



Broadstairs & St Peter's Town Council

7 July 2023

To: Cllrs: J Bright, K Bright, R Farooki, M Garner, J Hobson, C Kemp, C Leys, E Orhan, K Pressland, S Roberts

You are summoned to a meeting of the **Finance & General Purposes Committee** to be held on **Monday 10 July 2023 at 7pm in the Council Chamber at Pierremont Hall.**

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.
- 3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**
To approve the minutes of the meeting held on 12 June 2023. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. GRANTS**
 - i) To receive a late application from Tennis Club **Attach 2**
 - ii) To receive the timetable for awarding grants last year and review the application procedure for 2024-5 **Attach 3**
- 6. BUDGETS AND ACCOUNTS**
 - i) To review a summary of Council income and expenditure for Qu 1 2023-24 by cost centre **Attach 4**
 - ii) To receive a report on the Council's PWLB repayments **Attach 5**
 - iii) To receive a report on income forecast as requested at last meeting **Enc 1**
 - iv) To receive the Transparency report for Qu 1 2023-24 **Attach 6**
- 7. PREFERRED CONTRACTOR POLICY**
 - i) To receive a draft policy designed to maximise efficiencies with then the Town Council **Attach 7**
 - ii) To consider adopting the policy and making the necessary amendments to the

financial regulations.

8. INTERNAL AUDITOR'S REPORT

To receive the report and consider accepting and implementing the two suggestions made

Attach 8

9. RISK MANAGEMENT

- i) To receive and discuss the updated document
- ii) To consider recommending it to Council

Attach 9

10. DATE OF THE NEXT MEETING - Monday 11 September 2023 at 7pm in the Council Chamber, Pierremont Hall

Attach!



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 12 June 2023 at 7pm in The Council Chamber, Pierremont Hall

Present: Cllrs J Bright, K Bright, M Garner, J Hobson, C Kemp, C Leys, E Orhan (from 7.03pm) & S Roberts

Town Clerk: Kirsty Holroyd

87. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE 2023-24 CIVIC YEAR

RESOLVED:

- i) That Cllr Garner be appointed chairman of the committee**
- ii) That Cllr K Bright be appointed vice-chairman**

88. APOLOGIES FOR ABSENCE

Apologies with reason from Cllr Pressland were received and accepted.

89. DECLARATIONS OF INTEREST

None received

Cllr Orhan arrived 7.03pm

90. TERMS OF REFERENCE

Members received the existing document and considered amending it in light of new Financial Regulations

RECOMMENDATION:

- i) That the mention of holding online meetings be dropped as this is no longer lawful**
- ii) That Committee Function 1 be amended to Consider and authorise all revenue expenditure between £2000 and £10,000.**
- iii) That Committee Function 2 be amended to Make recommendations to Council for all items over £10,000**
- iv) That Committee Function 3 (Receive and consider recommendations of expenditure from sub-committees) be dropped and that the Leisure and Tourism, Allotments and Land and Environment Sub-committees become committees with authority to approve spending within its budgetary limits.**
- v) That the Neighbourhood Plan Sub-committee remain as such for the present time.**

91. THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY

Members received a copy of the publication and considered the contents.

RESOLVED: Members agreed to note

92. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 24 April 2023.

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

93. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

The Town Clerk wishes to draw members' attention to minute 84 in which the previous committee members had acknowledged the robust practices and procedures which the Council employs. This is to provide reassurance to the new Council when considering the statements in the Annual Governance and Audit Return.

RESOLVED: Members agreed to note.

94. GRANTS

Members received an update on monies claimed and considered allocating the underspend. The Town Clerk reported that she had received an enquiry from a local group who would like to submit a late application for funding.

RESOLVED: That the committee will accept a late application in respect of the £2400 underspend.

95. BUDGETS AND ACCOUNTS

- i) Members received and discussed the Council's budget for 2023-24
RESOLVED: Members agreed to note.
- ii) Members reviewed a summary of Council income and expenditure for 2023-24 by cost centre. The Town Clerk noted the cost code Toilet Extended Opening and reported that TDC would no longer be accepting late closing of the public conveniences. As such this money would not be spent. However she had received a request from Broadstairs Fireworks who had only just learnt of the change of TDC policy and were therefore obliged to supply event toilets for their four summer events including Water Gala for which they had not budgeted.
RESOLVED: Members agreed to offer Broadstairs Fireworks up to £1475 to assist with the provision of event toilets.
- iii) Members received a report on the Council's reserves. It was noted that a significant sum was owed to HMRC and that this figure would be calculated by the consultant over the summer.
RESOLVED: Members agreed to note.

Cllr Orhan left the meeting 8.20pm

- 96. THANET DISTRICT COUNCIL PROMENADE LIGHTING PROJECT**
Cllr K Bright briefed members on the meeting which had taken place with TDC's Deputy Technical Services Manager regarding the proposal and the request for financial support from the Town Council.
RECOMMENDATION: That the Town Council make available a maximum of £50,000 from its Future Asset Refurbishment reserve to support the project on the condition that the specification for the project includes lighting at the warmer end of the spectrum – at least 2700k – and that provision be made for the Town Council's investment to be returned over the ten year period during which TDC anticipate recouping its own costs.
- 97. VAT**
Members received a report from the Town Clerk.
RESOLVED: Members agreed to note and requested a Zoom meeting be set up with the consultant.
- Cllr Kemp left the meeting*
- 98. STATEMENT OF INTERNAL CONTROL**
Members received the updated document which underpins the Council's governance procedures and provides assurance for the completion of the AGAR statements.
RECOMMENDATION: That the document be approved by Council.
- 99. ANNUAL GOVERNANCE STATEMENT**
i) Members received the updated document which underpins the Council's governance procedures and provides assurance for the completion of the AGAR statements.
RECOMMENDATION: That the document be approved by Council
ii) Members considered the appointment of the Independent Internal Auditor for 2023-24
RECOMMENDATION: That David Bucket be asked to act as the Council's IIA for 2023-24 at a cost of £1259 to cover one mid-term and one end of year audit visit.
- 100. DATE OF NEXT MEETING: Monday 10 July 2023 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 9.03pm

Signed _____

Date _____



**APPLICATION FORM
FOR FUNDING FOR GROUPS AND ORGANISATIONS**

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) Please be aware that you will need to complete a grant monitoring and evaluation form once your event or project is finished or complete. See grant criteria for further information.

Your Details

Name of Organisation:

BROADSTAIRS & ST. PETERS LAWN TENNIS CLUB

Grant amount requested:

£2,000

FOR OFFICE USE ONLY

Date form received

1. Contact Name

Copy of Constitution

DAVID ROGER

Grant Approved / Declined

2. Position

MEMBERSHIP SECRETARY

3. Address

4. Telephone

5. email

davidroger195166@gmail.com

6. Website

BROADSTAIRS TENNIS.NET

7. Name & address
OF TREASURER

JOHN STANSFIELD

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8. If your organisation has a management committee, how is it appointed?

If not, how is your organisation's rules?

AT CLUBS AGM BY VOTE OF MEMBERS

ational

CLUBS RULES ARE ENCLOSED

9. What are the aims / objectives of your organisation?

TO PROVIDE THE BEST TENNIS FACILITIES POSSIBLE TO OUR LOCAL COMMUNITY AND VISITORS
TO FACILITATE THESE AIMS WE EMBARKED, IN 2021, ON A PROJECT TO UPGRADE OUR 6 COURTS + FLOODLIGHTING. TOTAL COST ESTIMATED AT £190,000. IN 2021 WE UPGRADED 3 COURTS TO ALL WEATHER ARTIFICIAL CLAY AND INSTALLED NEW FLOODLIGHTING. THIS YEAR, 2021, WE HOPE TO COMPLETE THE WORKS, HAVING RAISED MOST OF THE £80,000 REQUIRED

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

WE OFFER EXPERT TUITION TO JUNIORS FROM 4-18 THROUGHOUT THE YEAR. MANY OF OUR MEMBERS ARE RETIRED AND ENJOY EXERCISING WITH THEIR PEERS AND THE SOCIAL INTERACTION. OFFERING FREE FLOODLIGHTS TO OUR MEMBERS ENABLES THOSE IN WORK PLENTY OF CHANCES TO PLAY. LOCAL SCHOOL TOURNAMENTS ARE HELD AT THE CLUB. WALKING TENNIS IS BEING INTRODUCED THIS YEAR FOR OLDER / HANDICAPPED PLAYERS.

VISITORS TO THE AREA AND NON-MEMBERS CAN RESERVE COURTS ONLINE.
LANGUAGE SCHOOLS ALSO USE US.

