



Broadstairs & St Peter's Town Council

20 September 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 25 September 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

i) To receive and note the draft minutes of the meeting held on Monday 7 August 2023 and consider any recommendations therein. **Attach 2**

ii) To receive and note the draft minutes of the meeting held on Monday 4 September 2023 and consider any recommendations therein. **Attach 3**

7. ALLOTMENTS AND LAND COMMITTEE

i) To receive and note the draft minutes of the meeting held on Monday 14 August 2023 and consider any recommendations therein. **Attach 4**

- ii) To receive and approved the Terms of Reference for the committee **Attach 5**
- 8. LEISURE AND TOURISM COMMITTEE**
 i) To receive and note the draft minutes of the meeting held on Monday 21 August and consider any recommendations therein. **Attach 6**
 ii) To receive and approve the Terms of Reference of the Committee **Attach 7**
- 9. FINANCE AND GENERAL PURPOSES COMMITTEE**
 To receive and note the draft minutes of the meeting held on Monday 11 September 2023 and consider any recommendations therein. **Attach 8**
- 10. COMMUNITY ASSETS COMMITTEE**
 To receive and note the draft minutes of the meeting held on Monday 18 September 2023 and consider any recommendations therein. **Attach 9**
- 11. 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.
- 12. FINANCE**
 i) To receive and approve a report concerning payments for the period 24 July 2023 to 20 September 2023 **Attach 10**
 ii) To receive and approve a report concerning receipts for the period 24 July 2023 to 20 September 2023 **ENC 1**
 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 20 September 2023 to 25 September 2023 (to be presented at the meeting in order to be current)
- 13. TERMS OF REFERENCE FOR STAFF LIAISON COUNCILLOR**
 To receive and consider the draft Terms of Reference for Cllr Steve Roberts **Attach 11**
- 14. COUNCIL ACTION PLAN**
 To receive the first draft of the action plan and discuss refinements **Attach 12**
- 15. TOWN FORUM – 31 July 2023**
 To consider and agree upon the set up and format of the next Forum.
- 16. COMMUNITY CLEAN UPS**
 To receive and approve draft documentation for a forthcoming pilot project
 i) Covering report **Attach 13**
 ii) Risk Assessment **Attach 14**
 iii) Event organiser’s checklist **Attach 15**
 iv) Health and safety guidelines for participants **Attach 16**
- 17. BEACH ENTERTAINMENT**
 To receive a report on this year’s entertainment **Attachs 17 & 18**

18. POLICIES REVIEW

i) To receive and approve the Town Council's Councillor Co-option Policy

Attach 19

ii) To receive and approve the Town Council's Lone Worker Policy

Attach 20

19. SPEEDWATCH

To receive details of the scheme and consider whether the Town Council would be interested partaking.

Attach 21

20. THANET DISTRICT COUNCIL

To receive a report concerning a meeting to discuss options for the better upkeep of Victoria Gardens.

ENC 2

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. STAFF ISSUES

i) To receive the minutes of the meeting held on Friday 28 July 2023 and consider any recommendations therein.

ENC 3

ii) To receive and approve the Terms of Reference for the committee

Attach 22

iv) To receive and consider a report on the staff annual appraisals.

ENC 4

Members of the public may re-enter the meeting

24. DATE OF NEXT MEETING – The next Council meeting will be held on Monday 30 October 2023 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 24 July 2023 at 7pm
in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), M Garner, J Hobson, C Kemp, C Leys, P Moore, A Munns, J Nichols, E Orhan (until 8.50pm), K Pressland, 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.

224. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr R Farooki

225. DECLARATIONS OF INTEREST

None received

226. MINUTES

RESOLVED: That the minutes of the Council meeting held on 26 June 2023 can be approved and duly signed as a true record by the chairman.

227. MATTERS ARISING

None

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

None received

At this point and with Councillors' approval the Chairman brought forward item 13

229. NEW TENANT

A prospective tenant with an interest in the Music Room gave a brief presentation on his business idea and how he proposed to use the room. He answered questions as to the nature of the business and its suitability for the proposed location. The Chairman thanked him for his time and explained that the proposal would be discussed at the next Community Assets Committee

meeting. In the meantime confirmed costings for the rental of the building would be sent to the client for his information.

230. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 3 July 2023.

RESOLVED: Members agreed to note

231. ENVIRONMENT COMMITTEE

i) Members received and considered the draft minutes of the meeting held on Wednesday 5 July 2023.

RESOLVED: Members agreed to note.

ii) Members received and approved the draft Terms of Reference

RESOLVED: that with the removal of the mention of Zoom meetings the document is fit for purpose and can be accepted by Council.

iii) Members received a copy of the Town Council's HIP

RESOLVED: That the report be noted but can now return to the responsibility of the committee to research and action the priorities. Any actions requiring additional funding will be brought back to Council.

232. FINANCE AND GENERAL PURPOSES COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 10 July 2023.

RESOLVED: (min 108) That £250,000 be transferred from the Unity Trust current account into a Unity Trust instant access deposit account in line with the IIA's recommendation.

ii) Members received and considered the proposed Preferred Contractors list. Members were asked to declare whether they had any connection to any of the proposed contractors which could constitute a conflict of interest. None were declared.

RESOLVED: That the list be accepted.

iii) Members received and considered the proposed amendment to the Financial Regulations.

RESOLVED: That the amendments be accepted

iv) Members received and approved the recommended Risk Management Statement.

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

233. COMMUNITY ASSETS COMMITTEE

Members received the draft minutes of the meeting held on Monday 17 June 2023.

