



# Broadstairs & St Peter's Town Council

10 May 2023

To: Members of Broadstairs & St. Peter's Town Council.

You are hereby summoned to the Annual Meeting of the **Council** to be held in the Council Chamber, Pierremont Hall at 7pm on **Monday 15<sup>th</sup> May 2023**.

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

Kirsty Holroyd  
Town Clerk

## AGENDA

### 1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2023-2024 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Mayoress or Consort

### 2. ELECTION OF A VICE-CHAIRMAN OF THE COUNCIL FOR THE 2023-2024 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Deputy Mayoress or Consort

### 3. WELCOME AND INTRODUCTIONS

### 4. APOLOGIES FOR ABSENCE

### 5. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda

### 6. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast

any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

## **7. NEW COUNCIL ADMINISTRATION**

To decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received.

## **8. APPOINTMENTS TO COMMITTEES, SUB COMMITTEES AND OUTSIDE BODIES**

To consider the membership of committees

### A) Council Committees

- i) Appointment of Councillors to the Planning Committee
- ii) Appointment of Councillors to the Finance & General Purposes Committee
- iii) Appointment of Councillors to the Community Assets Committee

### B) Council Sub-committees

- i) Appointment of Councillors to the Leisure and Tourism Sub-committee
- ii) Appointment of Councillors to the Allotments and Land Sub-committee
- iii) Appointment of Councillors to the Staff Management Sub-committee
- iv) Appointment of Councillors to the Neighbourhood Planning Sub-committee
- v) Appointment of Councillors to the Environment Sub-committee

### C) Representatives to outside bodies

- i) Appointment of one representative to the Alan Squirrel Trust
- ii) Appointment of one representative to Broadstairs and St Peter's Twinning Society

## **10. CHAIRMAN'S TERMS OF REFERENCE**

- i) To receive the Council's protocol document and discuss whether it suits the needs of the current Council. **Attach 1**
- ii) To approve the Chairman's Allowance in accordance with the Town Council's 2023 - 2024 annual budget.

## **11. MINUTES**

To approve the minutes of the Council meeting held on Monday 17<sup>th</sup> April 2023. **Attach 2**

## **12. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

## **13. QUESTIONS AND OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS**

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.

## **14. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on 2 May 2023 and consider any recommendations made. **Attach 3**

## **15. FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive the draft minutes of the meeting held on Monday 24 April 2023 and consider any recommendations therein. **Attach 4**

## **16. 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.

## **17. FINANCE**

- i) To receive and approve a report concerning payments for the period 18 April 2023 to 10 May 2023. **Attach 5**
- ii) To receive information about works or services authorised between meetings
- iii) To receive a report concerning payments made between 11 May and 17 May 2023
- iv) To approve the use of specified direct debits and regular payments **Attach 6**
- v) To nominate and agree four signatories to the Council's bank accounts

## **18. COUNCIL POLICIES**

- i) To receive an introductory report **Attach 7**
- ii) To receive and approve the updated Sickness Absence Policy **Attach 8**
- iii) To receive and approve the updated Absence and Leave Policy **Attach 9**
- iv) To receive and approve the updated Training and Development policy for staff and councillors **Attach 10**

## **19. KENT ASSOCIATION OF LOCAL COUNCILS**

- i) To receive information about the work of the organisation **Attach 11**
- ii) To approve the Town Council's membership of the Association at a cost of £1783.00

## **20. MAYORESS AND MILLENNIUM CUPS**

To consider potential recipients of the cups

## **21. CALENDAR OF MEETINGS 2023-24**

To receive the calendar of Council committee and subcommittee meetings for the civic year. **Attach 12**

## **22. DATE OF NEXT MEETING**

Monday 26 June at 7pm in the Council Chamber, Pierremont Hall



# **Terms of Reference, Delegated Powers and General Guidance**

## **Town Mayor**



**Broadstairs & St Peter's Town Council**

May 07  
Amended January 2008 [Ref. Min 286.2007-2008]  
Amended by Council June 2021



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## Forward Planning – New Mayor

### *May - May*

- ◆ **Annual Council Meeting** [early May]  
List of names of friends and family required for invitations to the Mayor-making ceremony.
- ◆ **Headed Paper**  
Notepaper needs to be approved with secretary.
- ◆ **Advance Diary Dates.**  
The Mayor's Secretary will issue a list of forward planned engagement dates for approval. Dates require checking with personal diary and approved/rejected engagements to be forwarded ASAP to the Mayor's Secretary. The secretary will respond to the organisation's/individuals requests.
- ◆ **Female Mayor.**  
A decision to be taken on the way in which they wish to be addressed: Mr Mayor or Madam Mayor. [It is still correct to address the position of a lady Mayor as Mr Mayor].
- ◆ **Office Meetings.**  
Regular, pre-arranged, contact days and times to be agreed with secretary.
- ◆ **Communications.**  
A mobile phone and e-mail address are recommended. Please notify the office of the contact details.
- ◆ **Charity(ies).**  
To be selected as early as possible, before the Mayor-Making. The office will pass on any requests which have come forward during the year. Special consideration should be given to Broadstairs based charities where possible.
- ◆ **Editorials.**  
The Press will require information about the new Mayor – please supply a CV or the following information to the office:-
  - DOB
  - Town of Origin
  - Education
  - Career
  - Council experience & dates
  - Family
  - Hobbies
  - Charity interests
  - Any other relevant information.

## Weekly Engagements and Contact with the Office

The Mayor's Secretary sends out a list of engagement requests received at the office with any appropriate guidance notes on Fridays – in the Mayor's/Deputy's envelope. Engagements require checking against personal diaries with a response to the office by Tuesday latest if possible, just by returning the sheets, marked *yes/no/or another response*. It is expected that the Mayor and Deputy Mayor liaise on all engagements.

The office staff find it useful if the Mayor can restrict visits to discuss Mayoral engagements to a particular time and day each week; Tuesday - morning. This will enable the workload to be programmed in with all the other Town Council business.

It is important that ALL requests for engagements go through the office and are officially put on the diary. If the Mayor is approached when on another engagement, the Mayor or Town Sergeant should ask that they contact the office to make arrangements. [Business Cards can be supplied].

There will be a presumption that the Mayor will give priority to attend local Broadstairs and St Peter's invitations over and above any other social request from other sources.

Where there is an invitation for the Mayor to attend a formal Civic occasion elsewhere which clashes with a local social invitation, the formal Civic event will take precedence.

The Mayor's engagement diary is published weekly and presented to the Deputy Mayor, Mayor's Chaplain and Town Sergeant.

### Deputy Mayor

*If the Mayor cannot attend* an engagement, the Deputy Mayor will be asked to deputise. The Deputy Mayor should not be invited to an engagement without the Mayor first being approached. Any tickets for a civic event to be paid from the Mayors Allowance.

*If the Deputy Mayor is unable to attend*, the Chairman of the F&GP or a former Mayor should be asked.

Once an engagement has been agreed the secretary will action. Engagement forms are sent out requesting information required for the Mayor, Town Sergeant, and office.

The above process usually takes a minimum of 3 weeks – it is therefore vital that regular two-way communication is maintained.

One week before engagements final information will be sent out with the Councillor/Mayor's envelope on Fridays. Details will include the completed engagement forms, plus any relevant background information to assist with speech writing, procedures, etc.

The Town Sergeant also receives a copy of the engagement form plus he will have copies of any maps for directions and hold any entrance tickets etc.

*The Mayor should not instruct officers to perform any non-mayoral administration duties unless approved by the Town Council.*



## The Role of The Deputy Mayor / Deputy Chairman of the Council

The Deputy Mayor must be an elected councillor of the council is elected by the members of the council at the Annual Council meeting and serves for twelve months. He or she remains in office until the election of their successor, unless they resign, cease to be qualified or become disqualified from holding office with the town council.

The Deputy Chairman of a Town Council is entitled to use the title "Deputy Town Mayor". For the purpose of this document references to the Deputy Mayor shall mean the Deputy Chairman of the Council.

The Deputy Mayor should not be invited to an engagement without the Mayor's prior knowledge and approval. In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the district.

The Deputy Mayor would not usually have the services of the Town Sergeant and would usually drive themselves to functions, although this may be arranged for certain events where he/she is deputising at an official civic function.

Annual Allowance. The Mayor would usually offer a small annual amount from the Mayors Allowance to the Deputy Mayor for out of pocket expenses, to include petrol and clothing allowance.

The Mayor's Secretary will receive and record all Mayoral invitations and will forward them to the Mayor and Deputy Mayor. There is an expectation that the Mayor and the Deputy Mayor will liaise with regard to all invitations. The Mayor will discuss all his Mayoral engagements with his secretary as soon as possible.

The Mayor, having perused the list of forthcoming events, will select those he wishes to attend. The Deputy Mayor will be informed of the Civic and Social events that the Mayor is unable to attend. The Mayor will request that the Deputy Mayor attends in his place. If the Deputy Mayor is unable to attend the Mayor's Secretary will offer the invitation to the Chairman of the F&GP Committee or a former mayor.

Where the Mayor cannot attend a Civic event and requests the Deputy Mayor or other person to represent him, the cost of any ticket or other related expense will be met from the Mayoral allowance.

Where the Deputy Mayor or other person attends a social event, taken from the Mayor's list, the cost of any ticket or other expense will be paid by the Deputy Mayor or person attending.

*The Civic Ceremonial reference book suggests on the role of Deputy Mayor Most Councils have the Deputy Mayor becoming Mayor. The most common view is that it is better for a councillor to serve as Deputy Mayor before becoming Mayor. Civic life is complex enough and generally the duties undertaken are outside the normal experience of most councillors. An apprenticeship year is generally thought to be of much value. However, the role of Deputy Mayor should be delineated and function only when formally deputising.*

## Arrangements on the Day of an Engagement

### **PLANNING:**

The Town Sergeant will make arrangements in advance, directly with the Mayor, regarding engagement details, transport requirements, and times of collection etc.

### **COMMUNICATIONS:**

The Town Sergeant has a **mobile phone** to maintain contact with the Mayor, Deputy Mayor, the engagement organisers, the office, and the Town Clerk in the event of an emergency.

**Mobile Telephone No. 07443649743**

### **TRANSPORT:**

It should usually be agreed for the coming year if the Mayor wishes to use his/her own vehicle, or use that of the Town Sergeant.

*[Min 507. 2002].*

The Mayor to use his/her own car, Town Sergeant's car, taxi, or a hire vehicle as and when required.

### **Transport Funding / Insurance:**

Vehicles used for civic duties are to be financed from the Mayor's allowance. The Town Sergeant, when using his own vehicle, to be paid the current national agreement 'casual users' mileage allowance. The Town Sergeant will maintain a log of his Civic Duty mileage, which will be deducted from the Mayors allowance at the end of the civic year.

Ensure that the Town Sergeant is insured if driving the Mayors personal vehicle.

## The Chains of Office.

**The Mayor and Mayoress/Escort** should always be “chained and unchained” in the Mayor’s Parlour by the Town Sergeant when possible.

**The chains** for the Mayor and Mayoress to be kept in the safe at the Mayor’s Parlour. The badges can be kept in the safe or at home. Please check household insurance.

**The Deputy Mayor** should usually keep the **chain of office** and Deputy Mayoress’ badge in the Parlour Safe. The Deputy Mayoress’ badge only *could* be held at home during the year of office, but please check household insurances.

