



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

MONDAY 17 MAY 2021

Present: Cllrs, Bailey, B Bayford, J Bayford, R Binks, R. K. Binks, Buckley, Garner, Rawf, D Saunders, M Saunders, Savage, Dexter, P. Moore, W. Moore, Parsons.

Town Clerk: Kirsty Holroyd

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

The Town Clerk opened the meeting and called for nominations. Cllr P Moore was proposed and seconded. No further nominations were received.

RESOLVED: That Cllr Paul Moore be appointed chairman of the Council for the 2021/22 civic year.

Cllr Moore signed his declaration of acceptance of office and being entitled to use the term Town Mayor, he announced his wife, Cllr Wendy Moore the Mayoress.

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

The Chairman called for nominations. Cllr Roy Dexter was proposed and seconded. No further nominations were received.

RESOLVED: That Cllr Roy Dexter be appointed Deputy Chairman of the Council for the 2021/22 civic year.

Cllr Dexter signed his declaration of acceptance of office and being entitled to use the term Deputy Mayor, he announced his partner, Brenda Rogers the Deputy Mayoress.

3. APOLOGIES FOR ABSENCE

None received: all present

4. DECLARATIONS OF INTEREST

None received

5. OPENNESS AND TRANSPARENCY

Those present were reminded that 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.

6. APPOINTMENTS TO COMMITTEES AND SUB COMMITTEES

a) Members considered whether each committee or sub-committee ought to include ex officio members

RESOLVED: That ex officio membership of committees should cease.

b) Members considered the nominations received for each committee and sub-committee.

i) Planning Committee

RESOLVED: That six councillors be appointed to the committee as follows: Cllr J. Bayford, R. Binks, J. Buckley and R. Dexter, P Moore & D Saunders

ii) Finance & General Purposes Committee

RESOLVED: That eight councillors be appointed to the committee as follows: Cllrs. B Bayford, R. Binks, R.K. Binks, J. Buckley, M. Garner, D. Parsons, D Saunders & M. Saunders

iii) Community Assets Committee

RESOLVED That seven councillors be appointed to the committee as follows: Cllrs. R Bailey, B. Bayford, R. Binks, R.K. Binks, D. Saunders, M Saunders & J Savage

i) Leisure and Tourism Sub-committee

RESOLVED That nine councillors be appointed to the committee as follows: Cllrs. Bailey, R. Binks, R. K. Binks, Garner, P Moore, W. Moore, A. Rawf, D Saunders & M. Saunders

ii) Allotments and Land Sub-committee

RESOLVED That five councillors be appointed to the committee as follows: Cllrs. J. Bayford, R. K. Binks, W. Moore, D Saunders & M Saunders

iii) Staff Management Sub-committee

RESOLVED That seven councillors be appointed to the committee as follows: Cllrs. R Bailey, J. Bayford, R. Binks and M. Garner, D Saunders, M Saunders & J Savage

iv) Neighbourhood Planning Sub-committee

RESOLVED That four councillors be appointed to the committee as follows: Cllrs. B. Bayford, J. Bayford, P. Moore and D. Saunders.

v) Environment Sub-committee

RESOLVED That eight councillors be appointed to the committee as follows: Cllrs. R Bailey, B Bayford, R. Binks, R.K Binks, J Buckley, R Dexter, M Garner, P Moore

7. SUBSCRIPTIONS

Members considered the Town Council's memberships and annual subscriptions.

RESOLVED: That the following memberships be renewed and subscriptions paid for the civic year 2021/22:

● Kent Association of Local Councils	£1749
● 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

RESOLVED: that the payroll, cheque, BACS, Standing Order and Direct Debit signatories be authorised by the following members:

- Chairman
- Deputy Chairman
- 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

RESOLVED: That the Mayor's Allowance be approved in accordance with the Town Council's 2021 - 2022 annual budget.