RESOLVED: (Min 95)

i) That Cllr J Bright be permitted to establish a youth events committee to encourage better use of Retort House.

ii) That £1000 be ring-fenced from the civic events budget to provide start up funding for the project.

ii) Members considered delegating the purchase and instalment of the bench at St Peter's Court to the Town Clerk

RESOLVED: That delegated authority to purchase and install a hardwood bench priced at approximately £500-£600 at the site be granted to the Town Clerk.

234. COMMUNICATIONS

i) The Town Mayor gave an update on all the recent events at which he had represented the Council, including

- The Charles Dickens School Arts and Performance evening
- St Joesph's school fete
- St Peter's safari
- Stone Bay School Air BnB project
- Dane Court School Science Fair.

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

- The Millenium beacon will be reinstated on Thursday 27 July, weather permitting
- The KALC AGM will take place on Saturday 18 November. This is an opportunity for Council to put forward motions upon which NALC can lobby Council. Councillors were invited to think over the summer about potential motions which would need to be agreed by Council in September or October.
- The first meeting of the Civic Group has taken place and the role of the mayoralty was discussed. One more meeting is needed before the draft protocol can be put forward to Council but in the meantime both the Mayor and Deputy Mayor would like to change the ribbons of their respective medals.
All agreed the ribbons could be any colour the individual chose.

235. FINANCE

i) Members received and approved a report concerning payments for the period 26 June 2023 to 19 July 2023. (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 26 June to 19 July 2023. (see attached).

RESOLVED: That the report be noted.

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

- £2250 to PS TAX for indirect tax consultancy fees (with approval of Cllr K Bright)
- £430 to four Jays for provision of toilets for the Christmas Fair
- £208 to earth Anchors for the provision of a replacement top for the picnic table in Vincent Park

- £600 to Broadstairs Metalcraft in advance for the repairs to the Millenium beacon.
- £1360 additional fees to Ability Decorators for the refurbishment of sash windows which are in a more serious state than first thought.

RESOLVED: That the information be noted.

iv) Members received and approved a report concerning payments for the period 19 July 2023 when the agenda was sent out to 24 July 2023 (see attached)

RESOLVED: That the report be noted.

v) Members received a summary of receipts and payments for the period 1 April 2023 to 30 June 2023 (Quarter 1) in line with Standing Order 17c.

RESOLVED: That the information be noted.

vi) Members received a bank reconciliation report showing the Council's balances held at the end of Quarter 1 as per standing order 17c.

RESOLVED: That the information be noted.

236. TERMS OF REFERENCE FOR SCHOOLS LIAISON COUNCILLOR

Members received and considered the draft document.

RESOLVED:

i) That the position should be approved annually at the Annual Council Meeting along with other appointments

ii) That with a couple of minor grammatical amendments the document can be accepted.

237. NEW TENANT

This item had already been discussed at minute 229

238. COUNCIL PRIORITIES

i) Members received a short report from the Chairman on the workshops which took place on Friday 23 June and Friday 14 July and which had concentrated on the setting of goals and objectives over the coming four years.

ii) Members considered how best to formulate the ideas into a strategic plan.

RESOLVED:

i) That the comments and suggestions from groups and organisations at the Town Forum will assist councillors in deciding priorities.

ii) After this projects will be agreed and allocated to committees who may decide to appoint a working group to deliver specific projects.

iii) Members discussed and agreed a vision/mission statement

RESOLVED:

i) That the pillars of Cleaner, Safer, Kinder form the strategic framework for future goals and objectives.

ii) That all the Council's work will be underpinned by strategies to reinforce efficiency.

239. TOWN FORUM 31 July 2023

Members discussed the set up and the format of the forthcoming Town Forum.

RESOLVED: That there will be no formal agenda. The Mayor will introduce the Council's priorities and present the Council's aims and objectives so far. Attendees will then be invited to contribute to round table discussions at three separate stations, - Cleaner, Safer, Kinder. Facilitators will report back briefly at the end of the evening and there will be opportunity for informal discussion with councillors over refreshments before the meeting closes at 9pm.

240. PRIVATE MOTION FROM COUNCILLOR GARNER

Members received and considered a proposal to explore the possibility of recording meetings and streaming them live to increase accessibility and transparency.

RESOLVED: That the Town Clerk research the possibility and report back at the next meeting.

241. HR ISSUES

i) Members received legal topic note 81: Predetermination.

The Town Clerk stressed the importance of attending meetings and listening to debate with an open mind and explained the difference between predisposition and predetermination. She also explained that she did not routinely record the way members had voted on an issue but that any member could request that their or all votes be recorded on any issue. Lastly she explained that voting was routinely done by show of hands but that at the request of two or more councillors any vote could be by signed ballot.

RESOLVED: Members agreed to note.

ii) Members considered the provision of managerial support to the Town Clerk.

RESOLVED:

i) That Cllr Roberts be appointed staff liaison councillor.

ii) That the Town Clerk draw up Terms of Reference for the position.

iii) That Cllr Roberts be appointed to the Staff Management Committee.

242. POLICIES REVIEW

Members received and reviewed the Town Council's Transparency Policy

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

ii) Members received and reviewed the Town Council's GDPR Data Protection Policy.

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

243. IT SUPPORT

Members received and considered an offer of some internal workshops from

the Civic and Support Officer to assist with email and GDPR compliance in particular.

RESOLVED: That the offer be noted and councillors will contact the Officer as necessary.

244. THANET DISTRICT COUNCIL

Members received copies of the responses received from the Deputy Technical Services Manager.

Cllr Orhan left the meeting at 8.50pm

RESOLVED:

i) That the response given are acceptable and the £50,000 can formally be pledged (subject to ii below)

ii) That the reinstatement of the CCTV camera remains a condition of funding. Members concede another location may be more suitable but the camera must remain in Broadstairs.