**The Town Sergeant** and the office have spare **keys** to the Mayors Parlour and safe.

**The Town Sergeant** is responsible for opening the safe and “chaining” the Mayor and Mayoress/Escort. [It is useful to attach small loops on the shoulder of various clothes for the hooks of the chains to be attached].

**The Mayor** and Mayoress/Escort should **only wear the Chains of office when the Town Sergeant is in attendance** for insurance purposes and should always be nearby when the Mayor is wearing the chains! If the Town Sergeant or a stand-in is unavailable, the Mayor should attend the event wearing the badge of office only.

**The Mayoress/Escort** may not accept invitations to attend events alone, without the Mayor and may only wear the chains of office when accompanied by the Mayor and Town Sergeant. The Mayoress/Escort is not the elected post-holder.

**The chains, for insurance** purposes, should always be returned to the safe after an appointment; they are covered away from the premises for official duties only.

**The Town Clerk** to be notified of any **overseas visits**. Additional insurance protection will be arranged through the Town Council insurance. A letter of authority will be supplied from the office for the Customs & Excise. The Chains should be declared to them on the way out and on the return to this country.

**Civic Insignia:** the **Town Crest** appears as the point of focus on the Mayoral badge of office and bears its own historic background pertaining to Broadstairs & St Peter’s. (*See explanations on the front of the Mayoral leaflet*).

The **Mayor** should not be asked, or expected to wear any kind of **costume hats or fancy dress**, when wearing the official chains of duty.



## The Mayor's Parlour

**The Mayors Parlour** is available to the Mayor, during their term of office, to hold small gatherings, fund raising meetings, civic functions, plus the entertainment of dignitaries and private guests.

**A supply of drinks and refreshments** can be purchased to stock the fridge and cabinet, from the Mayor's annual allowance.

The office can arrange for an order to be placed at the local 'off licence' alternatively, the Mayor can provide their own supply.

There are glasses and a selection of crockery available for use. There is also a coffee-making machine.

**Office staff are not expected** to make or supply refreshments for Parlour guests.

**The caretaker**, with prior arrangement, will prepare and install the hot water urn for the Mayor's guests.

**Cleaning:** The caretaker will provide a general cleaning and maintenance service to the Parlour. Any 'washing up' created should be dealt with before leaving the parlour. [Town Sergeant to organise ] The Parlour to be left clean and tidy after use please.

**Office staff** will, if required, organise refreshments for **official Town Council** events and occasions.

**The Parlour** is **alarmed**, and the Town Sergeant, Mayor, and Office hold keys & a note of the security code.

## The Mayor's Bank Accounts

The amount of the **Mayor's allowance** is recommended in the annual budget and approved at the Annual Council Meeting.

**The Mayor will have a Bank Account** to monitor and reconcile all credits and debits and is maintained and copied when required by the Mayor's secretary. The Mayor's secretary will monitor receipts and payments on a spread-sheet for regular inspection by the Mayor and Town Clerk.

**The Deputy Mayor** – it is usual for the Mayor to offer a small annual amount from the Mayors Allowance, to the Deputy Mayor to cover out of pocket expenses, such as clothing and petrol expenses, the amount is dependant on the amount of events covered.

**Separate additional funds** are also available for payment of the Mayoral mobile telephone, Town Sergeant's uniform, regalia, badges, shields, and additional regalia insurance for overseas visits.

**The Mayor cannot incur unauthorised** expenditure on behalf of the Town Council.

[Min. 268 viii and Min. 335 iii 2002]

The cost of the Annual Council Meeting will be paid by the Town Council.

See Appendix for approved scheme of spending.

## The Mayor's Charity Fund-raising Committee

It is recommended that the **Mayor form their own dedicated committee** to help identify and organise all fund raising events.

**Town Council staff cannot utilise office time** to be on this committee or participate in fund raising events. *Agreed at June 2021 meeting that the Town Clerk, Civic and Support Officer, Events and Bookings Manager, the Mayor and Deputy Mayor would make up this committee.*

**The Town Council officers can provide** the following limited support if requested.

- Event Posters.
- Tickets.
- Press Releases.
- Placing of advertising posters in Town Council's notice Boards.

**If a member of the committee** is able to **use the office equipment**, they are welcome to pre-arrange and make use of the office computers to produce any of the above.

The Mayor's Secretary will maintain the **Town Mayors Charity Appeal Building Society Account** and keep a separate record of monies raised utilising the office computer system.

**The Parlour is available as a venue for meetings.**

### **Footnote.**

**Town Council work takes precedence.** *Office time is extremely limited and Mayoral fund-raising involvement is not a part of paid working time.*



# Protocol and Precedence

Much of the information is quoted from "CIVIC CEREMONIAL" - a handbook, history and guide by Paul Millward (1998) [Available for reference at the Town Clerk's Office].

## FORMS OF ADDRESS

It is important that, for the sake of the dignity of the office, **the correct mode of address for the Mayor and Mayoress/Escort** should be used.

It should be noted that even when the personalities involved are known to the Mayor, **they should never be addressed by Christian names or familiar names when on official business and wearing their badge of office.**

The formal modes of address are as follows:

### **"The Worshipful the Mayor (and Mayoress/Escort) of Broadstairs & St Peter's..."**

Addressed in writing or speaking as:

**[Dear] Mr Mayor or Lady/Madam Mayor (ess) and/or Escort**

Several Mayors may be addressed as **"Your Worships"**

(A female Mayor is *not a Mayoress* – that is the title only of the Mayors female escort]

A female Mayor is Mr Mayor or Madam Mayor and their Escort/Mayoress] – The Council's choice.

The Deputy Mayor/Mayoress/Escort should be addressed as Mr Deputy Mayor etc...

*There are also several variations for addressing Chairmen, Royal Borough, Cinque Ports and City Mayors, Lord Mayors, etc.*

## SENIORITY OF FIRST CITIZENS

**THE ISLE OF THANET** has various "First Citizens":

There are **Mayors** of :

- **Broadstairs & St Peter's**
- **Margate**
- **Ramsgate**

**Thanet District Council**

- Chairman of the Council
- *[Political] Leader of the Council*

## **PROTOCOL & PRECEDENCE**

- ◇ *There is a list of the order of precedence from the Archbishop of Canterbury, through The Prime Minister, Dukes, Bishops, Barons, Viscounts, Knights etc.*
- ◇ A Lord-Lieutenant of a county has precedence if s/he is attending in his/her official capacity representing the Queen.
- ◇ University Vice-Chancellors – The Mayors take precedence at non-university functions, whilst the Vice-chancellors take precedence at predominantly university functions.
- ◇ A High Sheriff of a county would usually take precedence over a Mayor – unless the business is of the Borough alone.
- ◇ **The Chairman of the District Council** has precedence over the Mayor of individual towns.
- ◇ **The Mayor as First Citizen** enjoys precedence in his/her own town/area – but not that of their neighbours! Consent needs to be sought when visiting another area.
- ◇ **The Mayoress/Consort/Escort** – has no legal status when attending alone, however they should rarely function independently of the Mayor.
- ◇ **The Deputy Mayor** – is entitled to the Mayor's rights – *only in the absence of the Mayor.*

## **SEATING:**

*Note:* Unless the Mayor (*in his/her own town*) occupies "The Chair", s/he should be seated to the right of the Chair-person.

## Brief History of The Mayoralty

- The word "**Mayor**" is thought to be derived from the Latin word *Magnus*, meaning great, changed to the Norman word *Maire*, by Henry II.
- In **Tudor times** the powers of Mayor were as Chief Magistrate, appointed by the Sovereign.
- By the **seventeenth century** among the roles he was:
  - ◊ Chairman of the Council, Chief Magistrate, Borough Coroner,
  - ◊ Clerk of the Markets, Keeper of the Goal and Admiral of the Port
- It is thought the modern Mayors role was introduced by the **Municipal Corporation Act 1835**.
- The Mayors roles from the **nineteenth century** :
  - ◊ The first citizen, a constitutional monarch for the town/city – a type of role which has continued
  - ◊ A speaker for the Council, through Chairmanship of Council and as a focus for town/city pride.
  - ◊ A kind of Prime Minister – a role which is no longer recognisable today.

A Mayor could be the centre of all political activity with the terms of office lasting often 2 – 4 years. The social and ceremonial role, was clearly far more important in this era than it is today.
- The **Local Government Act 1972**, which came into operation on 1<sup>st</sup> April 1974, completely reorganised local government in England and Wales.
- From 1974 it became **compulsory for Mayors to be selected from elected members** of the Council. S/he is elected as the first item of business at the Annual Town Council Meeting.
- The Mayor is a **Symbol of Authority**, with regalia such as mace, robes, chains of office etc. (*Broadstairs & St Peters only has a Badge with chains of office, no robes, mace etc.*)
- The modern role for the Mayor is that **the office symbolises an Open Society**. Today, the First Citizen can (and does) come from any class, gender or ethnic background. The office of Mayor belongs to the public and not the individual who occupies it or the officers who advise it.
- **The role of Mayor**, with the many, often social, engagements are undertaken as an expression of **Social Cohesion of life in the town**. During his/her year of office they should traditionally remain politically neutral during the term of office.
- **The Duties of the Mayor:** To Chair meetings of the Town Council and be the Civic and Ceremonial Leader at local functions. S/he is also invited to represent the town at various functions both locally and outside the town or area. The Mayor traditionally heads a fund-raising campaign each year for local Charities of the incumbents own choosing.
- **The History of the Mayoralty** is important because it is the one well-known and continuous factor in peoples experiences. The power of the Mayor has undoubtedly reduced throughout the centuries and it is unlikely that todays Mayor will have the authority of, say, a fifteenth century Mayor or the achievements of great Victorian Mayors. The office however, continues to have a central part to play in modern councils and modern society and part of this role, as we have seen, is a result of the traditions it inherits.



**The Mayor of Broadstairs & St Peters** is chosen annually by Council Members and is inaugurated in early **May**, usually holding the post **for only one year**, although re-election is possible again at a later date.

Since the Broadstairs & St Peters Town Council was formed in 1973 only one Mayor has held the post for two consecutive years 2003-2005 and seven of the 31 Town Mayors have now held office twice.



