



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 24 July 2023 at 7pm.**

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

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

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 26 July 2023.

Attach 1

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

6. PLANNING COMMITTEE

To receive and note the draft minutes of the meeting held on Monday 3 July 2023 and consider any recommendations therein.

Attach 2

7. ENVIRONMENT SUBCOMMITTEE

i) To receive and note the draft minutes of the meeting held on Wednesday 5 July 2023 and consider any recommendations therein.

Attach 3

ii) To receive and approve the draft Terms of Reference

Attach 4

iii) To receive a copy of the Town Council's Highways Improvement Plan

Attach 5

- 8. FINANCE AND GENERAL PURPOSES COMMITTEE**
- i) To receive and note the draft minutes of the meeting held on Monday 10 July 2023 and consider any recommendations therein. **Attach 6**
 - ii) To receive and consider the proposed Preferred Contractors list **Attach 7**
 - iii) To receive and consider the proposed amendment to the Financial Regulations **Attach 8**
 - iv) To receive and approve the recommended Risk Management Statement **Attach 9**
- 9. COMMUNITY ASSETS COMMITTEE**
- i) To receive and note the draft minutes of the meeting held on Monday 17 July 2023 and consider any recommendations therein. **Attach 10**
 - ii) To consider delegating the purchase and instalment of the community bench to the Town Clerk.
- 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 26 June 2023 to 19 July 2023 **Attach 11**
 - ii) To receive and approve a report concerning receipts for the period 26 June 2023 to 19 July 2023 **Attach 12**
 - iii) To receive a verbal report on works or services authorised between meetings
 - iv) To receive and approve a report concerning payments for the period 19 July 2023 to 24 July 2023 (to be presented at the meeting in order to be current)
 - v) To receive a summary of receipts and payments for the period 1 April to 30 June 2023 (Quarter 1) in line with Standing order 17c. **Attach 13**
 - vi) To receive a bank reconciliation report showing the Council's balances held at the end of quarter 1 as per standing Order 17.c. **Attach 14**
- 12. TERMS OF REFERENCE FOR SCHOOLS' LIAISON COUNCILLOR**
- To receive and consider the draft Terms of Reference for Cllr Joanne Bright **Attach 15**
- 13. NEW TENANT**
- To receive a short introduction to a prospective new tenant and ask any questions about his business.
- 14. NEW COUNCIL PRIORITIES**
- i) To receive a verbal report from the Chairman on the workshop and discussions which took place on Friday 23 June and Friday 14 July.
 - ii) To consider how best to formulate the ideas into a strategic plan.
 - iii) To discuss and agree a vision/mission statement
- 15. TOWN FORUM – 31 July 2023**
- To consider and agree upon the set up and format of the next Forum.

- 16. PRIVATE MOTION FROM COUNCILLOR GARNER**
To receive and consider a proposal to explore the possibility of recording Council meetings and streaming them live online to increase accessibility and transparency.
- 17. HR ISSUES**
i) To receive and note NALC Legal Topic Note 81: Predetermination **Attach 16**
ii) To consider the provision of managerial support to the Town Clerk
- 18. POLICIES REVIEW**
i) To receive and approve the Town Council's Transparency Policy **Attach 17**
ii) To receive and approve the Town Council's GDPR Data Protection Policy **Attach 18**
- 19. IT SUPPORT**
To receive and consider an offer of some internal IT workshops from the Civic and Support Officer to assist with email and GDPR compliance in particular.
- 20. THANET DISTRICT COUNCIL**
To receive a copy of the responses received from the Deputy Technical Services Manager **ENC 1**

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.

- 21. TENANT ISSUES**
To receive information on any issues requiring consideration
- 22. LEGAL ISSUES**
To receive any updates from the Council's legal advisor
- 23. COMMERCIAL BOOKINGS**
To agree the circumstances in which discounted rates can be applied. **ENC 2**

Members of the public may re-enter the meeting

- 24. DATE OF NEXT MEETING** – The next Council meeting will be held on Monday 25 September 2023 at 7pm in Pierremont Hall.



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.**

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 method.

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.**

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 _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 3RD JULY 2023

Present: Cllrs J Bayford, J Bright (Chair), M Garner, P Moore, E Orhan, S Roberts
Senior Administrative Officer: Julie Belsey
Volunteer Tree Warden: Karen McKenzie
Eleven members of the public.

Minutes marked * require a resolution from the Town Council

161 OPENNESS AND TRANSPARENCY

Cllr Bright 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

162 APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Farooki which were accepted.
Not in attendance: Cllr K Pressland

163 DECLARATIONS OF INTEREST

There were no declarations of interest.

164 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 5th June 2023.
Proposed Cllr M Garner, seconded Cllr E Orhan. Agreed.

165 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

Minute number 148 - Training: The Senior Administrative Officer reminded Members that it was their responsibility to check through the planning application lists that were sent out each week and to reserve any applications as they think necessary with the Senior Administrative Officer. This is not just the responsibility of the Chair. This also includes TPO/TCA applications following receipt of the Volunteer Tree Warden's report. Reservations are required by no later than 10am on the day of the meeting.

Members were also asked to note that 'Any Other Business' does not appear on Town Council agendas and only items on the agenda can be discussed. Members can request future agenda items pertinent to the committee at the end of the meeting.

166 CORRESPONDENCE

None

167 CHAIR'S REPORT

None

168 NEIGHBOURHOOD PLAN BUSINESS

The Examiner's Report had been received and had been fact checked for accuracy. The report and Thanet District Council's timeline will be discussed and the next Neighbourhood Plan Sub Committee

Meeting. Once the timeline had been approved, Thanet Council will take the plan to Cabinet on 21st September

In accordance with Standing Orders 3e, 3f and 3g, Mr T Seed addressed the Committee asking if the owner of the two green spaces at St Peter's Court had been contacted.

The Senior Administrative Officer confirmed that letters had been sent to the owner of the two green spaces as per the land registry documents. Unfortunately, these letters had been 'returned to sender'. There has been no further correspondence at this time.

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.

169 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

In accordance with Standing Orders 3e, 3f and 3g, Mr P Verrall addressed the Committee speaking 'against' application 23/0505/GD – 6-6A Luton Avenue, Broadstairs CT10 2DH

In accordance with Standing Orders 3e, 3f and 3g, Mr S Mayhew addressed the Committee speaking "for" application 23/0505/GD – 6-6A Luton Avenue, Broadstairs CT10 2DH

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

23/0502/GD 6-6A Luton Avenue, Broadstairs CT10 2DH
The Committee recommends REFUSAL as previous reasons for the refusal of the past application have not been addressed. The application does not comply with local policies HO19, QD02, TP06, Broadstairs & St Peter's Town Council's Neighbourhood Plan BSP09 and paragraphs 111 and 130 of the NPPF. (Majority – one abstention)

All members of the public left the meeting.

23/0693/AH Hewden Hire Centre, 22 St Peter's Park Road, Broadstairs CT10 2BL
The Committee recommends REFUSAL on the grounds that the previous reason for refusal by Thanet District Council have not been addressed. (Unanimous)

23/0720/GD Land Rear of 22-24 Warren Drive, Broadstairs
The Committee recommends REFUSAL on the grounds of cramming and overdevelopment. (Unanimous)

23/0610/DF 52A Stone Road, Broadstairs CT10 1DZ
The Committee recommends REFUSAL on the grounds of increased height of the garden, loss of privacy and light to neighbours. (Unanimous)

ii) The Committee recommends **OBJECTION WITH CONCERNS** to the applications listed below:

23/0714/DF 6 Stone Bay Court, Broadstairs CT10 1ST
The Committee recommends **OBJECTION WITH CONCERNS**. The Committee wishes to see the neighbours' concerns addressed with obscured glass added to windows overlooking neighbouring properties and glass to the balustrade obscured to protect neighbours' privacy. (Majority)

23/0716/RB 3 Colette Close, Broadstairs CT10 3LJ
The Committee recommends **OBJECTION WITH CONCERNS** for the loss of privacy to neighbours. (Unanimous)

iii) The Committee recommends **NO OBJECTION WITH CONCERNS** to the applications listed below:

23/0622/GD 26 Ramsgate Road, Broadstairs CT10 1PP
The Committee recommends **NO OBJECTION WITH CONCERNS**. Comments from Highways and Waste and Recycling need to be addressed. (Unanimous)

iv) The Committee recommends **NO OBJECTION** to the applications listed below:

23/0756/RB Brown Jug Inn, 204 Ramsgate Road, Broadstairs CT10 2EW
The Committee recommends **NO OBJECTION** subject to the Conservation Officer's report. (Unanimous)

L/23/0757/RB Brown Jug Inn, 204 Ramsgate Road, Broadstairs CT10 2EW
The Committee recommends **NO OBJECTION** subject to the Conservation Officer's report. (Unanimous)

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

23/0632/TC 13 Church Street, Broadstairs CT10 2TT
L/23/0633/TC 13 Church Street, Broadstairs CT10 2TT
23/0638/DR 17 The Vale, Broadstairs CT10 1RB
23/0721/GD 3 Dumpton Gap Road, Broadstairs CT10 1TA
23/0725/DR 2 Dickens Road, Broadstairs CT10 1DX
23/0724/DR 5 Douglas Close, Broadstairs CT10 2XG
23/0733/RB White Walls, Holland Close, Broadstairs CT10 3QJ
23/0710/RB 3 Merrivale Heights, Broadstairs CT10 1RG
23/0799/TC Sea Croft, Church Road, Broadstairs CT10 1EZ
23/0823/GD East Kent College, Ramsgate Road, Broadstairs CT10 1PN

170 **WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS**

RECEIVED the emailed report from the Volunteer Tree Warden.

RESOLVED that the applications be dealt with as detailed below:

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

TPO/23/0779/MM 22 Hom Oak Gardens, Broadstairs CT10 2JF
The Committee recommends **REFUSAL** on the grounds that the reduction is excessive for the size of the tree. The reduction should be proportionate to the tree size. (Unanimous)

TPO/23/0791/MM The Old Police Station, 58-60 Gladstone Road, Broadstairs CT10 2TA
The Committee recommends REFUSAL on the grounds of excessive coppicing. (Majority – 1 abstention)

(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/23/0747/MM 29 Sowell Street, Broadstairs CT10 2AU
TPO/23/0781/MM 10 Grenville Way, Broadstairs CT10 2JR
TPO/23/0833/MM 3 Walnut Close, Broadstairs CT10 2EL

171 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 7th August 2023

Meeting closed at 20.30hrs
Senior Administrative Officer



Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Wednesday 5th July 2023 Pierremont Hall Council Chamber 10am

Present: Chair Cllr Joanne Bright, vice chair Cllr Kevin Pressland, Cllr Charlie Leys, Cllr Paul Moore,
Civic & Support Officer: Ms. A Barton
Volunteer Tree Warden: Ms. K McKenzie
1 Member of the public.