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

245. TENANT ISSUES

Members received and considered information concerning recent issues. Tenants have now been informed about the move to in-house invoicing for monthly rents, electricity and parking and have been largely supportive of the move. Service charges remain the responsibility of Henderson Setterfield although payment will be directly to the Council.

RESOLVED: Members agreed to note.

246. LEGAL ISSUES

Members received and considered information concerning recent issues.

RESOLVED: Members agreed to note and reaffirmed their intention to recover all monies owed.

247. COMMERCIAL BOOKINGS

Members discussed the circumstances in which discounted rates could be applied. The Events and Bookings Manager has been given delegated powers through the Town Clerk to maximise bookings and revenue, but she requires guidance on how to treat enquiries from staff and councillors.

RESOLVED:

i) That Members of staff benefit from a 20% reduction in hire fees. No further discounts may apply

ii) That councillors do not benefit from any discount on hire fees, or any further discount.

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

248. DATE OF NEXT MEETING

Monday 25 September 2023 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 21.15

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 7th August 2023

Present: Cllrs J Bayford, J Bright (Chair), R Farooki (arrived at 19:03), M Garner, P Moore,
K Pressland
Senior Administrative Officer: Julie Belsey
Volunteer Tree Warden: Karen McKenzie
One member of the public

Minutes marked * require a resolution from the Town Council

172 OPENNESS AND TRANSPARENCY

Cllr Bright reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014

173 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Roberts and Ohran which were accepted.

174 DECLARATIONS OF INTEREST

There were no declarations of interest.

175 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 3rd July 2023. Proposed Cllr M Garner, seconded Cllr P Moore. Agreed.

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

There were no matters arising.

177 CORRESPONDENCE

i) The committee received correspondence regarding proposed telecommunications base station alteration at Pysons Road Industrial Estate. The Committee had no comments to make.

ii) The Committee received correspondence regarding amended plans for planning application F/TH/23/0195 – The Sea Lounge, Albion Road, Broadstairs CT10 1LU.

The Committee recommended NO OBJECTION WITH CONCERNS. The extraction flue should be enclosed and at the correct height, and to ensure that it is in keeping with the surrounding area. (Unanimous)

178 CHAIR'S REPORT

None

179 NEIGHBOURHOOD PLAN BUSINESS

i) The Committee RECEIVED and NOTED legal information regarding the voting rights of the Neighbourhood Plan Sub-Committee.

Extract from the information provided:

“An advisory committee or sub-committee must not be able to make any decisions on matters but only provide information and recommendations to a Town Council committee or sub-committee which does have decision making powers. If this committee does have any decision making powers then non council members cannot vote on any matter.

As the Neighbourhood Plan Sub-Committee is advisory only, this means that non council members can vote on matters being considered.”

The Committee noted the above information. Any recommendations made within the Neighbourhood Plan Sub-Committee are put forward for approval to the Planning Committee, who will make the final decisions.

It was agreed that, as the Neighbourhood Plan Sub-Committee was non decision making, that the vote for the Chair and Vice Chair could go through.

ii) The Committee RECEIVED and NOTED the Examiner’s Report. The Examiner’s amendments are currently being made to the 2nd draft edition of the Neighbourhood Plan. The Committee were also advised that the Introduction of the Plan had to have some changes made as it referred to former Councillors and Mayor. This has been updated. The Plan with the changes will be sent out in due course, with the revised edition also being sent to TDC ready for the referendum.

iii) Thanet District Council have advised that the Neighbourhood Plan will be taken to Cabinet on 10th August 2023. This is earlier than the original date of 21st September. The Committee APPROVED the plan going to cabinet. Once approved at TDC cabinet, the Plan will then hold weight and can be used in making planning decisions and from there, TDC will make preparations for the referendum to take place.

iv) The Committee RECEIVED the draft Neighbourhood Plan Sub-committee minutes from 4th July 2023.

The Committee WITHDREW the request for former Councillor, Ruth Bailey to become a member of the sub-committee as it was unlikely that there would be any further meetings required for the draft 2nd edition plan as it was now due to go to referendum.

New community members will be invited to become members of the Sub-Committee when the process begins for the 3rd edition of the plan, which is suggested to take place every 5 years.

The Committee APPROVED the remainder the draft minutes.

v) The Committee APPROVED the revised Neighbourhood Plan Sub-Committee Terms of Reference, with the correction of changing ‘Committee to Sub-committee’ within the first section.

180 PLANNING WORDING FOR SUBMISSION ON PORTAL

The Committee discussed the definitions and wording for submission onto the Planning portal, with the following wording to be used for recommendations:

Support/approve
No objections with concerns
No comment
Objection with suggested amendments
Refusal

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.

181 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

23/0959/GD South East Bottling Limited, Units 1 to 5 Northdown Industrial Estate, Broadstairs CT10 3JP
The Committee unanimously recommends REFUSAL on the grounds of air pollution, air quality, environmental health issues and odours.

23/0951/VK 20 Kings Avenue, Broadstairs CT10 1DL
The Committee recommends REFUSAL on the grounds that there is no description of how the work will be carried out in accordance to BS5837-2012, trees in relation to design, demolition and construction. (Majority)

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

23/0808/DF Malcolms, 91 High Street, Broadstairs CT10 1NQ
The Committee unanimously recommends NO OBJECTION WITH CONCERNS on the grounds that a party wall agreement should be put in place.

23/0832/RB 66 Stone Road, Broadstairs CT10 1EB
The Committee unanimously recommends NO OBJECTION WITH CONCERNS regarding the omission of overlooking screening.

