



WESTGATE ON SEA TOWN COUNCIL

Report to: Full Council
Meeting date: 23rd May 2023
From: Gill Gray – Town Clerk
Date written 16th May 2023
Subject: Co-option Vacancy for Town Council

1. INTRODUCTION

Following the confirmation from the Electoral Services team at TDC as the Town Council is less than 35 working days away from the election we will not require a Notice of Vacancy and can proceed with the vacancy as a Co-option.

2. INFORMATION

The Town Clerk has drafted the advertisement ready for approval, the co-option procedure the Town Council has previously followed is attached; the next stage of the process now needs to be agreed by Council.

DECISION

Full Council is invited to resolve to:-

Agree the advertisement : **Decision required**

Agree the co-option procedure: **Decision required**

ATTACH 10



WESTGATE ON SEA TOWN COUNCIL

NOTICE OF CO-OPTION OF ONE TOWN COUNCILLOR

Do something positive for your community!

You do not have to be interested in politics or be a member of a political group to become a Town Councillor.

As a Town Councillor, you become a voice for your community and if you think you have what it takes to contribute to the growing success of Westgate on Sea Town Council then we want to hear from you. There is one vacancy to be co-opted and the Town Council is keen to find out about your skills and experience that could help expand the existing expertise of its membership.

If you are interested in serving as a Town Councillor and have passion and time, please send a written expression of interest to the Town Clerk along with a short personal statement/CV giving reasons why you are interested in joining the Town Council and what particular skillset and experience you feel you can bring to the role.

You will need to check that you meet the qualification for standing and are not at risk of disqualification – this link explains more from the Electoral Commission - https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Part-1-Can-you-stand-for-election-P-and-C.pdf

The closing date for the written submission of interest is Friday 23rd June 2023 at 4pm.

Town councillors will consider submissions at a meeting date to be confirmed.

You can contact Gill Gray, Town Clerk by Email: townclerk@westgateonsea.gov.uk.
Address: 78 St Mildreds Road, Westgate on Sea CT8 8RF Telephone: 01843 836182; if you want to visit the office to discuss you are welcome.

More details can be found on the Town Council Website - www.westgateonsea.gov.uk
or speak to one of our current Town councillors about the role.

WESTGATE ON SEA TOWN COUNCIL

Procedure for co-option of councillors

Legal basis for co-option of councillors

Once a vacancy arises, 10 residents may request an election, except when the vacancy is less than 6 months before an election is due, within 14 days of the publication of the vacancy. If no election is requested, the Council must co-opt a councillor to fill the vacancy.

Applications to be a candidate for co-option

Applications invitation should be *published on all official noticeboards, website and should be invited for a period of at least one month*. Applications should include a CV and a letter setting out why the candidate is applying and how the candidacy fits the requirements.

Council may decide to draw up a short-list of candidates to be interviewed and may delegate this task to a sub-committee.

Interviews

Interviews may be carried out by a panel or by all Members. They should follow the same structure, and be based on the same issues and questions. A standard scoring system should be used to assess each candidate against agreed criteria.

Adequate time should be allowed following each interview for the panel to reflect and exchange first impressions.

After the interviews members of the panel should compare their scores to ensure consistency. If any (or all!) of the candidates are not adequately qualified or in any way not fitted for public service in the role of Councillor, this should be accepted and the candidate should not be appointed. At this point the panel may decide to re-advertise the vacancy.

Selecting the successful candidate

The outcome of the interviews should be a vote in public by the Full Council. Where several candidates are considered fit to serve, voting should be carried out, if necessary eliminating the candidate with the least votes until a successful candidate is found.

Supporting the unsuccessful candidates

Where candidates have been identified as fit to serve but are not successful, they may be encouraged to serve the community in various other ways such as on working groups or in community organisations. If applicable advised of an imminent election and the timeframe involved.

Westgate-on-Sea Town Council

GRANT APPLICATION FORM

Please complete all sections of this form clearly using black ink.

A. YOUR DETAILS

1. Name of organisation in full: WESTGATE-ON-SEA CRICKET CLUB
2. Name and address of person making the application (to whom all correspondence will be sent):

JAMES HOLL
9 BEECH DRIVE, BROADSTAIRS, KENT, CT40 2LL

3. Daytime telephone number: 07870750681
4. E-mail address: hoggy007@hotmail.co.uk

5. Organisation name cheques should be made payable to:

WESTGATE-ON-SEA CRICKET CLUB

B. YOUR ORGANISATION

6. Registered charity number (where applicable):
7. Year organisation established: 1937
8. What does your organisation do? Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.