10. MINUTES

Members approved the minutes of the Council meeting held on Monday 26th April 2021 and they were duly signed as a true record by the Chairman.

RESOLVED: Members agreed to note

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

None

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

No members of the public were in attendance.

13. COMMUNITY ASSETS COMMITTEE

Members received the draft minutes of the meeting held on 21 April 2021.

RESOLVED: Members agreed to note

14. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on 10 May 2021

RESOLVED: Members agreed to note

15. FINANCIAL REPORT

A. Accounts 2020-2021

a) Members received the report of the Independent Internal Auditor. There were no significant items of concern but a couple of minor comments which the Town Clerk would work to improve throughout the year.

RESOLVED: Members agreed to note.

b) Members received the Annual Governance and Accountability Return 2020/21

i) Members reviewed the effectiveness of the System of Internal Control and considered each of the assertions separately.

RESOLVED: Members were able to sign yes to each of the assertions.

ii) Members considered signing of the Annual Governance Statement 2020/21
RESOLVED: that the Annual Governance Statement be signed by the Chairman of this meeting.

iii) Members considered the accounting statements for 2020/21

RESOLVED: that the Chairman of this meeting sign the Accounting Statements on behalf of the Council

c) Members received the following supporting documents: -

i) Financial Summary - Cashbook 1 April 2020 – 31 March 2021

ii) Bank reconciliation at 31 March 2021

RESOLVED: Members agreed to note

d) Members approved the use of specified direct debits and regular payments

RESOLVED: that direct debits and regular payments as listed be approved in order to expedite the business of the Council.

- e) Members received the payment schedule for the period 20 April 2021 – 10 May 2021 – as attached.

RESOLVED: That the payments be approved.

- f) Members received the budget comparison for the end of quarter 4

RESOLVED: That the report be noted.

16. CALENDAR

Members received the schedule of meetings for the forthcoming year.

The Town Clerk advised that some minor amendments were necessary due to bank holidays and that the final calendar would be sent out shortly after the meeting.

RESOLVED: That the schedule be approved.

17. ARRANGEMENTS FOR MEETINGS UNTIL LOCKDOWN RESTRICTIONS LIFTED.

Members were informed that there was no update from NALC and that various options could be considered for the format of future meetings. It was noted that a full risk assessment had been undertaken and strict Covid measures were in place in Pierremont Hall.

RESOLVED: That meetings continue to take place face to face but that the situation be kept under review.

18. VIKING BAY LIFT/LEVELLING UP FUND

Members received a verbal update from Cllr Bob Bayford who reported that following a meeting with senior managers at TDC it had been decided that it would not be possible for a variety of reasons for Broadstairs and St Peter's Town Council to be included on the current Levelling Up fund bid. However there is a readiness at TDC to work with BSPTC on a large regeneration project and a recognition that Broadstairs and St Peter's have not fared well under recent funding rounds.

RESOLVED: That a working group of Cllr B Bayford, Cllr R Binks, Cllr R Bailey and the Town Clerk along with community partners explore options for a large-scale, viable regeneration bid to benefit the whole town.

19. STAFFING NEEDS

Members considered the need to appoint a Town Sergeant and/or a Mayor's Secretary.

RESOLVED: That a Staff Management Committee meeting be convened at 10am on Thursday 20 May to address these urgent issues.

20. OFFICE IT

Members received 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.

RESOLVED: That the Town Clerk be permitted to upgrade the office IT with Office 365 up to a maximum spend of £2000.

21. COMMUNITY EVENTS AT PIERREMONT HALL

Members received and considered a proposal from the Events Manager to run community events at Pierremont Hall.

RESOLVED: That the Events and Bookings Manager be asked to submit a full, costed proposal for consideration at the next F&GP committee meeting

22. DATE OF NEXT MEETING – 14 June 2021 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 20.07

Meeting was recorded: ~~yes~~/no
Members of the public were present: ~~yes~~/no
Members of the press were present: ~~yes~~/no