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

23/0770/DF Westwood Dog Park, The Link, Broadstairs CT10 2FF
23/0795/GD 24 Foreland Heights, Broadstairs CT10 3FU
23/0772/VK Carey Building Campus Site, Northwood Road, Broadstairs CT10 2WA
23/0894/GD 92 Church Street, Broadstairs CT10 2TU
23/0715/ZD 80 Salisbury Avenue, Broadstairs CT10 2DU
23/0763/GD 57 Westover Gardens, Broadstairs CT10 3EY
23/0793/DR 18 Parkwood Close, Broadstairs CT10 2XN
23/0848/DF Woven, North Foreland Avenue, Broadstairs CT10 3QT
23/0903/RB 32 Crow Hill, Broadstairs CT10 1HT
23/0867/DR 43 Rosemary Avenue, Broadstairs CT10 2ES
23/0925/TC 27 Harrow Dene, Broadstairs CT10 2XF
23/0955/ZD 42 Carlton Avenue, Broadstairs CT10 1AQ
23/0947/DR 5 Rosemary Avenue, Broadstairs CT10 2ES
23/0452/RB Pier Head Shelter, The Harbour, Broadstairs CT10 1EU

182 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/23/0942/MM 14 Dane Court Gardens, Broadstairs CT10 1SB
The Committee unanimously recommends REFUSAL as it is
Broadstairs Town Council Policy to refuse the felling of healthy trees.

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

TPO/23/0887/MM 13 Walnut Close, Broadstairs, CT10 2EL
The Committee unanimously recommends OBJECTION as there is
insufficient information to enable the committee to make an informed
decision as to the reasons for the work. The work to the Ash tree is
also over the Town Council's policy of a maximum of 20% reduction.

TPO/23/0905/MM 4 Northcliffe Gardens, Broadstairs CT10 1QB
The Committee recommends OBJECTION on the grounds that there
is insufficient background information on which to make an informed
decision. (Majority)

(iii) The Committee were unable to comment on the applications listed below as these
applications had already been decided on the TDC Planning Portal:

TCA/23/0857/MM 17 Granville Road, Broadstairs CT10 1QB
TPO/23/0860/MM 9 Selwyn Drive, Broadstairs CT10 2SW

(iv) 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 (Dunnoek)

TCA/23/0907/MM	46 Reading Street, Broadstairs CT10 3AZ
TPO/23/0856/MM	1A Albion Road, Broadstairs CT10 2UP
TPO/23/0922/MM	East Kent College, Ramsgate Road, Broadstairs CT10 1ON

183 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 4th September 2023

Meeting closed at 20.16hrs
Senior Administrative Officer



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 4th SEPTEMBER 2023

Present: Cllrs J Bayford, J Bright (Chair), R Farooki, M Garner, P Moore, S Roberts
Senior Administrative Officer: Julie Belsey
Two member of the public

Minutes marked * require a resolution from the Town Council

184 OPENNESS AND TRANSPARENCY

Cllr Bright reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014

185 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Pressland and Ohran which were accepted.
Apologies were received from the Volunteer Tree Warden.

186 DECLARATIONS OF INTEREST

There were no declarations of interest.

187 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 7th August 2023. Proposed Cllr M Garner, seconded Cllr J Bayford. Agreed.

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

The Senior Administrative Officer had produced a spreadsheet for the Committee's information to show the number of tree applications for Broadstairs over the period July 2022 to June 2023, along with the number recommended by the Committee for refusal and those that were granted permission/refused by TDC Planning.

189 CORRESPONDENCE

There was no correspondence.

190 CHAIR'S REPORT

None

191 NEIGHBOURHOOD PLAN BUSINESS

The Senior Administrative Officer informed the Committee that TDC Cabinet had approved the draft 2nd Edition of the Neighbourhood Plan for referendum. The Committee and NDP Sub Committee will be informed of the referendum date and advertising in the run up to the referendum.

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.

192 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

In accordance with Standing Orders 3e, 3f and 3g, Mr S Nicholson addressed the Committee speaking 'against' application 23/0773/RB – 221 Beacon Road, Broadstairs CT10 3DY

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

23/0773/RB 221 Beacon Road, Broadstairs CT10 3DY
The Committee unanimously recommends REFUSAL on the grounds of overlooking, loss of privacy and loss of light to neighbouring property. The application is also out of character with the streetscene and overdevelopment of the site.

All members of the public left the meeting.

23/0967/DF 92 High Street, Broadstairs CT10 1JJ
The Committee unanimously recommends REFUSAL. The Committee concur with Environmental Health's report. The applicant should liaise with Environmental Health and follow their recommendations.

23/1049/ZD 45A Fitzroy Avenue, Broadstairs CT10 3LS
The Committee recommends REFUSAL due to the impact on biodiversity with the removal of the trees. The Committee ask that TDC consider these trees for TPO's. (Majority)

23/0915/DF 53 Albion Road, Broadstairs CT10 2UR
The Committee unanimously recommends REFUSAL on the grounds that the matters reported by Highways are to be dealt with prior to approval.

OL/23/0998/GD Westwood Lodge, Poorhole Lane, Broadstairs CT10 2PP
The Committee recommends REFUSAL as it is stated in reserved matters application R/TH/20/0174 and the Westwood Lodge Woodland Management and Biodiversity Plan dated 1.2.2021 that this area would be reverted back to woodland on completion of the 153 house estate. The Committee also raised Highways issues with the increased use of Poorhole Lane. (Majority)

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

23/1055/GD 11 Stone Road, Broadstairs CT10 1DY
The Committee unanimously recommend NO OJECTION WITH CONCERNS that the TPO'd Sycamore tree is preserved.

L/23/1056/GD 11 Stone Road, Broadstairs CT10 1DY
The Committee unanimously recommend NO OJECTION WITH CONCERNS that the TPO'd Sycamore tree is preserved.

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

23/1029/TC 35 Crow Hill, Broadstairs CT10 1HT
The Committee unanimously recommends NO OBJECTION.

