

**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 2nd July 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 meeting held on 4th June 2019 (**Copy attached – Appendix A**)

To receive and approve the minutes of the meeting held on 10th June 2019 (**Copy attached – Appendix B**)

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. REVIEW OF GOVERNANCE ARRANGEMENTS

Members are invited to debate and discuss the approval of:

- a. Standing Orders: **Decision required**
- b. Financial Regulations: **Decision required**

11. POLICIES FOR THE TOWN COUNCIL

Members are invited to approve and adopt the following:

- a. Code of Conduct; including signature that read and understood by Members: **Decision required**
- b. Social Media Policy; including signature that read and understood by Members: **Decision required**

12. INTERNAL AUDIT REPORT

The Internal Auditor report for 2018/19 has now been supplied and is provided to Members; to be received.

13. FINANCE REPORTS USING RBS RIALTAS FINANCE SYSTEM

- (a) Bank reconciliations 31.05.2019 be received.
- (b) Payments and Receipts report 31.05.2019 be received.
- (c) Trial Balance to end of May 2019 be received.
- (d) Receipts and Payments by Budget Heading 31.05.2019 be received.

14. TERMS OF REFERENCE PLANNING, HIGHWAYS AND ENVIRONMENT COMMITTEE

Following debate and recommendation on the Planning, Highways and Environment Committee the Terms of Reference to be adopted: **Decision required**

15. RENEWAL FOR INSURANCE FOR THE TOWN COUNCIL

The insurance for the Town Council is due for renewal on 20th August 2019; the Town Clerk requests that the quotations received from the broker in July are shared by email with Members for approval as there is no Council meeting in August: **Decision required**

16. SMALL GRANTS SCHEME APPLICATION PERIOD

Members are requested to consider the application period for the Small Grants Scheme is restricted to two periods of six weeks each; the Scheme is closed now and reopened for six weeks to coincide with the F & GP Committee meeting on 24.09.19 for the second opportunity for community groups to apply for funding in this financial year: **Decision required**



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

27th June 2019