50. ELECTION OF CHAIR AND VICE CHAIR FOR THE CIVIC YEAR 2023/24

Councillor Bright proposed themselves as chair of the committee.

Councillor Pressland seconded that motion.

Councillor Bright nominated Kevin as Vice chair, councillor Pressland seconded this motion.

RESOLVED:

Following a vote, Councillor Joanne Bright was elected Chair and Councillor Kevin Pressland was elected Vice chair of the Environmental Committee for the Civic Year 23/24.

51. OPENNESS AND TRANSPARENCY

To remind those present of the following:

The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

52. APOLOGIES AND WELCOME

Apologies were given and accepted for Councillors Colin Kemp and Steve Roberts.

53. DECLARATIONS OF INTEREST

None received.

54. TERMS OF REFERENCE

All members received the draft Terms of Reference and AGREED their APPROVAL with the amendment that the following be added under 'Procedures'

- *The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.*

It was also noted that Councillors would like to keep the bi-monthly meeting however, location and time of the scheduled meetings is to be changed.

RESOLVED:

- i) **The Terms of Reference will go to the next Full Council meeting for final APPROVAL.**
- ii) **The Civic and support Officer is to arrange a new location for the scheduled meetings ahead with the changed time to 6pm**

55. MINUTES OF LAST MEETING

RESOLVED:

That the minutes of the meeting held on Wednesday 29th March 2023. were RECEIVED and APPROVED.

Proposed Cllr P Moore , seconded. J. Bright, agreed.

56. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

None.

57. Environmental Committee Projects Report

All members received and ACKNOWLEDGED the environmental committee report. It was AGREED by all members that this document is for Councillor use and not to be shared on the Town Council Website.

58. Environmental Action Plan

All members RECEIVED the Environmental Action Plan to review for the Civic Year of 23/24.

RESOLVED:

- i) **It was AGREED by all members that they are to review the Action Plan on leave of this committee meeting and report their suggestions for amendment at the next meeting scheduled for 27th September 2023.**
- ii) **It was AGREED by all members that the discussion regarding Action plan Point 2-memoral menu would be deferred until the next meeting.**

59. TREE PLANTING

Members received an update from the Civic and Support Officer regarding Osborn Road tree planting and pricing document supplied by KCC.

After extensive discussions it was Agreed that the tree planning Project with KCC will go ahead as a collaboration with local community group, Broadstairs Town Team. Creating a green space with wildflower meadow for community use.

RESOLVED:

- i) **That the Civic and Support Officer is to Contact KCC to inform them that the Town Council Would like to proceed with planting Two Trees on the Osborne Road.**
- ii) **The Volunteer Tree warden Karen McKenzie and Cllr Pressland are to ADVISE and RECOMMEND the appropriate tree for planting and to report back to The Civic and Report Officer to then inform KCC.**
- iii) **The Civic and Support officer is to Contact KCC Councillor Rosalind Binks to inquire about the land for use of a wildflower meadow**

and for planters to be installed on the concreted areas of the land.

- iv) Once the trees have been installed, 'Water Me' signs are to be erected to encourage the local community to water the saplings.

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

60. BROADSTAIRS IN BLOOM

An update from the Civic and support Officer was RECEIVED regarding the following:

- Broadstairs in Bloom Grants given to Community groups, organisation, and schools.
- Broadstairs in Bloom Business Baskets.
- Broadstairs in bloom Tender.

RESOLVED:

- i) After extensive discussions it was AGREED that a copy of the current tender is to be sent to members to discuss at the next meeting.**
- ii) It was AGREED by all members that the budget not being used for the In Bloom Tender is to be used for other projects including higher grants for Community Groups.**

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

61. TAPS & OUTLETS PROJECT

Members RECEIVED and DISCUSSED the report supplied by the Town Clerk at the past Environmental meeting on 25th January 2023.

A verbal update was RECEIVED from the Civic & Support Officer regarding this project so far.

RESOLVED:

- i) It was AGREED by all members that the Town Council will pledge a total of £2500 to 5 locations for to the use of community outlets.**
- ii) It was AGREED by all members that the preferred location of the outlets would be, St. Peter's recreation Ground, Rec skatepark, Victoria Gardens, Pierremont Hall and The Promenade.**
- iii) The Civic & Support Officer is to contact Project Lead and TDC Officer Lisa Collingwood to inform her of the decided pledge and to invite her to a Meeting as soon as possible to present the Project to Members and discuss the proposed locations of the outlets.**

62. WE ARE WATCHING YOU CAMPAIGN

Members RECEIVED and CONSIDERED the anti-dog-fouling campaign 'We are watching you' documents presented by Cllr J. Bright.

RESOLVED:

- i) It was AGREED by all members that this matter would be taken to the Town Forum to be discussed with residents and other Council members.**

- ii) Cllr Bright and a member of the public suggested utilising the support of community groups such as the Neighbourhood Engagement Group and local schools for further reach for this project. All Agreed.
- iii) It was AGREED by all members that 5 Corex boards and 5 stickers are to be purchased from the 'We are watching you' Campaign with a town Council logo visible. The Civic and Support Officer will admin this while researching if discounts are available for larger quantity purchases.
- iv) The Civic and Support Officer is to contact TDC to request permission to place boards and stickers on bins and lamp columns, as well as enquiring if TDC currently have any projects planned to tackle dog fouling.
- v) It was AGREED by all members that the following locations are to be used to trial the campaign: St. Peter's Rec, both ends of the joining ally way, and the area surrounding Callis Grange school.

63. LAND ADJACENT TO BROMESTONE ROUNDABOUT- RIVERSIDE HOUSING.

Members RECEIVED and CONSIDERED a verbal report from the Civic & Support Officer regarding this project so far.

RESOLVED:

- i) After extensive discussions it was AGREED by all members that this project would not be viable for the Town Council to pursue going forward.
- ii) It was AGREED by all members that this project would be more suitable for the local school, Bromstone Primary school to pursue going forward.
- iii) It was AGREED that Ward Councils including Cllr P. Moore, would take over the correspondence with Riverside Housing and that Cllr P. Moore is to contact the school to investigate whether the school would be interested in taking over this land.
- iv) It was AGREED by all members that if Bromstone Primary are to take over this land, Broadstairs & St. Peter's Town Council will supply them with a yearly grant towards the maintenance of the space.

64. HIGHWAY IMPROVEMENT PLAN

The current HIP and an update from the Civic and Support was RECEIVED by Members.

Resolution:

After extensive discussions regarding traffic issues within Broadstairs & St. Peter's, it was AGREED by all members that The HIP is to be referred to F&GP or Full Council for all Members to discuss and to move forward as a whole Council Project.

65. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting: Wednesday 27th September 6pm – Location TBC

Proposed Forward agenda items:

- Railway Station Litter – to invite southeastern to Town Forum
- Broadstairs in Bloom Tender
- Dog Poo bag dispensers

12:46pm meeting closed.

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
TERMS OF REFERENCE FOR
Environment COMMITTEE**

Approved by Council on 26 April 2021- updated June 2023

MEMBERSHIP

- The Environment Committee shall consist of a minimum of five Councillors.
- The Council's Volunteer Tree Warden in an advisory capacity when requested.
- Councillor members shall have full voting rights on the committee.
- Non-councillor members shall have no voting rights.

PROCEDURES

- At the first meeting of the Environment Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Full Council Committee and seek approval for recommendations made.
- The annual budgeting process will allocate funds to the Environment Committee which will propose how they will be spent.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.

FREQUENCY OF MEETINGS

- The Committee will normally meet bi-monthly. The schedule will be established by the Clerk and the Chairman of the Committee and published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue or via Zoom and will be open to the public.

COMMITTEE FUNCTIONS –

The committee shall undertake actions and priorities as identified in the Environmental Strategy adopted by Council on Monday 25 January 2021 (min 398)

Highway Improvements Team working in Partnership with Broadstairs Town Council Highway Improvement Plan

Submission Date: **September 2022**

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member			
1	Richard Cullen	Sept 2022	13/8/2022				
Please list below the funding opportunities/Sources for HIP initiatives/Measures							
Are you an active member of the Speed Watch Scheme?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you an active member of the Lorry Watch Scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Email Address
Name of HIP Representative		Contact Telephone Number		Contact Telephone Number			
Name of Clerk	Kirsty Holroyd	Contact Telephone Number	01843 868718	Contact Telephone Number			bsptc@broadstairs.gov.uk
Name of Chair		Contact Telephone Number		Contact Telephone Number			
KCC Project Manager Team	Community & Engagement Team (EAST)	Contact Telephone Number	03000 418181	Contact Telephone Number			east.highwayimprovements@kent.gov.uk

- Please note the Priority column **MUST** be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Attach 5.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. **PLEASE DO NOT ALTER IN ANY WAY.** Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually – **XXXX's review is on or after XXXX each year.**

Highway Improvements Team working in Partnership with Broadstairs Town Council Highway Improvement Plan

Live Priorities Record

Priority	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1.	Various throughout town Centre		Speeding off peak. Reduce speed limit to 20mph	<p>1 weeks' speed survey - £109 each</p> <p>Traffic Regulation Order - £2500</p> <p>Terminal signs – approx. £400 for 1 post, 2 x signs and 20mph roundel on ground (excl traffic management).</p>	<p>Further details will be required as to exact roads/areas required.</p> <p>Any 20mph zone or limit would need to comply to KCC policy and DfT guidance.</p> <p>Speed surveys will be required in roads where 20mph limit is requested. Existing mean speeds need to be low as simply putting up signs does not have a great effect on vehicle speeds. If mean speeds are above 24mph, additional engineering measures will be required. RH</p> <p>AMA – BTC to identify specific roads/locations they wish to proceed to make 20mph. 26.9.22</p>
2.	<ul style="list-style-type: none"> Junction of Westwood Road and Rumfields Road, Roundabout at junction of Westwood Road, Dane Court Road, Vicarage Street and Broadstairs Road, 		<p>Many hedgehogs getting squashed crossing the road.</p> <p>Signage indicating drivers need to be aware.</p>	<p>If the criteria are met</p> <p>Approx £250 per sign (11 x post and sign) excl traffic management</p>	<p>The danger of small wildlife being struck by vehicles is an issue on our entire road network. The Department for Transport advises that such signs are only put up at wildlife 'hotspots' to avoid a proliferation of such signs. KCC would consider such signs under the following circumstances:</p> <ul style="list-style-type: none"> Evidence from local conservation groups that the location is a specific area of concern. Evidence that the presence of small mammals in the road is a contributory factor in recorded collisions. Specific authorisation from the Department for Transport is granted. RH <p>AMA – Agreed that permanent hedgehog signage not required, AMA to research alternative, such as posters which can be put up to raise awareness. 26.9.22</p>
3.	Junction of Ramsgate Road and Park Avenue				
4.					
5.					



