

COUNCIL MINUTES

Monday 13th December 2021

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

Town Clerk: Kirsty Holroyd

403. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs R Binks and D Parsons

404. DECLARATIONS OF INTEREST

None received

405. 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.

406. MINUTES

RESOLVED: Members approved the minutes of the Council meeting held on 8 November 2021 and they were duly signed as a true record by the chairman.

407. MATTERS ARISING

The Town Clerk reported that she had not yet received a response to her enquiry concerning the survey of the cliffs at Viking Bay.

408. 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

409. COMMUNITY ASSETS COMMITTEE

i) Members received the draft minutes of the meeting held on Friday 15 November and considered any recommendations contained therein.

RESOLVED: Minute 362: that the budget for bank (events) staff be increased from £5000 to £10,000 n the 2022/23 budget to assist with the growing number of events being held at Pierremont Hall.

ii) Members received an update on valuations for insurance purposes. The Clerk reported that she had obtained a quote for the valuations to be undertaken at a reduced rate from the initial contractor.

RESOLVED: that Bradstowe Chartered Surveyors be asked to undertake the work at a cost of £1200.

iii) Members received information about the closure of the office over the Christmas period. The Town Clerk reported that the Town Council offices would be closed from 4pm on Thursday 23 December until 9am on Tuesday 4 January. However tenants would be coming into the building throughout the holiday period so Probe Security had been asked to secure the building at the end of every day at a cost of £15 per day. Advance FM had been commissioned on a no call out no fee basis to attend any major incidents at Pierremont Hall or Retort House over the Christmas period.

RESOLVED: Members agreed to note.

iv) Members received an update on the Facilities Officer's work.

- The insurance work at the north end of the building has been signed off by the loss adjuster and is complete with the exception of the new carpet in the Mayor's parlour which is being laid on 13 January.
- The new meter has been installed at Retort House meaning the power upgrade is now complete. There are several snagging issues within the building which the project manager must attend to before the building can open to the public.
- The TDC CCTV meter has been separated out from the main power supply in order to ascertain usage. However early indications seem to show only a small amount of power is being consumed. A quote is to be obtained for changing the exterior lights to LED in order to bring down costs.
- The outstanding works to the Stella Maris roof had been due to take place on 22 November but had been delayed due to covid. They will now take place on 11 January.
- Works identified within the fire risk assessment: - Fire logs and evacuation plans have been devised and collated and are stored in documents boxes at each of the four sites. Weekly fire tests will commence in the New Year. All staff have undertaken fire extinguisher training and will undertake fire warden training on 24 January. Representatives of each office suite will also be asked to undertake training. Five companies had been approached to provide quotes for works to isolate the consumer unit. Only one company had been able to advise and produce a quote.

RESOLVED: That Cinque Ports Construction Ltd be asked to undertake all necessary works to isolate the consumer unit at a cost of £4250 plus vat.

410. FINANCE AND GENERAL PURPOSES COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 22 November 2021.

RESOLVED: That David Buckett be appointed Independent Internal Auditor for the 2021/22 financial year at a cost of £900 plus travel expenses.

ii) Members considered extending the time limit on the maximum value of the Town Clerk's delegated authority as stipulated at Financial Regulations 4.1d
RESOLVED: That the time limit be extended to 31 March 2022

411. LEISURE AND TOURISM SUB-COMMITTEE – Kiosk Licence

Members received a recommendation from the sub-committee concerning the licence to operate the bandstand kiosk.

RESOLVED: That Mike Bridges be approved as operator of the kiosk for the period April 2022- September 2026.

412. PLANNING COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 6 December and considered any recommendations contained therein.

RESOLVED: Members agreed to note

ii) Members received the final design codes document from AECOM and approved its inclusion with the next draft of the Neighbourhood Plan. Members agreed the document was excellent.

RESOLVED: That the document be approved for inclusion within the next draft of the Neighbourhood Plan.

413. DISCIPLINARY POLICY

Members received and considered the policy drafted as instructed by the Staff Management Sub-committee.

RESOLVED: That the document is fit for purpose and can be adopted by Council.

