

KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
Cllr John Rivers

Chair
Cllr Neville Hudson

Chief Executive
Charmaine Keatley



Serving Parish & Town
Councils in Kent

Dover District Council Offices
White Cliffs Business Park
Whitfield, Dover, Kent, CT16 3PJ

Tel: 01304 820173
Email: kalc@kentalc.gov.uk
Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

TO: Members of KALC in 2022/2023

CK/LD/Subs 2023/2024

April 2023

Dear Clerk,

SUBSCRIPTION TO THE KENT AND NATIONAL ASSOCIATIONS FROM 1ST APRIL 2023

Thank you for your Council's support in 2022/2023.

Please find enclosed your Council's subscription invoice for the 2023/2024 financial year, commencing 1st April 2023. The invoice covers membership of both KALC and NALC. Also enclosed are two information leaflets giving details of the benefits of membership of both KALC and NALC. Please bring the leaflets to the attention of your Council. You can also visit the NALC website for more details about what they do on behalf of member councils by visiting www.nalc.gov.uk.

Members may recall that at the Annual Meeting on 19th November 2022 the membership agreed that for 2023/2024 the subscription would be based on equivalent Band D properties for 2022/2023. the Band D equivalent rate would remain at 0.675p, the standing charge would remain at £65 and the maximum would be increased from £1,590 to £1,630 as set out below:

"67.5p per equivalent band D property subject to a maximum of £1,630, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property".

Local Councils represent the first tier of Local Government and are the grassroots layer of local democracy, run by local people, elected locally to focus directly on local issues in their community. With a shift in rhetoric towards community empowerment, levelling up and devolution, making decisions at a local level is increasingly valued. Now, more than ever KALC is working across its partnerships to ensure that the Towns and Parishes are at the fore.

Our tier of Government needs to be ready for possible additions of powers and responsibilities. Therefore, the training of Clerks and Councillors in Kent will continue to be a key mission for KALC this year, especially with the influx of new Councillors from May. To do this, we are currently in the process of recruiting a Learning and Development Manager to analyse and meet the needs of Councils across Kent. This year, we have also:

- Altered our Conferences – the topics and speaker are now chosen by consultant leads to ensure topics are hot and current. We are trialling removing the afternoon training sessions from conferences following feedback that Delegates had often already completed the training
- We have moved over to Parkinson Finance Training to increase the finance training offer and to allow regular training throughout the year
- We have recruited a new planning consultant, Alison Eardley to re-work our planning offering. The advanced planning workshop will now be split into 1 hour subject specific sessions i.e. planning and biodiversity to ensure that delegates are getting the content that they need.

All training will continue to be offered at a reduced rate for member councils.

Health and Wellbeing will take centre stage this year, especially regarding the cost-of-living crisis to ensure that communities are strong and healthy. KALC have been working with Kent County Council to provide grants to communities in need across Kent later this year. KALC have also been working with Kent County Council to increase the resources we have in order to support local councils in this area. We will have more information on this shortly. Our new Junari website will have a dedicated Health and Wellbeing Hub with key information, training, case studies and advice.

Another immediate challenge for Towns and Parishes is Climate Change and the Net Zero target. Following the success of the KALC Climate Change Conference 2023, KALC hopes to release video extracts of the presentations on the KALC website to allow new councillors following the May elections to watch. The association looks to campaign for more Councils to declare a Climate Emergency this year and to provide resources for Councils to support biodiversity, increase awareness around land use and hedge cutting, plant trees, lead on climate friendly frameworks, community energy projects and much more through community participation and action. We are also aiming to set up a sources of funding page for such projects on our new Climate Change Hub due later this year.

It is widely acknowledged in all our surveys of member councils that a major benefit of membership is access to legal and technical advice including financial and planning along with professional guidance. Members will receive a response within 5 working days (and by return if possible) and KALC regularly processes over 70 enquiries a week by phone and preferably E-mail. The range of topics is also diverse including allotments, burials, climate change, emergency planning, financial procedures, planning law and meeting procedures. In recent years issues relating to transport problems like parking and HGVs have also increased. Contact is invariably via the clerk as proper officer but when the issue concerns the clerk (employment) we make contact via the chairman.

KALC is front of house for access to the National Association of Local Councils (NALC) Legal Service, which deals with more complex cases. This advice service is part of your subscription. To enhance the benefits of membership, we also have: an HR Advice Service with an HR specialist company Worknest and have negotiated a reduced rate for KALC's member councils and a Locum Advice Service in the absence of the Local Councils. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor.

Lastly, I would like to highlight the benefits that members will receive from the new KALC Junari website (a platform specifically designed for County Associations) in 2023/2024. The new website will be easier to navigate and search for users. KALC will be setting up a hub for health and wellbeing (with a section on the cost-of-living crisis) and climate change. All advice will go through the new KALC Junari website, meaning that all of your advice will be logged on your individual portal, making it easier for you to track information that you have received from KALC. This will be backed up with an FAQ advice section to allow users quicker access to commonly asked questions.


We hope that your Council will renew its membership in the 2023/2024 financial year and work alongside KALC and continue to enjoy the benefits of membership, which is currently being provided to 313-member Councils across Kent and Medway.

We would encourage all member councils to renew their membership by paying by BACS by 30 June 2023. Please include the KALC invoice number in your transaction. Our bank details are:

Account Name: Kent Association of Local Councils
Sort Code: 23-05-80
Account Number: 33633408

We look forward to working with your Council's in 2023/2024. If your Council has any issues/concerns about membership, we would be more than happy to discuss these with you and/or attend your Council meeting.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Charmaine Keatley', written in dark ink.

Charmaine Keatley
Chief Executive

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INVOICE TO

Westgate on Sea
Town Council

INVOICE NO. 8585

DATE 01/04/2023

DUE DATE 01/04/2023

TERMS Due on
receipt

DATE	ACTIVITY	QTY	RATE	VAT	AMOUNT
	Subscription	1	1,695.00	S	1,695.00
	As agreed at the 2022 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2024, is based on the number of equivalent Band D properties in the Parish/Town/Community Council as at 2022/2023 at 0.675p per equivalent Band D property subject to a maximum of £1,630 plus a standing charge of £65 (all subject to VAT).				