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

23/0989/AH	Westwood Cross Shopping Centre, Westwood Cross, Margate Road, Broadstairs CT10 2BF
23/1011/DF	35 Fair Street, Broadstairs CT10 2JL
23/1019/VK	18 Westwood Cross, Margate Road, Broadstairs CT10 2BF
23/1009/ZD	19 Royal Close, Broadstairs CT10 2JZ
23/1023/RB	9 Waldron Road, Broadstairs CT10 1TB
23/0900/GD	Canterbury Christchurch University Campus, Northwood Road, Broadstairs CT10 2RZ
23/0943/DR	The Charles Dickens, 5-6 Victoria Parade, Broadstairs CT10 1QS
L/23/0966/DR	The Charles Dickens, 5-6 Victoria Parade, Broadstairs CT10 1QS
23/0735/DF	1 Park Road, Broadstairs CT10 1ED
23/0820/GD	2 Norman Road, Broadstairs CT10 3BZ
23/0962/ZD	11 Cumberland Avenue, Broadstairs CT10 1HU
23/0998/VK	15 Northcliffe Gardens, Broadstairs CT10 3AL
23/1051/GD	4 Hereson Road, Broadstairs, CT10 1FF
23/1078/RB	7 Eastern Esplanade, Broadstairs CT10 1DP
23/1109/DF	1 Fair Street, Broadstairs CT10 2JL
23/1124/TC	32 Old Green Road, Broadstairs CT10 3BP

193 **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/23/1083/MM	39A Grange Road, Broadstairs CT10 3ER The Committee unanimously recommends REFUSAL on the grounds of lack of information and advise that the TDC Tree Officer carries out an assessment for a second opinion.
TCA/23/1102/MM	Port Regis Nursing Home, Convent Road, Broadstairs CT10 3PR The Committee unanimously recommends REFUSAL on the grounds of lack of information and evidence and advise that the TDC Tree Officer assess this tree for a TPO.

(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/23/1045/MM	52 Park Avenue, Broadstairs, CT10 2EY
TPO/23/1046/MM	9 Albion Road, Broadstairs CT10 2UP
TPO/23/1043/MM	24 Whiteness Green, Broadstairs CT10 3JS

194 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING
 Next meeting: Monday 2nd October 2023

Meeting closed at 19:57hrs
 Senior Administrative Officer



Broadstairs & St Peter's Town Council

ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 14th August 2023

Present: Cllrs J Bright, K Bright, J Hobson, E Orhan, K Pressland
Senior Administrative Officer: Julie Belsey

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

Councillor K Bright proposed and Councillor J Bright seconded that Councillor James Hobson be Chair. Following a vote, Councillor James Hobson was elected Chair of the Allotments and Land Committee for the Civic Year 23/24.

Councillor K Bright proposed and Councillor E Orhan seconded that Councillor Kevin Pressland be Vice Chair. Following a vote, Councillor Kevin Pressland was elected as Vice Chair of the Allotments and Land Committee for the Civic Year 23/24

27. OPENNESS AND TRANSPARENCY

The Chairman 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.

28. APOLOGIES FOR ABSENCE

Apologies were received from Cllr S Roberts. These apologies were accepted.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. TERMS OF REFERENCE

Members received the draft Terms of Reference and AGREED their APPROVAL. The Terms of Reference will go to the next Full Council meeting for final APPROVAL.

31. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 27th March 2023. Proposed Cllr Hobson, seconded Cllr J Bright, agreed.

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

Members requested a copy of the budget for Allotments and Town Council owned land. The Senior Administrative Officer will send this out the Members.

33. NORMAN ROAD AND NASH GARDENS/PROSPECT ROAD ALLOTMENTS

i) The Committee received information regarding the Town Council owned allotments at Nash Gardens and Norman Road.

There are currently 34 on the waiting list at Norman Road and 37 at Nash Gardens. Two plots are vacant, one at each site, with people on the waiting list being contacted to fill these plots.

The Senior Administrative Officer has recently undertaken training via online webinar for health and safety and allotment leases. Whilst our sites are small, there are a number of areas that will be looked at to improve information available to current tenants and potential allotment holders. We will always endeavour to work with tenants who are having problems with cultivation to allow time to improve their site.

The Operations Officer has repaired a hole that was made at the bottom of the metal security fencing at Norman Road.

ii) Committee Members will inform the Senior Administrative Officer of their availability to undertake an allotment site visit.

34. CULMER'S AMENITY LAND

i) The Committee received information regarding Culmer's Amenity Land.

The land on which 5 Beach Mews had their front and rear gardens had planning permission refused by TDC to revert it back to local green space. The application appeared to not include the whole of the area required to be reverted back. This is now back with Enforcement.

Members were advised about a member of the public's wish to have the permissive footpath that runs from Beach Mews and through Culmer's Amenity Land changed to a public right of way.

The public currently have unrestricted access along this pathway and CT10 Charities consider there is no necessity to make the transition. It was also noted that the start of the path is no longer as it was since the houses were built, so the twenty year requirement is not valid. The path has been realigned to move the permissive element to the side of the allotment fencing. There were no further discussions.

35. MOCKETT'S WOOD

i) The Committee received information regarding Mockett's Wood.

The Friends of Mockett's Wood continue with their amazing work within the woods.

There has been a spate of vandalism within the woods as well as some small fires. The new Beat Officer has been informed and will carry out foot patrols within these areas.

Some fly tipping has been found in a secluded area of the woods. Town Council Officers will remove this from the wooded areas, and, if the sofa remains in the farmer's field, will arrange for this to be removed also.

There is a possibility that there will be more trees affected with sooty bark this year. Any trees which potentially have this will be highlighted within the annual tree survey. Any necessary action will be taken.