11. Approximately how many people benefit from the activities of your organisation?

Members: 300	Non-members: 100	Broadstairs & St. Peter's Residents: 250 250	Visitors: 200
Approximate overall TOTAL: 600			

12. Amount of grant being requested £2000
An amount must be stated

13. For what purpose will the grant be used? Please be specific.
TO CONTRIBUTE TO FUNDING THE REPLACEMENT OF 3 TARMAC COURTS WITH AN ARTIFICIAL CLAY SURFACE.
THIS SURFACE ALLOWS PLAY ON A WET SURFACE AS IT IS NON SLIP, IT DRAINS QUICKLY AND IS LESS HARMFUL ON PLAYERS JOINTS.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? Please be specific.
IT WILL ENABLE US TO GROW THE MEMBERSHIP. FOR EXAMPLE, WHEN WE CONVERTED OUR 1st 3 COURTS TO CLAY JUNIOR MEMBERSHIP INCREASED FROM 17 TO 90+. MEMBERSHIP IS GOOD FOR HEALTH + PHYSICAL WELLBEING. MANY LOCALS COME WITH THEIR FAMILIES AND JOIN IN. GOOD FACILITIES ATTRACT TOURISTS. WE FEEL THAT ADDING QUALITY FACILITIES TO A PROFESSIONAL COACHING PROGRAMME AND A WELCOMING ATTITUDE TO VISITORS MAKES US AN ASSET TO OUR COMMUNITY.

APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

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15. Has your organisation previously received a grant from the Town Council? ~~YES~~ / NO
 If YES, how much during the past financial year and when ?

£

Date(s)

16. How was this money spent?

--

Managing your Event or Project

17. Is anyone else financially contributing to your event? If yes, please give the details below:

(a) Funding secured:

Name of funder:	Amount
K.C.C.	£8,000
K.C.C. MEMBERS GRANT	£2,000

(b) Funding applied for:

Name of funder:	Amount requested:
B. St. P. TOWN COUNCIL	£1,000

(c) Funding being used from Reserves or Fundraising:

Details	Amount
CLUB SINKING FUNDS	£68,000

18. If this would be your only source of funding, please explain why?

N/A

19. ~~REMY~~ RELAYING OF COURTS TAKES PLACE EVERY 12-14 YEARS WE HAVE NOT RECEIVED FUNDING FROM THE TOWN COUNCIL BEFORE

20. Is your organisation VAT registered? If so, please supply your VAT number:

20. NO

21. INSURANCE DETAILS INCLUDED

22. WE DON'T EMPLOY ANYONE. EVERYTHING DONE BY MEMBERS

23. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

3
JOHN STANSFIELD STANSFIELD - DIRECTOR HORNBY WORKS
CARL LAMBERT - LOCAL BUILDER
DAVID ROGER RETIRED

24. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.

JOHN IS A CHARTERED ACCOUNTANT RESPONSIBLE FOR THE PROJECTS FINANCES
CARL IS RESPONSIBLE FOR OVERSEEING THE WORKS
DAVID WAS A DIRECTOR OF THE ROYAL ALBION HOTEL RESPONSIBLE FOR THE

TOTAL REBUILD OF THE PUBLIC MEAS

25. THE CLUB IS AFFILIATED TO THE LTA & KLTA BOTH OF WHOM SUPPORT US PROJECT

FINANCIAL STATEMENT

Please complete the whole statement – both columns Current year and Next year, giving as much detail as space will allow. The form will be returned for completion if you fail to give enough information, which may delay your application.

You should also enclose the most recent set of audited accounts. (See checklist on front page)

INCOME	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i>	EXPENDITURE	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i>
SUBSCRIPTIONS	30,000	32,000	STAFF COSTS	-	-
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	-	-
KCC	8,000	-			
KCC MEMBER	2,000	-			
D. St. P. T.C.	2,000	-			
SPONSORSHIP or DONATIONS <i>Please specify:</i>			PREMISES		
			Rent	4,200	4,200
			Rates EXEMPT		
			Services	1,400	1,600
			Maintenance	2,000	2,000
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
			Telephone/Fax		
			Printing/Stationery	25	25
			Postage		
FEES & CHARGES <i>Please specify:</i>			ADVERTISING		
			INSURANCE	1,900	2,100
OTHER Specify:			VENUE HIRE		
			EQUIPMENT		
			Purchase	2,000	2,000
			Hire		
			NEW COURTS	80,000	-
			OTHER Specify:		
			SUNDRIES SEE A/cs	1,475	2075
TOTAL: £	42,000	32,000	TOTAL: £	93,000	14,000

BANK BALANCES:

Balance at bank at the beginning of last financial year	£ 61,391	BALANCE
+ Add Income during the year	£ 28,438	£ 89,829
- Less Expenditure during the year	£ 11,972	£ 77,857
Balance at the beginning of this financial year	CARRIED FWD	£ 74,117
Reserves / Savings	£	

Failure to complete this declaration could result in a delay to your application.

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: No:

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

NO

I am an Employee: Please record your job title, department and line-manager.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.

SIGNED:

Paul R. Poge

DATE:

31/5/2023

Please return the completed form – together with all appropriate attachments:

The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX

town.clerk@broadstairs.gov.uk



Name Registered Venue: Broadstairs and St Peters LTC

Registration No: KEN022

It is hereby certificated that, by virtue of registration with Lawn Tennis Association, the above detailed registered venue is covered for the following Indemnity as hereinafter defined, whilst participating in the activities of an LTA registered venue. Cover is for UK residents only.

Period of Cover: 1st October 2022 to 30th September 2023

Primary Insurer: Hiscox Insurance Company Ltd

Policy Number: HU PI6 1838055

PUBLIC LIABILITY, PROFESSIONAL INDEMNITY, EMPLOYERS LIABILITY AND DIRECTORS & OFFICERS LIABILITY INSURANCE

Policy Cover	Policy Number	Limit of Indemnity	
Public Liability	HU PI6 1838055	£60,000,000 (£25,000,000)	any one event and any one period for Products/Pollution
Professional Indemnity	HU PI6 1838055	£10,000,000	any one event
Employers Liability	HU PI6 1838055	£10,000,000	any one event
Directors & Officers	HU PI6 69382033	£1,000,000	any one event and any one policy period
Abuse	HU PI6 1838055	£10,000,000	any one event and any period of cover

Cover

Cover is provided for liability for damages and legal costs arising out of Third Party loss, injury or damage, in connection with the activities of an LTA registered venue and notified to the insurers within the period noted above. Cover includes public liability, professional indemnity, liability for damage to leased and rented premises, indemnity to principals and liability arising out of goods sold or supplied including refreshments. The cover is written on a claims made wording, which means that the cover will respond when the claim is made, not when the incident occurred. All incidents that may give rise to a claim in the future should be notified to the insurers through Howden UK Group at the time of incident.

The Public Liability limit of indemnity consists of the following layers of cover:

Hiscox Insurance plc	(Policy Number HU PI6 1838055)	-	£10,000,000
Zurich	(Policy Number KD866892)	-	£10,000,000
AIG Europe Limited	(Policy Number 0024532693)	-	£40,000,000

PLEASE NOTE - If you hire your facilities to a third party, or employ contractors at your premises, you should ensure that they have adequate public liability cover in force. We would recommend a minimum limit of at least £5,000,000, copies of their insurance evidence should be retained for your records.

MULTI SPORTS EXCLUSION:

Cover for the following are specifically excluded:

Cricket (other than if part of a coaching programme), Hockey, Football, Clay Pigeon Shooting, Rugby, Hockey, Martial Arts (Karate, Judo, Kick Boxing, Jujitsu, etc) Rowing, Sailing, Canoeing, Windsurfing, Scuba Diving, Horse Riding and all equestrian sports, Airborne Sports, Rock Climbing/Abselling, Bungee Jumping, Motor Sports, Potholing, Gymnastics

Football and touch/tag rugby, hockey, cricket & rounders are covered if they are organized as part of a tennis coaching session or as a fitness training method for players under the guidance of a licensed coach.

PRINCIPAL EXCLUSIONS:

- Liability arising out of:
 - criminal Acts
 - the ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft.
 - product Guarantee or recall, repair or replacement.
 - in connection with damage to any data.
 - damage to own property.
 - abuse in respect of any individual who actually commits, condones or ignores any abuse or molestation
 - any statement known to be defamatory at the time of publication
 - any liability under contract which is greater than the liability you would have had at law without the contract

Restricted cover applies in respect of legal actions brought in a court of Law within the USA or Canada

The above is intended to be a summary only; full copies of the policy wording are available upon request. For any queries concerning the details above, please contact Howden Insurance Brokers on 0121 698 8003.