SUBTOTAL	1,695.00
VAT TOTAL	339.00
TOTAL	2,034.00
BALANCE DUE	£2,034.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	339.00	1,695.00

Please make cheques payable to "KALC", or direct credit to:

Metro Bank
Sort Code: 23-05-80
Account Number: 33633408

Membership Leaflet

2023/2024

About us:

The Kent Association of Local Councils (KALC), founded in 1947, is a not-for-profit membership organisation that represents and protects the interests of town, parish and community councils (local councils) and parish meetings in Kent. KALC has a strong collective voice with 97.5% of local councils in Kent in KALC membership in 2022/2023.

We are controlled and managed by our Executive Committee, which includes two representatives from each of our 13 area committees. This means that we are effectively managed by our member councils.

KALC are one of 43 county associations in England with our national body, the National Association of Local Councils (NALC) representing 10,000 local councils and 100,000 local councillors nationally. This raises the profile of local councils.

We receive a grant from Kent County Council and Kent Fire and Rescue Service, we also generate income from sponsorship, training and events to keep the membership subscriptions as low as possible and to ensure that members are getting value for money.

KALC are a team of 3 full-time staff - Charmaine Keatley (Chief Executive Officer), Laura Dyer (Finance and Administration Manager) and Clive Powell (Local Councils Adviser) and 2 part-time staff, Tricia Casey-Green (Communications Officer) and Veronica Lawrence (Training and Partnerships Officer). Shortly we will be recruiting a part-time dedicated Learning and Development Manager.

Membership Leaflet

2023/2024

What we can do for you:

Training and events

- We offer a training programme for councillors, clerks and chairs to support and develop councils
- KALC runs CiLCA training and mentoring (certificate in local council administration for clerks)
- We provide in-house bespoke training
- We offer specialist communications training through Breakthrough Communications
- KALC offers a wide range of Finance and VAT training through the Parkinson Partnership LLP
- Clerks and councillors can benefit from our e-learning, bitesize courses
- We facilitate networking for councillors and officers at conferences and events
- KALC runs clerk networking events by district

Advice

- Confidential advice tailored to town and parish law and procedures currently via email and telephone - this will be via our new Junari website. The Junari website will allow clerks to look through previous guidance. It will also have an FAQs section
- Signposting and advice on employment matters (via Worknest), allotments, grants, village halls and burial grounds
- VAT and finance advice (Via Steve Parkinson)
- Loan application support (Public Works Loan Board)
- Direct access to NALC legal service for bigger councils (smaller councils go through KALC)
- Support on achieving Quality Status
- Guidance on General Power of Competence



Serving Parish & Town
Councils in Kent

Membership Leaflet

2023/2024

Information

- We circulate crucial advice, consultations and guidance from central government and principal authorities
- NALC offers a range of 'Good Councillor' publications on topics including neighbourhood planning, finance and transparency, transport planning, community business, cyber security and more
- NALC also offers Standing Orders and Financial Regulations templates which can be downloaded from the NALC and KALC website which are both password protected
- NALC captures key information in their Chief Executive's Bulletin
- We provide a discount for Arnold Baker publications
- We are increasing our online resources to include more templates

How we do this...

- This year, we are investing in a new Junari website. The website will have the model documents, LTNs, job vacancies (free to members), NALC guides to good practice, NALC publications, advice FAQs, climate change hub, health and well being hub (with Kent case studies for good practice) and more
- KALC news - Our monthly newsletter contains guidance, news from parishes in Kent, climate change articles, news from partners, reminders of upcoming dates and much more
- This year, we have expanded our social media participation - Follow us on Facebook (Kent ALC), Instagram (Kentalc) and twitter (@KentLocCouncil)
- We are aiming to start a podcast by the end of the year

Membership Leaflet

2023/2024

Representation

- We collect local opinion through surveys, case studies and the area committee meetings
- We facilitate meetings of local councils by district (area committees) by subsidising minute writing and hall hire. This gives local councils a forum to discuss common issues within their district
- We engage with districts via the area committee meetings
- The Executive Committee capture Kent wide representation with the nomination of 2 representatives from each district / borough for the KALC Executive Committee
- In collaboration with the Kent Police and Crime Commissioner, KALC co-hosts six monthly meetings with area committee representatives to raise key strategic issues
- Council views are represented through KALC AGM motions which we take to NALC, central government and principal authorities
- KALC lobbies Kent MPs, district councils and central government on issues such as HGVs on inappropriate roads, AirBnB regulation and water neutrality
- We respond to policy consultations via our advisory committees
- KALC promotes the outstanding work of local councils through the awards scheme
- We celebrate the great work of our staff and councillors with competitions, including the recent Women's Day competition
- KALC have 2 representatives for NALC - Richard Parry and Sarah Barker
- KALC work closely with Kent County Council and Medway Council
- In collaboration with the KCC team, we host yearly Parish Seminars for Highways
- KALC has SLCC representation on the KALC Executive Committee
- We represent Local Councils on the Kent Resilience Forum
- KALC works closely with the Lord-Lieutenant's Office, this was evident on the death of the late Queen