Highway Improvements Team working in Partnership with Broadstairs Town Council Highway Improvement Plan





Highway Improvements Team working in Partnership with Broadstairs Town Council Highway Improvement Plan

Historical Priorities Record

No	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 10 July 2023 at 7pm in The Council Chamber, Pierremont Hall

Present: M Garner (Chairman), J Hobson, C Kemp, C Leys & S Roberts

Town Clerk: Kirsty Holroyd

101. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs J Bright, K Bright, E Orhan & R Farooki were received and accepted.

Cllr Pressland had given notice of his intention to withdraw from this committee with immediate effect.

102. DECLARATIONS OF INTEREST

None received

103. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 12 June 2023. It was noted that Cllr Hobson had left the meeting after minute 96.

RESOLVED: that with this amendment the minutes be approved as a true record of the meeting and signed by the chairman.

104. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None

105. GRANTS

i) Members received and considered a late application from the Tennis Club

RESOLVED: That a grant of £2000 be awarded to the Tennis Club.

ii) Members received the timetable for awarding grants last year and reviewed the application procedure for 2024-25.

RESOLVED:

i) That the Town Clerk provide a summary of what each group has previously received in grant aid and bring to the next meeting.

ii) That there is no need for applications to be assessed by Leisure and Tourism and F&GP now that L&T is a committee.

iii) That a full review into grants and sponsorship will take place at the next meeting.

106. BUDGETS AND ACCOUNTS

i) Members received and discussed a summary of the Council's income and expenditure for Qu1 2023-24

RESOLVED: Members agreed to note.

- ii) Members received a report on the Council's PWLB repayments
RESOLVED: Members agreed to note
- iii) Members received a report on income forecast as requested at the last meeting
RESOLVED: Members agreed to note
- iv) Members received the Transparency Report for Qu1 2023-24
RESOLVED: Members agreed to note

107. PREFERRED CONTRACTOR POLICY

i) Members received a draft policy designed to maximise efficiencies within the Town Council. Members discussed how someone accepted on to the list could then be removed if their work proved to be unsatisfactory. The Clerk explained all the proposed preferred contractors had already produced work of a high standard for the Council. Their PLI, RAMS and any other safety documentation was kept on file. However the list would regularly be reviewed and anyone falling short of expected standards would be recommended for removal.

RESOLVED: Members agreed to note.

ii) Members considered adopting the policy and making the necessary amendments to the financial regulations.

RESOLVED: To recommend to Council that the policy and the list be adopted.

108. INTERNAL AUDITOR'S REPORT

Members received the report and considered accepting and implementing the two suggestions made.

RECOMMENDATION:

i) That the Council open a deposit account with Unity Trust in order to benefit from a higher interest rate. Deposit amount to be agreed by Council.

ii) That all councillors be asked to informally monitor the Council's website, test link and check content.

109. RISK MANAGEMENT

Members received and discussed the updated document.

RECOMMENDATION:

i) That the document be approved by Council.

ii) That Cllr Leys be appointed council auditor to periodically check regular payments.

110. DATE OF NEXT MEETING: Monday 11 September 2023 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.39 pm

Signed _____

Date _____

Proposed list of preferred contractors:

For consideration by F&GP committee on 10 July 2023

David Atkins, general handyman

Clear Flow Drains for emergency blockages and regular preventative maintenance

Brian Jarman, Locksmith

DAM High Access for work at heights with cherry picker

On Tap Plumbing services for emergency plumbing

John Couzens Roofing services emergency callouts

ADMI for the automatic glass door,

The Glass Shop, broken windows etc,

Top Branch for tree maintenance

Invicta Arboriculture for tree surveys

Total Supplies for cleaning/washroom supplies

Box Green for urgent grounds maintenance (regular maintenance is under contract)

Viking Direct for stationery

Salford GIS for mapping

Breakthrough for community surveys/social media campaigns

AECOM for design codes

Danielle Dunn for NDP (continuation of historic contract)

Ramsgate Trophies for engraving

Viking Fireworks

Proposed Amendment to Financial Regulations

The F&GP committee has recommended the implementation of a preferred contractors' list. This will necessitate an amendment to the Financial Regulations which would allow for the list to be approved annually and used for small and urgent works.

Suggested wording for additional clause in Financial Regulations:

The Council is not required to obtain multiple quotes for small items of expenditure where it would not be a good use of office resources to do so. For this reason the Council has developed a preferred contractors' list. A list of tried and tested local suppliers has been drawn up by staff and has been approved by Council.

Office staff may request quotes from these companies to carry out small jobs or regular supplies without seeking second or third quotes for comparison. However this does not mean that the council may not seek multiple quotes if it wishes. Quotes will still be submitted to Council for approval unless the work is urgent and falls below the £2000 limit as stipulated in clause 4.1 or if it falls below the £500 de minimis amount in clause 11.h

The list will be reviewed and reapproved annually and those contractors selected by Council as preferred will be openly acknowledges in the interests of transparency. Potential conflicts of interests with staff or councillors will be recorded.

Broadstairs Town Council Yellow highlighted items show those elements added since June 2022 Red show items for consideration

RISK MANAGEMENT ASSESSMENT 2022/2023 approved by Council 13 June 2022

1. Physical Assets			
Risk	Control	Status	Action
1. a. Loss or significant damage to assets including risk of fire damage	<p>1. a.1. Register of assets</p> <p>1. a.2. Buildings and street furniture insured and value adjusted annually.</p> <p>1. a.3. Items on insurance to be checked against Asset Register</p> <p>1. a.4 Fire risk assessment of Pierremont site and Retort house undertaken in August 2021</p>	<p>In place</p> <p>To be done</p> <p>Done: needs review</p> <p>completed</p>	<p>An Asset Register has been compiled. Equipment is included at original and at replacement value.</p> <p>Photographs to be taken to provide electronic register in line with IIA recommendations</p> <p>Asset register reviewed and updated every March to comply with insurance valuations and completion of AGAR</p> <p>All buildings professionally valued by RICS certified surveyor February 2022 and updated values sent to insurance company.</p> <p>Actions on identified areas for improvement implemented immediately. Experts employed for advice. Staff trained in use of fire extinguishers Staff trained in fire warden duties Regular testing of fire alarms, smoke and heat alarms and emergency lighting implemented</p> <p>Fire assembly point signage installed</p> <p>Fire alarm, intruder alarm and CCTV now remotely monitored</p>

<p>1.b. Damage/decay of assets due to lack of maintenance/attention</p>	<p>1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).</p> <p>1.b.2. Risk assessment of Mockett's Wood, Culmer's Amenity Land, both allotment sites to be reviewed annually by relevant committee.</p> <p>1.b.3 Safety Inspections of Mockett's Wood, Culmer's Amenity land, and both allotment sites to be undertaken by individuals twice yearly.</p> <p>1.b.4 Fixed Assets and Asset Valuation Policy</p> <p>Facilities Officer employed to ensure building is well maintained, and hazards, damage and deterioration dealt with promptly and efficiently</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>	<p>Annual maintenance schedule designed and implemented</p> <p>Maintenance issues addressed as soon as staff notified</p> <p>Document updated if new amenities added or circumstances change</p> <p>Hazards identified and reported to the office and relevant committee. Checked back against risk assessment for appropriate action.</p>
<ul style="list-style-type: none"> 1.c improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed; 	<p>1.c.1 Tenant Management company engaged to undertake correct and robust management of tenant's affairs</p> <p>Risk assessments to be undertaken by professional company to ensure best practice</p>	<p>In place April 2022</p> <p>To take place 13 & 14 July 2022</p>	<p>Regular contact with management company to ensure tenants are upholding their agreements and council commercial affairs are being handled properly.</p> <p>Issues identified will be dealt with accordingly and risk assessment used as basis for future assessments</p>

<ul style="list-style-type: none"> Assets purchased or acquired without due consideration of on-going resource needed to adequately protect, maintain and run it or without due consideration of legislative or financial constraints upon the council or consideration of financial, reputational, strategic and operational risks facing the Council 	<p>14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).</p>	<p>Standing order 14.4 reviewed along with all other standing orders and re-approved in April 2023</p>	<p>Council to develop and produce an action plan to guide effective decision making over the four tyear term. All decisions to be weighed against a risk matrix to establish good decision making, quantify benefits to the Town, and underpin prudent use of public funds.</p>
<p>2. Financial</p>			
<p>2.a. Inadequate financial controls and/or records</p>	<p>2.a.1. Standing Orders and Financial Regulations in place with annual review. 2.a.2. Regular bank reconciliations (done monthly by the Clerk) approved by Council.</p>	<p>In place To be done</p>	<p>NALC Model Standing orders 2018 adopted. Reviewed and readopted by Council in April 2023 Financial Regulations 2016 adopted September 2018. Reviewed, revised and readopted in April 2023</p>

Risk	Control	Status	Action
2.b. Loss through fraud, corruption or collusion.	<p>2.b.1. Approval of expenditure and system for payments/receipts:</p> <ul style="list-style-type: none"> - approval by the council required before any expenditure is incurred (committed). If a transaction has to be completed between council meetings, approval by the Chairman of the Council or Vice-Chairman of the Council is required; - payments or commitments made between meetings ratified at the next meeting of the council; - cheques signed by two councillors and cheque stubs initialled; - monies received paid into bank immediately and receipts issued if necessary; and - accounts checked quarterly by a councillor who is not authorised to sign cheques as part of internal control. <p>2.b.2 Electronic banking procedures as follows:-</p> <ol style="list-style-type: none"> 1. The Town Clerk will authorise set up of payment for invoices received and send them electronically to the Finance Officer in small regular batches. 2. The Finance Officer will input them into the accountancy system and the Unity Bank system and send an electronic copy of the invoices to two bank account signatories. 3. The signatories will authorise payment on the Unity Bank system. 	<p>All in place</p> <p>To be reinstated</p> <p>In place</p>	<p>Financial Regulations adopted September 2018 and reviewed annually cover all these risks.</p> <p>Signatories</p> <p>Lapsed during lockdown</p>

	<p>This will happen as regularly as necessary to ensure invoices are paid on time, but batches are kept to a manageable size.</p>		
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Risk	Control	Status	Action
	<p>2.b.2. Payments approved retrospectively by council meeting –invoices checked against onscreen amount at point of approval by signatory.</p> <p>2.b.3. Annual Review of effectiveness of internal audit and system of internal control</p> <p>Professional internal auditor appointed.</p>	In place	Council auditors to be appointed ??
2.c. Non compliance with legislation on employer/ee liability.	2.c.1. Insurance is in place for the clerk.	In place	Insurance cover reviewed March 2023.
2.d. Non compliance with HM Revenue & Customs.	2.d.1. Regular returns to HM Revenue and Customs on advice of Batchelor Coop	In place	Monthly payroll runs carried out by Batchelor Coop and monthly payments made to HMRC.
2.e. Non compliance with Revenue & Customs regulations.	<p>2.e.1. VAT - returns made annually at the end of financial year.</p> <p>Professional advice sought to address issues raised by operational changes within the organisation</p>	In place	Annual VAT returns completed from financial information system
2.f. Inadequate budgetary control. Significant over/under spend.	2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	Quarterly reports presented to Town Council
2.g. Non compliance with borrowing regulations	2.g.1. Procedures for dealing with, and monitoring of, loans received	In place	PWLB loan repaid in interest and capital instalments twice yearly
2.h. Inappropriate use of funds granted to the community	<p>2.h.1. Procedures for dealing with, and monitoring of, grants made by the Council:</p> <ul style="list-style-type: none"> - accounts of the organisation and purpose of the grant to be submitted with the request; - for match funding, accounts to be submitted and checked. 	In place	Grants are often made up front unless stipulated by Council. Grant recipients required to complete a monitoring form.