**PAST TOWN MAYORS 1974 – TO DATE**

<b>1973-4</b>	<b>New Town Council Formed</b>	<b>Comments</b>
<i>mid May</i>		
1973-74	Albert T Tucker	died
1974-75	William H Simcock	died
1975-76	Lawrie Lyell Smith	?
1976-77	Edward Norvall	?
1977-78	Edward John Culmer Robinson	died
1978-79	<i>Claude, Vic Velvick</i>	died
1979-80	Bertie White	died
1980-81	Evelyn King	died
1981-82	<i>Walter, Fred Shutler</i>	
1982-83	Edward John Culmer Robinson	died
1983-84	<i>Claude, Vic Velvick</i>	died
1984-85	<i>Peggy, Margaret Marchant</i>	died
1985-86	Heather Williamson	moved to Scotland then Norfolk
1986-87	Bertie White	died
1987-88	<i>Peggy, Margaret Marchant</i>	died
1988-89	Peggy Kneeshaw	
1989-90	Rosemary Simpson	
1990-91	Richard Randall	
1991-92	Bernard Kilvington	died
1992-93	Jeffrey Kirkpatrick	
1993-94	Barbara Hooker	died
1994-95	Patricia Craddock	
1995-96	<i>Elizabeth, Betty Hillyard</i>	died in year of office
1996	Barbara Whitehead (now Holloway)	<i>deputy</i>
1996-97	Paul Archard	
1997-98	Barbara Hooker	died
1998-99	Trevor Emes	
1999-00	John Boyd Orr Fullarton	
2000-01	Bernard Kilvington	died
2001-02	Jeffrey Kirkpatrick	
2002-03	Hazel Pinder-White	died
2003-04	Zita Hickey-Wiltshire	
2004-05	Zita Hickey-Wiltshire	
2005-07	John Boyd Orr Fullarton	
2007-08	Cllr Jason Savage	
2008-09	David Lawson	
2009-10	Mave Saunders	
2010-11	Bill Peppiatt MBE	
2011-12	David Saunders	
2012-13	David Saunders	
2013-14	Rosalind Binks	
2014-15	Rosalind Binks	
2015-16	Rosalind Binks	
2016-17	Peter	
2017-18	Shaw	
		Peter

Shaw

## APPENDIX

**Approved scheme of spending**

Broadstairs and St. Peter's Town Council  
Mayors Allowance Scheme 2013-14

- 1 The Mayor's Allowance is currently £6504
- 2 The Mayor's Allowance is to be paid into a separate bank account (as it is already);
- 3 The bank account must have two signatures.
- 4 Covering A4 sheet approval document - a pre-printed pro-forma on coloured paper to make it stand out as being different that has all details on it, minute nos. etc and the signatures approving it. This is to be stapled to the invoice/paperwork, processed and filed.
- 5 All monies to be paid out to the Mayor must only be paid in accordance with the approved scheme of spending for the year (or as approved on an ongoing basis by the Council);
- 6 All monies to be paid out are to be certified by the Town Clerk (as Responsible Financial Officer) as being in accordance with the approved scheme;
- 7 The approved scheme of spending will include, but is not limited to: town promotion, charitable giving and support for events.
- 8 Financial Regulations to be amended to cater for the new procedures.

Scheme of Spending for 2013-14  
(considered at full Council 17.3.2014 ref. min 397 of 2013 - 2014)

Item and HMRC Guidance Manual reference* where appropriate	Expenditure limit (to be approved at full Council 17.3.2014)
Travel Covers only journeys that carry out the Mayoral duties. Does not include ordinary travel to and from work or private journeys. Ref. HMRC EIM 65970 paragraph 126	Reimburse only actual travel costs incurred (train etc), <i>or</i> in accordance with HMRC advisory fuel rates for company cars, <i>or</i> actual cost of using the Town Sergeant's services for travel.
Subsistence Ref. HMRC EIM 65970 paragraph 126	In accordance with HMRC scale rates
Donations to charity within pre-set limits and made in a fiduciary capacity Ref. HMRC EIM 65970 paragraph 142	minimum £100 and maximum £5,000
Mayoral clothing within pre-set limits Ref. HMRC EIM 65970 paragraph 140	Nil unless civic regalia, in which case maximum £2,000 (a clothing allowance is always subject to tax unless it is a 'uniform')
Entertainment allowance within pre-set limits and in accordance with the council's wishes as to the amounts spent and persons entertained Ref. HMRC EIM 65970 paragraph 144	minimum £100 and maximum £5,000

\* <http://www.hmrc.gov.uk/manuals/eimanual/eim65970.htm>





BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 17 April 2023 at 7pm  
in Pierremont Hall, Broadstairs.**

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

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr Dexter welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

**160. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs Parsons, W Moore and Savage.

**161. DECLARATIONS OF INTEREST**

None received

**162. MINUTES**

**RESOLVED: That, the minutes of the Council meeting held on 13 February 2023 can be approved and duly signed as a true record by the chairman.**

**163. MATTERS ARISING**

None

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

None received

**165. PLANNING COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 6 March 2023.

**RESOLVED: Members agreed to note**

ii) Members received the draft minutes of the meeting held on Monday 3 April 2023.

**RESOLVED: Members agreed to note**

**166. FINANCE AND GENERAL PURPOSES COMMITTEE**

Members received the draft minutes of the meeting held on Monday 27 February 2023.

**RESOLVED: That the Nationwide account be changed from an Instant Access to a 95 Day Notice Account in order to attract a better rate of interest.**

**167. COMMUNITY ASSETS COMMITTEE**

Members received the draft minutes of the meeting held on Tuesday 27 March 2023.

**RESOLVED: Members agreed to note.**

**168. COMMUNICATIONS**

i) The Chairman had no communications to report.

ii) The Town Clerk updated members on the following items:-

- Man with a van project: The Facilities Manager and Operations officer had identified several projects around the town including removing graffiti and repainting some TDC assets. Members agreed they were happy that TDC assets were refurbished as it will improve the overall appearance of the town. However a tally of costs incurred should be kept and the Town Clerk should make enquiries about the asset transfers first discussed in 2019.
- The Town Clerk requested that two members sign a licence required by TDC to permit the Town Council to display the feather banners at the bandstand.  
**RESOLVED: That Cllrs Dexter and B Bayford sign the licence.**
- The Town Clerk had been approached by TDC Licensing Department to enquire whether the Town Council would consider becoming the premises licence holder for the Bandstand area since TDC no longer wishes to hold the licence.  
**RESOLVED: That the Town Clerk ascertain whether there are likely to be any ongoing liabilities as a result of holding the licence and if all seems in order, to agree to the transfer.**

**169. FINANCE**

i) Members received and approved a report concerning payments for the period 13 February 2023 to 31 March 2023. (see attached)

**RESOLVED: That the payments be approved**

ii) Members received information about works or services authorised between meetings under financial regulation 4.1c, 4.1d and 4.5.

- Ability Sash: £1090 plus vat to complete refurbishment of three windows in Pierremont Suite
- Ashford FM: £231 plus vat to flush through the cold water tap at Retort house after tests showed some irregularities in water quality

- Eventbrite: £40 plus vat for some staff on-line training
- Dam High Access: £290 plus vat to access and fit four swift boxes to Dane Court school buildings.
- ES Solutions: £920 plus to visit site and fix new hinges and magnetic boards to large noticeboards at Westwood Cross. (new board would cost in excess of £7000 to purchase and install)
- SAMS: £110 for risk assessments and method statement for the above works – stipulated by Westwood Cross management company.
- Mixed Emotions: £200 for band to play on Saturday at Bandstand during Food Festival
- Screwfix: £176.99 for a high step ladder for the facilities team's use around the site
- MKR: £350 to provide vehicle and two operatives to move the stagecoach from Crampton's to Hornby to include RAMS.
- Harrisons £112.33 plus vat for new union flag

iii) Members received and approved a report concerning payments for the period 1 April when the agenda was sent out to 17 April 2023 (see attached)

#### **170. THE CORONATION OF KING CHARLES III**

i) Members received a site map and a report on the work of the Advisory Group.

ii) Members received an updated budget for the event.

##### **RESOLVED:**

i) **That the cost for a photographer to record the event over two days be approved at £500**

ii) **That an offer of sponsorship be politely declined.**

iii) **That all expenditure recommended by the group be approved**

iv) **That due to the time frame, the Town Clerk be given delegated authority to approve any further expenditure within the overall budget limit.**

#### **171. STANDING ORDERS**

Members received the report of the Town Clerk and the Chairman of the F&GP committee and considered the recommendations.

**RESOLVED: That the recommendations be approved, and the document updated.**

#### **172. FINANCIAL REGULATIONS**

Members received the report of the Town Clerk and the Chairman of the F&GP committee and considered the recommendations.

**RESOLVED: That the recommendations be approved, and the document updated.**

#### **173. INTERNAL AUDIT**

Members received the interim report from the Independent Internal Auditor.

**RESOLVED: Members agreed to note.**

#### **174. POLICIES REVIEW**

Members received and reviewed the Town Council's Complaints procedure

**RESOLVED: That the suggested clause be added and the document**

**then accepted as fit for purpose.**

**175. COUNCIL ASSETS**

Members received the valuation report from Canterbury Auction Galleries and considered any action necessary.

**RESOLVED:**

- i) That the Town Clerk obtain a second opinion on the value of the civic regalia.**
- ii) That the superfluous external lights may be sold at auction subject to a reserve price.**

**176. THE BEACON**

Members considered two quotes to fix the beacon and install it back in position.

**RESOLVED:**

- i) That the quote from Broadstairs Metalcraft and High Dam access be accepted at a cost of £3060 plus vat.**
- ii) That the work be carried out by means of a claim on the Council's insurance.**

**177. THANET DISTRICT COUNCIL**

Members received a proposal for new seafront lighting and considered contributing to the project.

**RESOLVED:**

- i) That whilst members appreciated the value of the project there were still too many outstanding questions about ongoing liabilities.**
- ii) That the Town Clerk request further information from the project manager.**

**178. CALENDAR OF MEETINGS**

Members received the draft calendar of meetings for May 2023-May 2024.

**RESOLVED:**

- i) That the Town Clerk establish whether it is possible to move full Council meetings to the end of the month in order to ratify decisions by committees more quickly.**
- ii) That the draft document be presented for approval at the next meeting.**

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

**179. TENANT ISSUES**

Members received and considered information concerning recent issues.

**RESOLVED: Members agreed to note.**

**180. LEGAL ISSUES**

Members received and considered information concerning recent issues.

**RESOLVED: Members agreed to note.**

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

**181. DATE OF NEXT MEETING – Annual Council Meeting**

Monday 15 May 2023 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 20.50

Signed \_\_\_\_\_

Date \_\_\_\_\_





# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

MONDAY 2<sup>ND</sup> MAY 2023

Present: Cllrs J Bayford (Chair), R Bailey, R Binks, M Garner, P Moore  
Senior Administrative Officer: Julie Belsey

**Minutes marked \* require a resolution from the Town Council**

### 132 CHAIR'S WELCOME/OPENNESS AND TRANSPARENCY

Cllr J Bayford opened the meeting and reminded those present 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

### 133 APOLOGIES FOR ABSENCE

Not in attendance: Cllr R Dexter, Cllr J Buckley, Karen McKenzie (Volunteer Tree Officer)

### 134 DECLARATIONS OF INTEREST

Cllrs R Bailey and R Binks declared an interest in application 23/0477/GD – Victoria Gardens, Victoria Parade, Broadstairs CT10 1QS.

### 135 MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 3<sup>rd</sup> April 2023. Proposed Cllr R Bailey, seconded Cllr M Garner, agreed.

### 136 MATTERS ARISING NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

### 137 CORRESPONDENCE

i) Following the approval of the application from the Jetty Restaurant, members were concerned that the metal fencing and wooden barrier which segregates the end of the Jetty and prevent vehicular access has disappeared. A letter is to be written from the Senior Administrative Officer to TDC Planning asking when this will be reinstated.

ii) Members raised concerns with regards to the businesses leaving their large refuse containers out in Sea Approach Road for long periods following the refuse collection. The Senior Administrative Officer to write to TDC Officers asking for this to be investigated and relevant businesses contacted.