Serving Parish & Town

Chief Executive – Charmaine Keatley

e-mail: chief.executive@kentalc.gov.uk

Organisation and management of the Kent Association

Servicing of Committee meetings and the Annual General Meeting

Production of Annual Report

Policy issues of a National, Regional and County nature

Creation of new Local Councils

Borrowing approval

Partnership Working

Local Councils Adviser and Learning & Development Manager - Clive Powell

e-mail: adviser@kentalc.gov.uk

Advice on legal and procedural issues

Managing the KALC Learning & Development Programme and

delivering training courses

Partnership Working/Outreach

Finance & Administration Manager -

Laura Dyer

e-mail: manager@kentalc.gov.uk

Finance

Subscriptions

Course bookings

Maintenance of Website

Membership Database

Publications & General administrative duties

Communications Officer - Tricia Casey-Green

e-mail:

communications.officer@kentalc.gov.uk

Course bookings

KALC News

Training Database

Publications & General administrative duties

Training and Partnerships Officer –
Veronica Lawrence

e-mail: support@kentalc.gov.uk

Learning & Development Programme & Events

Area Committees &

Partnership Working



Serving Parish & Town

BENEFITS OF MEMBERSHIP OF NALC

The National Association of Local Councils (NALC) and county associations have a key national and local role in promoting, supporting and improving local (parish and town) councils which are the first tier of local government in England. This includes:

- building the local council sector's reputation with principal councils, national organisations and the media;
- engaging with and lobbying the UK Government and parliament;
- identifying and sharing good practice;
- improving the capacity and capability of local councils to do the job;
- providing high-quality advice and guidance, including on legal, finance, planning and other subjects;
- ensuring local councils are aware of upcoming legislation and issues of potential interest to them so they can act accordingly.

Some of the direct benefits of membership for local councils are set out below:

Influencing and policy development

- access to, and direct influence over, a national family of county associations and national body working in partnership together to help local councils provide services to their communities, understand the legal and financial framework in which they work, and provide strong national and county voices to principal councils, the UK Government and in the media.
- lobbying and campaigning for policy and other changes to make the work of councils easier, recent successes include:
 - successfully lobbying against the extension of council tax referendum principles to local councils, a continuing priority as part of our campaign for flexible and secure funding;
 - securing new legislation to exempt public conveniences from business rates, saving local councils millions of pounds;
 - successfully lobbying against the requirement to have a Data Protection Officer under data protection legislation, saving councils millions of pounds;
 - setting up a sector-led independent company – Smaller Authorities Audit Appointments Limited – to procure external audit services for local councils to save them significant time and money;
 - successfully slowing the withdrawal of council tax support funding, ensuring over £120 million has been passed on to local councils since 2013;
 - ensuring local councils were not overlooked in the Levelling Up the United Kingdom white paper and securing a commitment to review

- the role and function of local councils and make it easier and quicker to set them up;
- o securing £4.7 million from the UK Government for a Transparency Fund over three years to help smaller local councils comply with new transparency rules, with funding provided to local councils and county associations;
- o impending regulations to increase the number of people required to trigger a parish poll to reduce vexatious use and save local councils money;
- o achieving support for our long-standing policy objective to extend the remit of the Local Government and Social Care Ombudsman to cover local councils;
- o promoting and supporting the role of local councils in devolution and local government reform including a dedicated area on the website, free events and networking between county associations and the development of guidance such as Local Government Association (LGA) report Local service delivery and place-shaping: A framework to support parish and town councils;
- o ensuring the continuation of grant funding from the UK Government and access to other support and advice for local councils developing neighbourhood plans;
- o securing measures in the Housing and Planning Act 2016, Neighbourhood Planning Bill 2017 and Planning White Paper to support and strengthen neighbourhood planning;
- o ensuring local councils could access some financial support during the Coronavirus pandemic including the job retention scheme, business rates relief and deferment of loan payments.

Advice and guidance

Membership of NALC and your county association gives your council access to up-to-date advice and guidance through member-only access to our website, publications, toolkits and conferences on an extensive range of subjects including devolution, securing external funding, neighbourhood planning, affordable housing, procurement, and using social media; our website had over 625,000 page views last year and over 3,000 people have attended our online events.

Your council will also have access to the following advisory services through your county association:

Legal - NALCs in house team of solicitors receive hundreds of requests from individual councils submitted by county associations or direct access councils. Requests can be on anything a council is involved in, e.g. employment of staff, ownership of land, meeting procedural questions. On top of the Model Standing Orders for local councils there is a wide range of LTNs on a particular subject area

(e.g. charity law). There are around 90 LTNs which are regularly reviewed and updated.

Finance and audit - NALC partner DCK Beavers responds to requests for financial advice, submitted in the same way as legal advice requests. We produce and regularly update the Model Financial Regulations for local councils. We also we produce financial briefings on specific topics.

Other financial representation and organisations we work with:

- Joint Practitioners Advisory Group (JPAG) – NALC hosts and provides the secretariat for JPAG. NALC has one representative on JPAG. The chair alternates between the Association of Drainage Authorities (ADA), the Society of Local Council Clerks and NALC. NALC publishes the Practitioners' Guide (updated annually in March) on its website.
- Smaller Authorities' Audit Appointments (SAAA) – A NALC representative sits on board of SAAA. SAAA currently procures, appoints, manages and quality assures external auditors for all smaller authorities including all local councils

Employment and HR - NALC has a new partnership with Worknest to provide advice and guidance related to employment, HR and health and safety. The membership area of our website has a range of template HR policies and how-to guides. Plus, county associations are able to access an advisory service with experts on employment law, HR and health and safety to support queries from member councils.

Communications - NALC's new partnership with Breakthrough Communications has means that we will be providing an increasing range of advice and guidance relating to local council communication. Currently we have a GPDR toolkit and we will soon be updating our good councillors guide to communication. We are also able to support councils with crisis communications. If a member council finds itself in significant need of communications support they can access this via their county association.

Improvement and Development

Member councils have access to a range of Initiatives to improve your local council and enhance the skills of councillors and clerks, including:

Local Council Award Scheme - The Local Council Award Scheme is NALC's flagship improvement programme. It has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the

sector, assessed by their peers, and to put in place the conditions for continued improvement. NALC ensures that the scheme stays up to date with the standards in the sector and coordinates a national accreditation panel, although some county associations run a local panel. Get in touch with us if you want to find out more about how accreditation works and how we could help promote the scheme in your county.

E-learning - NALC hosts an e-learning platform that county associations can access and provide to their members. These courses cover a range of subjects with new content being regularly added. Hundreds of councillors have already used this e-learning opportunity.

