



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 16 June 2023 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bright, K Bright (Chairman), R Farooki, M Garner, J Hobson, C Kemp, C Leys, P Moore, J Nichols (from 7.53pm), E Orhan, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

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

Annual presentation of Cups

Cllr K Bright presented 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.

203. APOLOGIES FOR ABSENCE

i) Members received a brief training document on the importance of offering apologies and having them approved by resolution of the Council.

RESOLVED: Members agreed to note.

ii) Apologies with reason were received and accepted from Cllrs J Bayford, K Pressland and A Munns.

204. DECLARATIONS OF INTEREST

None received

205. MINUTES

RESOLVED: That the minutes of the Council meeting held on 15 May 2023 can be approved and duly signed as a true record by the chairman.

206. MATTERS ARISING

None

207. GENERAL POWER OF COMPETENCE

i) Members received and considered information regarding the GPC.

RESOLVED: Members agreed to note.

ii) Members considered adopting the GPC

RESOLVED:

i) 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.

ii) That the resolution be applied retrospectively to cover the period from the Annual Meeting 15 May 2023.

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

None received

209. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 5 June 2023.

RESOLVED: Members agreed to note

210. FINANCE AND GENERAL PURPOSES COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 12 June 2023.

RESOLVED: That David Bucket be appointed Independent Internal Auditor for 2023-24 at a cost of £1259 to include two visits and associated reports.

It was noted that the recommendation at minute 96 was due for discussion under item 18.

ii) Members received and consider the proposed Terms of Reference

RESOLVED:

i) That the document is fit for purpose and can be adopted.

ii) That the Allotment and Land Sub-committee, the Leisure and Tourism Sub-committee and the Environment sub-committee can all become Committees with responsibility for their own budgets.

iii) Members received and approved the recommended Statement on Internal Control.

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

iv) Members received and approved the recommended Annual Governance Statement.

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

211. COMMUNITY ASSETS COMMITTEE

Members received the draft minutes of the meeting held on Tuesday 22 May 2023.

RESOLVED: Members agreed to note.

ii) Members received the draft minutes of the meeting held on Monday 19 June 2023.

RESOLVED: That the Events and Bookings Manager be given delegated powers – via the Town Clerk to use her business acumen to maximise bookings and revenue.

iii) Members received and considered the proposed Terms of Reference.

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

212. COMMUNICATIONS

i) The Town Mayor gave an update on all the recent events at which he had represented the Council, including the Armed Forces Day Drumhead Parade, an event with the Twinning Society and representatives of the town of Wattignies, a tour of the Dickens House Museum, the St Peter's Walking Tour and St Peter's Village Fete.

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

- £352 raised by Coronation fun dog show donated to Thanet Disabled Riding Centre which was also successful in the People's Project lottery fund, receiving £63000 after they won the public vote.
- Use of noticeboards
RESOLVED: That each noticeboard contain the following as standard and all remaining space be allocated to community groups on a first come first served basis. Social media to be used as much as possible to assist groups.
 - 1. A list of all councillors, their wards and how to contact them.**
 - 2. A ward map,**
 - 3. A calendar of all meetings with a note that they are open to the public**
 - 4. A QR code to the website.**
- Broadstairs Litter Forum: The first one has taken place with TDC officers, council staff and councillors and everyone found it interesting and informative. All welcome to next one on Tuesday 5 September 6pm. Town Team also to be invited.
- KALC basic training – has now been undertaken by five councillors. The next online session is on 29 June.
- A bid for the cost of living support grant was submitted and was successful. £2000 has been promised from KCC for Thanet Food Link. A presentation will take place shortly.
- Devices returned by former Councillors.
RESOLVED:
 - i) That former councillors be offered their device for £50.**
 - ii) That any which are unclaimed to be given to charity.**

19.53 – Cllr Nichols entered the meeting

213. FINANCE

i) Members received and approved a report concerning payments for the period 18 May 2023 to 21 June 2023. (see attached). The Town Clerk also reported staff costs this month totalling £44,767. This covers two PAYE periods: May and June.

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.

- Broadstairs in Bloom grants:
The Zone £300,
Bromstone school £300,
Bradstowe court £300,
The Town Team gardens team £290,
The Town Team tasty planters £250
Helter Skelter Nursery £300,
- £360 plus vat to Box Green to rotovate an unused allotment ready for rental
- £280 plus vat to Dam High access to clear gutters at Retort House
- £70 to Brian Jarman to remove external padlocks at the Music Room to enable window cleaning and painting.
- £1380 plus vat to Ability Decorators to refurbish two sash windows at Pierremont Hall. Cost was approved as part of a larger project last year but access was denied by tenant and therefore works not completed.
- £900 plus vat to St Peter's Scaffolding to erect scaffolding for above job. Cost to be invoiced to tenant.
- £469 plus vat to Ashford FM for resampling of domestic drinking water

iii) Members were due to receive and approve a report concerning payments for the period 21 June 2023 when the agenda was sent out to 26 April 2023 but no payments had been made during this time.