### 138 CHAIRMAN'S REPORT

Application number 23/0246/TC, Waterloo Shelter, Viking Bay, Harbour Street, Broadstairs, is currently still on the Planning Portal as undecided. The Chair will only call in to Thanet District Council Planning if the recommendation is to approve the application. The Chair will contact the Planning Officer at TDC to confirm the details that will be within the report for the application.

### 139 BEACH MEWS/CULMERS AMENITY LAND

The Chair has had no further correspondence from Officers at Thanet District Council with regards to this application and its refusal. The chair will follow this up with another email to Officers.

### 140 NEIGHBOURHOOD PLAN BUSINESS

The Members were updated with the correspondence from the Examiner with regards to the initial stages of the Draft 2<sup>nd</sup> Edition Plan and received correspondence from the Town Council confirming that the Examination can continue and answering the Examiner's questions regarding the Local Green Spaces at St Peter's Court and Policy CC2 of the draft Plan. Both items of correspondence have been uploaded onto the Town Council's website under the Neighbourhood Plan.

*If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.*

*At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.*

## 141 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

i) The Committee recommends **REFUSAL** to the applications listed below:

- 23/0246/TC Waterloo Shelter, Viking Bay, Harbour Street, Broadstairs  
The Committee recommends REFUSAL and further to the Committee's previous comments, it should also be noted that this application is in breach of the Towns' Neighbourhood Plan Policy BSP4: Seafront Character Zone – All development applications that are located within a seafront character zone as identified by Map 5, must accord with the development principles set out in Appendix 1 and provide a statement setting out how this has been achieved:  
Category 1 – Viking Bay  
A. The existing built environment will be rigorously protected, with the emphasis strongly on conservation, and no new major developments allowed.  
B. Conversions and changes of use will be discouraged where they will affect the existing physical or social fabric of the Zone, including the existing balance between residential and commercial use.  
C. Improvements to existing facilities for visitors will generally be encouraged where this can be done without detriment to the Conservation Area or to foreshore views, such as improvements to cafes and kiosks, shelters, beach huts, and toilets, and improvements to leisure activities, such as yachting, crazy golf and the like.  
D. Open spaces, such as the Promenade, Victoria Gardens, Nuckell's Gardens and the like, will be protected and improvements encouraged where their character will be unaffected. (Unanimous)

ii) The Committee recommends **SUPPORT** to the applications listed below:

*Cllr R Bailey and Cllr R Binks left the meeting and did not take part in the Committee discussion or the vote on application 23/0477/GD – Victoria Gardens, Victoria Parade, Broadstairs CT10 1QS*

- 23/0477/GD Victoria Gardens, Victoria Parade, Broadstairs CT10 1QS  
The Committee recommends SUPPORTING this application until a more permanent siting is sought. (unanimous)

*Cllrs Bailey and Binks re-joined the meeting.*

(ii) **No Comment** was made on all other applications on the weekly lists: (All Unanimous)



23/0406/RB	Unit 3 Hornet Close, Broadstairs CT10 2YD
23/0325/DF	Mockett's Wood Surgery, Hopeville Avenue, Broadstairs CT10 2TR
23/0408/RB	The Mala Tandoori, 87 Albion Road, Broadstairs CT10 2UR
23/0419/ZD	2 Princess Anne Road, Broadstairs CT10 3HL
23/0491/DR	37 ST Mildreds Avenue, Broadstairs CT10 2BX
23/0365/VK	Linkside, Marine Drive, Broadstairs CT10 3LU
23/0490/RB	12 Vale Road, Broadstairs CT10 2JQ
23/0057/GD	Land Adjacent 2 Linden Avenue, Broadstairs CT10 1HR
23/0503/TC	48 Cliffside Drive, Broadstairs CT10 1RX
23/0338/GD	Upper Ground Floor, 84 High Street, Broadstairs CT10 1JJ
23/0524/DF	55 and 57 Northdown Road, Broadstairs CT10 2UW

## 142 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS

There was no report from the Volunteer Tree Warden for this meeting.

RESOLVED that the applications be dealt with as detailed below:

(i) The Committee recommends **REFUSAL** to the applications listed below:

TCA/23/0504/MM	Flat 5, 17 Wrotham Road, Broadstairs CT10 1QG The Committee recommends REFUSAL as this application does not contain an arboricultural report or surveyor's report to ascertain what the roots are damaging. The application goes against Broadstairs & St Peter's Town Council's policy on the felling of healthy trees. (Unanimous)
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(ii) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
- Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
- Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
- Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
- It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list\*' or 'amber list' birds\*\*), permission for the works should be refused unless there are overwhelming reasons for it to be given.

- No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.

\* House Sparrow, Starling, Song Thrush

\*\* Hedge Sparrow (Dunnock)

TPO/23/0505/MM	10 Harrow Dene, Broadstairs CT10 2UY
TPO/23/0436/MM	30 Old Green Road, Broadstairs CT10 3BP
TPO/23/0543/MM	24 Harrow Dene, Broadstairs CT10 2XF

**143 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING**

Next meeting: Monday 5<sup>th</sup> June at 7pm

Agenda Items to include: Election of Chair and Vice Chair for the Civic Year 2023/24  
To Receive and Approve the Planning Committee's Terms of Reference  
Net Loss of Trees in the Broadstairs Area

Meeting closed at 19.55hrs  
Senior Administrative Officer





# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**Monday 24 April 2023 at 7pm in The Council Chamber, Pierremont Hall**

Present: Cllrs B Bayford, J Bayford, R Binks (chairman), Cllr Buckley, M Garner, D Saunders & M Saunders,

Town Clerk: Kirsty Holroyd

### **77. APOLOGIES FOR ABSENCE**

Apologies with reason from RK Binks were received and accepted.

### **78. DECLARATIONS OF INTEREST**

None received

### **79. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on Monday 27 February 2023. **RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.**

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

### **81. ENVIRONMENT SUB-COMMITTEE**

Members received the draft minutes of the meeting held on Wednesday 29 March 2023. The Town Clerk reported that in order to allow the hanging baskets project to go ahead, the nursery had agreed that the council would use it's own contractor – for whom all health and safety, insurance and RAMS documentation is already held – to erect the baskets on the lamp posts and remove them at the end of the season. The cost for this will be £700.

#### **RESOLVED:**

- i) That the proposal be approved in order that the town is not left without baskets**
- ii) That it can be an arrangement for one year only.**
- iii) That the contract will have to go back out to tender for 2024.**
- iv) That the nursery will have to pay half of the install costs.**

### **82. ALLOTMENTS AND LAND SUB-COMMITTEE**

Members received the draft minutes of the meeting held on Monday 27 March 2023.

#### **RESOLVED:**

- i) That the arisings following the felling of the dead trees can be approved at a cost of £1200 incl vat.**

- ii) **That additional planting around the grounds of Pierremont Hall by Box Green can be approved at a total cost of £2395 plus vat.**

### **83. BUDGETS AND ACCOUNTS**

- i) Members reviewed a summary of Council income and expenditure for 2022-23 by cost centre.  
**RESOLVED: Members agreed to note**
- ii) Members considered any amendments to 2023-24 cost code budgets in light of the final position 2022-23  
**RESOLVED: That no changes to the budget allocations were necessary at this time**
- iii) Members received a report from the Town Clerk/RFO on the 2023-24 budget. The Town Clerk explained some minor administrative changes based on information which had not been available at the time of drafting the budget.  
**RESOLVED: Members agreed to note.**
- iv) Members received a summary report illustrating the changes.  
**RESOLVED: Members agreed to note.**
- v) Members received and signed off the end of year bank reconciliation.  
**RESOLVED: That the position be noted. The Chairman signed the report and each corresponding bank statement.**

### **84. INTERNAL AUDIT: PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT**

Members received and considered an extract from the JPAG Practitioner's Guide and assessed the effectiveness of the Council's internal control arrangements. The Town Clerk explained that the document provided a check list for reference and could be used to reflect on the policies and procedures which had been implemented throughout the year. This in turn would assure the new Council – whose responsibility it will be to sign the Annual Governance Statement in June - that proper practices had been followed.

**RESOLVED: Members agreed to note.**

### **85. PIERREMONT HALL SUMMER THEATRE**

Members received and considered a proposal from the Events and Bookings Manager concerning the Summer Theatre production. The Town Clerk confirmed that the budget for the event had been agreed. The format would be the same as the previous years: tickets would be free but allocated.

**RESOLVED: That the proposal for six performances at a total cost of £3900 be approved**

### **86. DATE OF NEXT MEETING : To be confirmed**

Before the meeting closed, the Chairman acknowledged this was the final F&GP committee meeting of the current administration and thanked those present for their commitment and service over the past four years.

Cllr Mave Saunders thanked the chairman and the Town Clerk for their hard work over the same period.

**Meeting closed at 8pm**

Signed \_\_\_\_\_

Date\_\_\_\_\_

## BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42 Grants	18/04/2023		Unity Trust		Grant	Sarah Thorne Theatre Comp	Z	3,000.00		3,000.00
43 Grants	18/04/2023		Unity Trust		Grant	Broadstairs Dickens Festival	Z	3,500.00		3,500.00
48 Grants	18/04/2023		Unity Trust		Grant	The Broadstairs Society	Z	500.00		500.00
51 Grants	18/04/2023		Unity Trust		Grant	Water Gala	Z	3,000.00		3,000.00
49 Grants	18/04/2023		Unity Trust		Grant	Broadstairs Visitor Informatic	Z	4,000.00		4,000.00
46 Grants	18/04/2023		Unity Trust		Grant	B & St P Bowls Club	Z	6,000.00		6,000.00
50 Grants	18/04/2023		Unity Trust		Grant	Broadstairs Cricket Club	Z	500.00		500.00
44 Grants	18/04/2023		Unity Trust		Grant	CRAMPTON TOWER MUSEUM	Z	1,500.00		1,500.00
47 Grants	18/04/2023		Unity Trust		Grant	Gap Community Project	Z	2,000.00		2,000.00
45 Grants	18/04/2023		Unity Trust		Grant	Thanet Wanderers Rugby Un	Z	500.00		500.00
52 Grants	18/04/2023		Unity Trust		Grant	Thanet Sea Scouts	Z	2,900.00		2,900.00
53 Events -Bar	18/04/2023		Unity Trust		Supplies - Events	Page & Sons	S	486.10	97.22	583.32
56 Grants	19/04/2023		Unity Trust		Grant	Broadstairs Town Team	Z	5,000.00		5,000.00
55 Grants	19/04/2023		Unity Trust		Grant	Broadstairs Firework Events	Z	8,500.00		8,500.00
65 Stationery	25/04/2023		Unity Trust		stationery - facilities	VIKING DIRECT	S	62.29	12.46	74.75
68 Licences	25/04/2023		Unity Trust		Licence	Thanet District Council	Z	350.00		350.00
63 Training & Subscriptions	25/04/2023		Unity Trust		Training	KALC	S	40.00	8.00	48.00
74 Printer/Photocopier	25/04/2023		Unity Trust		photocopier expenses	KCS	S	101.88	20.38	122.26
40 Environmental Initiatives	25/04/2023		Unity Trust		expenses	Abigail Barton	Z	110.60		110.60
64 Training & Subscriptions	25/04/2023		Unity Trust		Training	KALC	S	37.00	7.40	44.40
66 Professional Fees	25/04/2023		Unity Trust		risk assessment	Safety & Management Soluti	S	110.00	22.00	132.00
72 Flagpole	25/04/2023		Unity Trust		flag	Harrison Flagpoles	S	112.33	22.47	134.80
71 Neighbourhood Plan	25/04/2023		Unity Trust		mapping	Salford GIS	S	200.00	40.00	240.00
77 Grants	25/04/2023		Unity Trust		Grant 2021/22	Thanet Sea Scouts	Z	7,600.00		7,600.00
76 Environmental Initiatives	25/04/2023		Unity Trust		swift boxes	RSPB	S	404.17	80.83	485.00
57 Phones and Internet	25/04/2023		Nat West Current Acc		telephones	Venture Telecoms Ltd	S	260.83	52.17	313.00
58 Phones and Internet	25/04/2023		Nat West Current Acc		telephones	Venture Telecoms Ltd	S	75.50	15.10	90.60
59 Utilities	25/04/2023		Nat West Current Acc		telephones	Venture Telecoms Ltd	S	107.73	21.55	129.28
69 Unplanned building works	25/04/2023		Unity Trust		Signage	Premier Signs Ltd	S	250.00	50.00	300.00
60 coronation	25/04/2023		Unity Trust		printing	Sharp Printing Services	S	72.83	14.57	87.40
61 coronation	25/04/2023		Unity Trust		printing	Sharp Printing Services	Z	56.30		56.30
62 coronation	25/04/2023		Unity Trust		printing	Sharp Printing Services	S	79.69	15.94	95.63

