



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

COUNCIL MINUTES

Monday 26th September 2022

Meeting postponed from Monday 12 September due to period of national mourning.

Present: Cllrs R Bailey, B Bayford, J Bayford, R. Binks, R. K. Binks, J Buckley, R Dexter (Chairman), M Garner, A Rawf, D Saunders & M Saunders

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr Dexter invited those present to stand and join him in a minute's silence in memory of Her Majesty Queen Elizabeth II.

53. APOLOGIES FOR ABSENCE

i) Members received guidance from NALC on the importance of offering written apologies for meetings, and the legal necessity of the reason for the absence being approved by Council.

RESOLVED: Agreed to note

ii) Apologies with reason were received and accepted from Cllrs D Parsons, P Moore & W Moore

Cllr J Savage was absent.

54. DECLARATIONS OF INTEREST

None received

55. OPENNESS 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. In future the Chairman will direct councillors to the presence of signage detailing this under his opening remarks.

56. MINUTES

RESOLVED: That the minutes of the Council meeting held on 11 July 2022 can be approved and duly signed as a true record by the chairman.

57. MATTERS ARISING

Minute 49. Cllr Garner reported that the first meeting of the graffiti task force had taken place. It had been agreed that a letter would be written to each of the main infrastructure providers in the town asking that graffiti on their items be removed regularly. A meeting had also taken place with the Chamber of Commerce representatives, and they supported the idea of graffiti being one of the main topic of discussion at the next Town Forum.

Minute 51: The Town Clerk reported that she had not yet received any response from the Leader of TDC over the proposed donation towards beach accessibility improvements. Cllr Bob Bayford will speak with her to find out more.

58. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

None

59. COMMUNITY ASSETS COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 18 July.

RESOLVED: That the report be noted

ii) Members received a verbal update from the Town Clerk on the progress being made with the parking barrier installation. Five companies are being researched and each has a different product with differing levels of automation and functionality. Power will need to be taken from the main building as opposed to the Victorian lamp post as originally hoped. Electric and ground works costs will therefore need to be factored in and initial costs appear in the region of £15-£20,000

RESOLVED: members agreed to note but asked that other options including clamping be considered.

60. FINANCE AND GENERAL PURPOSES COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 25 July 2022.

RESOLVED: Members agreed to note

ii) Members received and considered the Reserves Policy as recommended by the Committee

RESOLVED: That the document be approved.

iii) Members received a report from Cllr Garner on his investigation into the suitability of the Scribe software. Following talks and demonstrations with various interested parties, Cllr Garner had concluded that the product was suitable. It was agreed that ongoing staff training is imperative to ensure the product is being used to its full potential. A range of training opportunities is available and staff will be encouraged to take advantage of them.

RESOLVED: Members agreed to note.

iv) Members received the financial regulation detail on electronic payments and considered whether it was still fit for purpose. Councillors noted that Unity Trust bank was now being used as the main account which allows for two signatories to sign off payments in accordance with proper practices.

RESOLVED: That the current method of councillors receiving batches of invoices electronically for approval between meetings is working well, although the task must not constantly fall to the same two signatories.

v) Members considered the necessity of establishing four new costs codes in order to make payments regarding service charges to the tenant Management company.

RESOLVED: that four new cost codes – two for Pierremont Hall and two for Retort House be established to accommodate the new management arrangements.

61. PLANNING COMMITTEE

i) Members received the minutes of the meeting held on Monday 1 August 2022.

RESOLVED: Members agreed to note

ii) Members received the draft minutes of the meeting held on Monday 5 September 2022.

RESOLVED: Members agreed to note.

62. COMMUNICATIONS

i) The Town Mayor reported that he was due to meet with members of the Twinning Society who were having difficulty in recruiting new members to run it. Anyone interested in joining the Society should contact the Mayor.

ii) Members received the report of the Town Clerk. They noted that

RESOLVED:

- i) **That the report be noted.**
- ii) **That the quote from Viking Fireworks to supply and fire the display for 5 November at Viking Bay be accepted at a cost of £4800 (incl VAT). Cancellation fee of 10% applicable unless booking changed to another day.**
- iii) **That the Town Council remain part of the SAAA sector led external auditor procurement and appointment scheme.**
- iv) **That the Council's audit procedures for 2021-22 have been concluded and the external auditor had no cause for concern other than reminding the RFO that restated figures apply to the previous year as well as the current when completing section 2 of the AGAR.**
- v) **That two tenants had queried their service charges with the Management Company and that the Council's solicitor had suggested arbitration. All parties are amenable to this and await the appointment of an independent arbitrator by the president of the Royal Institute of Chartered Surveyors.**
- vi) **With the agreement of the chairman of F&GP, Cllr Ros Binks, the Town Clerk had appointed a VAT expert PS TAX to advise the Council in VAT matters and would report back to the F&GP committee at the next meeting.**