Publications – NALC produces a wide range of publications. Our most popular publications are our series of Good Councillor guides that can be downloaded as PDFs or by county associations as hard copies using the relevant order form on the publications page of the NALC website. Current guides include:

- Good councillor guide
- Neighbourhood planning
- Finance and transparency
- Transport planning
- Community business
- Cyber security
- Being a good employer

We also have the following key publications:

- Website accessibility and publishing guidelines
- Digital mapping toolkit

Improvement and Development Board - NALC also provides the secretariat to the Improvement and Development Board which aims to support the improvement of the local council sector through bringing a range of national stakeholders together. One of the programmes overseen by the IDB is the Certificate in Local Council Administration (CiLCA). County Associations provide CiLCA training for clerks.

Other initiatives:

We work responsively to the needs of our members and will undertake projects and initiatives based on those needs. Most recently these include:

Civility and Respect - Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. The National Association of Local Councils (NALC), One Voice

Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project. This includes the Civility and Respect Pledge which has been signed by over 1,000 councils in its first year

Digital technologies - We have an increasing amount of guidance in this area including guides to website accessibility and cyber security, with more to come!

Partnerships - NALC has a number of partnerships which help us provide additional benefits to our members. They play a vital role in supporting our work, providing specialist products and services to save our members time and money. Like us, our partners are committed to improving local areas and helping communities help themselves.

Networks – We coordinate several new national networks on climate emergency and coastal communities for councils and for women, LGBT+ and young councillors.

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View Direct Debits

Customer details

Customer: Westgate On Sea Town Council
Account: 20351522 - Unity Current Account T2
Owner: Westgate On Sea Town Council
Currency: GBP

Below you will find a list of the Direct Debits that exist on this account. Click on the column headers to sort this list.

List of Direct Debits

<u>Name</u>	<u>Reference</u>	<u>Last Paid</u>	<u>Last Paid Amount</u>
CAMPAIGN TO PROTEC	020806	21 Dec 2022	-£35.00
Driver & Vehicle L DVLA	000000000040505638	04 Jul 2022	-£290.00
FUEL CARD SERVICES	TGO100615	09 May 2023	-£9.59
INFORMATION COMMIS ICO	ZA267540	03 Aug 2022	-£35.00
JPMC RE PAYPAL INT	5HR22229PA29S	26 Apr 2023	-£24.26
LLOYDS BANK CORPOR C. CARD	5563140591257888	16 May 2023	-£47.40
Octopus Energy Lim GAS	A-0EEFB2BF-001	14 Apr 2023	-£83.11
Octopus Energy Lim ELECTRIC	A-D9763C79-001	14 Apr 2023	-£314.27
PHOENIX LINK UK LT B BOND PHONE	WESTCOUN	15 May 2023	-£106.80
SW BUSINESS STREAM	29805301	21 Apr 2023	-£39.48
SW BUSINESS STREAM WATER	27208504	21 Mar 2023	-£1,921.48

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Representation on Outside Bodies 2023/2024

The Chair and Vice-chair usually represent the Town Council on the Thanet Area Committee.

- Thanet Area Committee – 2 Members (Cllr King)
- Thanet Community Land Trust Kent UK – 2 Members
- Westgate Heritage Centre – 1 Member
- **Joint Transport Board – appointed by the Thanet Area Committee**
- Wantsum Affordable Homes – 1 Member
- Social Enterprise Kent CIC – 1 Member
- Thanet Charities Forum – 1 Member
- Thanet Community Land Trust Kent UK – 1 Member
- Thanet Volunteer Bureau – 1 Member

If you have any organisations that you regularly attend and wish to represent the Town Council please advise me preferably before the meeting but failing that you can also indicate in the meeting when we discuss the item.

Added

WOSCCA – Cllr King

MS Society (Thanet) – Cllr King

7
DITCH

Risk Assessment		
<div><div>HIGH 0</div><div>MEDIUM 0</div><div>LOW 16</div></div>		
<div>Westgate on Sea Town Council</div> <div>INTERNAL AUDIT 2022-2023</div> <div>AUDIT PLAN WITH COMMENTS / FINDINGS</div>		
<p>I am pleased to report to Members of the Westgate on Sea Town Council (the "Council"), that I have completed my year-end internal audit of the Council's records for the twelve month period to 31 March 2023, following my audit visits and subsequent conversations on 21 April 2023.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Clerk/RFO Mrs Gill Gray and Mrs Chloe Wheatley Finance Assistant for their assistance given to me during my audit visit.</p> <p>During my visit I advised the Clerk that this would be my last Internal Audit visit as I am proposing to wind-down my auditing work after the completion of the 2022-23 Year-end Audit season. It has been a pleasure working with the Council over the last 6 years, my first audit visit was in May 2017!</p>		
Area	Item	Comments / Findings
Previous Audits	<ul style="list-style-type: none">Date of last External Audit Certificate or Exemption Certificate for 2021-22Comments if anyPublication on website.Date of last Internal Audit Comments if anyReview of any items outstanding from previous internal / external audit reports.	<p>PKF Littlejohn signed off the Report & Certificate 2021-22 on 20 August 2021. Received by Council 6 Sept 2022 (Min 3373).</p> <p>There were no comments.</p> <p>All the AGAR information is posted on the website providing a good trail of the publication requirements surrounding the AGAR and Public Rights.</p> <p>2021-22 Internal Audit report was considered by the Council 6 Sept 2022 Min 3373</p>