Attach 5



## BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
70 coronation	25/04/2023		Unity Trust		Advert	Isle Of Thanet News	X	44.00		44.00
41 coronation	25/04/2023		Unity Trust		Hire	Fourjays Ltd	S	50.00	10.00	60.00
73 Events - Catering	25/04/2023		Unity Trust		Supplies	Shanade Ma	Z	43.98		43.98
73 coronation	25/04/2023		Unity Trust		Supplies	Shanade Ma	S	6.49	1.30	7.79
67 Facilities Team sundry items	25/04/2023		Unity Trust		Supplies	Total Supplies Ltd	S	49.34	9.87	59.21
75 town maintenance	25/04/2023		Unity Trust		van repair	Commercial Services Kent Ltd	S	200.00	256.96	456.96
101 Insurance & Audit	26/04/2023		Nat West Current Accr		Insurance	Bastion Insurance	S	6.65	1.33	7.98
54 Finance costs	28/04/2023		Nat West Current Accr		bank charges	NATWEST	Z	12.25		12.25
94 Licences	04/05/2023		Unity Trust		licences	Cyber Central	S	2,955.72	591.14	3,546.86
92 Insurance & Audit	04/05/2023		Unity Trust		Insurance	CRAMPTON TOWER MUSEUM	Z	50.00		50.00
98 Training & Subscriptions	04/05/2023		Unity Trust		Training	Slcc	S	60.00	12.00	72.00
96 Professional Fees	04/05/2023		Unity Trust		Fee	PS Tax	S	1,800.00	360.00	2,160.00
82 Mocketts Wood	04/05/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	44.33	8.87	53.20
84 Cleaning	04/05/2023		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
85 Cleaning	04/05/2023		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
86 Cleaning	04/05/2023		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
93 Community Payback	04/05/2023		Unity Trust		Supplies	Trade Uk	S	174.16	34.80	208.96
95 coronation	04/05/2023		Unity Trust		printing	Sharp Printing Services	Z	22.73		22.73
83 Container hire	04/05/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	88.66	17.73	106.39
78 electricity	04/05/2023		Unity Trust		Electricity	Drax	S	1,976.82	395.37	2,372.19
97 Planned building works	04/05/2023		Unity Trust		Works	Westgate Security & Electric	S	3,188.54	637.71	3,826.25
79 Finance costs	04/05/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	12.50	2.50	15.00
80 Finance costs	04/05/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	10.00	2.00	12.00
81 Finance costs	04/05/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	30.00	6.00	36.00
87 Bandstand entertainment	04/05/2023		Unity Trust		Concert	Sean Gaffney (Mixed Emotio	Z	300.00		300.00
90 Bandstand entertainment	04/05/2023		Unity Trust		Concert	John Sayer (Hyperactive)	Z	400.00		400.00
89 Bandstand entertainment	04/05/2023		Unity Trust		Concert	Alan Laffrey (Charlie Don't Su	Z	500.00		500.00
88 coronation	04/05/2023		Unity Trust		Concert	Medway Towns Bands	Z	650.00		650.00
91 Facilities Team sundry items	04/05/2023		Unity Trust		supplies - facilities	Safety Buyer (UK) Ltd	S	28.15	5.63	33.78
<b>Total</b>								<b>64,569.41</b>	<b>2,922.88</b>	<b>67,492.29</b>

Regular payments and direct debits:  
For consideration and approval in line with Financial Regulations at  
Annual Meeting May 2023

a) Financial Regulation 5.7

*For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or relevant Committee.*

Such regular payments are as follows:

Salaries	Council staff
Total Cleaning South	Cleaning of Pierremont Hall
Darrell King	window cleaner Pierremont Hall
HMRC	Tax and NI
Batchelor Coop	payroll services
Business Stream	water supply to Pierremont Hall and allotments
Urban Surveying and design	Project management fees Retort House
Box Green:	Pierremont Hall grounds maintenance
Vision ICT	website and email hosting
Laws Building Solutions	Road plate at Retort House
Probe Security	Security services at Pierremont Hall
HSD Online	Hygiene Supplies for Pierremont Hall
Lawrence Containers	Storage containers for Mockett's Wood and P. Hall

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b) Financial Regulation 6.6

*If thought appropriate by the council, payment for utility supplies energy, telephone, facsimile, broadband and water and any rent or Business Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.*

Such direct debits are as follows: -

Business Waste Ltd	Office waste disposal
Cathedral leasing	Sanitary waste disposal for Pierremont Hall
Facebook Ireland	Council's Facebook account
Culligan Water	Office drinking water
Nest	Staff pensions
EDF	Electricity for Pierremont Hall
Public Works Loans Board	Government loan repayments
SSE electricity	Power supply to Retort House
Take Payments	Card payment machine

Venture Telecom  
Kent County Supplies  
Information Commissioner's Office  
Barclaycard  
02

office phones  
Printer / photocopier  
Data Protection fee  
Card machine payments  
Staff phones



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

Report to: **Council**

Meeting date: **17 May 2023**

From: **Town Clerk**

Date written: **11 April 2023**

Subject: **Review of**

- **Sickness Absence Policy,**
- **Absence and Leave Policy.**
- **Training and Development Policy for Members and Staff**

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### **Introduction:**

The Town Council has twenty policies and procedures published on its website. Most were adopted by Council in 2018 and are therefore due for review. I propose to bring a different policy to Council each month in order that the process is not overly onerous. However this month three policies cross reference each other and therefore need to be considered together.

Sickness Absence Policy: This was originally adopted by Council in September 2017 and merely needs to be accepted and reapproved. It should be read in conjunction with the Absence and Leave Policy

The Staff Management Sub committee considered a new Absence and Leave Policy at the meeting held on 25 November and recommended it for approval by Council. However at the Council meeting of 12 December 2022 Minute 126 states:

*ii) Members received and approved the Absence and Leave policy. There was a query over whether paid leave should be granted for study which could benefit a member of staff rather than the Council.*

*RESOLVED: That the Town Clerk cross reference this document with the Council's Training Policy to ensure this is not the case.*

Training and Development Policy for Members and Staff: This was originally adopted by Council in January 2019 and merely needs to be accepted and reapproved.



**Officer's recommendation:**

The Senior Administrator – who has significant experience in HR Administration - has cross referenced all three policies to ensure they do not contradict each other.

**Decision required: Do members consider that the documents are fit for purpose and can be re-adopted by Council?**

 <small>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</small>	<b>Sickness Absence Policy</b>
	<b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b> <b>Adopted: 25<sup>th</sup> September 2017</b> <b>Reviewed: March 2023</b> <b>Approved: TBC</b>

## 1. Introduction

1.1 Broadstairs & St. Peter's Town Council is committed to promoting the health and wellbeing of all employees. This policy and the associated guidance aim to promote supportive and effective management of absence due to ill-health (commonly known as sickness absence) and that any support is considered as early as possible.

1.2 The Sickness Absence Policy aims to maximise employee attendance while recognising that there are occasions when employees may be unable to attend work due to their own ill-health.

1.3 The purpose of this policy and associated procedures and guidance is to provide a clear framework for reporting and recording sickness absence and outlines the fair and consistent management of short and long-term sickness absence. It also ensures that employees have the support they need.

1.4 Guidance in this policy has been based on the Government Guidance 'Taking Sick Leave' <https://www.gov.uk/taking-sick-leave> and the National Joint Councils National Agreement on Pay Conditions and Service

1.5 All procedures and documents relating to an individual's sickness absence will be treated confidentially and information will only be shared with those who have a genuine need to receive it.

**1.6 This Policy should be read in conjunction with the Absence & Leave Policy.**

## 2. Scope

2.1 This policy relates to employees of Broadstairs & St. Peter's Town Council.

2.2 The responsibility for monitoring and managing sickness absence lies with the Town Clerk.

2.3 An employee who fails to follow the sickness absence procedures set out in this document in reporting and certifying sickness absence will be considered to have taken unauthorised absence and may be subject to action under the Town Council's Disciplinary Procedure.

## 3. Absence reporting

3.1 An employee who is unwell and cannot attend work must inform the Town Clerk, and provide additional information such as the anticipated length of absence and any important or urgent work that needs to be covered, by 9:30am on the first day of absence.

3.2 If the Town Clerk is unwell they should inform a member of the office staff that they will be not be in by 9:30am at the latest and inform the Chairman of the Council via email,

additional information such as the anticipated length of absence and any important or urgent work that needs to be covered.

3.3 When an employee knows in advance that they are likely to be absent e.g. for a routine surgery and recovery, they should inform the Town Clerk and provide any additional useful information such as the anticipated length of their absence as soon as they are able.

3.4 If point 3.2 applies to the Town Clerk, then the Chairman of the Staff Management sub-committee should be informed so that appropriate cover is sourced for the planned period of absence.

#### **4. Absence recording**

4.1 The Town Clerk will record all periods of sickness absence, including any part days.

4.2 Broadstairs & St. Peter's Town Council must maintain accurate records of all sickness absence taken by staff and report this as a requirement under HM Revenue & Customs (HMRC) rules.

4.3 When an employee has recorded at least eight self-certified sick-days during an Annual Leave year, the Town Clerk will have a meeting with the employee to ensure that Broadstairs & St. Peter's Town Council is best meeting the needs of the employee. The outcomes of this meeting will be reported to the Staff Management Sub-Committee.

4.4 If point 4.3 refers to the Town Clerk, a meeting between the Town Clerk, Council Chairman or Staff Management Sub-Committee Chairman.

#### **5. Fit notes and proof of sickness**

5.1 An employee must provide a doctor's 'fit note' (sometimes called a 'sick note') if they're off sick for more than 7 days in a row (including non-working days).

5.2 Any periods of sickness absence less than 7 days can be 'self-certificated' by the employee, this can be done by explaining to the Town Clerk why they have been absent via email, or if the Town Clerk is ill via email to the Chairman of the Council.