414. COMMUNICATIONS

The Chairman wished to report that he had represented the Council at the St Peter's Church Christmas Tree Festival and had presented prizes to all contributors.

He also conveyed a message from some members of the St Peter's community who are unhappy at the removal of the dog bins from inside the churchyard. The reasons for this have been explained by TDC: the bins within the churchyard are too far from the stopping point of the collection vehicles and therefore constitute unviable sites in terms of health and safety of the operatives who empty the bins and too lengthy a visit in terms of efficiency of the round. However the new replacement bins to be sited at the two entrances have not yet arrived and this is causing frustration. Cllrs B Bayford and D Saunders will investigate with the relevant officer at TDC.

The Town Clerk updated members on the following:

- the installation of double yellow lines at the junction of Ethel Road and St Peter's Park Road
- Thanet District Local Plan: the plan is being partially updated and the Council has launched a public engagement exercise due to close on 4 February 2022

- Crampton Tower is unable to store the stagecoach any longer and another home must be found
RESOLVED: To ask the Community Assets Committee to consider the future of the stagecoach.
- Five strings of lights are not functioning along the promenade. The reason for three of them is the necessary upgrade to the lighting columns which is planned to take place later this financial year. The remaining two appear to be suffering from a faulty connection.
- **RESOLVED: That Town Clerk will obtain a quote for Field and Lawn to attend and remedy the situation. This can be approved via email and dealt with under the Clerk's delegated powers.**

The chairman wished to record a vote of thanks to the Facilities Officer for all his hard work and extra hours worked over and above his agreed contract.

415. FINANCE

i) Members received and approved a report concerning payments for the period 4 November to 8 December 2021.

RESOLVED: That the payments be approved

ii) Members received information about payments authorised between meetings. The Town Clerk read out the payments approved under financial regulation 4.1c, 4.1d and 4.5.

- a) Westgate Security: works totalling £1513.87 plus vat to cover
- link fire alarm system to remote monitoring Pierremont Hall
 - to install link cable from alarm panel to Digicom for remote monitoring at Retort House
 - CCTV upgrade at Retort House
 - emergency lighting at Pierremont hall
 - additional keys for fire alarm panel
- b) EK Fire Protection :Three automatic release door guards @ £435 plus vat
c) EPS Design for structural survey of basement area @£600 plus vat
d) Valuation Bradstowe Chartered Surveyors @£1200 plus vat

RESOLVED: Members agreed to note.

416. RISK ASSESSMENTS

Members received a calendar of risk assessments and inspections for 2022 .

RESOLVED: Members agreed to note.

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

417. STAFF MANAGEMENT SUB-COMMITTEE

Members received the draft minutes of the meeting held on Wednesday 8 December 2021 and consider the recommendations therein.

RESOLVED:

Minute 399:

That a working group comprising the Facilities Officer, The Town Clerk and Cllrs Binks, Saunders and Garner be formed to look in depth at the work of the Facilities Officer with a view to redrafting the job specification and delegating some tasks to other/additional members of staff. A report to be presented to Council on March 14 at the latest.

Minute 400:

- i) That community groups be notified of a cut-off date each month for posters to be submitted to the Town Council office. Any arriving after this date would not be displayed until the following month.**
- ii) That the task of keeping the noticeboards updated form part of the review of roles discussed at minute 399.**

Minute 401: That a new email address be set up for the Mayor to receive his/her invitations and template or sample responses be set up so that he/she can respond to their own invitations efficiently and effectively.

418. BUDGET 2022/23

Members received the first draft of the new budget. Members were satisfied with the work that had been done so far by the Town Clerk and the Finance and General Purposes Committee. They agreed the final draft could be considered once more factors were known in the New Year. The idea of an additional member of staff with vehicle will be considered by the working group as agreed at minute 417 above but the findings of the group would not be known until March. An indicative sum should therefore be worked into the budget in case a business plan can support the project in 2022.

RESOLVED: The draft will be finalised at the F&GP meeting on 24 January and presented to Council on 7 February in order to comply with TDC's timeframe.

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

419. DATE OF NEXT MEETING

The date of the next meeting will be Monday 7 February at 6pm at Pierremont Hall for the reasons stated above.