2.i. Inadequate control and/or poor performance/ standards under grants/partnership agreements	2.i.1. Monitoring of partnership standards and/or performance.	Not applicable	Currently no partnership agreements are in place.
	2.i.2. Recording in the Minutes the precise powers under which grants are made	In place	To be recorded in minutes and website summary report

Risk	Control	Status	Action
	2.i.3. Developing systems of performance measurement	In place	No partnership agreements in place at the present time
<p>2.j. Damage/injury to third party property or individuals</p> <p>Claims made on Council's insurance policy</p>	<p>2.j.1. Public Liability insurance cover is in place. Public areas visually inspected periodically. In addition twice yearly safety inspections and risk assessments are done. Facilities Officer ensures works are carried out to highest H&S standards</p>	In place	<p>Insurance cover reviewed in March 2023. Annual and regular inspections too be carried out. See also 1.b.2</p>
	2.j.2. Annual review of land maintenance contracts	n/a	Culmer's amenity land lease expires 2033
	2.j.3. Verification of insurance cover of service suppliers when contract given.	In place	All contractors to provide evidence of public liability insurance.
2.k. Non compliance with 'Employer Liability' requirements. New Councillors unaware of obligations as an employer	2.k.1. Compliance with employment laws - employer liability insurance held 2.k.2 Training session to be held to explain council's responsibilities	In place To be arranged	Insurance cover reviewed March 2022. Next review March 2023
	2.k.2. Compliance with Disability and Discrimination Act	Communal areas comply with the Act as far as is practicable	
3. Compliance with Legal Requirements			
3.a. Parish Council business or activity not within appropriate legal powers.	3.a.1 Activities checked by the Clerk when setting the agenda for meetings.	All in place	General Power of Competence reinstated at Council meeting of June 26 2023
	3.a.2. Powers under which activities to be carried out will be stated on the agenda.		
	3.a.3. Precise legal powers recorded in the Minutes and also in the notes for the Internal Auditor.		

	3.a.4. Clerk to clarify the legal position for any new proposal.		
	3.a.5. Legal advice sought if necessary.		
	3.a.6. Section 137 payments listed separately in the Receipts and Payments book and recorded in the Minutes.		
3.b. Non compliance with relevant legislation.	3.b.1. The Council's acknowledgement of Acts to be recorded in the minutes and documented. (Relevant Acts - Race Relations Act, Freedom of Information Act, and Disability Discrimination Act.)	Needs renewing	The Council has adopted the Freedom of Information Act (January 2019) and is fully compliant with the requirements of the Act including its publication scheme. Information is published on the Council's web site and is available from the Clerk. The Council has registered with the ICO
Risk	Control	Status	Action
	3.c.1. Documented Procedures: - council's publication scheme, in compliance with Freedom of Information Act, on website	In place	Notice of agendas and agendas are displayed prior to meetings but notice boards are too small to display 8/9 pages of minutes. They are published on the web site and available in the Parish Office.
3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.	- minutes and agendas displayed on the parish notice boards; and - audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.	In place	Compliance with Accounts and Audit Regulations etc carried out for 2022/2023 Final Accounts
	3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.	In place	
	3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman.	In place	Minute book of council minutes to be paginated and stored separately
3.d. Inadequate reporting of Council business.	3.d.3. Approved, signed copy of minutes filed by the Clerk.	In place	

<p>3.e. Inadequate documentation:</p> <ul style="list-style-type: none"> - loss, damage, incomplete; - no evidence to support decisions; and - no evidence of adequate stewardship or performance of council. 	<p>3.e.1. Safe storage of legal business:</p> <ul style="list-style-type: none"> - old Minutes and Parish Records to be properly and safely archived - deeds and legal documents for all Parish Council owned lands are securely kept. 	<p>In place</p>	<p>All current records are safely and securely stored at Pierremont Hall. Fireproof and waterproof filing cabinet ensures documents secure.</p> <p>Document management policy and archiving policy written and adopted July 2021</p>
	<p>3.e.2. Documented procedures for:</p> <ul style="list-style-type: none"> - receipt/response and handling of documents; - responding to consultations; - dealing with enquiries by the public; and - dealing with complaints by the public. 	<p>In place</p>	<p>Work to be undertaken. Complaints procedure in place and recently reviewed (April 2023)</p>
<p>Risk</p>	<p>Control</p>	<p>Status</p>	<p>Action</p>
<p>3.f. Councillors allowances not made in compliance with legislation.</p>	<p>3.f.1. Register kept of all allowances paid. All allowances paid to be published at the end of the Financial year in the Parish Council Newsletter.</p>	<p>In place</p>	<p>To be displayed on notice boards and web-site along with East Kent Remuneration Panel report for 2016</p>
<p>3.g. Clerk unavailable.</p>	<p>3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.</p>		<p>Short term absence – senior member of staff to stand-in or share services of a neighbouring parish clerk.</p> <p>Long term absence – Use of Locum or share services of a neighbouring parish clerk and advertise the position in local papers and KALC newsletter and web site.</p>
<p>4. Councillor Property</p>			

<p>4.a. Bribery/conflict of interests, inducements or favours from council.</p>	<p>4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received.</p> <p>4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors' interests kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)</p>	<p>All in place</p>	<p>Councillors to be reminded annually about obligations to keep the Register up to date</p>
<p>4.b. Inappropriate action/conduct by Parish Council/Councillors.</p>	<p>4.b.1. Code of Conduct adopted by all council members on appointment.</p>	<p>In place</p>	<p>Code of conduct is out of date and needs review. Awaiting outcome of TDC review</p>
<p>4.c. Inadequate risk management. Poor performance/stewardship by Council.</p>	<p>4.c.1. Risk management procedures in place – this document.</p> <p>4.c.2. This document to be reviewed annually, also as/when any changes to council business/activity are made or other circumstances require it.</p> <p>4.c.3 Detailed risk register to be compiled</p> <p>4.c.4 Annual timetable of risk assessments established</p> <p>4.c.5 Risk Management Strategy document to be written</p>	<p>In place</p> <p>In place</p> <p>Summer 2022</p> <p>In place</p> <p>Summer 2022</p>	<p>This document was reviewed and updated in May 2022. Next review due in May 2023.</p>

Copies of the Risk Management Assessment document are available from the Clerk to the Council:



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 17 July 2023 at 6pm in the Council Chamber, Pierremont Hall

Present: Cllrs J Bright, K Bright (Chairman), M Garner, C Leys, A Munns, J Nicholls,
Town Clerk: Kirsty Holroyd

87. APOLOGIES FOR ABSENCE

Apologies with reason were offered and accepted from Cllrs. C Kemp & G Rusiecki

88. DECLARATIONS OF INTEREST

None

89. MINUTES

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

RESOLVED: That the minutes be signed as a true record by the Chairman.

90. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

Two members of the public were in attendance to listen to the discussion under item 9 and so with members' approval the chairman moved item 9 to this point of the meeting.

91. COMMUNITY BENCH AT ST PETER'S COURT OPEN SPACE

Two members of the public attended and requested the Council consider siting a bench on the land which is very well used and well-kept by local people.

RECOMMENDATION:

i) That Council accepts the proposal and provides the bench

ii) That fully costed options be brought to Council for approval as soon as possible.

The two members of the public left the meeting.

92. ACQUISITION OF GREEN SPACE

i) Members received and considered a report outlining the main considerations with acquiring land.

RESOLVED: Members agreed to note.

ii) Members received and considered the steps involved in acquiring assets.

RESOLVED: Members agreed to note.

Members then discussed alternatives to purchasing land.

RESOLVED:

i) That Cllr Nichols be asked to ascertain the appetite amongst local businesses towards sponsorship of gardeners for Victoria Gardens and Pierremont Park.

ii) That a meeting be arranged with Cllr Albon, the TDC portfolio holder with responsibility for management of green space to ascertain any opportunities for partnership working on the issue.

93. PIERREMONT HALL: PHASE 3

Members received indicative costs and outline of scope of works from a prospective building consultant.

RESOLVED: Members agreed to note.

Members also noted that the initial meeting as agreed at the last meeting (minute 81) had not yet taken place due to everyone's limited availability.

RESOLVED: That in order to speed up the meeting it is only necessary for three out of the four members of the group to attend and the meeting can take place remotely.

94. ISSUES IN ALBION STREET CAR PARK

Members received a verbal report from the Town Clerk who explained that for the third successive month the matter had not moved on despite firm commitment from the Town Council to offer 50% of the estimated repair costs of £9000. Cllr J Bright reported that she had also sought information from key officers at TDC and that she understood a meeting was to take place the following week to discuss the issue.

95. RETORT HOUSE

Members received and discussed an idea to promote Retort House to young people. Cllr Bright wishes to explore an idea to set up an events committee with representatives from each of the secondary schools in Broadstairs and St Peter's and invite them to arrange events which will appeal to teenagers with the aims of increasing activities for young people within the town and getting better use of one of the Council's built assets.

RECOMMENDATION:

i) That Cllr Bright be permitted to start setting up a committee with these aims.

ii) That a budget of £1000 from the Civic Costs budget be allocated to pump prime the proposal with the aim of all events becoming self-funding over time.