#### **6. Sick leave and holiday**

6.1 Statutory holiday entitlement is built up (accrued) while an employee is off work sick (no matter how long they're off).

6.2 Any statutory holiday entitlement that isn't used because of illness can be carried over into the next leave year. If an employee is ill just before or during their holiday, they can take it as sick leave instead.

6.3 An employee can ask to take their paid holiday for the time they're off work sick. They might do this if they don't qualify for sick pay, for example. Any rules relating to sick leave will still apply.

#### **7. Long-term sickness**

7.1 Employees who are off work sick for more than 4 weeks may be considered long-term sick. A long-term sick employee is still entitled to annual leave.

## 8. Pay

8.1 All sick leave taken at Broadstairs & St. Peter's Town Council will be paid in accordance with the current National Joint Council pay and conditions of service in force at the time your sickness absence begins, which for reference are currently as follows:

During 1st year of service:	one month's full pay and (after completing 4 months' service) 2 months' half pay
During 2nd year of service:	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th & 5th years of service	5 months' full pay and 5 months' half pay
After 5 years' service:	6 months' full pay and 6 months' half pay

8.3 When an employee changes their holiday to sick leave they're paid Statutory Sick Pay which will count towards the amount of holiday pay they've received. The exceptions to this rule are:

- they don't qualify for Statutory Sick Pay
- they were off work sick and being paid 'occupational sick pay'

## 9. Returning to work

9.1 Broadstairs & St. Peter's Town Council will work with long-term sick employees to ensure that their transition back to work is suitable for the employee. To ensure this the Town Clerk will liaise with the employees GP and obtain 'Fit for Work' advice from them, this could include:

- health and work advice
- a fitness for work assessment

9.2 Once Fit for Work advice has been obtained from the GP, an employee can agree to a return to work plan. This may include a timetable for returning to work, if appropriate.

9.3 Once a return to work plan has been put in place - the employee doesn't need to keep returning to their GP for a fit note.

## 10. Reasonable Adjustments and Redeployment

10.1 Upon returning to work after a prolonged period of sickness absence for a reason related to an impairment/condition, an employee may need adjustments to be made to the way in which their work is organised, their work station and/or equipment enabling them to undertake their duties. Such adjustments can include: agreed flexible working hours, a phased return, minor adjustments to duties, a reduction in working hours, and/or the provision of new equipment, adaptations and services. The Town Clerk will ensure all



reasonable adjustments have been implemented and effectiveness assessed before proceeding through further stages of the sickness absence policy.

## **11. Dismissing a long-term sick employee**

11.1 Under Government guidelines a long-term sick employee can be dismissed. However, Broadstairs & St. Peter's Town Council will only consider the dismissal of a long-term sick employee as a last resort, and before this will undertake the following duties:

- consider if an employee can return to work – e.g. working flexibly or part-time, doing different or less stressful work (with training if necessary)
- consult with employees about when they could return to work and if their health will improve

11.2 Should all efforts be exhausted and the long-term employee still be unable to return to work, the Broadstairs & St. Peter's Town Council will follow the current Government Guideline on dismissing long-term sick employees.

11.3 An employee has the right to take their case to an employment tribunal if they think they've been unfairly dismissed.

## **12. Sickness Absence due to pregnancy:**

12.1 Sickness Absence due to pregnancy should comply with this sickness absence policy with the exception below:

12.2 If an employee is absent from work due to a pregnancy-related reason, even for one day, within 4 weeks before the expected week of childbirth, her maternity leave will commence automatically.

## **13. Monitoring and Review**

13.1 The Town Clerk will keep the monitoring of sickness absence and the operation of this policy under review and will report any changes required to **Council**.

## **Absence and Leave Policy**

### **1.0 Introduction**

- 1.1 Broadstairs & St Peter's Town Council seeks to be an employer of choice. It recognises that on occasions employees will need to be absent from work for a variety of reasons. The council will support its employees through periods of absence that may be required, while ensuring it can continue to deliver its services, commitments and perform statutory functions.
- 1.2 This policy is a guide for managers and employees and sets out both the statutory and discretionary absences and leave that may be encountered and how these will be dealt with. The policy also covers how any breaches of the absence policy will be dealt with. **This policy should be read in conjunction with the Sickness Absence Policy, Maternity Leave Policy, Paternity Leave Policy and Shared Parental Leave Policy.**

### **2.0 Scope**

- 2.1 This policy covers both absence and leave that may be classed as statutory or contractual (as laid down in law or contract of employment), or at the discretion of the council.
- 2.2 This policy will apply to employees of the council. Councillors and volunteers are not subject to the provisions of this policy. Councillors requiring a period of absence are advised to contact the Clerk so the necessary arrangements can be put in place.
- 2.3 A breach of this policy by employees may be dealt with under the Disciplinary Policy.

### **3.0 Responsibility for implementation of the policy**

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The Clerk is responsible for the implementation and of this policy. The Clerk will monitor and review the operation of this policy and make recommendations for changes to minimise risks to the work of the council.
- 3.3 All employees will be briefed on this policy and provided with a copy.
- 3.4 Questions regarding the content or application of this policy should be directed to the Clerk.
- 3.5 The Clerk may discuss matters arising from this policy with the Staffing Committee or with the Chairman of the Council, or Chairman of the Finance & General Purposes Committee.
- 3.6 Where the Clerk is the employee requiring leave or absence, this will be reported or requested through the Chairman of the Council or Chairman of the Finance & General Purposes Committee in the instances set out in section 9.

### **4.0 Monitoring and review of this policy**

- 4.1 The Clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice and will bring any changes to council.

4.2 The Council shall review the policy on a two-year review cycle if no changes have been brought forward.

## 5.0 Examples of Statutory and Discretionary Leave or Absence

5.1 The following list shows the types of leave or absence that are covered within this policy and if they are of a statutory or discretionary nature.

<b>Statutory or contractual absence or leave</b>	<b>Discretionary absence or leave</b>
Sickness	Dependency leave
Maternity leave	Compassionate leave
Paternity leave inc. bereavement	Exceptional leave
Adoption leave	Unpaid leave
Fostering leave	
Annual leave	

## 6.0 Definitions

6.1 The following definitions shall be applied:

6.1.1 A “dependent” is the employee’s spouse or civil partner, child, parent or a person who lives in the same household as the employee but who is not his or her employee, tenant, lodger or boarder. Government guidance states that an elderly aunt or grandparent who lives in the employee’s household would be a qualifying dependant.

## 7.0 Statutory and contractual absence or leave

7.1 Sickness

7.1.1 Sick leave shall be given and paid as per the arrangements stated in the employee’s Contract of Employment.

7.1.2 Employees should contact the Clerk at the earliest opportunity to report sickness absence. For periods of sickness that extend beyond a 14-day period, the Clerk may discuss the situation with the Chairman of the Council and/or Chairman of the Finance & General Committee.

7.1.3 All employees will be required to self-certify their sickness for periods of seven days or less, for periods greater than this a doctor’s certificate is required.

7.1.4 If the sick leave involves the Clerk, the Chairman of the Council will be notified for any absence greater than five days. If the absence of the Clerk coincides with a



council or committee meeting, the chairman of that meeting will be notified at the earliest opportunity.

7.2 Maternity, Paternity and Adoption/Fostering Leave

7.2.1 Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) members of employees will be entitled to apply for Maternity/Paternity/Adoption/Fostering leave.

7.2.2 Under the Parental Bereavement Leave Regulation 2020 employees shall be entitled to apply for parental leave and statutory pay following the death of their child under the age of 18, including a stillbirth after 24 weeks of pregnancy.

7.3 Annual leave

7.3.1 Provisions for annual leave entitlement are set out in the contract of employment for each employee.

7.3.2 Requests for annual leave shall be made to the Clerk. Annual leave must be taken at times agreed with the council.

**8.0 Discretionary absence or leave**

8.1 Discretionary leave is divided into four types, dependency leave, compassionate leave, exceptional leave and unpaid leave.

8.2 Dependency leave

8.2.1 Dependency leave is leave to deal with an unforeseen emergency involving a dependent to the employee. The time off is designed to cope with emergencies that cannot be postponed. The Clerk will consider each case on its merits and the individual circumstances involved.

type	Paid entitlement	Note
Dependent's illness	Yes- up to 3 days	Dependent is defined in paragraph 6.1.1 See paragraph 8.2.2 for more information
Care arrangements	Yes- up to 3 days	Dependent is defined in paragraph 6.1.1 See paragraph 8.2.2 for more information
Withdrawn childcare arrangements	Yes – for a discretionary period	To allow time for alternative arrangements to be made



To accompany a dependent to an appointment	No – for a discretionary period	Dependent is defined in paragraph 6.1.1
Childs school is shut	No	For INSET day or bad weather etc.
Child falls ill at school	Yes – for a discretionary period	To allow time for alternative arrangements to be made

8.2.2 All employees have the right to reasonable amounts of time off to deal with certain issues affecting dependents. This includes the following circumstances: -

- i. On occasion where a dependent falls ill, gives birth or is injured or assaulted.
- ii. To plan for the provision of care for a dependent who is ill or injured.
- iii. Because of the unexpected disruption or termination of arrangements for the care of a dependent.

8.2.3 In general, the time off is to make arrangements for care, etc. It is not a right to time off to provide continuing care. Case Law suggests that no more than a few hours or, at most one or possibly two days should be sufficient to deal with the immediate crisis.

### 8.3 Compassionate Leave

type	Paid entitlement	Note
Bereavement and funeral arrangements of a very close relative*	Yes - up to 5 days	
Funeral of a relative or close friend	Yes - 1 day	

\*Parental bereavement leave is covered by statutory considerations 7.2.2

#### Exceptional leave

type	Paid entitlement	Note
Religious observance	No – 2 days	
Overstaying/delayed return	No - discretionary	Where the return from leave is delayed for reasons beyond the control of the employee

Study/examination leave	Yes- discretionary	Employees studying for a qualification relevant to their current post or where it aids their professional development.
Jury service	Yes – discretionary	Leave will be granted on production of a notification letter See paragraph 8.4.1
Attendance at court as a witness	Yes – discretionary	
Medical appointments	Yes – discretionary	Where possible appointments should be made outside of the employees working hours.
Public service leave	Yes – discretionary	See paragraph 8.4.2
IVF treatment	Yes – discretionary	Reasonable time off will be granted for employees to attend medical appointments and treatments. Each case will be considered on a case-by-case basis.
Other personal leave	No - discretionary	To attend a family wedding / graduation etc.

8.4.1 Where an employee is called for Jury service they should:

- Provide a copy of the summons letter
- Return to work on any day they are not required at court or if they become exempt from jury service.
- Claim any loss of earnings under the juror’s allowance regulations. The council will make up the difference between the loss of earnings allowance and full pay.

8.4.2 The council can give a ‘reasonable’ amount of time off to employees if they are:

- a magistrate (also known as a justice of the peace)
- a local councillor
- a school governor
- a member of any statutory tribunal (for example an employment tribunal)
- a member of the managing or governing body of an educational establishment

- a member of a health authority
- a member of the Environment Agency
- a member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland)
- a trade union member (for trade union duties)

The amount of time off should be agreed between the employee and employer beforehand, based on:

- how long the duties might take
- the amount of time the employee has already had off for public duties
- how the time off will affect the business

The council can refuse a request for time off if they think it's unreasonable. Employees in the Army Reserves or other reserve forces have certain protections under employment law if they're called up for service.