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Broadstairs and St Peter's Lawn Tennis Club

Year Ended 30th September 2022

Income and Expenditure Account

	2022	2021	22 +/-(-) 21	Comment	2020	2019	2018	2017
	£	£			£	£	£	£
Income								
Subscriptions	26,145	18,877	7,468	New Adults 16, Juniors 4, B mths 2 LY	10,502	16,969	15,924	19,628
Key Deposit	0	0	0		0	0	0	0
Visitors Fees and Court Hire	944	877	67	Courts (665); Ageless Thamei (240)	172	398	801	559
Visitors Fees and Court Hire - Juniors	0	0	0		0	33	172	95
Floodlight Tokens & Heating	4	30	(26)		25	0	111	218
Handbook Advertisements	0	0	0		0	0	0	0
Bank Interest	46	69	(23)	Interest on £40k @ 0.115%	129	449	134	478
Grants/Donations Received	0	0	0		0	0	0	0
Match Fees	212	112	100		108	162	208	191
Tennis Ball Sales	106	128	(22)		63	91	58	64
Vending Machines	0	0	0		0	0	28	0
Sunday Morning tennis	692	828	365	Increased activity	298	756	682	756
Social Events	197	209	(13)		5	248	227	60
Sundry Income (Note 1)	91	10,876	(10,785)	£10.8k TDC Business Support Grant LY	10,040	113	149	85
Total Income	28,438	31,306	(2,868)		21,334	19,219	17,993	22,133
Expenditure								
Kent LTA Fees	970	970	0		0	910	910	910
Subscriptions to Leagues	254	89	165	Summer & Winter	63	141	224	279
Trophies and Engraving	332	391	(59)		171	506	888	246
Coaching Costs	0	148	(148)	No costs for new coaching	645	1,713	1,337	2,094
Rent	4,200	4,016	184	New lease	3,832	3,832	3,832	3,832
Water	389	161	228	Actual reading	506	516	981	350
Electricity	907	533	374	LED saving (40%) offset by activity	1,618	1,447	811	1,650
Insurance	1,629	1,463	166	New insurer + clay courts insured	1,206	1,165	1,165	1,068
Printing, Postage and Stationery	6	0	6		20	30	0	16
Maintenance/Improvements								
Courts and Nets	0	1,778	(1,778)		358	628	3,240	128
Equipment	0	0	0		0	0	40	0
Clubhouse	1,010	1,162	(152)		675	958	961	1,101
Floodlights	0	0	0		0	672	775	0
Key Cutting/locks	21	79	(58)		0	12	0	15
Social Expenses	0	0	0		0	0	0	0
Vending Machine Supplies	0	0	0		0	0	0	0
Tennis Ball Purchases	388	208	180		146	286	276	358
Open Day	0	0	0		0	120	118	111
Membership Payment Charges	774	533	241	Clubspark driver cant payment fees	273			
Bank Charges	58	0	58					
Sundry Expenses (Note 2)	1,035	1,162	(127)	Defib 1014, 88Q 253, tons board 300 ft	616	1,621	1,315	295
Total Expenditure	11,972	12,692	(720)		10,129	14,537	15,774	12,159
Surplus	16,465	18,614	(2,148)		11,205	4,683	2,219	9,975
Depreciation								
Courts 1,2,3 resurface	0	0	0		0	0	0	0
Courts 1,2,3 refurbishment	0	0	0		0	0	0	0
Courts 1,2,3 artificial clay	4,141	0	4,141		0	0	0	0
Courts 4,5,6 resurface	0	0	0		0	0	0	0
Courts 4,5,6 refurbishment	0	0	0		0	0	0	0
LED Floodlights	2,100	0	2,100		0	0	0	0
Equipment	0	0	0		0	0	0	0
Total Depreciation	6,241	0	6,241		0	0	0	0
Net Profit (Deficit) Transferred to (from) Retained Funds	10,225	18,614	(8,389)		11,205	4,683	2,219	9,975
Capital Purchases								
Artificial clay courts 1-3	0	(59,687)	59,687					
Artificial clay courts 1-3 KCC Grants	0	10,000	(10,000)					
LED Floodlights	(4,200)	(37,800)	33,600					
Total Capital Purchases	(4,200)	(87,487)	83,287		0	0	0	0

Broadstairs and St Peter's Lawn Tennis Club

Year Ended 30th September 2022

Balance Sheet

	2022		2021		2022 +/- 2021	
	£	£	£	£	£	£
Fixed Assets						
Courts 1,2,3 at Cost	0		0		0	
less Depreciation	0		0		0	
Courts 1,2,3 refurb at Cost	0		0		0	
less Depreciation	0		0		0	
Courts 1,2,3 Clay at Cost	59,687		59,687		0	
less KCC Grants	(10,000)		(10,000)		0	
less Depreciation	(4,141)		0		(4,141)	
		45,546		49,687		(4,141)
Courts 4,5,6 at Cost	23,574		23,574		0	
less Lottery Grant	(7,000)		(7,000)		0	
less Depreciation	(16,574)		(16,574)		0	
Courts 4,5,6 refurb at Cost	4,759		4,759		0	
less Depreciation	(4,759)		(4,759)		0	
		0		0		0
LED Floodlights at Cost	42,000		37,800		4,200	
less Depreciation	(2,100)		0		(2,100)	
		39,900		37,800		2,100
Equipment at Cost	5,082		5,082		0	
less Depreciation	(5,082)		(5,082)		0	
		0		0		0
		85,446		87,487		(2,041)
Current Assets						
Vending machine stock and float	Note 3	0	0		0	
Stock of Tennis Balls	Note 4	464	287		177	
Debtors and Prepayments	Note 5	897	2,025		(1,128)	
Bank Current Account		30,450	17,726		12,724	
Bank Reserve Account		3,667	3,665		2	
Scottish Widows Account		40,000	40,000		0	
Cash in Hand		0	0		0	
		75,478	63,703		11,775	
Current Liabilities						
Creditors and Accruals	Note 6	200	800		(600)	
Key Deposits		2,680	2,570		110	
		2,880	3,370		(490)	
Net Current Assets		72,598	60,333		12,265	
Net Assets		158,044	147,820		10,224	
Represented by						
Sinking Funds						
Court Repainting		0	0		0	
Relaying of Courts		59,000	56,000		3,000	
Floodlight Replacement		0	4,200		(4,200)	
New Hard Courts/Clubhouse		0	0		0	
		59,000	60,200		(1,200)	
Cash Reserve		15,000			15,000	
Working Capital General Reserve Fund		84,044	87,620		(3,575)	
		158,044	147,820		10,224	

Fixed Asset Register
Year Ended 30th September 2022

Asset	Courts 1,2,3		Courts 1,2,3 Artificial Clay		Courts 4,5,6			LED Floods	Equipment	Total
	Initial 2005	Refurb Aug 2012 4	Initial Mar 2021 12	KCC grants Mar 2021 12	Initial 2006	Lottery grant	Refurb Sep 2013 4	Apr 2021 20		
Initial Cost			59,687	(10,000)	23,574	(7,000)	4,759	42,000	5,082	
Cost b/f	0	0	59,687	(10,000)	23,574	(7,000)	4,759	37,800	5,082	113,902
Cost in year			0	0				4,200		4,200
Cost write off in year	0	0								0
Cost c/f	0	0	59,687	(10,000)	23,574	(7,000)	4,759	42,000	5,082	118,102
Depreciation b/f	0	0	0	0	(23,574)	7,000	(4,759)	0	(5,082)	(26,415)
Depn in year to P&L			(4,974)	833				(2,100)		(6,241)
Depn write off in year	0	0								0
Depreciation c/f	0	0	(4,974)	833	(23,574)	7,000	(4,759)	(2,100)	(5,082)	(32,656)
Net book value c/f	0	0	54,713	(9,167)	0	0	0	39,900	0	85,446
	0		45,546		0					
Net book value b/f	0	0	59,687	(10,000)	0	0	0	37,800	0	87,487

BROADSTAIRS AND ST PETER'S LAWN TENNIS CLUB

WORKING CAPITAL AND SINKING FUNDS AS AT

30th SEPTEMBER 2022

	Total Funds £	Working Capital Fund £	Cash Reserve £	Repainting of Courts £	Relaying of Courts £	Floodlight Replacement £	New Clubhouse £
Opening Balances at 1st October 2021	147,820	87,620	0	0	56,000	4,200	0
Surplus for Year	10,225	(3,575)	15,000	0	3,000	(4,200)	0
Adjustment	0			0	0		
Closing Balances at 30th September 2022	158,044	84,044	15,000	0	59,000	0	0

INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF

BROADSTAIRS AND ST PETER'S LAWN TENNIS CLUB

We report on the accounts for the year ended 30th September 2022 as set out on pages 1 to 3.

Respective responsibilities of officers and reporting examiners

The Club's officers are responsible for the preparation of the accounts.

It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our procedures consisted of comparing the accounts with the accounting records kept by the club, and making such limited enquiries of the officers of the Club, as we considered necessary for the purposes of this report. These procedures provide the only assurance expressed in our opinion.

Opinion

In our opinion the accounts are in agreement with the accounting records kept by the club.

