by Cllr M Scott</p> <p>Cllr M Scott proposed to record by video or audio Council meetings to improve transparency for residents who cannot attend the meetings. It was discussed that audio recordings would prove difficult to identify who was speaking and Members would have to state their name before any comments were made. It was moved by Cllr Cornford and seconded by Cllr Rolfe and RESOLVED: That video recordings were agreed to be undertaken by Cllr M Scott and are to be viewed and</p>	

	<p>sanctioned by the Town Clerk and the Chairman before uploading on the Council website for Full Council and other committee meetings.</p>	
1279	<p>Planning Applications TCA/TH/18/0695 – 1 College Gardens, Westgate-on-Sea Council gave consideration to the proposed crown raise and removal of trunk growth of eleven trees and the cut back from building of another tree. RESOLVED: That no objections were raised in relation to these tree works.</p>	
1280	<p>Chairman's Report The Chairman advised Members of various items, including proposed parking charges, sale of Westgate Pavilion, payphones outcome, proposed War Memorial on Lymington Recreation Ground by Heritage Centre and the consultation process commencing 13th June 2018 for the rural bus services in the area with a meeting taking place on Thursday 21st June 2018 at Margate Football Club.</p>	
1281	<p>Minutes of the Allotment Working Group RESOLVED: That the minutes of the Allotment Working Group held on 8th May 2018 be received.</p>	
1282	<p>Minutes of the Human Resources Committee RESOLVED: That the minutes of the Human Resources Committee held on 8th May 2018 be received.</p>	
1283	<p>Minutes of the Finance and General Purposes Committee RESOLVED: That the minutes of the Finance and General Purposes Committee held on 15th May 2018 be received.</p>	
1284	<p>Minutes of the Events and Tourism Committee RESOLVED: That the minutes of the Events and Tourism Committee held on 22nd May 2018 be received. RESOLVED: That the meeting should continue for a further 15 minutes.</p>	
1285	<p>Neighbourhood Plan Councillor Hannah Scott provided an update on the Neighbourhood Plan for Council and advised that the next meeting was taking place on Wednesday 13th June. Councillor Hannah Scott apologised that the minutes from the previous Neighbourhood Plan meeting were not yet available.</p>	

1286	<p>Appointment of Temporary Member of Staff as Office Administrator Maternity Cover The Town Clerk reported to Council that a temporary part-time Office Administrator has now been appointed to provide maternity cover for the office. Cllr Cornford added that the interview process had gone well and was a successful outcome.</p>	
1287	<p>Request to Write to Businesses on Station Road and St Mildred's Road RESOLVED: That the Town Clerk had delegated authority to write to local businesses in the Town, on a number of issues on behalf of the Town Council after the draft letter was agreed with the Chairman.</p>	
1288	<p>Councillor's Reports Cllr M Scott gave a report in relation to the Saturday Surgeries and the issue of a damaged bench at the Community Centre which has now been removed; it was agreed that the Town Clerk should investigate this. Cllr M Scott advised that the BT phone box at Lymington was also in a bad state of repair and he provided a Speedwatch update to Council. Cllr Cornford gave a report on the recent attendance of the Employment Law workshop which was informative and provided advice on employment issues. Cllr Page reported that a useful meeting had taken place with the Thanet Big Sing Community Choir representative and that the Choir may be available for the Beacon Event in November 2018. Cllr King advised that another part time employee should be considered for the cleansing team to ensure reliability and this could be discussed at the next F & GP Committee meeting. Cllr King added that there were still issues with waste from flats above businesses in the Town.</p>	
1289	<p>Co-Option Vacancy Update The Town Clerk provided an update to Members on the outcome of the invitation for applications for the Co-Option Vacancy and confirmed that two applications had been received. The interview process was scheduled to take place on Thursday 21st June 2018. RESOLVED: That the meeting should continue for a further 15 minutes.</p>	
1290	<p>The Chairman requested that Council agree to exclude Press and Public from the remainder of the meeting and the Council then convened in closed session for Item 28: at this point of the meeting the</p>	

	<p>current Town Clerk left the room for Item 28 and this was minuted by Cllr Page.</p> <p>RESOLVED: That the membership of the LGPS would commence from 1st April 2018 and the formal resolution was signed by the Chairman and Vice Chairman to join the LGPS.</p>	
1291	<p>Next Meeting</p> <p>The next meeting is 3rd July 2018</p>	
1292	<p>Meeting Closed at 21.15pm</p>	

Signed.....
Chairman of the Council

Dated.....