Committee Members were keen to meet with the Volunteer's at Mockett's Wood. The Secretary has agreed for her email address to be passed on to Committee Members for arrangements to be made individually.

36. PIERREMONT PARK GROUNDS

i) The first part of trying to reduce down anti social behaviour within the Town Council grounds has taken place. The rockery and wooded area to the rear of it have been cleared and replaced with low growing varieties of plants that will also add colour to the area. The area beside the Music Room had a good amount of winter maintenance take place. Whilst this has produced fresh growth, the area is more visible. Bulbs will be planted in the Autumn to provide winter and spring colour within this area.

The central wooded area between the two entrances to Pierremont Hall will now need to be looked at. Cllr Pressland will put a plan together and the Senior Administrative Officer will arrange for a quote for the works, to be received at the next meeting to be held in October.

ii) Quotes were received for the replacement of the buxus hedging that had to be removed at the rear of Pierremont Hall due to being attacked and killed by caterpillars in the early spring.

It was agreed by all members that Cllr Pressland would inform the Senior Administrative Officer of an alternative solution. This will then be sent to the Grounds Maintenance Contractor for a quote which will be sent round to all Committee Members to agree.

37. PIERREMONT PARK

The committee received a quote for the removal of the buxus hedging within Pierremont Park which also had been affected by caterpillars. Cllr Pressland informed the committee that he had checked the hedging and it was still showing signs of life. Cllr Pressland and Cllr K Bright will contact the relevant officers at Thanet District Council to undertake works that will encourage future growth.

38. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING

Next meeting to be held on 23rd October 2023.

Agenda items to include: Open Allotment Tenants Meeting.

Meeting Closed at 8.22pm
Senior Administrative Officer

DRAFT

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
DRAFT TERMS OF REFERENCE FOR
THE ALLOTMENTS AND LAND COMMITTEE**

MEMBERSHIP

- The Allotments and Land Committee shall consist of a minimum of four Councillors.
- 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 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 Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The annual budgeting process will allocate funds to the Allotment and Land Committee, who will propose how the funds will be spent.
- The Senior Administrative Officer or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet three times per year, typically in March, August and October. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue or online subject to legislation and will be open to the public.

COMMITTEE FUNCTIONS –

- To consider any issues relating to the management of the land and facilities owned or managed by the Town Council and not already covered by other committees or sub-committees or referred to it by the Council.
- To discuss and make decisions on matters delegated to the Committee by Council, currently:

- i) the allotment sites at Norman Road and at Nash Gardens/Prospect Road
- ii) Culmer's amenity land
- iii) Mockett's Wood
- iv) Town Council owned land at Pierremont Park



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

LEISURE AND TOURISM SUB-COMMITTEE

Minutes of the meeting held on Monday 21 August 2023 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs K Bright, M Garner J Hobson, C Leys, G Rusiecki (from 19.03)

In attendance: Cllr J Bright

Officer: Kirsty Holroyd, Town Clerk

- 29. 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 Hobson be appointed vice chairman of the committee
- 30. APOLOGIES FOR ABSENCE**
Apologies with reason were given by Cllrs Kemp, Roberts and Nicholls and accepted by resolution of the committee.
7.03pm Cllr Rusiecki entered the meeting
- 31. DECLARATIONS OF INTEREST**
none
- 32. TERMS OF REFERENCE**
i) Members received the document which had been slightly amended to reflect the fact this is non longer a sub-committee but a committee.
RECOMMENDATION: That the document is fit for purpose and can be adopted by Council.
ii) Members considered changing the name of the committee to include "Events"
RESOLVED: That this be considered at the end of the meeting.
- 33. MINUTES**
Members received the minutes of the meeting held on Monday 21 March 2023.
RESOLVED: That the minutes be signed as a true record of the meeting by the chairman.
- 34. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**
The Town Clerk advised members that the lease with TDC for the bandstand

and kiosk was outdated and needs attention although it functions well enough at present.

35. 5th NOVEMBER FIREWORKS.

i) Members noted that the organisation of the event was well underway and was being led by the Finance Officer.

ii) Members received an email proposal from Broadstairs Fireworks offering either to take the 5 November event back in house and to run a fun fair on Victoria Gardens at the same time, or simply to run a fun fair alongside the Town Council's event. Such an arrangement provides an opportunity to raise money to fund the summer fireworks events.

RESOLVED:

i) That the proposal is not accepted this year since Councillors prefer to offer a completely free to attend event. There are also concerns over fairground music competing with the live music on the bandstand.

ii) Alternative arrangements may be considered in the future, once the Council's own events team is fully established.

36. CHRISTMAS LIGHT PROCUREMENT

Members received and compared the two tendered quotes.

RECOMMENDATION: that tender 2 be accepted with the option of all 25 identified lampposts in St Peter's decorated with the illuminations priced at £200 each. Total cost £15,950 per year for three years.

37. CHRISTMAS LIGHTS SWITCH ON EVENT

Members received a written report from the Events and Bookings Manager detailing the arrangements. Organisation is well underway for the event on Saturday 25 November.

RESOLVED: Members agreed to note.

38. SUMMER THEATRE

Members received a report from the Events and Bookings Manager. A total of six free to attend shows will take place over the summer. They have been well attended, the bar has been open and takings have covered staff costs.

RESOLVED: That members would like to see some photos and a report quantifying the success of the project at the next meeting.

39. PUNCH AND JUDY

Members received an update. A Punch and Judy performer was secured at late notice, and the necessary permission obtained from TDC. He will perform three shows on eight separate dates across the summer and has been well received by visitors and residents.

RESOLVED: Members agreed to note.

40. BANDSTAND EVENTS

Members received an update and were pleased to note performances had taken place every Saturday, Sunday and Bank Holiday as well as several Tuesdays between 7 April and 3 September.

