



Broadstairs & St Peter's Town Council

8 December 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 13th December 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 8 November 2021

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

6. **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.

7. **COMMUNITY ASSETS COMMITTEE**

i) To receive the draft minutes of the meeting held on Friday 15 November 2021 and consider any recommendations therein

ii) To receive an update on valuations for insurance purposes.

ii) To receive information about arrangements in place for Christmas closure.

iii) To receive an update on the Facilities Officer's work

8. FINANCE AND GENERAL PURPOSES COMMITTEE

- i) To receive the draft minutes of the meeting held on Monday 22 November 2021 and consider any recommendations therein
- ii) To consider extending the time limit on the maximum value of the Town Clerk's delegated authority as stipulated at Financial Regulation 4.1d

9. LEISURE AND TOURISM – KIOSK LICENCE.

To receive and consider a recommendation from the sub-committee concerning the licence to operate.

10. DISCIPLINARY POLICY

To receive and consider the policy drafted as instructed by the Staff Management Sub Committee

11. PLANNING COMMITTEE

- i) To receive the draft minutes of the meeting held on Monday 6 December and consider any recommendations therein
- ii) To receive the final design codes document from AECOM and approve its inclusion with the next draft of the Neighbourhood Plan.

12. 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.

13. FINANCE

- i) To receive and approve a report concerning payments for the period 4 November to 8 December 2021.
- ii) To receive information about payments authorised between meetings

14. RISK ASSESSMENTS

To receive a calendar of risk assessments and inspections for 2022

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.

15. STAFF MANAGEMENT SUBCOMMITTEE

To receive the draft minutes of the meeting held on Wednesday 8 December 2021 and consider any recommendations therein.

16. BUDGET 2022/23

To receive a first draft of the budget 2022/23

Members of the public may re-enter the meeting

17. DATE OF NEXT MEETING

The date of the next meeting will be Monday 14 February 2022 at 7pm in Pierremont Hall

19. DATE OF NEXT MEETING

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