



Broadstairs & St Peter's Town Council

7 July 2021

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

You are summoned to a meeting of the **Council** to be held in the Council Chamber at Pierremont Hall on **Monday 12th July 2021 at 7pm.**

A handwritten signature in black ink that reads "Kirsty Holroyd".

Kirsty Holroyd
Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.

3. **OPENESS AND TRANSPARENCY**

To remind those present of the following:

The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

4. **MINUTES**

To approve the minutes of the Council meeting held on 14 June 2021

5. **MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

6. **COMMUNITY ASSETS COMMITTEE**

i) To receive the draft minutes of the meeting held on 21 June and consider any recommendations contained therein

ii) To receive the report of the Facilities Officer at the conclusion of his 120 hours fixed term contract

iii) To receive the report on the most urgent of the identified works.

iv) To consider a quote to remedy the leak

8. **QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**

i) 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.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

9. COMMUNICATIONS

i) To receive such communications as the Town Mayor may desire to lay before the Council.

ii) To receive such communications as the Town Clerk may desire to lay before the Council.

- To consider appointing Cllr Bailey to the Planning Committee

10. FINANCE

i) To receive and approve a report concerning payments for the period 9 June to 7 July 2021.

ii) To receive and consider a financial statement detailing income and expenditure year to date

iii) To consider extending the time limit on the maximum value of the Town Clerk's delegated authority as stipulated at Financial Regulation 4.1d

11. NEW ACCOUNTANCY SOFTWARE PACKAGE

i) To receive and consider a covering report from the Town Clerk

ii) To receive and consider the quotes for the new software

12. MEDIA POLICY

To receive and consider a draft document

13. DOCUMENT & ARCHIVING POLICY

To receive and consider a draft document

14. SOCIAL MEDIA REVIEW

i) To receive and consider a health check recently undertaken by Breakthrough Communications

ii) To receive a quote to establish a communications strategy

15. QUEEN'S PLATINUM JUBILEE

To receive a letter outlining scheduled events and consider whether the Council would like to take part in a beacon lighting ceremony.

16. MOCKETT'S WOOD UPDATE

i) To receive a draft risk assessment for the volunteer activities at the Wood.

ii) To consider appointing a councillor as a point of contact for the group's members

The following item to be discussed following a resolution to exclude the public under Standing Order 3d due to the confidential nature of the business.

17. STAFF MANAGEMENT COMMITTEE

i) To receive the draft minutes of the meeting held on Thursday 18 June 2021 and consider any recommendations contained therein.

ii) Facilities Officer

- a) To receive and consider the report of the Town Clerk
- b) To consider the extension the current Facilities Officer's contract and discuss terms.

iii) Town Sergeant

- a) To receive an update
- b) To consider how to accommodate the Mayor's requests to attend functions

Members of the public may re-enter the meeting

18. PROPOSED FORWARD AGENDA ITEMS

The date of the next meeting will be 13 September 2021 at 7pm in Pierremont Hall