Reporting Examiners

(Signed)

(Date)

Peter Davies	Graham Booth
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Broadstairs and St Peter's Lawn Tennis Club

Year Ended 30th September 2022

Notes to the Accounts

	£	£
Note 1: Sundry Income		
Recycled balls	91	
TDC Covid Rate Relief		
Sale old trophies		
Donation		
Bank credit		
	91	
Note 2: Sundry Expenses		
Clubhouse supplies		
KCC road sign		
Safety training		
Travel Expenses	16	
AGM food		
Domain & website registration	22	
Car stickers		
Ice packs		
Bank charges		
Sign writing – release + accrual	(300)	
Lease legal – Barnes Marsland a/c		
Lease legal – TDC		
Defibrillator	1,014	
Flowers	30	
Gas BBQ	253	
	1,035	
Note 2a: Capital Investments		
Artificial Clay Courts 1-3		
LED Floodlights	4,200	
	4,200	
Note 3: Vending Machine Profit/Loss		
Opening Stock and float	0	
Purchases	0	
Sales		0
Closing Stock and float		0
Profit or loss:	Profit	Loss
	0	0
Note 4: Tennis Balls Profit/Loss		
Opening Stock	287	
Purchases	564	
Match Fees		212
Sales		106
Closing Stock		464
Profit or loss:	Profit	Loss
	852	852
Note 5: Debtors and Prepayments		
Memberships awaiting Stripe	0	
Scottish Widows interest (from 16 Dec 2021)	31.47	
Winter League fees	120	
Insurance (£771 to 21 June 2023)	610	
Electricity	136	
Water to Sep 21	0	
2022 Christmas meal receipts	0	
2021 Christmas meal deposit	0	
	897	
Note 6: Accruals and creditors		
Key deposits	2,680	
Fence repair (Insurance claim paid out)	0	
Water – Sep 22	0	
Barnes & Marland	0	
Signwriting	200	
	2,880	

✿ **Broadstairs & St. Peter's Town Council Grants**

The contribution made by the numerous organisations to the well-being of the local community in Broadstairs & St. Peter's is highly valued. In support of such voluntary efforts the Town Council allocates an annual budget to award grants to voluntary and community groups within the parished area, subject to available resources. The purpose of such grants is to support voluntary and community initiatives that benefit the residents of Broadstairs & St. Peter's.

The Town Council receives many applications that meet all of the grant criteria: it regrets that it cannot award grants to all of the very good events and organisations that it would wish to fund.

Grant funding from public funds is discretionary. No organisation or event is entitled to receive funds and applications which do not meet the grant criteria will not be funded.

View the **Grant Criteria** - (adopted by Council on 25th September 2017).

Grants Awarded in Civic Year 2021/2022: **Grants Awarded by Council 2021/22**

Grants Awarded in Civic Year 2022/2023: **Grants Awarded by Council 2022/23**

Application Forms:

Funding For Groups , Organisations And Events :
Grant Application Groups and Organisations 2022.

Grant Monitoring Form

Please complete the grant monitoring form once you have spent your grant and return to the Town Clerk's Office, Pierremont Hall, Broadstairs, CT10 1JX, alternatively complete the online monitoring form.

Grant Monitoring Form - PDF

Grant Monitoring Form - Word

Link to online Grant Monitoring Form: COMING SOON!

Application Process: Organisation Grant and Event Sponsorship Funding

To avoid disappointment, please make sure that you are eligible to apply before filling in the form.

Read the grant criteria and follow the instructions on the grant application form.

Download and print the form, then email the completed form and the documents required to: bsptc@broadstairs.gov.uk

If you require advice on which form to complete please contact the finance@broadstairs.gov.uk , or telephone **01843 868718**

The grant-making timetable for events and activities in the civic year 2022-2023 is set out below.

Midday on Friday 4th November 2022: the deadline for all applications. Late applications will NOT be considered unless there are exceptional reasons: see the grant criteria

Evening meeting on Monday 28th November 2022: The Leisure and Tourism Sub-Committee considers event and organisation grant applications in detail, and makes in-principle decisions

Monday 31st January 2023: The Finance and General Purposes Committee makes the final decisions on the award of event and organisation grants

April 2023: Distribution of grant cheques and bacs payments to successful applicants

Community Gardening Project Grants

Local Groups, organisations, schools, care homes and nurseries can apply for small grants to undertake gardening projects within the CT10 postcode area. The maximum that can be applied for is £300.

GRANTS ARE NOW OPEN

Return Form By 29th MAY 2023

Grant Form

For more information please contact admin@broadstairs.gov.uk

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Summary of Receipts and Payments

All Cost Centres and Codes

Admin & Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Stationery				1,000.00	237.09	762.91	762.91 (76%)
11	Printer/Photocopier				1,000.00	229.38	770.62	770.62 (77%)
12	Licences				5,000.00	6,754.12	-1,754.12	-1,754.12 (-35%)
13	IT				6,000.00	1,277.88	4,722.12	4,722.12 (78%)
14	Running Costs					1,772.90	-1,772.90	-1,772.90 (N/A)
15	Insurance & Audit				7,350.00	1,125.36	6,224.64	6,224.64 (84%)
16	Professional Fees				50,000.00	14,218.23	35,781.77	35,781.77 (71%)
17	Training & Subscriptions				5,000.00	2,720.65	2,279.35	2,279.35 (45%)
18	Equipment & Furniture				5,000.00	169.00	4,831.00	4,831.00 (96%)
20	Elections				5,000.00		5,000.00	5,000.00 (100%)
84	Office contingencies				1,000.00		1,000.00	1,000.00 (100%)
101	Phones and Internet				3,000.00	1,711.63	1,288.37	1,288.37 (42%)
102	Office sundries				5,000.00	50.45	4,949.55	4,949.55 (98%)
103	Finance costs				1,000.00	313.36	686.64	686.64 (68%)
104	Container hire				1,000.00	351.78	648.22	648.22 (64%)
105	Council business rates				1,250.00		1,250.00	1,250.00 (100%)
907	BSPTC service charge				7,700.00		7,700.00	7,700.00 (100%)
SUB TOTAL					105,300.00	30,931.83	74,368.17	74,368.17 (70%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Bandstand Kiosk	10,600.00		-10,600.00	6,000.00	570.59	5,429.41	-5,170.59 (-31%)
27	Notice Boards				1,000.00	334.00	666.00	666.00 (66%)
28	Park Lighting							(N/A)
29	Defibrillators				1,000.00	954.68	45.32	45.32 (4%)
30	Street Furniture				2,000.00		2,000.00	2,000.00 (100%)
31	Viking Bay Lift				2,500.00		2,500.00	2,500.00 (100%)
32	Toilet Extended Opening				2,000.00		2,000.00	2,000.00 (100%)
34	St Peter's Roundabout				4,000.00		4,000.00	4,000.00 (100%)
35	Decorative Lighting				20,000.00	575.00	19,425.00	19,425.00 (97%)
36	Twinning Sign							(N/A)
37	Flagpole				1,000.00	112.33	887.67	887.67 (88%)
SUB TOTAL		10,600.00		-10,600.00	39,500.00	2,546.60	36,953.40	26,353.40 (52%)

Civic Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Councillor Allowances				9,000.00		9,000.00	9,000.00 (100%)
24	Town Mayor				7,000.00		7,000.00	7,000.00 (100%)
25	Civic Events				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					17,000.00		17,000.00	17,000.00 (100%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

4 July 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Neighbourhood Plan				2,000.00	200.00	1,800.00	1,800.00 (90%)
39	Community Payback				3,000.00	1,130.27	1,869.73	1,869.73 (62%)
53	Beach Security				25,000.00	4,125.00	20,875.00	20,875.00 (83%)
905	Dickens House Matchfunding				5,000.00	5,000.00		(0%)
SUB TOTAL					35,000.00	10,455.27	24,544.73	24,544.73 (70%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Bandstand entertainment				16,000.00	9,828.81	6,171.19	6,171.19 (38%)
41	Summer Theatre				5,000.00		5,000.00	5,000.00 (100%)
42	Punch & Judy				3,000.00		3,000.00	3,000.00 (100%)
43	visitor information kiosk				2,000.00		2,000.00	2,000.00 (100%)
44	November Fireworks				7,000.00		7,000.00	7,000.00 (100%)
46	Broadstairs in Bloom		815.75	815.75	15,000.00	600.00	14,400.00	15,215.75 (101%)
916	coronation		-100.00	-100.00	10,000.00	7,339.04	2,660.96	2,560.96 (25%)
SUB TOTAL			715.75	715.75	58,000.00	17,767.85	40,232.15	40,947.90 (70%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Grants				60,000.00	68,540.00	-8,540.00	-8,540.00 (-14%)
SUB TOTAL					60,000.00	68,540.00	-8,540.00	-8,540.00 (-14%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	739,284.00	369,640.00	-369,644.00				-369,644.00 (-50%)
2	Grants							(N/A)
3	Bank Interest	2,000.00	2,766.57	766.57				766.57 (38%)
5	B in B Sponsorship							(N/A)
7	VAT Refund							(N/A)
8	Sundry Income		81.29	81.29				81.29 (N/A)
917	Overpayment		-1,415.32	-1,415.32				-1,415.32 (N/A)
SUB TOTAL		741,284.00	371,072.54	-370,211.46				-370,211.46 (-49%)

Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Allotments	1,200.00	360.00	-840.00	2,350.00	360.00	1,990.00	1,150.00 (32%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

4 July 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

48 Culmers Amenity Land	10,000.00	347.25	9,652.75	9,652.75 (96%)
49 Mocketts Wood	5,500.00	1,385.89	4,114.11	4,114.11 (74%)
50 Tree Survey & Works	3,400.00		3,400.00	3,400.00 (100%)
51 Tree planting budget	10,000.00		10,000.00	10,000.00 (100%)
52 Environmental Initiatives	10,000.00	1,004.37	8,995.63	8,995.63 (89%)
86 town maintenance	26,000.00	94.85	25,905.15	25,905.15 (99%)
87 Facilities Team sundry items	2,500.00	736.20	1,763.80	1,763.80 (70%)
SUB TOTAL	1,200.00	360.00	-840.00	69,750.00 3,928.56 65,821.44 64,981.44 (91%)

Pierremont Annual Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601 Algae and gutter clearance				1,280.00	-1,280.00		-1,280.00 (N/A)
602 Bathroom items				366.20	-366.20		-366.20 (N/A)
603 Waste removal				460.50	-460.50		-460.50 (N/A)
604 Hygiene services				675.96	-675.96		-675.96 (N/A)
605 cleaning				2,199.02	-2,199.02		-2,199.02 (N/A)
606 Drain Clearance				150.00	-150.00		-150.00 (N/A)
607 electricity		-397.33	-397.33	4,662.22	-4,662.22		-5,059.55 (N/A)
608 EICR							(N/A)
609 Fire alarms and emergency light				454.08	-454.08		-454.08 (N/A)
610 Fire doors and extinguisher chec							(N/A)
611 Fire drills and assessments							(N/A)
612 Glass Door maintenance							(N/A)
613 Grounds Maintenance				1,599.58	-1,599.58		-1,599.58 (N/A)
614 intruder alarm							(N/A)
615 Legionnaires testing				1,627.75	-1,627.75		-1,627.75 (N/A)
616 PAT testing							(N/A)
617 Roof inspections							(N/A)
618 Site security				1,670.00	-1,670.00		-1,670.00 (N/A)
619 Water rates							(N/A)
620 Window cleaning				140.00	-140.00		-140.00 (N/A)
SUB TOTAL		-397.33	-397.33	15,285.31	-15,285.31		-15,682.64 (N/A)

Pierremont Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Events - Marketing				2,500.00	1,352.33	1,147.67	1,147.67 (45%)
200 Events - Catering		24.00	24.00		43.98	-43.98	-19.98 (N/A)
201 Events -Bar		125.00	125.00		486.10	-486.10	-361.10 (N/A)
204 Events - Equipment		426.82	426.82		158.50	-158.50	268.32 (N/A)
205 Events - Council							(N/A)
206 Events - Commercial							(N/A)
903 Events Room Hire	40,000.00	7,691.82	-32,308.18				-32,308.18 (-80%)
904 Events Room Hire - Deposit							(N/A)
912 Christmas party							(N/A)
918 Passive room hire							(N/A)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

4 July 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	40,000.00	8,267.64	-31,732.36	2,500.00	2,040.91	459.09	-31,273.27 (-73%)
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Pierremont Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Planned building works				28,000.00	4,278.54	23,721.46	23,721.46 (84%)
55 Tenants' rent	44,000.00	10,703.90	-33,296.10				-33,296.10 (-75%)
56 Tenants' parking	6,500.00	4,000.00	-2,500.00				-2,500.00 (-38%)
57 Annual maintenance schedule				25,000.00	303.00	24,697.00	24,697.00 (98%)
58 Security							(N/A)
59 Contribution to 7 year paint				35,000.00		35,000.00	35,000.00 (100%)
60 Water							(N/A)
61 Rates				6,500.00	2,315.06	4,184.94	4,184.94 (64%)
62 Unplanned building works		1,775.09	1,775.09	5,000.00	120.00	4,880.00	6,655.09 (133%)
64 Licence				500.00		500.00	500.00 (100%)
65 Cleaning					1,475.36	-1,475.36	-1,475.36 (N/A)
85 Landscaping and planting				11,200.00	3,092.08	8,107.92	8,107.92 (72%)
88 Furniture/equipment				1,500.00	173.62	1,326.38	1,326.38 (88%)
89 Communal charge							(N/A)
203 Electricity		1,178.36	1,178.36		578.27	-578.27	600.09 (N/A)
906 Waste services					313.56	-313.56	-313.56 (N/A)
908 Pierremont service charges	28,317.29	3,265.08	-25,052.21	30,800.00		30,800.00	5,747.79 (9%)
911 EVCP		81.52	81.52				81.52 (N/A)
SUB TOTAL	78,817.29	21,003.95	-57,813.34	143,500.00	12,649.49	130,850.51	73,037.17 (32%)

PWLB Loan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75 Loan Repayments				35,824.00		35,824.00	35,824.00 (100%)
SUB TOTAL				35,824.00		35,824.00	35,824.00 (100%)

Retort House

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66 Retort House Bookings	20,000.00	1,247.59	-18,752.41				-18,752.41 (-93%)
67 Retort House Tenants	15,000.00	3,750.00	-11,250.00				-11,250.00 (-75%)
68 Utilities					889.29	-889.29	-889.29 (N/A)
69 Rates				2,750.00		2,750.00	2,750.00 (100%)
70 Annual maintenance schedule				4,500.00	388.00	4,114.00	4,114.00 (91%)
71 contribution to 7 year paint				15,000.00		15,000.00	15,000.00 (100%)
72 Licences				1,000.00		1,000.00	1,000.00 (100%)
73 Cleaning				4,500.00	597.12	3,902.88	3,902.88 (86%)
81 Unplanned building works				5,000.00	476.00	4,524.00	4,524.00 (90%)
83 Equipment				2,000.00		2,000.00	2,000.00 (100%)
909 Service charge				5,750.00		5,750.00	5,750.00 (100%)
910 communal charge							(N/A)
915 Security					150.00	-150.00	-150.00 (N/A)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

4 July 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	35,000.00	4,997.59	-30,002.41	40,500.00	2,498.41	38,001.59	7,999.18 (10%)
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Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Salaries				200,000.00	48,303.06	151,696.94	151,696.94 (75%)
22 Pension				10,000.00	2,372.92	7,627.08	7,627.08 (76%)
23 NI & Tax				50,000.00	15,679.81	34,320.19	34,320.19 (68%)
76 Travel and Subsistence				200.00		200.00	200.00 (100%)
78 Payroll company				1,000.00	254.64	745.36	745.36 (74%)
79 Eye tests and glasses				500.00		500.00	500.00 (100%)
SUB TOTAL				261,700.00	66,610.43	195,089.57	195,089.57 (74%)

YE Adjustments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900 Debtors							(N/A)
901 Creditors							(N/A)
902 Void transactions							(N/A)
913 Receipts in advance 23-24							(N/A)
914 Receipts in advance 24-25							(N/A)
SUB TOTAL							(N/A)

Summary

NET TOTAL	906,901.29	406,020.14	-500,881.15	868,574.00	233,254.66	635,319.34	134,438.19 (7%)
V.A.T.		41,334.05			15,949.29		
GROSS TOTAL		447,354.19			249,203.95		



United Kingdom
Debt Management
Office

OFFICIAL

Attach 5

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2023

6 April 2023

BROADSTAIRS AND ST PETERS TC (KENT)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW498355	28 Feb - 31 Aug	FIXED	ANNUITY	£336,253.82
TOTAL OUTSTANDING BALANCE:				336,253.82
TOTAL NUMBER OF LOANS:				1

1076
19/5/23

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

Start Date	28/02/2011
Maturity date	28/02/2036
Amount borrowed	£500,000
Annual repayments	£35,824 (split into two equal payments Feb and August)



Broadstairs & St Peter's Town Council Quarterly Transparency Report

Attach 6.

Time period covered by the report: 1st April 2023 to 30th June 2023

List of expenditure exceeding £500 (NET) – Excluding salaries.

Grants and Councillor Allowances reported separately.