WE PROVIDE FRIENDLY AND COMPETITIVE CRICKET FROM AGES 5+ RIGHT THROUGH TO OLDER AGE

9. What area is served by your organisation?

WESTGATE and the THANET AREA

10. What is the total membership of your organisation? 40

11. How many members live in the Town? 6.996

12. Please give the names and addresses of the officers of your organisation.

Chairman RICHARD LAFTHOAN

Treasurer MARTIN ARNOLD
15 DARLINGTON AVENUE, BIRMINGHAM, KENT, CT7 9PS

Secretary JAMES HOLT
9 DEECH DRIVE, BROADSTAIRS, KENT, CT10 2LL

13. Please provide a set of your organisation's latest **accounts**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.
For new organisations without previous audited accounts - please supply a business plan detailing how your organisation is structured, its aims and ambitions, and provide a constitution if available.

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C. GRANT REQUEST

14. How much grant are you asking for? £ 7,500

15. What is the total cost of the project? £ 10,000

16. What will you use the grant for?

RENOVATE THE CHANGING ROOMS INCLUDING NEW ROOF, NEW CARPET, PAINT.
THE ROOF IS THE MAIN PRIORITY DUE TO THE STORMS LAST WINTER.

17. How many people in the Town area do you estimate will be benefit from the grant? 500

18. Have you applied for funds from other sources? YES/NO
(If yes, please give details of where and the amount and whether this has been successful)

19.	Source:	Amount	Success

What fund raising efforts will your organisation be making?

WE CURRENTLY HAVE A QUIZ NIGHT BOOKED FOR APRIL. THROUGHOUT THE SEASON A NUMBER OF SMALL FUNDRAISING EVENTS WILL TAKE PLACE. IN THE AUGUST BANK HOLIDAY, WE HOLD THE ANNUAL FUNDRAISING PAN WHERE WE AIM TO RAISE £2000. THIS EVENT TAKES PLACE EVERY YEAR.

20. What is the age range of beneficiaries of any award e.g. children/youth/adult/senior citizens.

Age Range	Yes/No
Under 5 years	Yes/No
5 – 16 years	Yes/No
16 – 25 years	Yes/No
25 – 65 years	Yes/No
65 +	Yes/No
All of the above	<input checked="" type="radio"/> Yes/No


Please use the space below to include a **Statement** in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.)

D. **STATEMENT IN SUPPORT OF GRANT REQUEST:**

ALL THE COMMITTEE MEMBERS AT WESTGATE WILL HAVE INVOLVEMENT IN THE PLANNING AND ORGANISATION OF THE PROJECT. WITH THE FUNDING, WE WILL BE REVAMPING THE CURRENT CHANGING ROOMS FOR ALL MEMBERS OF THE CLUB INCLUDING THE JUNIOR SECTION WHERE WE CURRENTLY HAVE 50 MEMBERS. THE PROJECT WILL SECURE SAFE, CLEAN, UPGRADED CHANGING ROOMS FOR ALL MEMBERS.

E. **CERTIFICATION**

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

Signed: 	Date: 1/3/23
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If successful the Town Council will expect to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached

Westgate Cricket Club

Constitution

1. Name Colours, Ground Correspondence.

The Club shall be called Westgate-on-Sea Cricket Club

- a) The Club colours shall be Green and White
- b) The Club ground shall be known as Hawtrey's Field, St. Mildreds Road, Westgate-on-Sea (Non-Postal Address).
- c) For postal purposes, letters etc. to be addressed to the General Secretary.

