



# Broadstairs & St Peter's Town Council

21 June 2023

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

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 26 June 2023 at 7pm.**

Kirsty Holroyd  
Town Clerk

## AGENDA

***Town Mayor to present the Millenium Cup to Sue Henderson and the Mayoress Cup to Simon Abra of Broadstairs Fireworks Events in recognition of the significant contribution each has made to promoting Broadstairs and St Peter's and the well-being of the local community.***

**1. APOLOGIES FOR ABSENCE**

- i) To receive training on the importance of offering apologies and having them approved by resolution of the Council.
- ii) To receive any requests for approval of absence

**2. DECLARATIONS OF INTEREST**

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.

**3. MINUTES**

To approve the minutes of the Council meeting held on Monday 15 May 2023.

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

**5. GENERAL POWER OF COMPETENCE**

- i) To receive and consider information regarding the GPC
- ii) To approve the resolution that "*Broadstairs and St Peter's Town Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 That Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Town Council.*"

**6. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**

- i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.
- ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

**7. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on Monday 5 June 2023 and consider any recommendations therein.

**8. FINANCE AND GENERAL PURPOSES COMMITTEE**

- i) To receive the draft minutes of the meeting held on Monday 12 June 2023 and consider any recommendations therein.
- ii) To receive and consider the proposed Terms of Reference
- iii) To receive and approve the recommended Statement on Internal Control
- iv) To receive and approve the recommended Annual Governance Statement

**9. COMMUNITY ASSETS COMMITTEE**

- i) To receive the minutes of the meeting held on Tuesday 22 May 2023 and consider any recommendations therein.
- ii) To receive the draft minutes of the meeting held on Monday 19 June 2023 and consider any recommendations therein.
- iii) To receive and consider the proposed Terms of Reference

**10. COMMUNICATIONS**

- i) To receive such communications as the Town Mayor may desire to lay before the Council.
- ii) To receive such communications as the Town Clerk may desire to lay before the Council.

**11. FINANCE**

- i) To receive and approve a report concerning payments for the period 18 May 2023 to 21 June 2023
- ii) To verbally receive information about works or services authorised between meetings
- iii) To receive and approve a report concerning payments for the period 21 June 2023 to 26 June 2023 (to be presented at the meeting in order to be current)

**12. ACCOUNTS 2022-2023**

- i) To receive the Annual Governance and Accountability Return 2022/23
- ii) To review the effectiveness of the system of internal control (page 4)
- iii) To consider the signing of the Annual Governance Statement 2022/23- section 1 (page 4)
- iv) To consider the accounting statements for 2022/23 – section 2 (page 5)
  
- v) To receive the following supporting documents
  - a) Income and Expenditure Account 1 April 2022 – 31 March 2023
  - b) Balance Sheet at 31 March 2023
  - c) Bank reconciliation at 31 March 2023

vi) To receive notice about the confirmation of exercising the public rights including dates of the inspection period.

**13. REMEMBRANCE SUNDAY SERVICE**

To receive an outline of the event from the Civic and Support Officer and approve certain elements.

**14. NEW COUNCIL PRIORITIES**

i) To receive a report from the Chairman on the workshop and discussions which took place on Friday 23 June.

ii) To consider how best to formulate the ideas into a strategic plan.

**15. TOWN FORUM**

i) To consider the need for an additional forum to meet new councillors

ii) To consider encouraging more groups and organisations to attend

iii) To consider how to liaise better with schools.

iv) To agree upon the focus/aim of the Forum

**16. INTERNAL AUDIT 2022-23**

To receive the interim report from the Independent Internal Auditor and note any recommendations or actions necessary.

**17. POLICIES REVIEW**

i) To receive and approve the Town Council's Media Policy

ii) To receive and approve the Town Council's Public Relations Policy

iii) To receive and approve the Town Council's Website and Social Media Policy

**18. THANET DISTRICT COUNCIL**

i) To receive a proposal for new seafront lighting as considered by F&GP Committee on 12 June 2023.

ii) To receive a copy of the questions put to the Deputy Technical Services Manager after the meeting, along with his responses

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

**19. TENANT ISSUES**

To receive information on any issues requiring consideration

**20. LEGAL ISSUES**

To receive any updates from the Council's legal advisor

**Members of the public may re-enter the meeting**

**21. DATE OF NEXT MEETING** – The next Council meeting will be held on Monday 24 July 2023 at 7pm in Pierremont Hall.