Minutes	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. • General Power of Competence (GPC) ? • Dispensations • S.40 LA&A Act 2014 • filming/recording 	<p>General Power of Competence approved by Council on 15 May 2019 (Min 1767) for the next 4 years subject to retaining the necessary qualification criteria. GPC to be renewed at the next Council meeting following the uncontested Election in May 2023.</p> <p>Committee Terms of Reference & Scheme of Delegations 2021 re-adopted Council 3 May 2022 Min 3188</p>
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPl's complete • DPl's on website or weblink • New Governance Compliance • NEXT ELECTION ? 	<p>Code of Conduct re-adopted Council 5 July 2022 Min 3304 with the words "ethical" and "at all times" be added</p> <p>10 Councillor positions on the Council, all posts filled as at 31 March 2022.</p> <p>Cllr Nightingale resigned in April 2022 and Cllr Dr H. Scott resigned in May 2022 (mentioned in Min 3186). Council 7 June 2022 Min 3251 were advised by the Town Clerk that the first vacancy would be filled by co-option, the second vacancy had received 15 requests for a by-election to take place on 7 July 2002 if contested.</p> <p>Council 5 July 2022 Min 3306 advised that the co-option closing date was now 26 August 2022 and that the by-election was uncontested with Mr King being elected.</p> <p>Council 4 Oct 2022 Min 3426 decided not to co-opt either of the 2 candidates to the vacant seat.</p> <p>Council 10 Jan 2023 Min 3581 co-opted Mr Clive Veck, attending his first meeting 7 Feb 2023</p>
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit? • Have any changes been formally adopted by the Council? • Virtual Meetings / Delegation to Clerk/RFO still in place ? • Updated re New NALC Models SO's 2018, Fin Regs 2019 ? • Two signature rule still in place? 	<p>4th May 2023 includes Thanet DC elections as well. Uncontested election, 9 candidates for the 10 seats</p> <p>Standing Orders & Financial Regulations were approved by Council 5 July 2022 Min 3803 a) & b). The SO's included a revised wording regarding residents speaking at a Meeting, requiring residents to provide a written notice and topic to be discussed by 4pm on the Friday before the Meeting.</p> <p>Committee Terms of Reference and Scheme of Delegation adopted 3 May 2022 Min 3188</p> <p>Section 11 refers to "delegations" and 11(c) Delegation to the Town Clerk</p>

Risk Management	
<ul style="list-style-type: none"> • Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? ○ Inspections of play equipment etc if carried out by staff/Cllrs have they been trained, accredited? ○ ANNUAL REVIEW ? • Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) • Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control (SIC)? • Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	<p>Event Risk Management by Safety & Management Solution Ltd. called upon as required.</p> <p>Play equipment at the War Memorial Recreation Ground (formerly managed by TDC). Play Fix Ltd undertake the ROSPA inspections (last annual inspection booked for July 2022). Play Fix undertook repairs to the ¼ pipe in the skate park.</p> <p>The Groundsman, Mr James is booked on a 2 day accredited ROSPA course in November 2022.</p> <p>Annual Review of Risk Assessment and Management Scheme for year ending 31 March 2022 approved by Council 7 June 2022 Min 3244. The Town Clerk advised that this will be reviewed for 2022-23 shortly at the scheduled Council Meeting to be held on 6 June 2023.</p> <p>AXA Insurance via specialist Broker Came & Co. 3-year Long-term Agreement (LTA) ended Aug 2022. Council 5 July 2022 Min 3309 - 3 Quotes received delegated to F&GP on 19 July 2022 to decide. The comparative quote from BHIB (Aviva) 3-year LTA to 19th Aug 2025.</p> <p>£500,000 Fidelity cover</p> <p>A separate insurance policy exists for vehicle insurance with MS Amlin Insurance period – 29 June 2022 to 28 June 2023, van CN57HAU</p> <p>Appointment of the Councillor Internal Auditor confirmed as Cllr O'Connor – Council 3 May 2022 Min 3194</p> <p>Statement of Internal Control 2021-22 - approved by Council 7 June 2022 Min 3245</p> <p>There is an impressive list of policies and powers listed on the website under the "Public Accountability" tab ranging from the Standing Orders and Financial Regulations to more specific policies such as the Councillors Email Policy adopted in Dec 2020 or the Vexatious Complaints Policy adopted in March 2020. What is nice is that it is clear when the "policy was adopted" as the adoption date is on the "front page".</p> <p>System in place for reminder of review dates by Council.</p> <p>Council 5 April 2022 Min 3146 adopted a new Environmental Policy, Min 3147 adopted updated policies for Data Protection, Lone Working, H&S, Cllrs email, Website and Training & Development.</p> <p>Council 7 June 2022 Min 3247 adopted updated policies for Privacy, Staff Email and Communication, Safeguarding, Procurement.</p> <p>Council 5 July 2022 Min 3304 adopted the proposed Social Media Policy</p> <p>Council 6 Sept 2022 Min 3368 Civility & Respect Pledge – Bullying and Harassment Statement and Dignity at Work Policy</p> <p>Min 3375 – approved and adopted Smoking, Volunteer, Community Engagement and Communication, Complaints Policies and the Publication Scheme.</p>

Budgetary Controls	<ul style="list-style-type: none"> Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? ○ Review of All Reserves included as part of the Budget Setting Process? Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> ○ Compare with Fin Regs? Are significant variances explained in sufficient detail? Ongoing Covid-19 implications ? 	<p>F&GP Comm 19 July 2022 Min 3336 received 1st Quarter Monitoring Report and Earmarked Reserves Report. 2nd Quarter – F&GP Comm 18 Oct 2022 Min 3466 (Reports on the website)</p> <p>Regular reports to full Council eg 6 Sept 2022 Min 3376 reports to 31 July 2022 on Bank Rec, payments & receipts and annual budget by combined "account codes". Council 1 Nov 2022 Min 3478 reports to 30 Sept 2022.</p> <p>Draft Budget for 2023-24 discussed by F&GP Comm 18 Oct 2022 Min 3468 and Council 1 Nov 2022 Min 3483 to be finalised in Jan 2023.</p> <p>Full Council - 10 Jan 2023 Min 3580, considered 4 options resolved a Precept Request of £187,089 (£161,600 - 2020-21). F&GP 17 Jan 2023 Min 3613 - the figures were tweaked following receipt of the Tax Base figure of 2,527.89 for 2023-24. Revised Precept Request = £186,560, Band D = £73.80 a £9.63 and Budget set for 2023-24 = £204,069</p> <p>Budget on the website.</p> <p>NB the reserves of the Council as at 31 March 2023 (£87,700) are not excessive equivalent to approx. 5 months spend</p>
Section 137 expenditure £8.82 FOR 2022-23 (£8.41 FOR 2021-22)	<ul style="list-style-type: none"> What is the cash limit for the year? Is a separate account/analysis kept? Has the cash limit been exceeded? Have the spending powers been properly used and Minuted? 	<p>With the General Power of Competence (GPC) in place there is no need of the S137 powers.</p> <p>For info. The S137 limit for 2023-24 has recently been announced as £9.93 a 12.5% increase (the RPI increase Sept 2021 to 2022)</p>
Book-keeping	<ul style="list-style-type: none"> Cashbook - is it: Fit for purpose? Up to date? Arithmetically correct? Balanced regularly? Turnover above £200k pa ? Income & Expenditure basis of accounting? Record keeping and the arrangements in place to store previous year's accounts etc. 	<p>The Clerk is using the Riattas (RBS) financial software package for the Budget Monitoring. Precept & Budget setting as well as the year-end accounts to full effect.</p> <p>Cllr O'Connor takes an active role in the financial management reporting.</p> <p>Not applicable, the Council accounts on a "receipts and payments basis"</p>