2. Membership

- a) Membership of the Club shall be divided into the following categories:-
 - 1) **The President of the Club** - the holder of this post shall be elected at the Annual General Meeting and as such, the position is subject to annual review.
 - 2) **Vice-Presidents** - the number and makeup of the Vice-Presidents shall be at the discretion of the Annual General Meeting.
 - 3) **Life-Members** - this shall be an honorary class of membership to be granted at the discretion of the Annual General Meeting as a reward for long/or distinguished service on behalf of the Club.
 - 4) **Playing Members** - this shall be the standard form of membership for those who which to represent the Club.
 - 5) **Junior-Members** - this class of membership shall be reserved for those members of the Club who have not attained the age of 18 years by 1st May.
 - 6) **Non-Playing Members** - this class of membership shall be reserved for those members who wish to be associated with, and contribute to, the Club, whilst not wishing or being available to play for the Club.
 - 7) **Social Members** - this class of membership shall be reserved for those members who wish to be associated with, and contribute to, the Club, whilst not wishing or being available to play for the Club or have a vote.
- b) To qualify for either playing or non-playing membership, the respective members shall be required to complete a written proposal, which would then be subjected to acceptance by the elected Committee. No person may be made a member or be admitted to the privileges of membership without an interval of 48 hours elapsing from the date of submission of their proposal, posting on the board for members to have an opportunity to be aware of the application and acceptance by the Committee.

3. Voting

- All members (except Category 5 and 7) shall be fully recognised voting members.

M. D. Arnold
25/7/2020.

4. Subscriptions

- a) Playing members, Junior members and Non-playing members shall pay an annual membership fee at a level to be determined at the Club's Annual General Meeting, appropriate to the particular category of membership.
- b) The annual membership fee is due by April 30th and must be paid by that date to qualify for membership. The Selection Committee must give preference to fully paid-up playing members of the Club when considering team selection.
- c) All players representing the Club will pay a match fee, the level of which will be determined at the Annual General Meeting.

5. Club Management

- a) Management of the Club shall be vested in the Officers and General Committee.
- b) The Officers of the Club shall comprise:-
 - 1) The Chairman (NB. If absent from Committee Meetings etc., the Committee shall elect an acting Chairman, for that Meeting only)
 - 2) The General Secretary
 - 3) The Treasurer
 - 4) The Fixtures Secretary
 - 5) The Club Welfare Officer (Voted on every three years, starting from 2017, 2020 etc.)
 - 6) The Coaching Officer
- c) The General Committee of the Club shall comprise:-
 - 1) The Captains of the Saturday and Sunday (outdoor) XI's.
 - 2) Five Club members.
- d) The Officers of the Club and members of the General Committee shall be elected at the Annual General Meeting.
- e) All Club members (other than juniors – Category 5) shall be eligible for election as an Officer or to serve in any capacity on the General Committee.
- f) The Officers and General Committees shall be empowered to make bye-laws and to alter them provided that such bye-laws and alterations are compatible with the Constitution of the Club. They shall also be competent to co-opt members to fill vacancies on the Committee or to fulfil any particular function that will benefit the Club.
- g) A quorum at any Committee Meeting shall be five voting members.
- h) The Committee shall, in all its actions, remain responsible to the Annual General Meeting.
- i) In the event that any of the Posts of the Officers of the Club falling vacant, the General Committee shall call an Extraordinary General Meeting as soon as possible for the specific purpose of filling the vacancy or vacancies.

6. Annual General Meeting

- a) The Annual General Meeting shall be held during the month of November or December.
- b) Not less than three weeks Notice shall be given to Members. Members wishing to raise any matter shall give written notice to the General Secretary, with full details, at least a fortnight in advance of the Meeting. The General Secretary will distribute the Agenda prior to the date of the Meeting.
- c) A quorum at the Annual General Meeting shall be one-third of the voting strength of the Club. Failure to achieve a quorum shall involve the existing Officers and General Committee remaining in their posts until a quorum is attained at a subsequent Annual General Meeting.

7. Extra-ordinary General Meeting

- a) An Extra-ordinary General Meeting of the Club shall be convened by the General Secretary upon receipt of a written request signed by at least six voting members, stating the nature of the business to be raised.
- b) Any such Meeting shall be held within a fortnight of the date upon which the request is acknowledged by the General Secretary, which includes due notice being given to all members.
- c) A quorum at any Extra-ordinary General Meeting shall be one-third of the voting strength of the Club.
- d) In the event of any Extraordinary General Meeting being called, those members responsible for the calling of such meeting be named at the commencement of the meeting. At the outset of such meeting, a spokesman from that group shall state exactly why the Extraordinary General Meeting has been called

8. Discipline

- a) Any member of the Club shall be liable to such sanction as the Officers and General Committee may consider appropriate, if, in their opinion, the conduct of that member makes such action necessary. The Committee also reserve the right to request the member to resign his membership if his conduct is considered detrimental to the Club. In the event of a member being asked to resign his membership, no reimbursement of Annual membership fee will be considered.
- b) Any playing member failing to advise the Captain/Vice-Captain, following selection, of his inability to play, shall be subject to suspension, at the discretion of the General Committee.