96. COMMUNITY BENCH AT ST PETER'S COURT OPEN SPACE

This item had already been discussed under minute 91

The following business was undertaken in accordance of the provision of standing order 3d with a resolution made to exclude the public due to the confidential nature of the business.

97. TENANTS' ISSUES

Members received a verbal report detailing all outstanding issues.

RESOLVED:

i) That invoicing for monthly rents, personal electricity use and car parking spaces be brought back in house.

ii) That a letter be written to the tenant requesting negotiations to state no meeting will take place until the tenant is up to date with all outstanding payments.

Members of the public, had any been present were permitted to re-enter the meeting

98. DATE OF NEXT MEETING

Monday 18 September 2023 at 6pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.15 pm

Signed _____

Date _____

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
325	26/06/2023		Nat West Current Acct		rent - culmers land	CT10 Parochial Charities	Z	1,741.90		1,741.90
326	26/06/2023		Nat West Current Acct		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
188	30/06/2023		Nat West Current Acct		Waste Services	Business Waste Co Uk	S	12.39	2.48	14.87
199	30/06/2023		Unity Trust		unity service charge	Unity Bank	Z	48.00		48.00
327	30/06/2023		Nat West Current Acct		bank charges	NATWEST	Z	9.80		9.80
298	03/07/2023		Unity Trust		expenses - councillor training	Joanne Bright	Z	78.44		78.44
299	03/07/2023		Unity Trust		Grant	Thanet Food Link	Z	2,000.00		2,000.00
307	03/07/2023		Unity Trust		refreshments re councillor mee	The Old Bakehouse	Z	102.00		102.00
304	03/07/2023		Unity Trust		supplies - facilities	Sicc	S	8.33	1.66	9.99
303	03/07/2023		Unity Trust		Training	Sicc	S	35.00	7.00	42.00
300	03/07/2023		Unity Trust		Training	KALC	S	40.00	8.00	48.00
302	03/07/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	44.33	8.87	53.20
301	03/07/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	88.66	17.73	106.39
297	03/07/2023		Unity Trust		grant re coronation	Broadstairs Firework Events	Z	1,939.79		1,939.79
305	03/07/2023		Unity Trust		grant re dickens house	Thanet District Council	S	5,000.00	1,000.00	6,000.00
308	03/07/2023		Unity Trust		security	Marc One Security	S	2,130.00	426.00	2,556.00
309	03/07/2023		Unity Trust		security	Marc One Security	S	630.00	126.00	756.00
324	03/07/2023		Unity Trust		engraving	Ramsgate Trophies	Z	26.00		26.00
318	03/07/2023		Unity Trust		Grant	Broadstairs Town Team	Z	290.00		290.00
319	03/07/2023		Unity Trust		Grant	Broadstairs Town Team	Z	250.00		250.00
316	03/07/2023		Unity Trust		Grant	Bromstone Primary School	Z	300.00		300.00
323	03/07/2023		Unity Trust		expenses	Abigail Barton	Z	13.80		13.80
320	03/07/2023		Unity Trust		Fee	Boys & Maughan	S	413.00	82.60	495.60
315	03/07/2023		Unity Trust		laundry	Star Laundry	Z	82.50		82.50
306	03/07/2023		Unity Trust		Works	Westgate Security & Electric	S	104.54	20.91	125.45
310	03/07/2023		Unity Trust		Works	Westgate Security & Electric	S	70.00	14.00	84.00
317	03/07/2023		Unity Trust		Grant	Bradstow Court	Z	300.00		300.00
313	03/07/2023		Unity Trust		Works	Safety & Management Soluti	S	100.00	20.00	120.00
314	03/07/2023		Unity Trust		Works	Safety & Management Soluti	Z	472.50	22.00	494.50
311	03/07/2023		Unity Trust		defibrillators	Hopkins	S	147.50	94.50	242.00
321	03/07/2023		Unity Trust		Fee	Boys & Maughan	S	147.50	29.50	177.00
322	03/07/2023		Unity Trust		Fee	Boys & Maughan	S	690.50	138.10	828.60

Attach 11

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
350	03/07/2023		Nat West Current Accr		Electricity	Edf	S	83.33	16.67	100.00
349	05/07/2023		Nat West Current Accr		refund - overpayment	KALC	S	-65.37	-13.07	-78.44
334	07/07/2023		Nat West Current Accr		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
345	07/07/2023		Unity Trust		broadstairs in bloom	YOUNG'S NURSERIES	S	4,583.23	916.65	5,499.88
342	07/07/2023		Unity Trust		Stationery	VIKING DIRECT	S	41.27	8.25	49.52
344	07/07/2023		Unity Trust		email hosting	Vision Ict Ltd	S	442.00	88.40	530.40
330	07/07/2023		Unity Trust		Water	Business Stream	E	204.15		204.15
335	07/07/2023		Unity Trust		Grant	Broadstairs Food Festival Cic	Z	4,500.00		4,500.00
346	07/07/2023		Unity Trust		expenses	Kirsty Holroyd	Z	53.98		53.98
338	07/07/2023		Unity Trust		Training	KALC	S	50.00	10.00	60.00
340	07/07/2023		Unity Trust		Works	Heightsafe Systems Ltd	S	230.00	46.00	276.00
341	07/07/2023		Unity Trust		Works	Clear Flow Drainage	Z	50.00		50.00
331	07/07/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	10.00	2.00	12.00
332	07/07/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	12.50	2.50	15.00
333	07/07/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	30.00	6.00	36.00
336	07/07/2023		Unity Trust		Fee	Henderson Setterfield	S	570.53	114.11	684.64
337	07/07/2023		Unity Trust		Fee	Henderson Setterfield	S	570.53	114.11	684.64
343	07/07/2023		Unity Trust		Fee	PS Tax	S	1,800.00	360.00	2,160.00
339	07/07/2023		Unity Trust		Electricity	Valda Energy	L	446.44	22.32	468.76
347	10/07/2023		Unity Trust		bandstand concert	BETTESHANGER BAND	Z	375.00		375.00
312	10/07/2023		Unity Trust		bandstand concert	D. Larkin Smith (Nylon Tiger)	Z	400.00		400.00
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	268.00		268.00
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	347.75		347.75
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	34.44		34.44
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	2.00		2.00
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	92.56		92.56
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	88.29		88.29
351	13/07/2023		Unity Trust		Corporate credit card	Lloyds commercial cards	Z	3.00		3.00
361	14/07/2023		Unity Trust		beach patrols	Marc One Security	S	1,605.00	321.00	1,926.00
358	14/07/2023		Nat West Current Accr		telephones/wifi	Venture Telecoms Ltd	S	107.24	21.45	128.69
362	14/07/2023		Unity Trust		landscape gardeners	Boxgreen Landscapes Ltd	S	123.00	24.60	147.60
363	14/07/2023		Unity Trust		Grant	Broadstairs Fireworks Events	Z	600.00		600.00
357	14/07/2023		Nat West Current Accr		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
359	14/07/2023		Nat West Current Accr		telephones/wifi	Venture Telecoms Ltd	S	257.01	51.40	308.41
360	14/07/2023		Nat West Current Accr		telephones/wifi	Venture Telecoms Ltd	S	257.01	51.40	308.41

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
364	14/07/2023		Unity Trust		Supplies	Screwfix	S	6.49	1.30	7.79
368	14/07/2023		Unity Trust		deposit for works	Broadstairs Metal Craft	Z	500.00		500.00
362	14/07/2023		Unity Trust		landscape gardeners	Boxgreen Landscapes Ltd	S	812.08	162.42	974.50
353	14/07/2023		Unity Trust		Electricity	Edf	S	681.17	136.24	817.41
354	14/07/2023		Nat West Current Acct		Fee	Barclaycard	S	4.80	0.96	5.76
355	14/07/2023		Nat West Current Acct		Fee	Barclaycard	S	1.07	0.22	1.29
356	14/07/2023		Nat West Current Acct		Fee	Barclaycard	S	9.17	1.84	11.01
352	14/07/2023		Nat West Current Acct		mobile phones	02	S	189.63	37.93	227.56
366	14/07/2023		Unity Trust		Works	On Tap Plumbing	S	155.00	31.00	186.00
365	14/07/2023		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
367	14/07/2023		Unity Trust		transport of Stage Coach	MKR	S	291.67	58.33	350.00
369	17/07/2023		Unity Trust		Electricity	SSE Scottish Hydro	S	674.18	134.84	809.02
Total								39,009.89	4,793.18	43,803.07

Attach 12

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
110 Events -Bar	26/06/2023		Nat West Current Accr		bar sales	Bar Sales	S	30.76	6.15	36.91
104 Events Room Hire	27/06/2023		Unity Trust		Hall hire	Yoga	S	54.00	10.80	64.80
104 Events Room Hire	27/06/2023		Unity Trust		Hall hire	Yoga	S	54.00	10.80	64.80
104 Events Room Hire	27/06/2023		Unity Trust		Hall hire	Yoga	S	54.00	10.80	64.80
104 Events Room Hire	27/06/2023		Unity Trust		Hall hire	Yoga	S	54.00	10.80	64.80
105 Bank Interest	27/06/2023		Unity Trust		Grant	KALC	Z	2,000.00		2,000.00
111 Events Room Hire	27/06/2023		Nat West Current Accr		Hall hire	Diabetes UK	S	360.00	72.00	432.00
111 Events Room Hire	27/06/2023		Nat West Current Accr		Hall hire	Diabetes UK	S	25.00	5.00	30.00
111 Events Room Hire	27/06/2023		Nat West Current Accr		Hall hire	Diabetes UK	S	5.00	1.00	6.00
111 Events Room Hire	27/06/2023		Nat West Current Accr		Hall hire	Diabetes UK	S	25.00	5.00	30.00
92 Events Room Hire	29/06/2023		Unity Trust		Room Hire	Rebecca	S	686.67	137.33	824.00
106 VAT Refund	30/06/2023		Unity Trust		VAT reclaim	HM Revenue & Customs	R	3,465.14		3,465.14
107 Retort House Bookings	30/06/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00
107 Retort House Bookings	30/06/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00
109 Bank Interest	30/06/2023		Nat West Business Re		Interest	NATWEST	Z	385.26		385.26
107 Retort House Bookings	30/06/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00
107 Retort House Bookings	30/06/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00
107 Retort House Bookings	30/06/2023		Unity Trust		Hall hire	Chris	S	20.00	4.00	24.00
108 Events -Bar	03/07/2023		Unity Trust		Hall hire	Natalia	S	125.00	25.00	150.00
108 Events - Equipment	03/07/2023		Unity Trust		Hall hire	Natalia	S	20.83	4.17	25.00
108 Events - Equipment	03/07/2023		Unity Trust		Hall hire	Natalia	S	50.00	10.00	60.00
108 Events - Equipment	03/07/2023		Unity Trust		Hall hire	Natalia	S	33.33	6.67	40.00
108 Events Room Hire	03/07/2023		Unity Trust		Hall hire	Natalia	S	333.33	66.67	400.00
114 Events Room Hire	03/07/2023		Unity Trust		Hall hire	Catherine	E	108.75		108.75
117 Sundry Income	05/07/2023		Nat West Current Accr		compensation re vandalism	HMCTS	Z	11.43		11.43
118 Sundry Income	05/07/2023		Nat West Current Accr		compensation re vandalism	HMCTS	Z	2.14		2.14
112 Events Room Hire	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	112.50	22.50	135.00
112 Events Room Hire	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	112.50	22.50	135.00
112 Events Room Hire	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	112.50	22.50	135.00
113 Retort House Bookings	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	60.00	12.00	72.00
113 Retort House Bookings	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	60.00	12.00	72.00
113 Retort House Bookings	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	60.00	12.00	72.00
113 Retort House Bookings	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	60.00	12.00	72.00
113 Retort House Bookings	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	60.00	12.00	72.00