## 8.5 Unpaid leave

8.5.1 The council will consider requests for unpaid leave for visiting family members abroad, urgent domestic problems, family illness (not covered elsewhere), attendance at optional religious festivals or for any other family circumstance that may arise. Granting of this leave is at the discretion of the council.

## 9.0 Leave and absence involving the Clerk

9.1 The Clerk is responsible for managing their own workload and will act in the best interests of the council. With the exception of annual leave, which is taken around council working requirements, the Clerk will make a request to the Chairman of the Council or the Chairman of the Finance & General Purposes Committee for any period detailed in this policy of greater than five days, unless stated differently. The Clerk will advise the Chairman of the Council or the Chairman of the Finance & General Purposes Committee of ahead of any appointment to a public service role of the nature of the duties and the timescales involved ahead of taking up such a role. The management of the time will then be the responsibility of the Clerk.

## 10.0 Record keeping

10.1 The Clerk shall be responsible for setting up and recording leave or absence taken under this policy and will report this to members of the Staffing committee.

10.2 The annual leave year will run from January to December. Any other absence is recorded and monitored on a rolling year basis.

## **11.0 Breaches**

- 11.1 Any breaches of this policy will be reported to the Council through the Staffing Committee and are subject to the adopted Disciplinary Procedure.



 <small>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</small>	<b>Training &amp; Development Policy for Members and Staff</b>
	<b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b> <b>ADOPTED: 28<sup>th</sup> January 2019</b> <b>REVIEWED: 7<sup>th</sup> March 2023</b> <b>APPROVED:</b>

Broadstairs and St. Peter's Town Council is committed to the ongoing training and development of all councillors and employees. From this, the Council helps them to make the most effective contribution to the Council's Strategic Objectives in providing the highest quality representation and services for the people of the town. This policy should be read in conjunction with the Sickness Absence Policy and the Absence and Leave Policy.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

## **1. Identification of Training Needs**

There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. first aid, fire safety, manual handling etc.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or councillor
- Devolved services / delivery of new services

## **2. Employees**

- i) Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- ii) Current or any new Clerk to hold CiLCA, equivalent or agree to work towards it. Clerk to be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- iii) Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.
- iv) Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.

- v) Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
- vi) Relevant additional training may be requested at any time.

### 3. Members

- i) The Council will undertake a training needs analysis with councillors soon after a main local election or bi-election of a new councillor. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have.
- ii) A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures
- iii) Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council
- iv) Newly elected members are encouraged to attend the KALC 'Basic Councillor Training'
- v) Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- vi) Specialist training will be provided on an ad-hoc basis
- vii) Visit the KALC website for training opportunities:  
[https://www.kentalc.gov.uk/Training\\_Overview\\_21678.aspx](https://www.kentalc.gov.uk/Training_Overview_21678.aspx)

### 4. Training Resources/Providers

There are different ways in which training and development can be achieved

- i) Internally –  
If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or Council specific practices and legislation.
- Partnership –  
The Council has links with other partners where training can be sourced, such as through the Kent Association of Local Councils, Kent County Council, TDC external courses and EKC.
- i) Day Workshops/Seminars –  
When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.
- ii) Conferences –  
Details of conferences are shared with employees and councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend, such as the Kent Association of Local Councils.
- iii) Professional Qualifications –  
Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.
- iv) External Training Providers –  
There are numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

## **5. Approval**

- 5.1 Approval will be given by the Town Clerk for courses which are up to 3 days long and/or total no more than £300.
- 5.2 For courses that are in total more than 3 days in length, total more than £300 or for professional qualifications, approval will be required from the Staff Management Sub-Committee. The member of staff may be required to present a business case.

## **6. Financial Implications/Assistance**

- 6.1 Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees. The Town Council will sponsor employees for the examination but any re-sits may be paid by the employee.
- 6.2 Travelling costs will be paid at the discretion of the Town Clerk.
- 6.3 If an employee fails to sit an examination within a reasonable period or fails to show satisfactory progress in studying or discontinues the course, the Town Council will withdraw its support and will require the refunding of the financial assistance received to date.
- 6.4 Any absence from attending any training/courses must be reported as if absent from the workplace. Failure to do so may result in action being taken under the Disciplinary Procedures.
- 6.5 Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

## **7. Time off Work**

- 7.1 The Council will grant paid time off for courses/qualifications that are relevant to the staff member's role/applicable to the Council.

For longer qualifications/courses, study time will be with the agreement of the Staff Management Sub-Committee and to be flexible to ensure consistent service cover.

- 7.2 Where a training course or workshop falls on an employee's non-working day/after working hours, time off in lieu (TOIL) may be accrued for hours in attendance at the training.
- 7.3 Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted.

## **8 Recording Evaluation of Training**

- 8.1 As part of the Town Council's continuing commitment to training and development, Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake at their annual appraisal and members as soon as is practically possible after training event. This information will be used to assess and improve the training process.
- 8.2 Evaluation tools will be developed, which will allow each training and development activity to be evaluated against the following criteria: -
  - How the training and development has met the needs of the individual.
  - The impact of the training on individual performance
  - How the training has contributed to the achievements of the Council goals.

- 8.3 Records of all training undertaken by Members and staff will be kept in the file of the staff member and requests for training should be made using Appendix A to this document. All Members and staff are requested to complete a training evaluation form once the training has been completed (as per Appendix B to this document). The Town Clerk will evaluate all training in consultation with staff and Members and report on the outcome to the Staff Management Sub-Committee.





BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## APPENDIX A

### Application for Training Form

Applicant's name			
Job title			
Course title			
Training provider			
Date		Venue	
Other information (Outline of course content)			
Costs	Course fees (external courses only)		
	Travelling (road/rail)		
	Subsistence		

Approved by line manager (if applicable)		Date	
---	--	------	--

Approved by Town Clerk		Date	
------------------------	--	------	--

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#### For office use

The following course has * been approved and booked/not been approved					
* please delete those not applicable					
Applicant					
Course/Training			Course date		
Signed (Line manager)			Date		
Date received		Seen by Town Clerk		File	



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## APPENDIX B

### Training and Development Evaluation Form

Name: .....

Job Title: .....

1. Nature of training activity:

2. Training provider:

3. Dates training undertaken and duration:

4. Objectives expected to be achieved:

i

ii

iii

5. Outcomes and observations (Has the training and development met the needs of the individual)

6. The impact of the training on individual performance

7. How the training has contributed to the achievements of the Council goals.

8. Follow up (What further action will now be taken?)

Reviewed by: .....

Date: .....

Attach 11

# KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT  
Cllr John Rivers

Chair  
Cllr Neville Hudson

Chief Executive  
Charmaine Keatley



Serving Parish & Town  
Councils in Kent

Dover District Council Offices  
White Cliffs Business Park  
Whitfield, Dover, Kent, CT16 3PJ

Tel: 01304 820173  
Email: [kalc@kentalc.gov.uk](mailto:kalc@kentalc.gov.uk)  
Website: [www.kentalc.gov.uk](http://www.kentalc.gov.uk)  
VAT Registration No: 509 7509 27

TO: Members of KALC in 2022/2023

CK/LD/Subs 2023/2024

April 2023

Dear Clerk,

**SUBSCRIPTION TO THE KENT AND NATIONAL ASSOCIATIONS FROM**  
**1<sup>ST</sup> APRIL 2023**

Thank you for your Council's support in 2022/2023.

Please find enclosed your Council's subscription invoice for the 2023/2024 financial year, commencing 1<sup>st</sup> April 2023. The invoice covers membership of both KALC and NALC. Also enclosed are two information leaflets giving details of the benefits of membership of both KALC and NALC. Please bring the leaflets to the attention of your Council. You can also visit the NALC website for more details about what they do on behalf of member councils by visiting [www.nalc.gov.uk](http://www.nalc.gov.uk).

Members may recall that at the Annual Meeting on 19<sup>th</sup> November 2022 the membership agreed that for 2023/2024 the subscription would be based on equivalent Band D properties for 2022/2023, the Band D equivalent rate would remain at 0.675p, the standing charge would remain at £65 and the maximum would be increased from £1,590 to £1,630 as set out below:

*"67.5p per equivalent band D property subject to a maximum of £1,630, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property".*

Local Councils represent the first tier of Local Government and are the grassroots layer of local democracy, run by local people, elected locally to focus directly on local issues in their community. With a shift in rhetoric towards community empowerment, levelling up and devolution, making decisions at a local level is increasingly valued. Now, more than ever KALC is working across its partnerships to ensure that the Towns and Parishes are at the fore.

Our tier of Government needs to be ready for possible additions of powers and responsibilities. Therefore, the training of Clerks and Councillors in Kent will continue to be a key mission for KALC this year, especially with the influx of new Councillors from May. To do this, we are currently in the process of recruiting a Learning and Development Manager to analyse and meet the needs of Councils across Kent. This year, we have also:

- Altered our Conferences – the topics and speaker are now chosen by consultant leads to ensure topics are hot and current. We are trialling removing the afternoon training sessions from conferences following feedback that Delegates had often already completed the training
- We have moved over to Parkinson Finance Training to increase the finance training offer and to allow regular training throughout the year
- We have recruited a new planning consultant, Alison Eardley to re-work our planning offering. The advanced planning workshop will now be split into 1 hour subject specific sessions i.e. planning and biodiversity to ensure that delegates are getting the content that they need.



All training will continue to be offered at a reduced rate for member councils.

Health and Wellbeing will take centre stage this year, especially regarding the cost-of-living crisis to ensure that communities are strong and healthy. KALC have been working with Kent County Council to provide grants to communities in need across Kent later this year. KALC have also been working with Kent County Council to increase the resources we have in order to support local councils in this area. We will have more information on this shortly. Our new Junari website will have a dedicated Health and Wellbeing Hub with key information, training, case studies and advice.

Another immediate challenge for Towns and Parishes is Climate Change and the Net Zero target. Following the success of the KALC Climate Change Conference 2023, KALC hopes to release video extracts of the presentations on the KALC website to allow new councillors following the May elections to watch. The association looks to campaign for more Councils to declare a Climate Emergency this year and to provide resources for Councils to support biodiversity, increase awareness around land use and hedge cutting, plant trees, lead on climate friendly frameworks, community energy projects and much more through community participation and action. We are also aiming to set up a sources of funding page for such projects on our new Climate Change Hub due later this year.

It is widely acknowledged in all our surveys of member councils that a major benefit of membership is access to legal and technical advice including financial and planning along with professional guidance. Members will receive a response within 5 working days (and by return if possible) and KALC regularly processes over 70 enquiries a week by phone and preferably E-mail. The range of topics is also diverse including allotments, burials, climate change, emergency planning, financial procedures, planning law and meeting procedures. In recent years issues relating to transport problems like parking and HGVs have also increased. Contact is invariably via the clerk as proper officer but when the issue concerns the clerk (employment) we make contact via the chairman.

KALC is front of house for access to the National Association of Local Councils (NALC) Legal Service, which deals with more complex cases. This advice service is part of your subscription. To enhance the benefits of membership, we also have: an HR Advice Service with an HR specialist company Worknest and have negotiated a reduced rate for KALC's member councils and a Locum Advice Service in the absence of the Local Councils. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor.