214. ACCOUNTS 2022-2023

i) Members received the Annual Governance and Accountability Return 2022/23. The Town Clerk reported that the Independent Internal Auditor had already signed off his section on page three.

ii) Members reviewed the effectiveness of the System of Internal Control and considered each of the assertions separately.

RESOLVED: Members were able to sign yes to each of the assertions.

iii) Members considered signing of the Annual Governance Statement 2022/23
RESOLVED: that the Annual Governance Statement be signed by the Chairman of this meeting.

iv) Members considered the accounting statements for 2021/22. The Town Clerk explained that some of last year's figures are restated to ensure consistency with this year's accounting basis.

RESOLVED: that the Chairman of this meeting sign the Accounting Statements on behalf of the Council

v) Members received 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

RESOLVED: Members agreed to note.

vi) Members agreed the dates set for the period of the exercising of public rights.

RESOLVED: that the inspection period will run from Monday 3 July to Friday 11 August 2023.

215. REMEMBRANCE SUNDAY SERVICE

Members received an outline of the event from the Civic and Support Officer and considered certain elements.

RESOLVED:

i) That the event go ahead and be planned in its usual format

ii) That the Council apply for a road closure from 10.30am until 12.15 pm.

iii) That the Mayor and the Civic Support officer work together on the finer details of the event and report back to Council periodically.

iv) That there is no need for a committee or working group to oversee the planning of the event.

216. NEW COUNCIL PRIORITIES

i) Members received a short report from the Chairman on the workshop which had taken place the previous Friday. All agreed it had been a worthwhile exercise but that another should be held to enable those who had missed the first to attend and input ideas.

RESOLVED: That the Town Clerk send round some further dates and get another workshop booked as soon as possible.

ii) Members were due to consider how best to formulate the ideas into a strategic plan. However it was agreed this next step could not take place until every councillor had had the chance to contribute.

217. TOWN FORUM

i) Members considered the need for an additional forum to meet new councillors. The next scheduled Forum is 16 October 2023.

RESOLVED: That an additional Forum be held on Monday 31 July at Pierremont Hall.

ii) Members considered encouraging more groups and organisations to attend
RESOLVED: That once the poster is designed, all members share it as much as possible with their own contacts.

iii) Members considered how to liaise better with schools.

RESOLVED: That Cllr J Bright be given responsibility for contacting schools and forming working relationships with them.

iv) Members discussed the focus/aim of the Forum

RESOLVED: that the forum will focus on engaging better with the local community and on revealing and discussing the Council's action plan.

218. INTERNAL AUDIT 2022-23

Members received the end of year report from the Independent Internal Auditor. The Town Clerk confirmed that his suggestions would be discussed in greater detail at the next F&GP meeting

RESOLVED: Members agreed to note.

219. POLICIES REVIEW

Members received and reviewed the Town Council's Media Policy

RESOLVED: That the document be accepted as fit for purpose.

ii) Members received and reviewed the Town Council's Public Relations Policy
RESOLVED: That the document be accepted as fit for purpose with a small change to reflect Council and not F&GP oversees any future changes.

iii) Members received and reviewed the Town Council's Website and Social Media Policy.

RESOLVED: That the document be accepted as fit for purpose with a small change to reflect Council and not F&GP oversees any future changes.

220. THANET DISTRICT COUNCIL

i) Members received a proposal for new seafront lighting as considered by F&GP Committee on 12 June 2023 under minute 96.

RESOLVED: Members agreed to note.

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

Members noted the answers and considered the recommendation of the F&GP Committee.

RESOLVED: That the Town Council agrees to a contribution of £50,000 to the project provided TDC can

- **Lower the level of the cliff front floodlights,**
- **Reinstate the CCTV camera and post which was removed after being hit some years ago,**
- **Use the warmest lights possible (at least 2700k)**
- **Install new column lighting with down lighters**
- **Renew and update the timers**
- **Quantify the contribution made by local businesses.**

9.10 pm Cllr Roopa Farooki left the 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.

221. TENANT ISSUES

Members received and considered information concerning recent issues.

RESOLVED: Members agreed to note.

222. LEGAL ISSUES

Members received and considered information concerning recent issues.

RESOLVED:

i) Members agreed to note.

ii) That in the interest of expediency, a small group comprising Cllrs K Bright, M Garner, E Orhan and A Munns be permitted to receive legal advice and instruct the solicitor via the Town Clerk.

Members of the public were permitted to re-enter the meeting.

223. DATE OF NEXT MEETING

Monday 24 July 2023 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 21.30

Signed _____

Date _____