9. Dissolution of the Club

The Club may be dissolved by a resolution in a special meeting of the full members of the club, and passed by a majority of at least three quarters of the full members present and entitled to vote at that meeting. Upon dissolution the assets of the club after satisfaction of liabilities shall be transferred to such other body or bodies having similar objectives, as the full members shall resolve.

M.D. Arnold
Treasurer
Westgate on Sea Cricket Club.

M.D. Arnold
25/7/2020.

Westgate-on-Sea Cricket Club

Financial Accounts

November 2021 - October 2022



Westgate-on-Sea Cricket Club
Elm Grove
Westgate-on-Sea
Kent
CT8 8LD

Financial Summary

INCOME	Note	2021/22	2020/21	Variance 2022
Annual Membership		£1,240.00	£320.00	£920.00
Match Fees		£2,883.00	£1,443.50	£1,439.50
Indoor League (2020/21)		£1,010.00	£474.00	£536.00
(2021/22)		£495.00	£0.00	£495.00
Fund Raising	1	£990.84	£40.00	£950.84
Donations	2	£595.17	£38.75	£556.42
Bar Surplus	3	£2,290.29	£2,371.09	-£80.80
Miscellaneous Income		£0.00	£0.00	£0.00
		<u>£ 9,504.30</u>	<u>£ 4,687.34</u>	<u>£ 4,816.96</u>
EXPENDITURE				
Rent and Rates		£750.00	£750.00	£0.00
Water Rates		£305.89	£457.41	£151.52
Bank/Merchant Charges		£206.66	£158.91	-£47.75
Electricity		£305.86	£245.01	-£60.85
Insurance		£2,390.34	£1,699.47	-£690.87
Ground Maintenance	4	£1,189.94	£1,915.21	£725.27
Equipment Maintenance		£75.48	£166.55	£91.07
Pavilion Maintenance	5	£913.53	£489.03	-£424.50
Cleaning/Kitchen Supplies		£82.50	£45.59	-£36.91
Cricket Balls & Equipment	6	£740.50	£320.29	-£420.21
Driving Vouchers		£154.00	£8.00	-£146.00
Pitch & Net Hire		£90.00	£60.00	-£30.00
Indoor League (2020/21)		£1,065.00	£525.00	-£540.00
(2021/22)		£700.00	£0.00	-£700.00
Subscriptions		£330.00	£167.00	-£163.00
League Fines	7	£0.00	£0.00	£0.00
Clothing		£632.79	-£21.08	-£653.87
Licenses		£229.00	£229.00	£0.00
Trophies		£111.73	£0.00	-£111.73
Postage & Stationary		£5.44	£7.80	£2.36
Printing Costs		£20.00	£82.00	£62.00
Sundry Expenses	8	£281.84	£0.00	-£281.84
Junior Costs	9	-£901.39	-£677.00	£224.39
		<u>£9,679.11</u>	<u>£6,628.19</u>	<u>-£3,050.92</u>
NET SURPLUS		<u>-£174.81</u>	<u>-£1,940.85</u>	<u>£1,766.04</u>
Other Income				
100 Club Surplus		£1,099.96	£1,252.96	-£153.00
Unclaimed 100 Club		£50.00	£0.00	£50.00
Tour		£0.00	£0.00	£0.00
Interest from Bank		£2.06	£0.38	£1.68
Grants/Loans		£0.00	£3,000.00	-£3,000.00
Sale of Equipment		£0.00	£0.00	£0.00
		<u>£1,152.02</u>	<u>£4,253.34</u>	<u>-£3,101.32</u>
Other Expenditure				
Ground Equipment	10	£0.00	£2,573.72	£2,573.72
Write Offs		£139.02	£215.20	£76.18
		<u>£139.02</u>	<u>£2,788.92</u>	<u>£2,649.90</u>
SURPLUS FOR THE YEAR		<u>£838.19</u>	<u>-£476.43</u>	<u>£1,314.62</u>
Bank Balances	31/10/2021	31/10/2022	INC/DEC	
Main Current Account	£ 1,966.95	£ 5,062.82	£ 3,095.87	
100 Club Account	£ 3,868.22	£ 3,225.18	-£ 643.04	
Business Reserve a/c	£ 3,518.25	£ 2,155.31	-£ 1,362.94	
Cash	£ 369.28	£ 76.40	-£ 292.88	
Money for Future Payments	-£ 631.90	£ -	£ 631.90	
Stock	£ 216.00	£ -	-£ 216.00	
Current Liabilities	-£ 123.61	£ 251.11	-£ 374.72	