RESOLVED: That the events team include some photos on social media to ensure the Town Council is acknowledged as the organiser.

41. REMEMBRANCE SUNDAY

Members were assured that all arrangements were well underway and that the Civic and Support Officer would liaise with the Town Mayor over finer details.

RESOLVED: Agreed to note.

42. FUTURE EVENTS

Members considered any other events they would like to stage. Cllr Bright (attending) updated members on the development of the youth events team. Publicity has been prepared in readiness for the return to school, and a launch event organised at Retort House for 28 September. It is hoped that the working group will be formed and the first event organised in time for Christmas/new year.

Various other events were discussed and can be developed further once the proposal to develop the events staff has been considered at the next Council meeting.

RESOLVED: Agreed to note.

43. Members revisited item 4ii) and considered changing the name of the committee.

RECOMMENDATION:

i) That the name be changed to Events, Leisure and Tourism Committee.

ii) That the committee ought to meet quarterly

iii) That Cllr Joanne Bright be appointed to this committee.

44. DATE OF NEXT MEETING

Meeting closed at 20.08

Signed _____

Date _____

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
TERMS OF REFERENCE FOR
THE EVENTS, LEISURE AND TOURISM COMMITTEE**

**Approved by Council at the meeting of Monday 13 September 2021
minute 234**

*Amended for at the meeting of 21 August 2023
For approval at Council meeting of 25 September*

MEMBERSHIP

- The Leisure & Tourism Committee shall consist of a minimum of eight Councillors.
- Councillor members shall have full voting rights on the committee.

PROCEDURES

- At the first meeting of the 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.
- Grants: The Committee has authority to allocate grants of up to £2000 per applicant per year subject to the allocated budget limit.
- The annual budgeting process will allocate funds to the 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.

FREQUENCY OF MEETINGS

- The Committee will normally meet four times per year, typically in March, June, September and January. 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 online subject to legislation and will be open to the public.

COMMITTEE FUNCTIONS –

The Committee shall consider events and other matters which benefit the leisure and tourism sectors of the town.



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 11 September 2023 at 7pm in The Council Chamber, Pierremont Hall

Present: J Bright, K Bright, R Farooki, M Garner (Chairman), J Hobson, C Kemp, E Orhan & S Roberts

Town Clerk: Kirsty Holroyd

111. APOLOGIES FOR ABSENCE

Apologies with reason from Cllr Leys were received and accepted.

112. DECLARATIONS OF INTEREST

None received

113. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 10 July 2023.

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

114. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None

115. GRANTS

i) Members received a summary of grant-funding over the last 10 years as requested at the last meeting.

RESOLVED: Members agreed to note

ii) Members discussed whether a sponsorship programme is more appropriate for some applicants and whether the current scheme needs updating. Councillors noted the difference between sponsorship (typically running costs of events) and grants (specific one-off projects, start-up projects or added value items).

RESOLVED:

i) That the application form be slightly modified to allow for differentiation between sponsorship and grants.

ii) That the current timetable for applications remain in place to allow event providers to budget and plan for events next year.

iii) That a portion of the grants/sponsorship budget be retained so that groups can apply year round rather than via the current once a year process.

iv) That the amount of grant/sponsorship funding will be discussed during the usual budget setting process.

116. BUDGET 2024-25

Members considered how best to draft the budget for the next civic year.

RESOLVED: That a working group be formed of Cllrs K Bright, M Garner, and C Leys to meet before the next meeting and create a first draft for consideration.

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

117. VAT

Members received a report from the clerk concerning payment of VAT by one of the Council's tenants.

RESOLVED:

i) That the Town Council agrees to pay the VAT owing for previous years due to its own oversight.

ii) That the VAT due in the current year and all future years must be paid by the tenant as per HMRC's rules.

118. DATE OF NEXT MEETING: Monday 9 October 2023 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.55 pm

Signed _____

Date _____



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

Present: Cllrs J Bright, K Bright (Chairman), M Garner & J Nicholls,
Town Clerk: Kirsty Holroyd

99. APOLOGIES FOR ABSENCE

Apologies with reason were offered and accepted from Cllrs. C Kemp, G Rusiecki, C Leys & A Munns

100. DECLARATIONS OF INTEREST

None

101. MINUTES

Members received the minutes of the meeting held on Monday 17 July 2023.

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

102. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Minute 92: Cllr Nicholls reported that he has approached several businesses about sponsorship of Victoria Gardens and feedback has been favourable. The Town Clerk reminded those present of the meeting with senior TDC officers the following day to discuss options for improving the aesthetics of the gardens.

103. REPORT OF THE FACILITIES MANAGER

Members received the report and noted the huge amount of work undertaken by the team, both preventative measures which ensure the building is well maintained, and remedial measures as unexpected works come to light.

RESOLVED:

i) That once outstanding works on the Town Council's two buildings are complete, a greater percentage of the Operation Officer's time should be spent on town projects.

ii) That a spreadsheet quantifying the amount of money the team has saved the tax-payer by carrying out tasks in house be presented at the next meeting.

iii) That a business case can be made for employing another member of staff to undertake unskilled work and should be considered by the budget working group.

104. STELLA MARIS ROOF

i) Members received a background report on why the works were necessary and why only one quote had been secured.

RESOLVED: Members agreed to note.

ii) Members received the quote to carry out the repairs.

RESOLVED: That John Couzens be asked to carry out the works for a total cost of £4950 plus VAT.

105. SERVICE CHARGES

i) Members received the service charges payable by the Town Council for its use of Pierremont Hall 2023-24.

RESOLVED: Members agreed to note.

ii) Members received and considered the spreadsheet used to calculate the costs.

RESOLVED:

i) That a review of the Town Council's security arrangements is due.

ii) That a representative from Probe to be invited to the next meeting to discuss.