BROADSTAIRS & ST PETER'S TOWN COUNCIL RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
113 Retort House Bookings	07/07/2023		Unity Trust		Hall hire	Kent School Of English	S	60.00	12.00	72.00
116 Tenants' rent	11/07/2023		Nat West Current Acc		Rent	Live Financial Planning	S	601.00	120.20	721.20
115 Tenants' rent	11/07/2023		Nat West Current Acc		Rent	St. James's Place Wealth Mar	S	590.00	118.00	708.00
119 Events Room Hire - Deposit	12/07/2023		Unity Trust		Hall hire	Bronte	S	83.33	16.67	100.00
121 Tenants' rent	12/07/2023		Nat West Current Acc		Rent	Venture Telecoms Ltd	S	803.33	160.67	964.00
123 Tenants' parking	12/07/2023		Nat West Current Acc		parking space	Venture Telecoms Ltd	S	1,250.00	250.00	1,500.00
122 Pierremont service charges	12/07/2023		Nat West Current Acc		Electricity Charge	Venture Telecoms Ltd	S	1,562.02	312.41	1,874.43
120 EVCP	12/07/2023		Nat West Current Acc		ev charge income	Lancaster Holdings	S	28.67	5.73	34.40
126 Electricity	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	S	354.32	70.86	425.18
125 Pierremont service charges	12/07/2023		Unity Trust		Service charge re MMP 2022/2	Henderson Setterfield	Z	3,037.98		3,037.98
126 Tenants' rent	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	S	571.56	114.31	685.87
126 Tenants' rent	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	Z	520.42		520.42
126 Tenants' rent	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	Z		104.08	104.08
126 Tenants' rent	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	S	520.42	104.08	624.50
126 Tenants' rent	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	S	571.56	114.31	685.87
126 Tenants' parking	12/07/2023		Unity Trust		rent/electricity	Henderson Setterfield	S	500.00	100.00	600.00
124 Events Room Hire	14/07/2023		Unity Trust		Refund	Nikola	S	-45.83	-9.17	-55.00
Total								16,164.78	5,588.98	21,753.76

BROADSTAIRS & ST PETER'S TOWN COUNCIL
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 30/06/2023)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs			0.00 (N/A)	105,300.00	28,864.72	76,435.28 (72%)	76,435.28
Amenities	10,600.00		-10,600.00 (-100%)	39,500.00	2,074.10	37,425.90 (94%)	26,825.90
Civic Costs			0.00 (N/A)	17,000.00		17,000.00 (100%)	17,000.00
Community			0.00 (N/A)	35,000.00	2,695.27	32,304.73 (92%)	32,304.73
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Events		1,135.75	1,135.75 (113575)	58,000.00	16,002.39	41,997.61 (72%)	43,133.36
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)	60,000.00	61,500.00	-1,500.00 (-2%)	-1,500.00
Income	741,284.00	371,417.22	-369,866.78 (-49%)			0.00 (N/A)	-369,866.78
Open Spaces	1,200.00	360.00	-840.00 (-70%)	69,750.00	5,657.72	64,092.28 (91%)	63,252.28
Pierremont Annual Maintenance		-397.33	-397.33 (-39733)		15,209.92	-15,209.92 (-15209)	-15,607.25
Pierremont Events	40,000.00	7,842.58	-32,157.42 (-80%)	2,500.00	1,958.41	541.59 (21%)	-31,615.83
Pierremont Hall	78,817.29	21,044.53	-57,772.76 (-73%)	143,500.00	13,227.76	130,272.24 (90%)	72,499.48
PWLB Loan			0.00 (N/A)	35,824.00		35,824.00 (100%)	35,824.00
Retort House	35,000.00	4,997.59	-30,002.41 (-85%)	40,500.00	2,428.41	38,071.59 (94%)	8,069.18
Staff Costs			0.00 (N/A)	261,700.00	66,615.51	195,084.49 (74%)	195,084.49
YE Adjustments			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	906,901.29	406,400.34	-500,500.95 (-55%)	868,574.00	216,234.21	652,339.79 (75%)	151,838.84

Total for ALL Cost Centres	406,400.34	216,234.21
V.A.T.	41,269.02	13,919.54
GROSS TOTAL	447,669.36	230,153.75

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Prepared by: V Jones
Name and Role (Clerk/RFO etc)

Date: 30/6/23

Approved by: Kirsty Howard
Name and Role (RFO/Chair of Finance etc)

Date: 30/6/23

	Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023		1,006,827.14
	ADD Receipts 01/04/2023 - 30/06/2023		447,669.36
			1,454,496.50
	SUBTRACT Payments 01/04/2023 - 30/06/2023		230,153.75
A	Cash in Hand 30/06/2023 (per Cash Book)		1,224,342.75
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2023	33.86
	Unity Trust	30/06/2023	507,285.60
	Nat West Business Reserve	30/06/2023	394,581.27
	Nat West Current Account	30/06/2023	25,000.00
	Nationwide Instant Saver	30/06/2023	304,001.80
			1,230,902.53
	Less unrepresented payments		6,460.45
			1,224,442.08
	Plus unrepresented receipts		-99.33
B	Adjusted Bank Balance		1,224,342.75
	A = B Checks out OK		

Terms of reference: Schools liaison councillor

Purpose and Aim

The new Town Council is engaging with local groups and organisations to find out how people would like their town to be better run in terms of Cleaner Safer, Kinder.

In order to engage better with schools in Broadstairs and St Peter's, the Town Council has appointed a schools liaison councillor, Cllr Joanne Bright (minute 217).

Is this a post which is annually appointed as with other posts? Or is Cllr Bright the Schools Liaison officer for the duration of the term of office?

Roles and responsibilities

Cllr Joanne Bright has delegated powers to make contact with any of the local schools, introduce herself and engage with the staff their to identify ways in which the young people can express their ideas and opinions to the Town Council.

Scope and functions

One of Cllr Bright's first proposals is to bring small groups of students into the Council Chamber at Pierremont Hall to see how Council decisions are made.

Other initiatives may follow on form this or may be suggested by other members of the Council.

Decision making

Cllr Bright does not have any decision-making powers and will bring all new proposals to Council for consideration and approval.

Safeguarding

Cllr Bright will undergo a basic DBS check as part of the Council's commitment to best practice and will heed current safeguarding advice. She will not be required to work with children and young people on a one-to-one basis.

Spending/budget

No budget has currently been made available for the costs of running this project.

Available Resources

The Senior Administrative Assistant will provide limited clerical support as required. Office materials and resources are available for Cllr Bright's use in conjunction with this project.

Risks and restraints.

The Town Clerk will devise a risk assessment

Success factors, evaluation, outcomes, outputs

To be considered by Council

DRAFT

Revised August 2014

PREDETERMINATION

Introduction

1. Decisions made by local authorities and other public bodies which are based on bias or predetermination have always been open to legal challenge by judicial review. There is useful caselaw which gives guidance on how decision-makers such as councillors should avoid bias and predetermination (see paragraphs 11-12 below).
2. Being predetermined is different from having a disclosable interest. Issues of conduct may occur alongside those of predetermination but, equally, the two issues may occur entirely separately. For example being determined to oppose building next to your own house may be both ; being opposed to building at the other end of the village may be predetermination but may not be a disclosable interest.

Section 25 of the Localism Act 2011

3. S.25 of the Localism Act 2011 ("the 2011 Act") is intended to deal with challenges to the validity of decisions taken by parish councils (or in Wales a community council) because a member or co-opted member is alleged to have had a closed mind when voting. The full text of s.25 is in the Appendix to this LTN.
4. A 'co-opted member' of a relevant authority is defined as a person who is not a member of the authority but who (a) is a member of any committee or sub-committee of the authority, or (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who entitled to vote on any question which falls to be decided at any meeting of the committee or sub-committee.

5. 'Relevant authorities' includes all principal authorities in England and Wales, parish councils in England, community councils in Wales, National Park Authorities and the Broads Authority.

Purpose and objectives of section 25 of the 2011 Act

6. By introducing s.25, the Government has not attempted to change caselaw in respect of predetermination and bias but it has attempted to clarify it.
7. The explanatory notes to the 2011 Act in relation to s.25 say that it 'clarifies how the common law concept of "predetermination" applies to councillors in England and Wales'.
8. 'Predetermination occurs where someone has a closed mind, with the effect that they are unable to apply their judgment fully and properly to an issue requiring a decision. Decisions made by members and co-opted members of relevant authorities later judged to have predetermined views have been quashed. [I]f members or co-opted members have given a view on an issue, this does not show that they have closed minds on that issue. If they have campaigned on an issue or made public statements about their approach to an item of council business, they will be able to participate in discussion of that issue in the council and to vote on it if it arises in an item of council business requiring a decision.'
9. S.25 provides that a member or co-opted member is not to be taken to have had a closed mind 'just because' they 'had previously done anything that directly or indirectly indicated what view he/she took, or would or might take, in relation to a decision'.
10. It must be remembered that predetermination is different from pre-disposition. There are no restrictions on a member or co-opted member holding a provisional view on an issue (pre-disposition) but there is a problem if he/she acts with a closed mind on a subject (predetermination).

The courts

11. In a number of cases including R. (on the application of Island Farm Development Ltd) v Bridgend CBC (2006) and the Court of Appeal decision in

R. (on the application of Lewis) v Redcar and Cleveland BC (2008) the courts have already gone a long way in recognising that councillors need to be councillors and that not all that they think or say beforehand is necessarily what they do at the point of decision making - they may be swayed by argument at the meeting.