Petty Cash	<ul style="list-style-type: none"> Has the amount of petty cash float been agreed? Are all petty cash entries recorded? Are payments made from petty cash fully supported by receipts / VAT invoices? Are petty cash reimbursements signed for? Date of last petty cash reimbursement ? Is petty cash balance independently checked regularly 	<p>There is a petty cash float, which had a balance of £295 as at 31 March 2023, which is included in the Bank Reconciliation statements.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>As required but various payments to the Council received in cash such as Allotment Rents are added to the Petty Cash Float rather than banking, unless the Float exceeds £300, the excess is banked.</p> <p>Yes checked monthly by Cllr O'Connor as part of her Cllr Internal Auditor duties</p>
Payroll	<ul style="list-style-type: none"> Who is on the payroll and are contracts of employment in place? Who is the RFO? Annual Appraisal in place ? Have there been any changes to the establishment and/or changes to individual contracts during the year? Members Allowances in place and paid via payroll system? Have new appointments and changes to contracts been approved and minuted? Do salaries paid agree with those approved by the Council? Have PAYE/NIC requirements been properly applied and accounted for? Payroll outsourced? WORKPLACE PENSION IN PLACE 	<p>The Council has a HR Committee which has met regularly during 2022-23. Very Good Practice</p> <p>Mrs Gill Gray - Town Clerk (contract - 37 hrs pw)</p> <p>Ms Chloe Wheatley Finance Asst (contract – 12 hrs pw) HR Comm 26 Jan 2021 agreed to increase the hours worked to 22hrs pw from 1 Feb 2021 and to 25hrs pw from 1 Sept 2021</p> <p>N. Adams (permanent 20 hrs pw), Brandon Blake(from 1 April 2022) - Cleansing Operatives (contract – 15 hrs pw)</p> <p>Vic James – Maintenance/Groundsperson at the Recreation Ground - 25hrs pw includes visual checks of equipment.</p> <p>Reception/Office Administrator Lindsey Harris (left 27 Oct 2022). Job Description changed and creation of a Deputy Town Clerk post (HR Comm 5 Oct 2022 Min 3449 and Council 10 Jan 2023 Min 3582.</p> <p>Ruzina Begum appointed as Office Administrator from 1st February 2023.</p> <p>Annual Staff Appraisals in place Town Clerk appraises the staff and the Chair and Vice-chair of HR Comm appraises the Town Clerk</p> <p>DM Payroll Services Ltd</p> <p>Town Clerk – LGPS</p> <p>Other staff - NEST</p> <p>Pension regulator re-declaration of compliance – Council 21 July 2021 Min 2318</p>

Payments		
<ul style="list-style-type: none"> Are all payments recorded and supported by appropriate documentation? 	Most payments by BACS via Unity Trust Bank.	Monthly schedules of payments are posted to the Council's website under the Council Finances page for 2022-23.
<ul style="list-style-type: none"> Are payments minuted? 	The list of annual subscriptions and the list of direct debits were approved by Council 3 May 2022 Min 3191	
<ul style="list-style-type: none"> Review of DD's and SO's ? 	Staff cost definition in accordance with Best Practice.	
<ul style="list-style-type: none"> STAFF costs definition for inclusion in Box 4 for 2022-23, check parity for 2021-22 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband & phone allowance etc NOT incl. 	<p>VAT claims;</p> <p>Amount claimed for the 4th quarter 2021-22 = £849 received 12 July 2022</p> <p>1 April – 30 June 2022 - £1,265 to be re-submitted</p> <p>1 June – 30 Sept 2022 - £1,403 received 15 Nov 2022</p> <p>1 Oct – 31 Dec 2022 - £3,440 received 15 Feb 2023</p> <p>1 Jan – 31 Mar 2023 - £1,362 to be claimed in 2023-24</p>	
<ul style="list-style-type: none"> Has VAT been identified, recorded and reclaimed? 		
<ul style="list-style-type: none"> Have internal control procedures been adhered to? 		
<ul style="list-style-type: none"> Contracts: <ul style="list-style-type: none"> What contracts exist? Compliance with SO's Have any new contracts or contract variations/extensions been awarded in the year? Procedures adopted for letting of contracts Have contract payments been made in accordance with the contract document? 	<p>Sample contracts in place during 2022-23</p> <p>Lisa Campbell - office cleaning</p> <p>KCC – lease photocopier/printer (and copier charges from March 2023)</p> <p>BP Fuel Card</p> <p>Euro Office – office supplies</p> <p>BR-IT – IT services inc Office 365 Exchange and Office Plans (replaced by MITEC)</p> <p>Smart Office Solutions Ltd – copier charges (replaced by KCC)</p> <p>Fuse Collaboration Services – SharePoint/OneDrive back up</p> <p>Boys & Maughan Solicitors – legal advice re asset transfers from Thanet DC</p> <p>Phoenix Link UK Ltd – phone & broadband</p> <p>Breakthrough Communications – digital survey and consultation statement for the Neighbourhood Plan (6 July 2021 Min 2752)</p> <p>Octopus Energy – electricity and gas supply for 2 years from August 2022 (5 July 2022 Min 3307) 24 mth fixed price to August 2024 (Green Octopus tariff).</p> <p>Hughes and Son – Grounds Mtc Contract for War Memorial Rec., Lymington Road (7 Sept 2021 Min 2810)</p> <p>Goldstone Town Planning – Action Plan to progress the NP (4 Jan 2022 Min 2992)</p> <p>Lefa Enterprises – Rent for Offices</p> <p>Emma Dublin – Social Media Management (Council's FaceBook page)</p>	