Description	Supplier	Amount
Rates	Thanet District Council	690.81
Cleaning Pierremont Hall February	Total Cleaning Services	737.68
Cleaning Pierremont Hall March	Total Cleaning Services	737.68
Legal advice fee	Boys & Maughan	2,000.00
Mid-term internal audit fee	David Buckett	529.70
Business rates	Thanet District Council	1,624.25
Grounds Maintenance March	Boxgreen Landscapes Ltd	888.75
Legal advice fee	Boys & Maughan	700.00
Corporate credit card	Lloyds commercial cards	824.10
Indirect tax consultant fee	PS Tax	6,075.00
Works to sash windows	Ability Sash Windows	1,090.00
Marketing fee	Coppard Digital Ltd	900.00
Hygiene services	Cathedral Leasing Ltd	675.96
Electricity	Drax	1,976.82
Microsoft 365 licences	Cyber Central	2,955.72
Works to extend fire alarm system	Westgate Security & Electrical Ltd	3,188.54
Bandstand performance fee	Alan Laffey (Charlie Don't Surf)	500.00
Indirect tax consultant fee	PS Tax	1,800.00
Bandstand performance fee	Medway Towns Bands	650.00
Site security	Probe Security	900.00
Electricity	SSE Scottish Hydro	674.18
Insurance	Thanet District Council	570.59
Bandstand licence fee	Phonographic Performance Ltd	655.00
Grounds Maintenance April	Boxgreen Landscapes Ltd	3215.08
Marketing website	Hitched Limited	1,099.00
Training	KALC	1,783.00
Cleaning Pierremont Hall April	Total Cleaning Services	719.68
Site security	Probe Security	770.00
Site security	Probe Security	150.00
Christmas lights	Millennium Quest	575.00
Cleaning Pierremont Hall May	Total Cleaning Services	719.68
Electricity	Edf	2,685.40
Accountancy software licence	Scribe (Starboard Systems) Ltd	3,398.40
Water testing fee	Ashford Environmental Services Ltd	1,627.75


Exterior cleaning	Dam High Access	900.00
Indirect tax consultant fee	PS Tax	843.75
Corporate credit card	Lloyds commercial cards	693.09
Beach security	Marc One Security	945.00
Grounds Maintenance May	Boxgreen Landscapes Ltd	1295.08
Cleaning Pierremont Hall May	Total Cleaning Services	759.66
Electricity	Edf	578.27
End of year internal audit	David Buckett	529.70
Tree works at Mockett's Wood	Top Branch Tree Services	1,000.00
Coronation fireworks display	Viking Fireworks	3,000.00
Bandstand performance fee	Leon Williams - East Coast Entertains	1,000.00

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 posted on website/social media and noticeboards
Christmas Lights Installation Nov 2023 – Jan 2026	23 May 2023 – 7 July 2023	23 May 2023

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

	Were three quotes obtained Y/N	If no, provide explanation
Box Green Landscapes x 3 payments	Y – formal tender	
EDF	Y	
Probe Security	N	Existing account
Total Cleaning Services –	Y	Formal Tender

Signed: _____  _____ Responsible Financial Officer

Rationale for implementation of a preferred contractors' list

Attach 7

For consideration by F&GP committee on 10 July 2023

The Council's Financial Regulations stipulate as follows: -

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually **by obtaining three or more quotations or estimates from appropriate suppliers**, subject to any de minimis provisions in Regulation 11 below.

11.h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and **above £500 the Clerk or RFO shall strive to obtain 3 estimates**. Otherwise, Regulation 10.3 above shall apply.

In practice this means that for relatively small jobs costing between £500 and £1000, the Clerk is obliged to find three quotes. This can be very time consuming and cause reputational damage to the council. Local suppliers spend time visiting and quoting for a job only to find they were part of an exercise and the Council had no intention of using them. In turn this means they are reluctant to discuss larger projects with the Council as they arise because the goodwill has been exhausted.

An amendment to the Financial Regulations could allow for a preferred contractors' 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 policy. 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 4.5 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 acknowledged in the interests of transparency. Potential conflicts of interests with staff or councillors will be recorded.

Decision required: Do Councillors agree with the implementation of a preferred contractors list and an amendment to the financial regulations?

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

A Hatch 8

Risk Assessment	Broadstairs & St Peter's Town Council INTERNAL AUDIT 2022-2023 AUDIT PLAN WITH COMMENTS / FINDINGS		
	<p>I am pleased to report to Members of the Broadstairs & St Peter's Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the twelve month period to 31 March 2023, following my audit visit and subsequent conversations on 19 May 2023.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Town Clerk, Mrs Kirsty Holroyd for her assistance given to me during my audit visit.</p>	<p style="text-align: center;">Broadstairs & St Peter's Town Council INTERNAL AUDIT 2022-2023 AUDIT PLAN WITH COMMENTS / FINDINGS</p>	
Area	Item	Comments / Findings Interim visit 22 Feb 2023	Comments / Findings Year-end Audit 19 May 2023
	<ul style="list-style-type: none"> Date of last External Audit Certificate or Exemption Certificate for 2021-22 Comments if any Publication on website. Date of last Internal Audit Comments if any Review of any items outstanding from previous Internal / external audit reports. 	<p>PKF Littlejohn signed off the Report & Certificate 2021-22 on 27 August 2022. There was an "except for" issue raised relating to prior year restatement of assets for comparability purposes and an "other matter" relating to a weakness in the website ability to confirm publication dates of the AGAR paperwork. The AGAR information is available to view on the website.</p> <p>The Council considered the Report – 26 Sept 2022 Min 62(iv)</p> <p>My Internal Audit Report was considered by F&GP Comm 27 June 2022 Min 18</p>	<p>Council 17 April 2023 Min 173 resolved to note the Interim Report</p>
	<ul style="list-style-type: none"> Scan of the minutes of the Council's meetings and the Finance Committee. General Power of Competence (GPC) ? Dispensations S.40 LA&A Act 2014 filming/recording 	<p>The website contains the agendas, minutes and supporting papers.</p> <p>The Town Clerk will be proposing to renew the GPC for another 4-year period to May 2027, after the May 2023 Elections on the assumption that a full quota of Councillors are Elected.</p>	<p>The Town Clerk will be putting forward an agenda item to Council to consider adopting the General Power of Competence following the Elections in May 2023.</p>

	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPI's complete • DPI's on website or weblink • New Governance Compliance • NEXT ELECTION ? 	<p>There have been no changes in the 15 Councillors since my last visit.</p> <p>DPI's are on the website</p> <p>4 May 2023 and District Cllr Elections</p> <p>Update SO's reviewed Council 11 April 2022 Min 645 – Resolved that Cllrs Binks and Dexter review the document with the Town Clerk. The Town Clerk advised that review would be reported to Council in April 2023.</p> <p>Financial Regs adopted 27th Jan 2020</p> <p>Both "docs" on the website</p> <p>Council 11 April 2022 Min 639v</p> <p>Members considered extending the time limit on Financial Regulation 4.1d RESOLVED: That the time limit be extended to 31 December 2022</p> <p>The Town Clerk advised that She and The Chairman of F&GP had reviewed this and would be reported to Council in April 2023.</p>	<p>5 Wards, 4 elections and 1 uncontested. 15 Cllrs elected, only 3 were existing Councillors, split across 3 parties and 1 Independent Councillor</p> <p>May 2027</p> <p>Council 17 April 2023 Min 171 & 172 approved the updated Standing Orders and Financial regulations that had already been discussed by F&GP</p>
	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit? • Have any changes been formally adopted by the Council? • Virtual Meetings / Delegation to Clerk/RFO still in place? • Updated re New NALC Models SO's 2018, Fin Regs 2019 ? • Two signature rule still in place? 		