12. In *National Assembly for Wales v Condron and another* [2006] the court recognised that there is a two stage test for predetermination. First the behaviour complained of has to be relevant to the issue. Second the situation has to be one where a notional fair-minded and well-informed observer, looking objectively at all circumstances, would consider that there is a real risk that the decision maker has refused even to consider a relevant argument or would refuse to consider a new argument.
13. In both the courts and the 2011 Act there is a presumption against predetermination by local decision makers. This is to enable democracy to work in the way it has developed.
14. But the presumption that there is no closed mind can be rebutted. In a situation where a member said something like "over my dead body" in respect of voting a particular way on an issue, the 2011 Act does not change the legal position that if the member could be shown to have approached a decision with a closed mind, that could affect the validity of the decision. In other words it is for a complainant to prove that a closed mind existed in a particular case rather than for one to be assumed by any set of circumstances.
15. So, if a member had expressed views on a particular issue but when taking the decision they had approached this with an open mind and taken account of all the relevant information, they will not have predetermined the issue.
16. However, the more extreme the view expressed by a councilor, the more difficult in practice it will be to be able to get away from the impression that they would approach the decision with a closed mind.

Examples where there is no predetermination

- a) A councillor who stated that he was against any further development in the community. Subsequently voting against a planning application does not show predetermination.

- b) A parish councillor is also a councillor on the local planning authority. He would not have predetermined his view on a planning application to be decided by the principal authority just because the parish council had already considered and he had voted for or against that planning application. The important issue is that the councillor must be prepared to reconsider the planning application at principal authority level in the light of the material information and considerations presented there.
- c) A councillor who helped a resident to object to a new play area. She would not have predetermined the issue if she subsequently voted against a motion to have the play area just because of helping the resident.
- d) A councillor's pre-election campaign included opposing a proposed incinerator. After he was elected, he voted to end the negotiations to sell local council land for development of an incineration plant. There is no presumption that the councillor has predetermined his decision because of his election campaign statements.
- e) A councillor's political group on a community council has a planning policy which supports housing development in the area. The councillor votes to support a new affordable housing development in the area. The policy in itself is not evidence of the councillor's closed mind about the affordable housing scheme. When voting on a decision to support a particular planning application, the councillor would have to have regard to considerations which are specific to the application even though because of his political group's planning policy he might be predisposed to be in favour of it.

Summary

- 17. In all the above examples, a council's decision will be safe from a successful legal challenge if the councillors' approach is objective and fair and they consider all the relevant and material issues.
- 18. If there is evidence of predetermination by one or more councillors then the council decision could be subject to a successful Judicial Review. The decision could be quashed and the council would have to reconsider and re-make the decision without the predetermination.

19. In practice many of such challenges come from individuals or companies that have had planning applications adversely commented upon or refused.

Other relevant Legal Topic Notes (LTNs):

LTN	Title	Relevance
5	Parish, Town and Community Council Meetings	Sets out the relevant principles in respect of decision making
7	Non-Councillor Members of Committees	Sets out the relevant principles in respect of decision making.
15	Legal Proceedings	sets out judicial review proceedings

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Appendix

LOCALISM ACT 2011

Section 25

(1) Subsection (2) applies if—

(a) as a result of an allegation of bias or predetermination, or otherwise, there is an issue about the validity of a decision of a relevant authority, and

(b) it is relevant to that issue whether the decision-maker, or any of the decision-makers, had or appeared to have had a closed mind (to any extent) when making the decision.

(2) A decision-maker is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because—

(a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and

(b) the matter was relevant to the decision.

(3) Subsection (2) applies in relation to a decision-maker only if that decision-maker—

(a) is a member (whether elected or not) of the relevant authority, or

(b) is a co-opted member of that authority.

(4) In this section—

“co-opted member”, in relation to a relevant authority, means a person who is not a member of the authority but who—

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question which falls to be decided at any meeting of the committee or sub-committee;

“decision”, in relation to a relevant authority, means a decision made in discharging functions of the authority, functions of the authority's executive, functions of a committee of the authority or functions of an officer of the authority (including decisions made in the discharge of any of those functions otherwise than by the person to whom the function was originally given);

“elected mayor” has the meaning given by section 9H or 39 of the Local Government Act 2000;

“member”—

(a) in relation to the Greater London Authority, means the Mayor of London or a London Assembly member, and

(b) in relation to a county council, district council, county borough council or London borough council, includes an elected mayor of the council;

“relevant authority” means—

(a) a county council,

(b) a district council,

(c) a county borough council,

(d) a London borough council,

(e) the Common Council of the City of London,

(f) the Greater London Authority,

(g) a National Park authority,

(h) the Broads Authority,


(i) the Council of the Isles of Scilly,

(j) a parish council, or

(k) a community council.

(5) This section applies only to decisions made after this section comes into force, but the reference in subsection (2)(a) to anything previously done includes things done before this section comes into force.

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 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	Transparency Policy
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 25th March 2019 Reviewed: May 2023 Approved: TBC</p>

1. Introduction

The Local Government Transparency Code 2015 came into effect on 1 April 2015¹.

Broadstairs & St. Peter's Town Council will utilise this code as the primary basis for its transparency policy. However, the code will also be used in conjunction with other Acts and Frameworks which have a requirement for public sector information to be released and accessed.

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012). Including the requirements for a publication scheme.
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local council's accounting records and supporting documentation, and to make copies of them.
- Data Protection Act 2018

Broadstairs & St. Peter's Town Council meets the definition of a local authority covered by the requirements of the code, defined as 'a parish council which has gross annual income or expenditure (whichever is higher) exceeding £200,000¹'.

The code requires local authorities in England to publish the following information quarterly:

- Expenditure Exceeding £500
- Procurement Information
- Government Procurement Card transactions - (not applicable to BSPTC as the Town Council does not have a Government Procurement Card.)

Additionally, local authorities are required to publish certain information annually:

- Land and buildings owned by the Local Council
- Grants to voluntary, community and social enterprise organisations
- Grants Policy
- Social housing assets
- Organisational Chart

¹The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

- Salaries above £50,000
- Pay Multiple²
- Trade union facility time
- Parking account
- Parking spaces
- Fraud

2. Annual Transparency Statement and Quarterly Transparency Report

Broadstairs & St. Peter's Town Council will make transparency information available on its website via a dedicated webpage. This will include quarterly reports and an Annual Transparency Statement based on the report sheets at the end of this policy.

The quarterly reports will be based on the Local Council financial year, 1st April -31st March, with report publishing dates as follows:

Publication Date	Period covered by report
1 st April	1 st January-31 st March
1 st July	1 st April- 30 th June
1 st October	1 st July- 30 th September
2nd January	1 st October-31 st December

The Annual Transparency statement will cover the preceding financial year and be reported to the next Finance and General Purposes Committee held in May or June. The report will be published on the website shortly after this date.

3. Publication Scheme

In addition to the requirements of the Transparency Code, the Town Council will make other information available to the public, set out in the Town Council's Publication Scheme. The publication scheme can be found in the Broadstairs & St. Peter's Freedom of Information Policy and Schedule 2019.

4. Precept and Budget

The Town Council will publish its precept and budget heading spend through Thanet District Council as the billing authority who collects the precept element of the Council Tax

Figures will be set out against the following headings:

- Staffing & Administration
- Civic & Election
- Events & Promotion
- Other (incl. s137 expenditure)

² The pay multiple, which is defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce.

- Transferred to/from balances
- Income
- Total Precept

Please refer to the Thanet District Council Tax webpage for more information:
<https://www.thanet.gov.uk/info-pages/parish-town-council-precepts/>

5. Annual Accounts and Audit:

The Town Council will publish its accounts annually in accordance with sections 25 and 26 of the Local Audit and Accountability Act 2014, which provides rights for persons to inspect a local council's accounting records and supporting documentation, and to make copies of them.

Documents relating to the Annual Governance & Accountability Return for Broadstairs & St. Peter's Town Council will be uploaded to the Town Council website annually.



Broadstairs & St. Peter's Quarterly Transparency Report

Time period covered by the report: _____

List of expenditure exceeding £500:

Item

List of formal Tenders undertaken in accordance with the Town Council Financial Regulations:

Item/service	Dates of formal tender on Contract Finder	Date public notice/advert was placed in local newspaper

Items and services purchased that required three quotes in accordance with the Financial Regulations

Item	Were 3 quotes obtained? Y/N	If no, provide explanation

Signed: _____

Responsible Financial Officer



Broadstairs & St. Peter's Annual Transparency Statement

Time period covered by the statement: _____

Assets:

List of land and buildings owned by Broadstairs & St. Peter's Town Council

Does the Town Council own any social housing assets? Y/N

How many parking spaces did the Town Council have available for hire in the statement period?

How much money has been earned from parking in this statement period?

Grants:

Total amount of grants awarded to community groups and organisations in the statement period: £

Total amount of event grants awarded in statement period: £

Link to grant policy:

Staffing and Salaries:

Does the Town Council pay any salaries above £50,000 per year? Y/N

Organisational chart of the Town Council: *(diagram of organisational chart of the Town Council)*

Are any staff members, members of a trade union? Y/N

Please set out the Pay Multiple of the Town Council: £

Fraud:

Has the Town Council been investigated or fined over any fraudulent activity in the statement period? Y/N

Signed: _____

Responsible Financial Officer

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	GDPR Data Protection Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 26th March 2018 Reviewed: May 2023 Approved: TBC

1. Introduction

1.1 Broadstairs & St. Peter's Town Council (BSPTC) is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all legal obligations.

1.2 BSPTC holds personal data about our employees, clients, suppliers and other individuals for a variety of business purposes.

1.3 This policy sets out how BSPTC will seek to protect personal data and ensure that staff and Councillors understand the rules governing their use of the personal data to which they have access in the course of their work.

2. Scope

2.1 This policy applies to all Councillors and staff of Broadstairs & St. Peter's Town Council.

2.2 This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

3. Who is responsible for this policy?

3.1 The Town Clerk with the support of the data protection officer (DPO) will have overall responsibility for the day-to-day implementation of this policy.

3.2 A DPO will be selected annual and their full details set out in the Town Council minutes.

4. General Data Protection Regulation Principles

Broadstairs & St. Peter's Town Council will comply with the principles of data protection (enumerated in the EU General Data Protection Regulation. The Principles are:

1. Lawful, fair and transparent

Data collection will be fair, for a legal purpose and we will be open and transparent as to how the data will be used.

2. Limited for its purpose

Data can only be collected for a specific purpose.

3. Data minimisation

Any data collected will be necessary and not excessive for its purpose.