63. FINANCE

i) Members received and approved a report concerning payments for the period 12 July 2022 to 6 September 2022. (see attached)

RESOLVED: That the payments be approved

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

- Broxap £1306 plus vat : Two litter and recycling bins for Mockett's Wood
- Ramsgate Glass £183 plus vat: vent in basement window
- Automatic Access £624 plus vat: fingerguard on glass door
- EK Fire Protection £980 plus vat: annual fire risk assessment at both sites
- R Flischer £2231 plus vat : remedial works to ceiling and painting of ceiling and walls to cornices (with agreement of Cllr Ros Binks)

RESOLVED: That the payments be approved

iii) Members received and approved a report concerning payments for the period 6 September when the agenda was sent out to 26 September 2022.

RESOLVED: That the payments be approved.

64. PRIVATE MOTION

Members received a proposal from Cllr Mave Saunders to recruit a Town Sergeant to to assist the mayor in his duties.

RESOLVED: that the Town Clerk will arrange a Staff Management Subcommittee meeting at which the job specification can be refined according to how councillors see the role.

65. HR POLICIES

Members received a document outlining statutory guidelines on Family Leave.

RESOLVED: Members agreed to note

Members received and considered a draft Maternity Policy, Paternity Policy and Shared Parental Leave policy.

RESOLVED: Members require more information before they are able to make a decision on whether to adopt the policies for Town Council use. They require information about the statutory minimum level of support and where the proposals lie in relation to that as well as some examples of the level of support in the private sector.

66. REMEMBRANCE

i) Members received the draft event management plan

RESOLVED: Members agreed to note

ii) Members received the draft risk assessment document

RESOLVED: Members agreed to note

iii) Members received the draft traffic management plan

RESOLVED: Members agreed to note and suggested a small group of Councillors meet with staff to discuss in advance the most efficient way of laying wreaths on the day.

67. ELECTRIC VAN

Members received a report on the usage of the Kent REVS loan vehicle and considered whether to investigate loaning a vehicle. Members were impressed with the range of work carried out so far but needed clarity about future jobs in order to justify the loan or purchase of the Town Council's own vehicle.

RESOLVED: that a working party comprising Cllrs B Bayford, Bailey and Garner be formed to consider the future work of the "man with a van" project.

Cllr M Saunders requested that her opposition to the proposal be recorded.

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

68. SUMMER ENTERTAINMENT

Members received a debrief on this year's entertainment and discussed plans for Summer 2023.

RESOLVED: With regards to the Punch and Judy entertainer

i) **That payment can no longer be made in cash**

ii) **That anyone employed by the Town Council must have the appropriate permission to work. Copies of paperwork must be submitted and kept on file for seven years**

iii) **A DBS check must be carried out on all children's entertainers**

iv) **TDC must be notified of the performances taking place on their land and permission for them to continue must be obtained.**

v) **The entertainer must have their own Public Liability Insurance. Copies must be taken and kept on file for seven years.**

69. STAFF MANAGEMENT SUB-COMMITTEE

Members received and considered the minutes of the meeting held on Wednesday 24 August.

RESOLVED:

- i) That the role of Facilities Officer become permanent**
- ii) That David Bassett be offered a permanent contract with immediate effect.**
- iii) That the Operations Officer's salary be increased from spinal point 2 to spinal point 13 to reflect his considerable skillset and retain a valuable member of staff. Additional monies to be taken from budget established for "Man and Van" project**
- iv) That the Senior Administrative Officer be moved one point up the scale in line with her contract.**
- v) That the Civic and Support Officer be moved from spinal point 7 to spinal point 13 to reflect the considerable responsibilities she now takes on. Additional monies to come from the extra £5000 budgeted for events staff**
- vi) That the Facilities Officer be moved up one spinal point in recognition of satisfactory performance over the last year and one further point in recognition of the additional responsibilities of line management.**
- vii) That the Facilities Officer's job title be amended to Facilities Manager.**
- viii) That all pay increases be backdated to 1 September 2022.**

Members of the public – had any been in attendance – would have been permitted to re-enter the meeting

70. DATE OF NEXT MEETING

Monday 10 October at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 21.37

Signed _____

Date _____