Financial Notes

	2021/22	2020/21	Variance to 2020
1 Fund Raising			
Raffles/Football Cards	£52.00	£40.00	£12.00
Events	-£98.28	£0.00	-£98.28
August Fun Day	£286.22	£0.00	£286.22
Sponsorship Banners	£956.00	£0.00	£956.00
Christmas Dinner (Dec 2021)	-£205.10	£0.00	-£205.10
	<u>£990.84</u>	<u>£40.00</u>	<u>£950.84</u>
2 Donations			
Bernie Taylor	£90.00	£50.00	£40.00
Colin Osborne	£0.00	£50.00	-£50.00
Gordon Sandwell	£0.00	£20.00	-£20.00
John Hales	£20.00	£20.00	£0.00
Keith Sandwell	£60.00	£10.00	£50.00
Denis Chetwynd - Bequest	£500.17	£0.00	£500.17
Donation - RNLI (Gordon Sandwell)	-£50.00	£0.00	-£50.00
Donation - David Benfield	-£25.00	-£111.25	£86.25
	<u>£595.17</u>	<u>£38.75</u>	<u>£556.42</u>
3 Bar and Tuck			
Sales	£5,015.57 46%	£4,258.63 56%	£756.94
Purchases	-£2,725.28	-£1,887.54	-£837.74
	<u>£2,290.29</u>	<u>£2,371.09</u>	<u>-£80.80</u>
4 Ground Maintenance			
Loam/Fertilizer/Weedkiller etc.	£737.06	£1,284.05	-£546.99
Work on Square	£0.00	£20.00	-£20.00
Treatment of Ground	£174.17	£400.00	-£225.83
Equipment Rental	£0.00	£0.00	£0.00
Diesel/Line Paint etc.	£278.71	£189.18	£89.53
Miscellaneous	£0.00	£21.98	-£21.98
	<u>£1,189.94</u>	<u>£1,915.21</u>	<u>-£725.27</u>
5 Pavilion Maintenance			
Alarm & Fire Service	£631.40	£278.00	£353.40
Furniture Purchase	£0.00	£0.00	£0.00
Misc. Expenses	£282.13	£211.03	£71.10
	<u>£913.53</u>	<u>£489.03</u>	<u>£424.50</u>
6 Cricket Balls & Equipment			
Cricket Balls	£468.00	£312.00	£156.00
Scorebook	£0.00	£0.00	£0.00
Fixture Card	£95.00	£0.00	£95.00
General Cricket Equipment	£177.50	£8.29	£169.21
	<u>£740.50</u>	<u>£320.29</u>	<u>£420.21</u>
7 League Fines			
Non Attendance at Meetings	£ -	£ -	£ -
	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
8 Sundry Expenses			
Donations/flowers/gifts	£73.09	£0.00	£73.09
Sundries	£0.00	£0.00	£0.00
Training	£208.75	£0.00	£208.75
Travel	£0.00	£0.00	£0.00
	<u>£281.84</u>	<u>£0.00</u>	<u>£281.84</u>
9 Junior Costs			
Junior Clothing	£0.00	£0.00	£0.00
Junior Equipment	£495.11	£0.00	£495.11
Junior Grants	£0.00	£0.00	£0.00
Coaches	£420.00	£0.00	£420.00
ECB Cricket All-Stars	£0.00	£0.00	£0.00
Junior Income	-£1,816.50	-£677.00	-£1,139.50
	<u>-£901.39</u>	<u>-£677.00</u>	<u>-£224.39</u>
10 Ground Equipment			
New Scoreboard	£0.00	£2,000.00	-£2,000.00
New Fridge for Bar	£0.00	£573.72	-£573.72
	<u>£0.00</u>	<u>£2,573.72</u>	<u>-£2,573.72</u>