Lastly, I would like to highlight the benefits that members will receive from the new KALC Junari website (a platform specifically designed for County Associations) in 2023/2024. The new website will be easier to navigate and search for users. KALC will be setting up a hub for health and wellbeing (with a section on the cost-of-living crisis) and climate change. All advice will go through the new KALC Junari website, meaning that all of your advice will be logged on your individual portal, making it easier for you to track information that you have received from KALC. This will be backed up with an FAQ advice section to allow users quicker access to commonly asked questions.

We hope that your Council will renew its membership in the 2023/2024 financial year and work alongside KALC and continue to enjoy the benefits of membership, which is currently being provided to 313-member Councils across Kent and Medway.

**We would encourage all member councils to renew their membership by paying by BACS by 30 June 2023. Please include the KALC invoice number in your transaction. Our bank details are:**

Account Name: Kent Association of Local Councils  
Sort Code: 23-05-80  
Account Number: 33633408

We look forward to working with your Council's in 2023/2024. If your Council has any issues/concerns about membership, we would be more than happy to discuss these with you and/or attend your Council meeting.

**Yours faithfully,**

A handwritten signature in cursive script, appearing to read "Charmaine Keatley".

**Charmaine Keatley**  
**Chief Executive**

# Membership Leaflet

## 2023/2024

### About us:

The Kent Association of Local Councils (KALC), founded in 1947, is a not-for-profit membership organisation that represents and protects the interests of town, parish and community councils (local councils) and parish meetings in Kent. KALC has a strong collective voice with 97.5% of local councils in Kent in KALC membership in 2022/2023.

We are controlled and managed by our Executive Committee, which includes two representatives from each of our 13 area committees. This means that we are effectively managed by our member councils.

KALC are one of 43 county associations in England with our national body, the National Association of Local Councils (NALC) representing 10,000 local councils and 100,000 local councillors nationally. This raises the profile of local councils.

We receive a grant from Kent County Council and Kent Fire and Rescue Service, we also generate income from sponsorship, training and events to keep the membership subscriptions as low as possible and to ensure that members are getting value for money.

KALC are a team of 3 full-time staff - Charmaine Keatley (Chief Executive Officer), Laura Dyer (Finance and Administration Manager) and Clive Powell (Local Councils Adviser) and 2 part-time staff, Tricia Casey-Green (Communications Officer) and Veronica Lawrence (Training and Partnerships Officer). Shortly we will be recruiting a part-time dedicated Learning and Development Manager.



# Membership Leaflet

## 2023/2024

### What we can do for you:

#### Training and events

- We offer a training programme for councillors, clerks and chairs to support and develop councils
- KALC runs CiLCA training and mentoring (certificate in local council administration for clerks)
- We provide in-house bespoke training
- We offer specialist communications training through Breakthrough Communications
- KALC offers a wide range of Finance and VAT training through the Parkinson Partnership LLP
- Clerks and councillors can benefit from our e-learning, bitesize courses
- We facilitate networking for councillors and officers at conferences and events
- KALC runs clerk networking events by district

#### Advice

- Confidential advice tailored to town and parish law and procedures currently via email and telephone - this will be via our new Junari website. The Junari website will allow clerks to look through previous guidance. It will also have an FAQs section
- Signposting and advice on employment matters (via Worknest), allotments, grants, village halls and burial grounds
- VAT and finance advice (Via Steve Parkinson)
- Loan application support (Public Works Loan Board)
- Direct access to NALC legal service for bigger councils (smaller councils go through KALC)
- Support on achieving Quality Status
- Guidance on General Power of Competence



# Membership Leaflet

## 2023/2024

### Information

- We circulate crucial advice, consultations and guidance from central government and principal authorities
- NALC offers a range of 'Good Councillor' publications on topics including neighbourhood planning, finance and transparency, transport planning, community business, cyber security and more
- NALC also offers Standing Orders and Financial Regulations templates which can be downloaded from the NALC and KALC website which are both password protected
- NALC captures key information in their Chief Executive's Bulletin
- We provide a discount for Arnold Baker publications
- We are increasing our online resources to include more templates

### How we do this...

- This year, we are investing in a new Junari website. The website will have the model documents, LTNs, job vacancies (free to members), NALC guides to good practice, NALC publications, advice FAQs, climate change hub, health and well being hub (with Kent case studies for good practice) and more
- KALC news - Our monthly newsletter contains guidance, news from parishes in Kent, climate change articles, news from partners, reminders of upcoming dates and much more
- This year, we have expanded our social media participation - Follow us on Facebook (Kent ALC), Instagram (Kentalc) and twitter (@KentLocCouncil)
- We are aiming to start a podcast by the end of the year



Serving Parish & Town  
Councils in Kent



# Membership Leaflet

## 2023/2024

### Representation

- We collect local opinion through surveys, case studies and the area committee meetings
- We facilitate meetings of local councils by district (area committees) by subsidising minute writing and hall hire. This gives local councils a forum to discuss common issues within their district
- We engage with districts via the area committee meetings
- The Executive Committee capture Kent wide representation with the nomination of 2 representatives from each district / borough for the KALC Executive Committee
- In collaboration with the Kent Police and Crime Commissioner, KALC co-hosts six monthly meetings with area committee representatives to raise key strategic issues
- Council views are represented through KALC AGM motions which we take to NALC, central government and principal authorities
- KALC lobbies Kent MPs, district councils and central government on issues such as HGVs on inappropriate roads, AirBnB regulation and water neutrality
- We respond to policy consultations via our advisory committees
- KALC promotes the outstanding work of local councils through the awards scheme
- We celebrate the great work of our staff and councillors with competitions, including the recent Women's Day competition
- KALC have 2 representatives for NALC - Richard Parry and Sarah Barker
- KALC work closely with Kent County Council and Medway Council
- In collaboration with the KCC team, we host yearly Parish Seminars for Highways
- KALC has SLCC representation on the KALC Executive Committee
- We represent Local Councils on the Kent Resilience Forum
- KALC works closely with the Lord-Lieutenant's Office, this was evident on the death of the late Queen



Serving Parish & Town



Chief Executive – Charmaine Keatley

e-mail: [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)

Organisation and management of the Kent Association

Servicing of Committee meetings and the Annual General Meeting

Production of Annual Report

Policy issues of a National, Regional and County nature

Creation of new Local Councils

Borrowing approval

Partnership Working

Local Councils Adviser and Learning & Development Manager - Clive Powell

e-mail: [adviser@kentalc.gov.uk](mailto:adviser@kentalc.gov.uk)

Advice on legal and procedural issues

Managing the KALC Learning & Development Programme and

delivering training courses

Partnership Working/Outreach

Finance & Administration Manager -

Laura Dyer

e-mail: [manager@kentalc.gov.uk](mailto:manager@kentalc.gov.uk)

Finance

Subscriptions

Course bookings

Maintenance of Website

Membership Database

Publications & General administrative duties

Communications Officer - Tricia Casey-Green

e-mail:

[communications.officer@kentalc.gov.uk](mailto:communications.officer@kentalc.gov.uk)

Course bookings

KALC News

Training Database

Publications & General administrative duties

Training and Partnerships Officer –  
Veronica Lawrence

e-mail: [support@kentalc.gov.uk](mailto:support@kentalc.gov.uk)

Learning & Development Programme & Events

Area Committees &

Partnership Working



Serving Parish & Town

Attach 12.

**BROADSTAIRS & ST PETER'S TOWN COUNCIL  
CALENDAR OF MEETINGS MAY 2023 – MAY 2024**

All meetings open to the public and press

Week	May 2023		Time
1	Mon 1	NO MEETING Bank Holiday	
1	Tues 2	Planning Committee	7pm
2	Mon 8	NO MEETING Bank Holiday	
3	Mon 15	STATUTORY ANNUAL COUNCIL MEETING	7pm
4	Mon 22	Community Assets	7pm
5	Mon 29	NO MEETING Bank Holiday	
	<b>June 2023</b>		
1	Mon 5	Planning Committee	7pm
4	Mon 12	F&GP	7pm
3	Mon 19	Community Assets	7pm
4	Mon 26	Council	7pm
	<b>July 2023</b>		
1	Mon 3	Planning Committee	7pm
1	Wed 5	Environment Sub-committee	6pm TBC
2	Mon 10	F&GP	7pm
3	Mon 17	Community Assets	7pm
4	Mon 24	Council	7pm
5	Mon 31		
	<b>Aug 2023</b>		
1	Mon 7	Planning Committee	7pm
2	Mon 14	Allotments and Land	7pm
3	Mon 21	Leisure & Tourism	7pm
5	Mon 28	NO MEETING Bank Holiday	
	<b>Sept 2023</b>		
1	Mon 4	Planning Committee	7pm
2	Mon 11	F&GP	7pm
3	Mon 18	Community Assets	7pm
4	Mon 25	Council	7pm
4	Wed 27	Environment Committee	6pm TBC
	<b>Oct 2023</b>		
1	Mon 2	Planning Committee	7pm
2	Mon 9	F&GP	7pm
3	Mon 16	Town Forum	7pm
4	Mon 23	Allotments and Land	7pm
5	Mon 30	Council	7pm



Week	Nov 2023		Time
1	Mon 6	Planning Committee	7pm
2	Mon 13	Leisure & Tourism	7pm
3	Mon 20	Community Assets	7pm
3	Wed 22	Environment Sub-committee	6pm TBC
4	Mon 27	Council	7pm
	<b>Dec 2023</b>		
1	Mon 4	Planning Committee	7pm
2	Mon 11	Council	7pm
3	Mon 18	<b>NO MEETING Christmas Break</b>	
4	Mon 25	<b>NO MEETING Christmas Day</b>	
	<b>JAN 2024</b>		
1	Mon 1	<b>NO MEETING Bank holiday</b>	
2	Mon 8	Planning Committee	7pm
3	Mon 15	F&GP	7pm
4	Mon 22	Community Assets	7pm
4	Wed 24	Environment Sub-committee	6pm TBC
5	Mon 29	Council	7pm
	<b>FEB 2024</b>		
1	Mon 5	Planning Committee	7pm
2	Mon 12	F&GP	7pm
3	Mon 19	Community assets	7pm
3	Wed 21	Town Forum	7pm
4	Mon 26	Council	7pm
	<b>MAR 2024</b>		
1	Mon 4	Planning Committee	7pm
2	Mon 11	Allotments & Land	7pm
3	Mon 18	Leisure and Tourism	7pm
4	Mon 25	Council	7pm
4	Wed 27	Environment Sub-committee	6pm
	<b>April 2024</b>		
1	Mon 1	<b>NO MEETING Easter Bank Holiday</b>	
2	Mon 8	Planning Committee	7pm
3	Mon 15	F&GP	7pm
4	Mon 22	Council	7pm
5	Mon 29	Annual Town Assembly	7pm
	<b>May 2024</b>		
1	Wed 1	Environment Sub Committee	6pm
2	Mon 6	<b>NO MEETING Bank Holiday</b>	
2	Tues 7	Planning Committee	7pm
3	Mon 13	<b>STATUTORY ANNUAL COUNCIL MEETING</b>	7pm
4	Mon 20	Community Assets	7pm
5	Mon 27	<b>NO MEETING Bank holiday</b>	