Receipts	<ul style="list-style-type: none"> Are all receipts recorded correctly? Are all receipts promptly banked? Precept, CTSG and Sect 106 & CIL payments Are income records inc allotments, burials, hirings adequate? Are invoicing arrangements adequate? Ongoing Covid-19 implications? 	<p>Monthly schedules of receipts are posted to the Council's website under the Council Finances page for 2022-23.</p> <p>Some cash receipts used to top-up the petty cash float to a max of £300.</p> <p>Allotment Fees increased to (£50 full plot, £25 half plot plus £23 for water) from 1 Oct 2022 - F&GP Comm 19 July 2022 Min 3337 Good allotments billing system in place including water recharges.</p> <p>Room rental income = £7,170 in 2022-23 compared to £651 in 2021-22 (eg Barclays Bank)</p>												
Bank reconciliation & PWLB Loans	<ul style="list-style-type: none"> What current/deposit accounts exist? Investment Strategy recommended where bank balances are in excess of £100k. FSCS aware? Are bank reconciliations regularly carried out for each account? Level of Balances to Precept ratio Are the cheque counterfoils, paying-in books and bank statements adequately referenced? When was the last review of the banking arrangements? Internet Banking/Corporate Card and if in place Financial Regs updated? Signature review (Two signatures required?) Any PWLB loans? 	<p>The bank balances as at 31 March 2023 were</p> <table> <tr> <td>Unity Trust Bank cur a/c (1522)</td> <td>-</td> <td>£3,531</td> </tr> <tr> <td>Unity Trust Bank dep a/c (1535)</td> <td>-</td> <td>£83,879</td> </tr> <tr> <td>Petty Cash</td> <td>-</td> <td>£295</td> </tr> <tr> <td>TOTAL</td> <td>-</td> <td>£87,705</td> </tr> </table> <p>The published Bank Reconciliation on the website only shows the Current Account, it does not show the Deposit Account balance.</p> <p>Monthly bank reconciliations signed off by Cllr O'Connor</p> <p>No card facility but PayPal account in place with a spend limit of £599 delegated to the Town Clerk/RFO.</p> <p>Credit Card facility established in Sept 2022 for the Town Clerk/RFO - the "multipay" card via Lloyds Bank, cleared each month via a DD from Unity Trust Bank.</p> <p>Signatories, Cllrs O'Connor, Cornford, Parry and Donaldson added in April 2022 to the Unity Trust bank mandate. Cllr Veck added in April 2023.</p> <p>No loans</p>	Unity Trust Bank cur a/c (1522)	-	£3,531	Unity Trust Bank dep a/c (1535)	-	£83,879	Petty Cash	-	£295	TOTAL	-	£87,705
Unity Trust Bank cur a/c (1522)	-	£3,531												
Unity Trust Bank dep a/c (1535)	-	£83,879												
Petty Cash	-	£295												
TOTAL	-	£87,705												

Assets and Asset Register (AR)	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR? • Is the AR up to date? • Basis of Asset Values? • Are long-term investments recorded? • Are the valuations regularly reviewed? • Does the AR show the insurance values? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels)? 	<p>"Community Assets", War Memorial Rec Ground and 2 shelters on Sea Road from Thanet DC to Westgate on Sea TC. The transfer took place in May 2021, the value of these assets is a nominal £1 per item and in the Asset Register for year ending 31 March 2022.</p> <p>Council approved the Inventory List/Asset Register 3 May 2022 Min 3191</p> <p>Council 1st March 2022 Min 3095 Community Asset Transfer Review – further discussions later during 2022-23.</p> <p>New asset in 2022-23 – Outside PA System £600 (1 July 2022)</p> <p>Year end Asset Value as at 31 March 2023 = £19,070</p>
Year-end procedures Inc. AGAR	<ul style="list-style-type: none"> • Does the 2021-22 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of 2021-22 AGAR & Certificate of Exemption criteria met, exemption declared • PROOF of public rights provision during summer 2022 & website– AIAR ICOS • Public Inspection Period Minuted? • New governance compliance regime - refer to new Practitioners' Guide 2021 	<p>Accounting records were checked against the figures to be used in the AGAR Statement of Accounts for 2021-22, including the Bank Reconciliation.</p> <p>The AGAR 2021-22 was approved by Council 7 June 2022 Mins 3246 & 3247, the RFO had signed off the Statement of Accounts on 13 May 2022</p> <p>Date of Announcement - 10 June 2022</p> <p>Public Inspection period – 13 June to 22 July 2022</p> <p>Evidence – Posting date to website shown as 10 June 2022</p> <p>The Council 7 June 2022 Min 3247 noted the proposed Public Inspection Period as mentioned above.</p>

