

COUNCIL MINUTES

Monday 11th October 2021

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

Town Clerk: Kirsty Holroyd

277. APOLOGIES FOR ABSENCE

None received. Cllrs Savage and Dexter were absent.

278. DECLARATIONS OF INTEREST

None received

279. OPENESS AND TRANSPARENCY

Those present were reminded of 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.

280. MINUTES

RESOLVED: Members approved the minutes of the Council meeting held on 13 September 2021 and they were duly signed as a true record by the chairman.

281. MATTERS ARISING

None

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

No member of the public wished to speak.

No question had been received in writing by either the Mayor or the Town Clerk

283. COMMUNITY ASSETS COMMITTEE

The chairman proposed that due to the confidential nature of the business to be transacted, this item be moved into closed session at the end of the meeting.

RESOLVED: All in agreement.

284. PLANNING COMMITTEE

i)Members received the draft minutes of the meeting held on Monday 4 October and considered any recommendations contained therein.

RESOLVED: Members agreed to note

285. LEISURE AND TOURISM SUB-COMMITTEE

i) Members received an update on the invitation to tender for the licence to operate the bandstand kiosk.

RESOLVED: That the report be noted and that a small working party of the Town Clerk, Cllr Bailey and Cllr M Saunders be established to draft the assessment criteria for awarding the licence.

286. COMMUNICATIONS

The Chairman wished to report that he and the Mayoress had attended two events on behalf of the Town Council in the past month: the laying of a wreath at the Channel Dash Memorial and the 200th Anniversary of Ramsgate Royal Harbour.

The Town Clerk reported that she had received an invitation from TDC to join a discussion which would inform a Coastal Waste Review currently being drafted to address issues of litter and rubbish reduction at the District's promenades. The date was yet to be set.

RESOLVED: Cllrs R Binks and Buckley are interested in joining the Clerk at the meeting, depending on the date.

The local PCSO had visited the office and was happy to attend any Council meetings, if his shift pattern allows. The Town Clerk invited councillors to submit any specific questions or areas for concern to her and she would arrange for PCSO Christie to attend and report.

She also reminded all present to complete their new DPI forms as requested by TDC.

Lastly the Town Clerk asked for permission to display a banner publicising the Fiver Fest local business initiative on the railings of Pierremont Hall.

RESOLVED: That the railings are too near the war memorial to be suitable but that the banner can be displayed on the Council's land adjacent to the High Street. The Caretaker is to be asked to assist since this is a project the Council would like to support.

287. FINANCE

i) Members received and approved a report concerning payments for the period 7 September to 6 October 2021.

RESOLVED: That the payments be approved

ii) Members received information about payments authorised between meetings. The Town Clerk read out the list of payments approved under financial regulation 4.1c, 4.1d and 4.5 which would then be appended to the minutes – please see attached.

RESOLVED: Members agreed to note.

iii) Members received and considered a financial statement detailing income and expenditure year to date

RESOLVED: Members requested that less information be shared on future reports. The Town Clerk will aim to share these more detailed reports with the F&GP committee only and give summaries to Council.

iv) Members considered amending clause 4.1c to permit the Town Clerk in isolation to authorise smaller purchases as follows:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

c) the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

RESOLVED: That the section highlighted in yellow be removed in order that the Town Clerk can run the routine affairs of the office more efficiently.

288. AUDIT AND ORGANISATION OF THE COUNCIL'S ARTS WORKS AND OTHER ITEMS KEPT IN STORAGE

Members received information on three local storage companies and considered how to proceed. Members were concerned that costs (although low initially) could soon escalate if the items were stored indefinitely.

RESOLVED: That immediately prior to works commencing in the basement, the items will be brought upstairs and audited. Those belonging to third parties will be returned and those no longer needed will be disposed of appropriately. Selected items will be displayed around Pierremont Hall. The storage facility will be used only if it proves impossible to sort out the remaining items on site.

289. REMEMBRANCE SUNDAY EVENT

Members received the event management plan, the risk assessment and the traffic management plan for the event as supplied to TDC by the Civic and Support Officer. The Town Clerk reported that the plan was to organise the event along the same lines as all other years but that this was an opportunity for members to discuss any changes they would like to make.

RESOLVED:

- i) that the documents are fit for purpose – one small amendment to the finish time on the Traffic Management Plan**
- ii) that each person laying a wreath must be announced via the PA system and**
- iii) that a method ought to be devised for indicating where each wreath ought to be laid.**

290. NOVEMBER 5 FIREWORKS

Members received and considered a request for a small fairground to run on Victoria Gardens.

RESOLVED: that the Town Council had reserved use of Victoria Gardens some time ago to ensure the ability for people to socially distance, and therefore this plan should be adhered to.

291. TOWN FORUM

Members were reminded that the date for the Town Forum has been set at 18 October at 7pm and that attendees had been invited to consider how they would like to focus the meetings going forward.

RESOLVED: Members agreed to note.

292. KALC AGM SATURDAY 13 NOVEMBER 2021

Members received the agenda and considered appointing two representatives to attend the virtual event.

RESOLVED: That members will approach the Town Clerk individually to book a place if they so wish.

293. COUNCILLORS ALLOWANCES

i) Members received the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances.

RESOLVED: Members agreed to note

ii) Members received the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025

RESOLVED: Members agreed to note

iii) Members considered the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and consider councillors' allowances for 2021/22

RESOLVED: that having paid due regard to the recommendations in the report, payment of £600 to each councillor be approved in respect of the duties they carry out around the town over the year.

The chairman made it clear that individual members are not obliged to take the allowance.

The following item was discussed after a resolution to exclude the public under standing order 3d due to the confidential nature of the business.

294. COMMUNITY ASSETS COMMITTEE

i) Members received the draft minutes of the meeting held on 20 September 2021

RESOLVED: Members agreed to note.

- ii) Members received the fire safety report and considered any actions identified. The Town Clerk reported that some of the issues identified were being addressed already by the facilities Officer but that the report needed to be read in conjunction with the surveyor's report which was still outstanding.

RESOLVED: that a Community Assets Committee meeting be called for Friday 15 October in order that both reports be studied in detail.

- iii) Members were due to receive and consider the surveyor's report but as reported above it has not yet arrived. It is hoped it can be considered at the committee meeting on Friday.
- iv) Members received and considered a message from a tenant. The Town Clerk reported that the Facilities Officer was due to meet with the Project Officer on Thursday to try to bring the project to a swift conclusion. The outcome of that meeting would be discussed on Friday and a response to the tenant could be considered them.

RESOLVED: Members agreed to note.

295. STAFF MANAGEMENT COMMITTEE

- i) Members received the draft minutes of the meeting held on Thursday 23 September 2021 and considered the recommendations contained therein. Cllr Garner wished to record a vote of thanks to the Deputy Town Clerk who had recently given notice of her intention to resign at the end of the year after 14 years' service.

RESOLVED:

- i) **That the recommendation regarding staff contracts at minute 250 2) be approved.**
- ii) **That the pay increment recommended at minute 251 be approved.**

- ii) Members received and considered the draft job description for the position of a replacement Deputy Clerk.

RESOLVED:

- i) **That the position to be advertised as Senior Administrator.**
- ii) **That the main duties to be as per the draft job description.**
- iii) **That the salary scale of SCP 24 -28 be offered.**
- iv) **That the CILCA qualification is not essential but knowledge and experience of local councils or local government is.**

Members of the public were permitted to re-enter the meeting: None were present.

296. DATE OF NEXT MEETING

The date of the next meeting will be Monday 8 November 2021 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 21.07