	<ul style="list-style-type: none"> • Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? ○ Inspections of play equipment etc if carried out by staff/CILTs have they been trained, accredited? ○ ANNUAL REVIEW ? • Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) • Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control (SIC)? • Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	<p>Risk assessment for the Bandstand Events including the Kiosk licensee discussed by F&GP 25 April 2022 Min 653</p> <p>Risk assessment for the fireworks approved by F&GP 30 May 2022 Min 8</p> <p>No Town Council owned play areas</p> <p>Risk Management Document considered by F&GP Comm 25 April 2022 Min 655 with recommendations to Council to adopt the Document and to develop over the coming year into a more robust suite of risk management documents. – Council 13 June 2022 Min 29iii</p> <p>Long-term Agreement (LTA) in place with Zurich Municipal to 1 April 2024. An extension to the cover to include the Fireworks 5 Nov 2022 approved by F&GP 25 April 2022 Min 654</p> <p>The Fidelity Guarantee cover = £1m</p> <p>SIC for 2021-22 considered as part of the AGAR 2021-22 – Council 13 June 2022 Agenda Item 12.</p> <p>Public Participation Policy – Council 11 July 2022 Min 50</p> <p>NALC & SLCC Civility and Respect Pledge – Council agreed to sign up to the Pledge – 10 Oct 2022 Min 83</p> <p>Family Leave Policies – 10 Oct 2022 Min 85ii</p> <p>Equality & Diversity Policy – 16 Jan 2023 Min 136</p>	<p>Annual review of risk scheduled for July 2023.</p> <p>SIC for 2022-23 to be considered as part of the AGAR 2022-23 – 26 June 2023</p>
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	<ul style="list-style-type: none"> Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> Budget/Precept amounts minuted? Review of All Reserves included as part of the Budget Setting Process? Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> Compare with Fin Regs? Are significant variances explained in sufficient detail? Ongoing Covid-19 implications? 	<p>Budget monitoring undertaken by the F&GP Committee who receive summary of Income & expenditure by Cost Code. Council 25 July 2022 Meeting recommended creating new cost codes for the recording of the new tenant management arrangements at Pierremont Hall and Refort House – Council 26 Sept 2022 Min 60v</p> <p>Reserves Policy – F&GP Comm 25 July 2022, endorsed by Council 26 Sept 2022 Min 60ii</p> <p>I noted that the discussions on the Budget and Precept for 2023-24 were held in “closed session” both at the F&GP Comm (6 Jan 2023 Min 55) and Council (13 Feb 2023 Min 156), by this stage of the Budget considerations there should have been very little to discuss that needed to be in closed session. WHY?</p> <p>Council Min 156 refers to a Precept Request of £739,195 for 2023-24 resulting in a Band D CTax of £75.41pa representing a 5% increase (£3.59). Ideally, the gross spend should be minuted.</p> <p>Not required GPC powers in place.</p>	No change
<p>£8.82 FOR 2022-23 (£8.41 FOR 2021-22)</p>	<ul style="list-style-type: none"> What is the cash limit for the year? Is a separate account/analysis kept? Has the cash limit been exceeded? Have the spending powers been properly used and Minuted? 	<p>Clerk advised that the GPC would be renewed assuming sufficient Councillors are elected in May 2023 (min 2/3rds = 10 cllrs)</p> <p>For info. The S137 limit for 2023-24 has recently been announced as £9.93 a 12.5% increase (the RPI increase Sept 2021 to 2022)</p>	No change
	<ul style="list-style-type: none"> Cashbook – is it: <ul style="list-style-type: none"> Fit for purpose? Up to date? Arithmetically correct? Balanced regularly? Turnover above £200k pa ? Income & Expenditure basis of accounting? Record keeping and the arrangements in place to store previous year’s accounts etc. 	<p>Scribe Accounts was introduced in June 2021 replacing AdvantEdge and used to close the accounts for 2021-22.</p> <p>Cllr Garner conducted an investigation into Scribe’s suitability reported to F&GP 25 July 2022 and Council endorsement of its suitability confirmed 26 Sept 2022 Min 60iii, subject to on-going staff training</p> <p>Scribe Bookings software taken on from 1 Aug 2022</p> <p>The Council accounts on an Income & Expenditure basis.</p>	Scribe Accounts information checked against the draft AGAR papers prepared by the Town Clerk for approval by Council.

	<ul style="list-style-type: none"> Has the amount of petty cash float been agreed? Are all petty cash entries recorded? Are payments made from petty cash fully supported by receipts / VAT invoices? Are petty cash reimbursements signed for? Date of last petty cash reimbursement? Is petty cash balance independently checked regularly? 	<p>Petty Cash balance reduced to 81p. The Finance Officer will be operating the Petty Cash through the Accounting System and has proposed starting on 1 April for the new financial year.</p>	<p>The proposal is to replenish the petty cash float by cash withdrawals via the Unity Multipay card.</p>
	<ul style="list-style-type: none"> Who is on the payroll and are contracts of employment in place? Who is the RFO? Annual Appraisal in place? Have there been any changes to the establishment during the year? Have there been any changes to individual contracts during the year? Members Allowances in place and paid via payroll system? Have new appointments and changes to contracts been approved and minuted? Do salaries paid agree with those approved by the Council? Have PAYE/NIC requirements been properly applied and accounted for? Payroll outsourced? 	<p>Main staffing includes - Town Clerk (37 hrs pw) Senior Administrator (30 hrs pw) Finance Officer (25 hrs pw, increased to 30hrs from 1 Jan 2023) Events & Booking Manager (37 hrs pw – current post holder about to start maternity leave at time of my visit – Shanade Ma appointed to cover maternity leave) Facilities Officer (37 hrs pw) (David Bassett made permanent and title change to Facilities Manager Council 26 Sept 2022 Min 69ii) Operations Officer (37 hrs pw) Civic & Support Officer (37 hrs pw) Caretaker (10 hrs pw) Cllrs Allowances approved at £600 for 2022-23 – Council 14 Nov 2022 Min 107iii National Pay Award approved by Council 14 Nov 2022 Min 107ii Payroll administrator changed to Batchelor Coop</p>	<p>No changes since my last visit. Outcome of Town Clerk's appraisal reported to Council 13 Feb 2023 Min 155</p>
	<ul style="list-style-type: none"> WORKPLACE PENSION IN PLACE 	<p>NEST pension scheme in place for all eligible employees (currently 5 employees)</p>	

	<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • STAFF costs definition for inclusion in Box 4 for 2022-23, check parity for 2021-22 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband & phone allowance etc NOT incl. • Has VAT been identified, recorded and reclaimed? • Have internal control procedures been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SO's ○ Have any new contracts or contract variations/extensions been awarded in the year? ○ Procedures adopted for letting of contracts ○ Have contract payments been made in accordance with the contract document? 	<p>Payments authorised between Meetings are well minuted eg Council 13 Dec 2021 Min 415. All payments are in the "additional documents" attached to the Agenda as listed on the website under the Meeting they were approved. The Quarterly Transparency Reports lists the payments made of £500 and above, which are also posted to the website.</p> <p>Direct Debits and regular payments considered by Council 16 May 2022 Min 161v</p> <p>Staff costs included in Box 4 compliant with the definition.</p> <p>PS TAX appointed to advise on the Council's VAT position particularly regarding VAT registration and the two properties Pierremont Hall and Retort House - Council 26 Sept 2022 Min 62vi. Council 16 Jan 2023 Min 140ii advised to "opt to tax" both properties. No VAT claims made to date owing to the imminent VAT Registration.</p> <p>Sample contracts/agreements in place:</p> <p>Westgate Security – CCTV Mice and various alarm installations</p> <p>Total Cleaning Services – Pierremont Hall Cleaning</p> <p>Box Green Landscapes – Garden Mice Pierremont Hall (3 years from 1 April 2022)</p> <p>Ability Decorators</p> <p>John Couzens – roof & gutter inspections Pierremont Hall</p> <p>Cinque Ports Construction Ltd – Isolation of consumer unit at Pierremont Hall ?</p> <p>Probe Security – Security Patrols and Beach Security (SLA agreed for 2023 – Council 13 Feb 2023 Min 150ii)</p> <p>Venture Telecom – phones & wifi facilities to take payments for bookings</p> <p>Henderson Setterfield – Property Managers for Pierremont Hall and Retort House</p>	<p>VAT to be charged from 1 April 2023. Council 13 Feb 2023 Min 145</p> <p>VAT balance at the year-end 31 March 2023 = £31,226 (for period covering 20 March 2020 to 31 March 2023), to offset a large VAT bill expected</p> <p>Broadstairs Metalcraft and High Dam – repairs and re-installing the beacon.</p>
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Receipts																										
	<ul style="list-style-type: none"> Are all receipts recorded correctly? Are all receipts promptly banked? Precept, CTSG and Sect 136 payments Are income records inc allotments, burials, hirings adequate? Are invoicing arrangements adequate? Ongoing Covid-19 implications? 	<p>Beach accessibility – Thanet DC Leader offer of £25,000 towards alternative access to the town's beaches – Council 11 July 2022 Min 51. The Town Clerk advised that no funds had been received to date.</p> <p>There has been a welcome upturn in Pierremont Hall bookings during 2022-23.</p> <p>The Town Clerk expressed concern about the slow progress in resolving tenancy service charge issues despite the efforts of Henderson Setterfield and Boys and Maughan.</p>	<p>VAT to be charged for taxable supplies from 1 April 2023 Council 13 Feb 2023 Min 145</p> <p>No improvement in the situation controlled by Henderson Setterfield. In my view the Council need resolution to this matter as soon as possible.</p>																							
<ul style="list-style-type: none"> What current/deposit accounts exist? Investment Strategy recommended where bank balances are in excess of £100k FSCS aware ? Are bank reconciliations regularly carried out for each account? Level of Balances to Precept ratio Are the cheque counterfoils, paying-in books and bank statements adequately referenced? When was the last review of the banking arrangements? Internet Banking/Corporate Card and if in place Financial Regs updated ? Signature review (Two signatures required?) Any PWLB loans ? 	<p>Bank account balances as at 31 Dec 2022 -</p> <table border="0"> <tr> <td>NatWest Business Reserve a/c</td> <td>- £517,899</td> </tr> <tr> <td>NatWest Current a/c</td> <td>- £25,000</td> </tr> <tr> <td>Unity Trust Current a/c recently opened</td> <td>- £35,952</td> </tr> <tr> <td>Nationwide Instant Saver a/c</td> <td>- £304,002</td> </tr> <tr> <td>Petty Cash</td> <td>£10</td> </tr> <tr> <td>Total cash balances 31 Dec 2022</td> <td>- £882,864</td> </tr> </table> <p>Council 13 Feb 2023 Min 150ii resolved to close the Mayoral Account (not listed above) as it was superfluous, the Balance of £253,21 to paid to Youth Zone one of the former Mayor's charities.</p> <p>F&GP Comm 25 July 2022 considered the electronic payments system for approval of invoices etc using Unity Trust Bank as the main account because of its 2 signature approval system. Council 26 Sept 2022 Min 60iv endorsed this arrangement on the understanding that there was a good rotation of signatories.</p> <p>F&GP 27 Feb 2023 was due to receive a draft Investment Strategy and consider recommending to Council.</p>	NatWest Business Reserve a/c	- £517,899	NatWest Current a/c	- £25,000	Unity Trust Current a/c recently opened	- £35,952	Nationwide Instant Saver a/c	- £304,002	Petty Cash	£10	Total cash balances 31 Dec 2022	- £882,864	<p>Bank account balances as at 31 Dec 2023 -</p> <table border="0"> <tr> <td>NatWest Business Reserve a/c</td> <td>- £449,960</td> </tr> <tr> <td>NatWest Current a/c</td> <td>- £25,000</td> </tr> <tr> <td>Unity Trust Current a/c</td> <td>- £226,139</td> </tr> <tr> <td>Nationwide Instant Saver a/c</td> <td>- £304,002</td> </tr> <tr> <td>Petty Cash</td> <td>£1</td> </tr> <tr> <td>Total cash balance</td> <td>-£1,005,102</td> </tr> </table> <p>The NatWest accounts do not attract a very competitive rate of interest. The Council should consider the opening of a Unity Trust Deposit/Savings account currently offering 2.15% which can be fed by an internal transfer from the Current Account and transferred back as necessary. Another bank Cambridge and County are offering 3.50% for a 95 day saving account and openly market their accounts as suitable for "local authority organisations"</p> <p>Council 17 April 2023 Min 166 resolved that the Nationwide Instant Access a/c be transferred to a 95 day notice account to attract a better rate of interest. Signatories need to be updated following the Elections. PWLB Loan balance as at 31 March 2023 - £336,254</p>	NatWest Business Reserve a/c	- £449,960	NatWest Current a/c	- £25,000	Unity Trust Current a/c	- £226,139	Nationwide Instant Saver a/c	- £304,002	Petty Cash	£1	Total cash balance	-£1,005,102
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	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR? • Is the AR up to date? • Basis of Asset Values? • Are investments recorded? • Are the valuations regularly reviewed? • Does the AR show the insurance values? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels)? 	<p>Van - £9,200 Council 12 Dec 2022 Min 119ii</p> <p>The insurance revaluation requested should NOT alter the Asset Register Figures disclosed in the AGAR etc</p>	<p>Net increase in Asset Values as at 31 March 2023 - £13,175 to £631,145</p> <p>Valuation Report received by Council on 17 April 2023 Min 175. Town Clerk was asked to seek a second opinion on the value of the civic regalia and the superfluous external lights be sold at auction.</p> <p>New assets included 2 picnic tables, 2 laptops and desks. The biggest item was the purchase of a second-hand van for the Facilities Team - £11,000.</p>
	<ul style="list-style-type: none"> • Does the 2022-23 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of 2021-22 AGAR & Certificate of Exemption if applied • PROOF of public rights provision during summer 2022 & website-ALAR ICOS • Public Inspection Period Minuted? • New governance compliance regime - refer to new Practitioners' Guide 2022 	<p>Year-end procedures to be checked at final audit</p> <p>The AGAR 2021-22 was approved by Council 13 June 2022 (Mins 33 iii) & 33 iv), the RFO had signed off the Statement of Accounts on 7 June 2022</p> <p>Date of Announcement - 17 June 2022</p> <p>Public Inspection period - 20 June to 29 July 2022</p> <p>Evidence - 17 June 2022</p> <p>F&GP Comm 27 June 2022 Min 18 were advised that the Public Inspection Period had commenced on 20 June and would finish on Friday 29 July 2022</p>	<p>Draft AGAR 2022-23 figures for the Statement of Accounts were audited and compared to the Scribe reports provided.</p> <p>AGAR meeting scheduled for 26 June 2023.</p> <p>Proposed Public Inspection Period is 3 July to 11 August 2023</p>

