



# Broadstairs & St Peter's Town Council

6 July 2022

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 26 September 2022 at 7pm.**

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

*Kirsty Holroyd*  
Town Clerk

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive a document reminding councillors of their obligations  
To receive any requests for approval of 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 Monday 11 July 2022

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

### **6. QUESTIONS AND/OR OBSERVATIONS FROM 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 minutes of the meeting held on Monday 18 July 2022 and consider any recommendations therein

ii) To receive an update on the installation of an automatic parking barrier at Pierremont Hall

**8. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) To receive the draft minutes of the meeting held on Monday 25 July 2022 and consider any recommendations therein

ii) To receive and consider the reserves policy as recommended by the committee.

iii) To receive a report from Cllr Garner on his investigation into the suitability of the Scribe software

iv) To receive the financial regulation detail on electronic payments and consider whether it is still fit for purpose.

v) To approve the establishment of two new cost codes in relation to the council's service charges.

**9. PLANNING COMMITTEE**

i) To receive the minutes of the meeting held on Monday 1 August 2022 and consider any recommendations therein

ii) To receive the minutes of the meeting held on Monday 5 September 2022 and consider any recommendations therein

**10. 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.

**11. FINANCE**

i) To receive and approve a report concerning payments for the period 12 July 2022 to 6 September 2022.

ii) To receive information about works or services authorised between meetings

iii) To receive and approve a report concerning payments for the period 6 September 2022 to 12 September 2022.

**12. PRIVATE MOTION**

To consider the need to recruit a Town Sergeant as proposed by Cllr Mave Saunders.

**13. HR POLICIES**

i) To receive a document outlining statutory guidelines on Family Leave

ii) To consider a draft maternity leave policy and establish whether it is fit for purpose

iii) To receive a draft paternity leave policy and consider whether it is fit for purpose

iv) To receive a draft shared parental leave policy

**14. REMEMBRANCE**

i) To receive the draft event management plan.

ii) To receive the draft risk assessment.

iii) To receive the draft traffic management plan.

**15. ELECTRIC VAN**

To receive a report on usage of the Kent REVS loan vehicle and consider whether to investigate loaning a vehicle

**The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.**

**16. SUMMER ENTERTAINMENT**

To receive a debrief and discuss plans for Summer 2023

**17. STAFF MANAGEMENT COMMITTEE**

To receive the minutes of the meeting held on Wednesday 24 August and consider any recommendations therein

**Members of the public are permitted to re-enter the meeting**

**18. DATE OF NEXT MEETING**

The next Council meeting will be held on Monday 10 October 2022 at 7pm in Pierremont Hall.