Additional tests – (as necessary)	
<ul style="list-style-type: none">Computer systems:<ul style="list-style-type: none">The procedures for the backing up of computerised recordsCouncil owned PC/laptop ?Email securityEncryption of data?Trust Funds/Charities – Charity Commission filing?Annual review of the effectiveness of Internal Audit Inc. Appointment of IIAWebsite host and Webmaster and any changes?Website functionality & accessibility NALC L09-18TRANSPARENCY CODE compliant especially for Exempt AuthoritiesPost GDPR (May 2018)<ul style="list-style-type: none">Privacy NoticeCllr email addresses?Email disclaimerOther matters inc DPO arrangements	<p>Microsoft Office 365 Business Standard 3 licences for staff plus Bitdefender</p> <p>Microsoft Office 365 Business Essentials 10 licences for Cllrs, linked with the generic email addresses for Cllrs set-up last year.</p> <p>BR-IT (Barry Lyndsell) for IT support issues (REPLACED by MITEC – Council 1 Nov 2022 Min 3481) and Fuse Collaboration Services for “back-up” services.</p> <p>Not applicable</p> <p>I was re-appointed Internal Auditor for 2022-23 Council 7 Feb 2023 Min 3645</p> <p>Cllr O’Connor appointed as the Cllr Internal Auditor Council 3 May 2022 Min 3194</p> <p>Hugo Fox provides the website platform. The Town Clerk is regarded as the “webmaster”.</p> <p>Excellent website very easy to navigate and can open multiple webpages.</p> <p>There is an Accessibility icon allowing visitors to the website to turn on additional features.</p> <p>Review of website – Council 1 Nov 2022 Min 3479 to look at in 2023-24</p>
	<p>Satswana re-appointed DPO for 2021-22 Council 2 Nov 2021 Min 2920</p> <p>Latest Privacy policy adopted 7 June 2022</p> <p>Cllrs Email Policy adopted 5 April 2022, the Staff Email and Communication Policy was adopted earlier in the year on 7 June 2022.</p> <p>Data Protection Policy adopted 5 April 2022</p>

PLANNING APPLICATIONS TEAM

Our Ref: 22/00039/REF - F/TH/22/0449
 Please Ask For: Annabel Hemmings
 Direct Line Number: 01843 577752
 Email: annabel.hemmings@thanet.gov.uk
 Date: 20 April 2023



Westgate-on-Sea Town Council
 C/o 78 St Mildreds Road
 Westgate-on-Sea
 Kent
 CT8 8RF

Dear Sir/Madam

SITE: 2 Tidewell Mews Westgate On Sea Kent CT8 8PX

RE: Appeal by Mr Nicholas Wells in respect of Erection of 1 No three-storey three bedroom detached dwelling adjacent to No.2 Tidewell Mews..

Planning Inspectorate Reference: APP/Z2260/W/22/3312740

The above appeal was received by the Local Planning Authority on 8 December 2022. Copies of the appellant's grounds of appeal and accompanying statement can be viewed online at <https://planning.thanet.gov.uk/online-applications/>

A copy of the Planning Inspectorate's booklet, 'Guide to taking part in planning appeals' is also available at the Council Offices free of charge or on the Planning Portal (www.planningportal.gov.uk).

The appeal start date was 18 April 2023. Should you have any representations that you wish to make with regard to this appeal, you must submit them, in writing by 23 May 2023. **You can email via:-** east2@planninginspectorate.gov.uk, **alternatively** three copies of the letters of representation should be sent to: The Planning Inspectorate, C Eagle, 3rd Floor, Temple Quay House, 2 The Square, Bristol. The Planning Inspectorate will not acknowledge representations but will ensure that letters received by the deadline are passed onto the Inspector dealing with the appeal.

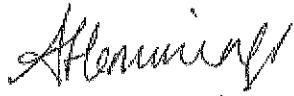
Any letters received by the Planning Inspectorate will be sent to the Local Planning Authority and the Appellant. Letters submitted in relation to the original planning application have already been forwarded to the Inspectorate and Appellant. Should you not wish your representation to be considered in determining the appeal, you must inform the Inspectorate in writing within five weeks of the appeal start date. The decision will be published on the Planning Portal.

I hope the above is of assistance to you, if you have any further questions regarding this letter, please do not hesitate to contact Annabel Hemmings on the above number.

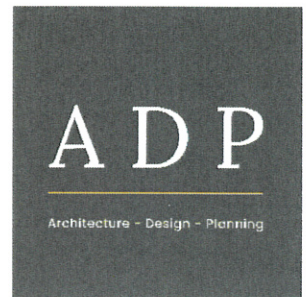
Yours faithfully

Thanet District Council
 PO Box 9
 Cecil Street
 Margate
 Kent CT9 1XZ

01843 577000
www.thanet.gov.uk

A handwritten signature in black ink, appearing to read 'Annabel Hemmings'.

Annabel Hemmings
Chartered Planner



Appeal Statement

**Erection of 1 No. three-storey, three bedroom,
detached dwelling adjacent to No. 2 Tidewell Mews**

2 Tidewell Mews, Westgate-on-Sea, Kent, CT8 8PX



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1. Introduction

- 1.1. My name is ANDREW RANSOME and I am the Planning Director at ADP. I have over 21 years of experience in the planning profession and I have been a Member of the Royal Town Planning Institution for over 16 years. I hold a Bachelor of Science degree in Town and Country Planning and a Master of Science degree in Town and Country Planning. The evidence which I have prepared and provided for this appeal is true and has been prepared and is given in accordance with the guidance of my professional institution and I confirm that the opinions expressed are my true and professional opinions.
- 1.2. This Appeal Statement has been prepared on behalf of Mr N Wells (the Appellant) in support of a planning appeal submitted under Section 78 of the Town and Country Planning Act 1990.
- 1.3. The proposal sought full planning permission to erect a single detached 3-storey dwelling, on land adjacent to 2 Tidewell Mews, Westgate-On-Sea, CT8 8PX (LPA Ref: F/TH/22/0449).
- 1.4. In making their decision, the Council cited two reasons for refusal, which relate to the impact of the development upon the character of the area and upon residential amenity.
- 1.5. This appeal statement addresses these reasons for refusal and demonstrates how the proposed scheme responds to the planning requirements set out in the National Planning Policy Framework, the National Design Guide, the Thanet Local Plan, and where appropriate, other material considerations.