	<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Trust Funds/Charities – Charity Commission filing? • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Website host and Webmaster and any changes? • Website functionality & accessibility NALC L09-18 • TRANSPARENCY CODE compliant especially for Exempt Authorities • Post GDPR (May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer ○ Other matters Inc DPO arrangements 	<p>There have been no major changes in IT security arrangements since my last visit. Cyber Central is the IT Support company used by the Council. Office 365 software and systems in place. Councillors have been issued with iPads.</p> <p>Not applicable</p> <p>Vision ICT Ltd provide the website platform. The website content can always be improved and kept up to date. Several Clients have appointed a couple of Councillors to periodically check the website content and test the links displayed and report back to the webmaster/Town Clerk accordingly. Perhaps a similar arrangement could be used at this Council?</p> <p>Generic Accessibility Statement needs updating, currently quotes previous Town Clerk June 2020. Accessibility Statement via Home Page better. The quarterly transparency reports are much more detailed. All payments are listed each month. Quarterly budget reports and bank reconciliations are uploaded.</p> <p>Satswana appointed as the DPO for the Council</p> <p>All Councillors are expected to use the issued generic email address ice.bloggs@broadstairs.gov.uk solely for Town Council business.</p>	<p>No change</p> <p>Ex-councillors email addresses have been deleted and new Councillors issued with their "generic" email address to be used solely for Town Council business.</p>
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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
<p>1.a. Loss or significant damage to assets including risk of fire damage</p>	<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>
<p>• 1.c. Improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed;</p>	<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 year 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 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
<p>2.b. Loss through fraud, corruption or collusion.</p>	<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 and receipts issued 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>In place</p> <p>To be reinstated</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
	2.b.2. Payments approved retrospectively by council meeting –invoices checked against onscreen amount at point of approval by signatory.	In place	Council auditors to be appointed ??
	2.b.3. Annual Review of effectiveness of internal audit and system of internal control Professional internal auditor appointed.	In place	Reviewed annually. Next review May 2024
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 2.e.1. VAT - returns made annually at the end of financial year.	In place	Monthly payroll runs carried out by Batchelor Coop and monthly payments made to HMRC. Annual VAT returns completed from financial information system
2.e. Non compliance with Revenue & Customs regulations.	Professional advice sought to address issues raised by operational changes within the organisation	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 2.h.1. Procedures for dealing with, and monitoring of, grants made by the Council:	In place	PWLB loan repaid in interest and capital instalments twice yearly
2.h. Inappropriate use of funds granted to the community	- 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

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	2.i.3. Developing systems of performance measurement	In place	No partnership agreements in place at the present time
2.j. Damage/injury to third party property or individuals Claims made on Council's insurance policy	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 2.j.2. Annual review of land maintenance contracts 2.j.3. Verification of insurance cover of service suppliers when contract given.	In place n/a In place	Insurance cover reviewed in March 2023. Annual and regular inspections too be carried out. See also 1.b.2 Culmer's amenity land lease expires 2033 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. 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.	All in place	General Power of Competence reinstated at Council meeting of June 26 2023

	<p>3.a.4. Clerk to clarify the legal position for any new proposal.</p> <p>3.a.5. Legal advice sought if necessary.</p> <p>3.a.6. Section 137 payments listed separately in the Receipts and Payments book and recorded in the Minutes.</p>		
3.b. Non compliance with relevant legislation.	<p>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.)</p>	Needs renewing	<p>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</p>
Risk			
Control			
3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.	<p>3.c.1. Documented Procedures: - council's publication scheme, in compliance with Freedom of Information Act, on website</p> <p>- minutes and agendas displayed on the parish notice boards; and</p> <p>- audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.</p>	<p>In place</p> <p>In place</p> <p>In place</p>	<p>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.</p> <p>Compliance with Accounts and Audit Regulations etc carried out for 2022/2023 Final Accounts</p>
3.d. Inadequate reporting of Council business.	<p>3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.</p> <p>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.</p> <p>3.d.3. Approved, signed copy of minutes filed by the Clerk.</p>	<p>In place</p> <p>In place</p>	<p>Minute book of council minutes to be paginated and stored separately</p>

<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>Short term absence – senior member of staff to stand-in or share services of a neighbouring parish clerk.</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>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>			

4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received. 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.)	All in place	Councillors to be reminded annually about obligations to keep the Register up to date
4.b. Inappropriate action/conduct by Parish Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment.	In place	Code of conduct is out of date and needs review. Awaiting outcome of TDC review
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document. 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. 4.c.3 Detailed risk register to be compiled 4.c.4 Annual timetable of risk assessments established 4.c.5 Risk Management Strategy document to be written	In place In place Summer 2022 In place Summer 2022	This document was reviewed and updated in May 2022. Next review due in May 2023.

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