4. Accurate

The data we hold will be accurate and kept up to date.

5. Retention

We cannot store data longer than necessary.

6. Integrity and confidentiality

The data we hold will be kept safe and secure.

5. Responsibilities

5.1 BSPTC will undertake the following responsibilities under the GDPR

- Analysing and documenting the type of personal data we hold
- Checking procedures to ensure they cover all the rights of the individual
- Identify the lawful basis for processing data
- Ensuring consent procedures are lawful
- Implementing and reviewing procedures to detect, report and investigate personal data breaches
- Store data in safe and secure ways
- Assess the risk that could be posed to individual rights and freedoms should data be compromised

6. Responsibilities of the Data Protection Officer

6.1 BSPTC will employ a DPO to undertake the following tasks. The DPO will be agreed annually in a meeting of the Finance and General Purposes Committee.

6.2 The DPO will have the following responsibilities:

- Keeping the board updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Arranging data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, board members and other stakeholders
- Responding to individuals such as clients and employees who wish to know which data is being held on them by us
- Checking and approving with third parties that handle the company's data any contracts or agreement regarding data processing

7. Responsibilities of the IT Manager

7.1 The Town Clerk will become the internal 'IT Manager'. It will be the responsibility of the Town Clerk to undertake following:

- Ensure all systems, services, software and equipment meet acceptable security standards
- Check and scan security hardware and software regularly to ensure it is functioning properly
- Research third-party services, such as cloud services the company is considering using to store or process data
- Responsibilities of the Marketing Manager
- Approve data protection statements attached to emails and other marketing copy
- Address data protection queries from clients, target audiences or media outlets
- Coordinate with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy

As BSPTC currently outsources its IT provision and helpdesk to an external provider, the external provider will comply with Section 18 of this policy.

8. Accountability and transparency

8.1 BSPTC will ensure accountability and transparency in all our use of personal data. BSPTC will keep a written record of how all the data processing activities comply with each of the GDPR Principles. This will be kept up to date and will be approved by the DPO annually.

8.2 To comply with data protection laws and the accountability and transparency Principle of GDPR, BSPTC will meet the following data protection obligations:

- Fully implement all appropriate technical and organisational measures
- Maintain up to date and relevant documentation on all processing activities
- Conducting Data Protection Impact Assessments
- Implement measures to ensure privacy by design and default, including:
 - Data minimisation
 - Pseudonymisation
 - Transparency
 - Allowing individuals to monitor processing
 - Creating and improving security and enhanced privacy procedures on an ongoing basis

9. Procedures

9.1 Fair and lawful processing

9.1.1 BSPTC will process personal data fairly and lawfully in accordance with individuals' rights under the first Principle. This means that we will not process personal data unless the individual whose details we are processing has consented to this happening.

9.1.2 If we cannot apply a lawful basis (explained below), our processing does not conform to the first principle and will be unlawful. Data subjects have the right to have any data unlawfully processed erased

9.2 Controlling vs. processing data

9.2.1 Broadstairs & St. Peter's Town Council is classified as a [data controller (and/or) data processor]. We will maintain our appropriate registration with the Information Commissioners Office in order to continue lawfully [controlling (and/or) processing] data.

9.2.2 BSPTC as a data processor, will comply with all contractual obligations and act only on the documented instructions of the data controller. As a data processor, we will:

- Not use a sub-processor without written authorisation of the data controller
- Co-operate fully with the ICO or other supervisory authority
- Ensure the security of the processing
- Keep accurate records of processing activities
- Notify the controller of any personal data breaches

9.3 Lawful basis for processing data

9.3.1 BSPTC will establish a lawful basis for processing data, ensuring that any data we are responsible for managing has a written lawful basis approved by the DPO. At least one of the following conditions will apply whenever we process personal data:

- a) Consent – BSPTC will hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.
- b) Contract- The processing is necessary to fulfil or prepare a contract for the individual.
- c) Legal obligation- We have a legal obligation to process the data (excluding a contract).
- d) Vital interests-Processing the data is necessary to protect a person's life or in a medical situation.
- e) Public function- Processing necessary to carry out a public function, a task of public interest or the function has a clear basis in law.
- f) Legitimate interest- The processing is necessary for our legitimate interests. This condition does not apply if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

9.4 Deciding which condition to rely on

9.4.1 When making an assessment of the lawful basis, BSPTC will first establish that the processing is necessary.

9.4.2 The following factors will be considered:

- Can it reasonably be done in a different way?
- What is the purpose for processing the data?
- Is there a choice as to whether or not to process the data?
- Who does the processing benefit?
- After selecting the lawful basis, is this the same as the lawful basis the data subject would expect?
- What is the impact of the processing on the individual?
- Are you in a position of power over them?
- Are they a vulnerable person?
- Would they be likely to object to the processing?
- Are you able to stop the processing at any time on request, and have you factored in how to do this?

9.4.3 BSPTC will also ensure that individuals whose data is being processed by us are informed of the lawful basis for processing their data, as well as the intended purpose. This should occur via a privacy notice. This applies whether we have collected the data directly from the individual, or from another source.

9.4.4 If you are responsible for making an assessment of the lawful basis and implementing the privacy notice for the processing activity, this will be approved by the DPO.

10. Special categories of personal data

10.1 Previously known as sensitive personal data, this means data about an individual which is more sensitive, so requires more protection. This type of data could create more significant risks to a person's fundamental rights and freedoms, for example by putting them at risk of unlawful discrimination. The special categories include information about an individual's:

- race
- ethnic origin
- politics
- religion
- trade union membership
- genetics
- biometrics (where used for ID purposes)
- health
- sexual orientation

10.2 In most cases where BSPTC process special categories of personal data we will require the data subject's explicit consent to do this unless exceptional circumstances apply or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

10.3 The condition for processing special categories of personal data will comply with the law. BSPTC will not undertake any processing of special categories of data if there is no legal basis to do so.

11. Accuracy and relevance

11.1 BSPTC will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

11.2 Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO.

12. Data, retention, security and storage

12.1 BSPTC will only store data when necessary. BSPTC will undertake the following storage policy:

- All financial data not relevant to current working practices will be shredded and or destroyed after 10 years.
- Documents which contain personal data will be shredded and or destroyed after 5 years, unless the content is paramount to the future running of the business. Personal data is defined as anything that includes names, addresses, email addresses or another personal identification.

12.2 If the content of the data is seen to be relevant to the business and or working practices and needs to be retained, BSPTC will comply with the following data storage practices:

- In cases when data is stored on printed paper, it will be kept in a secure place where unauthorised personnel cannot access it
- Printed data will be shredded when it is no longer needed
- Data stored on a computer will be protected by strong passwords that are changed regularly.
- Data stored on CDs or memory sticks will be encrypted or password protected and locked away securely when not being used
- The DPO will approve any cloud used to store data
- Servers containing personal data will be kept in a secure location, away from general office space
- Data will be regularly backed up in line with the company's backup procedures
- Data will never be saved directly to mobile devices such as laptops, tablets or smartphones
- All servers containing sensitive data will be approved and protected by security software
- All possible technical measures will be put in place to keep data secure

12.3 Broadstairs and St. Peter's Town Council holds an extensive archive of paper documentation. Therefore, it is important that the Town Council has an annual 'house-keeping' event to ensure that only relevant paper copies are kept. This event should be undertaken during the months of January to March each year.

12.4 BSPTC will keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

13. Rights of individuals

Individuals have rights to their data which we will respect and comply with to the best of our ability. BSPTC will ensure individuals can exercise their rights in the following ways:

13.1. Right to be informed

- Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
- Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

13.2. Right of access

- Enabling individuals to access their personal data and supplementary information
- Allowing individuals to be aware of and verify the lawfulness of the processing activities

13.3. Right to rectification

- We will rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete.
- This will be done without delay, and no later than one month. This can be extended to two months with permission from the DPO.

13.4. Right to erasure

- We will delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

13.5. Right to restrict processing

- We will comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We will retain enough data to ensure the right to restriction is respected in the future.

13.6 Right to data portability

- We will provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We will provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.
- Right to object
- We will respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.
- We will respect the right of an individual to object to direct marketing, including profiling.
- We will respect the right of an individual to object to processing their data for scientific and historical research and statistics.
- Rights in relation to automated decision making and profiling
- We will respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

14. Privacy notices

14.1 Privacy notices will be concise, transparent, intelligible and easily accessible and will comply with the requirement of the Information Commissioners Officer ICO.

15. Subject Access Requests and Data portability requests

15.1 BSPTC will provide an individual with a copy of the information they request, free of charge. This will occur within one month of receipt. We endeavour to provide data subjects access to their information in commonly used electronic formats, and where possible, provide direct access to the information through a remote accessed secure system.

15.2 If complying with the request is complex or numerous, the deadline can be extended by two months, but the individual will be informed within one month. You will obtain approval from the DPO before extending the deadline.

15.3 BSPTC can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting. This can only be done with express permission from the DPO.

15.4 Once a subject access request has been made, BSPTC will not change or amend any of the data that has been requested. Doing so is a criminal offence.

16. Right to erasure

16.1 BSPTC will erase any data relating to an individual if the individual requests the Town Council to do so.

17. The right to object

17.1 Individuals have the right to object to their data being used on grounds relating to their particular situation. BSPTC will cease processing unless:

- We have legitimate grounds for processing which override the interests, rights and freedoms of the individual.
- The processing relates to the establishment, exercise or defence of legal claims.

17.2 BSPTC will always inform the individual of their right to object at the first point of communication, i.e. in the privacy notice.

18. Using Third parties

18.1 As a [data controller (and/or) data processor], we will have written contracts in place with any third party [data controllers (and/or) data processors] that we use. The contract will contain specific clauses which set out our and their liabilities, obligations and responsibilities.

18.2 [For controllers] As a data controller, we will only appoint processors who can provide sufficient guarantees under GDPR and that the rights of data subjects will be respected and protected.

18.3 [For processors] As a data processor, we will only act on the documented instructions of a controller. We acknowledge our responsibilities as a data processor under GDPR and we will protect and respect the rights of data subjects.

19. Audits, training, reporting

19.1 Data audits- Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant. You will conduct a regular data audit as defined by the DPO and normal procedures.

19.2 Staff Training- All BSPTC staff will receive adequate training on provisions of data protection law specific for their role.

19.3 Reporting breaches- Any breach of this policy or of data protection laws will be reported as soon as practically possible. This means as soon as you have become aware of a breach. BSPTC has a legal obligation to report any data breaches to the DPO within 72 hours.

20. Monitoring and Review

20.1 The Town Clerk will keep the monitoring of this policy under review and will report any changes required to the Finance & General Purposes Committee.