



Broadstairs & St Peter's Town Council

12 May 2021

To: Members of Broadstairs & St. Peter's Town Council.

You are hereby summoned to the Annual Meeting of the **Council** to be held in the Council Chamber, Pierremont Hall at 7pm on **Monday 17th May 2021**.

Kirsty Holroyd
Town Clerk

**The meeting is open to the public but for social distancing reasons numbers are limited.
Please contact the Town Clerk at bsptc@broadstairs.gov.uk to register for a place.**

AGENDA

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2021-2022 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Mayoress or Consort

2. ELECTION OF A VICE-CHAIRMAN OF THE COUNCIL FOR THE 2021-2022 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Deputy Mayoress or Consort

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda

5. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act

1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

6. APPOINTMENTS TO COMMITTEES AND SUB COMMITTEES

a) To consider whether each committee or sub-committee ought to include ex officio members

b) To consider the membership of committees

A) Council Committees

i) Appointment of Councillors to the Planning Committee

ii) Appointment of Councillors to the Finance & General Purposes Committee

iii) Appointment of Councillors to the Community Assets Committee

B) Council Sub-committees

i) Appointment of Councillors to the Leisure and Tourism Sub-committee

ii) Appointment of Councillors to the Allotments and Land Sub-committee

iii) Appointment of Councillors to the Staff Management Sub-committee

iv) Appointment of Councillors to the Neighbourhood Planning Sub-committee

v) Appointment of Councillors to the Environment Sub-committee

7. SUBSCRIPTIONS

To approve the Town Council's membership of and annual subscriptions payable to:

• Kent Association of Local Councils	£1749 (2021 fee)
• The Society of Local Council Clerks	£280
• Action with Communities in Rural Kent	£35
• The Guild of Mace-Bearers	£35
• The County Playing Fields Association.	£20
• The National Society of Allotment and Leisure Growers	£55
• Venues4Hire	£25
• Hitched website	£911
• Pierremont website	£200
• Guides for Brides	£234

8. SIGNATORIES OF ACCOUNTS

To authorise payroll, cheque, BACS, Standing Order and Direct Debit signatories as follows:

- Mayor
- Deputy Mayor
- Chairman of the Finance and General Purposes Committee
- Vice Chairman of the Finance and General Purposes Committee
- Chairman of the Planning Committee
- Vice Chairman of the Planning Committee

9. MAYOR'S ALLOWANCE

To approve the Mayor's Allowance in accordance with the Town Council's 2021 - 2022 annual budget.

10. MINUTES

To approve the minutes of the Council meeting held on Monday 26th April 2021.

11. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

12. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS

To agree to suspend the meeting in accordance with Standing Orders 3e, 3f and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

13. COMMUNITY ASSETS COMMITTEE

To receive the draft minutes of the meeting held on 21 April 2021 and consider any recommendations made.

14. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on 10 May 2021 and consider any recommendations made

15. FINANCIAL REPORT

A. Accounts 2020-2021

- a) To receive the report of the Independent Internal Auditor
- b) To receive the Annual Governance and Accountability Return 2020/21
 - i) To review the effectiveness of the system of internal control (page 4)
 - ii) To consider the signing of the Annual Governance Statement 2020/21- section 1 (page 4)
 - iii) To consider the accounting statements for 2020/21 – section 2 (page 5)

- c) To receive the following supporting documents
 - i) Financial Summary - Cashbook 1 April 2020 – 31 March 2021
 - ii) Bank reconciliation at 31 March 2021

- d) To approve the use of specified direct debits and regular payments
- e) To receive the payment schedule for the period 20 April 2021 – 10 May 2021
- f) To receive the budget comparison for the end of quarter 4

16. CALENDAR

To receive the schedule of meetings for the forthcoming year.

17. ARRANGEMENTS FOR MEETINGS UNTIL LOCKDOWN RESTRICTIONS LIFTED.

To receive information from NALC and consider the options available for council and committee meetings

18. VIKING BAY LIFT/LEVELLING UP FUND

To receive a verbal update from Cllr Bob Bayford and consider options

19. STAFFING NEEDS

- i) To consider the need to appoint a Town Sergeant
- ii) To consider the need to appoint a Mayor's Secretary

20. OFFICE IT

To receive information concerning the upgrade of Office IT for security and business continuity reasons and consider granting permission to the Town Clerk to oversee the project subject to a maximum spend.

21. COMMUNITY EVENTS AT PIERREMONT HALL

To receive and consider a proposal from the Events Manager.

22. DATE OF NEXT MEETING