106. GREEN SPACES AT WIMPEY ESTATE

Members received a verbal report from Cllr Garner who explained that the land recently purchased from Taylor Wimpey under auction by private individuals now has a neglected appearance. The grass has not been cut for some months and is causing harm to dogs. Cllr Garner suggested that the Town Council take action to improve the visual amenity of these pieces of land and put them to better use within the community. Various uses for the land were discussed, but cannot be developed until the current owners are ascertained.

RESOLVED: That the Town Clerk try to establish who owns the various pieces of land and contacts the owners pointing out their obligations with regard to trees and open spaces.

That this information be reported back via the Allotments and Land Committee and options be discussed within that committee.

107. MUSIC ROOM

Members discussed the potential new tenant's presentation and considered Heads of Terms.

RESOLVED: That the committee is broadly in favour of granting the lease but would like some assurances about mitigation measures to guard against damage to the interior of the building. The Town Clerk will pass his response to the committee electronically for approval rather than wait until the next meeting.

108. THANET DISTRICT COUNCIL

The Town Clerk briefed members on the topics which had been discussed at the previous week's Broadstairs Litter Forum held at TDC offices. She noted that a full review of toilet provision across the District would be presented to Cabinet in January. She also noted that several Broadstairs businesses had recently be fined for inappropriate use of public bins. Lastly she reported that the damage to the car park in Albion Street car park had still not been addressed despite months of

lobbying TDC councillors and officers.

RESOLVED: Members agreed to note and to maintain the pressure on TDC to address the Albion Street car park issue.

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.

109. TENANTS' ISSUES

Members received a verbal report detailing all outstanding issues and were concerned that not all tenants are up to date with their payments.

RESOLVED: That the Town Clerk write to each of those tenants in arrears asking for an explanation prior to engaging the Council's solicitor again.

The Town Clerk reported that by mutual agreement the business arrangement with managing agents Henderson Setterfield would cease up completion of the Viking Suite lease.

RESOLVED: That the final payment of £2250 for calculation of the 2023-24 service charge be approved.

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

110. DATE OF NEXT MEETING

Monday 20 November 2023 at 6pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.55 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
406 Insurance & Audit	26/07/2023		Nat West Current Accr		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
360 Waste removal	31/07/2023		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	13.23	2.65	15.88
439 Finance costs	31/07/2023		Nat West Current Accr		bank charges	NATWEST	Z	9.80		9.80
418 Community Payback	01/08/2023		Unity Trust		Supplies	Trade Uk	S	51.04	10.21	61.25
417 Facilities Team sundry items	01/08/2023		Unity Trust		Supplies	Trade Uk	S	55.19	11.04	66.23
409 Office sundries	01/08/2023		Unity Trust		annual service	Culligan Water	S	48.48	9.70	58.18
424 Training & Subscriptions	01/08/2023		Unity Trust		Training	Fourjays Ltd	S	60.00	12.00	72.00
423 Civic Events	01/08/2023		Unity Trust		toilet hire deposit	Fourjays Ltd	S	107.50	21.50	129.00
419 Community Payback	01/08/2023		Unity Trust		Supplies	Trade Uk	S	118.86	23.77	142.63
420 Community Payback	01/08/2023		Unity Trust		Supplies	Trade Uk	S	16.66	3.33	19.99
429 Mocketts Wood	01/08/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	44.33	8.87	53.20
428 Beach Security	01/08/2023		Unity Trust		Beach security	Marc One Security	S	180.00	36.00	216.00
430 Container hire	01/08/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	88.66	17.73	106.39
431 cleaning	01/08/2023		Unity Trust		Cleaning	Total Cleaning Services	S	799.64	159.93	959.57
410 Insurance & Audit	01/08/2023		Unity Trust		Works	Broadstairs Metal Craft.	Z	1,150.00		1,150.00
434 Neighbourhood Plan	01/08/2023		Unity Trust		Fee	Salford GIS	S	100.00	20.00	120.00
412 Bandstand entertainment	01/08/2023		Unity Trust		Concert	Thomas Waite (Tequila Brass)	Z	400.00		400.00
432 Cleaning	01/08/2023		Unity Trust		Cleaning	Total Cleaning Services	S	20.00	4.00	24.00
411 Events - Equipment	01/08/2023		Unity Trust		laundry	Star Laundry	Z	104.00		104.00
413 Bandstand entertainment	01/08/2023		Unity Trust		Concert	Ashley Taylor (Einstein's Chili)	Z	350.00		350.00
414 Bandstand entertainment	01/08/2023		Unity Trust		Concert	Sean Jones (Fairisle)	Z	350.00		350.00
415 Bandstand entertainment	01/08/2023		Unity Trust		Concert	Jamie Moore	Z	350.00		350.00
416 Bandstand entertainment	01/08/2023		Unity Trust		Concert	Kent Police Band	Z	375.00		375.00
433 Bandstand entertainment	01/08/2023		Unity Trust		bandstand concert	Janet Rumley (Brad Pittance)	Z	400.00		400.00
422 Summer Theatre	01/08/2023		Unity Trust		printing	Lanes Printers	Z	35.00		35.00
421 Facilities Team sundry items	01/08/2023		Unity Trust		Fee	Thanet District Council	Z	200.00		200.00
425 Drain Clearance	01/08/2023		Unity Trust		Drain clearance	Clear Flow Drainage	Z	200.00		200.00
426 Drain Clearance	01/08/2023		Unity Trust		Drain clearance	Clear Flow Drainage	Z	50.00		50.00
427 Water rates	01/08/2023		Unity Trust		balancing payment	Business Stream	Z	0.85		0.85
528 Bandstand entertainment	01/08/2023		Nat West Current Accr		Electricity	Edf	S	83.33	16.67	100.00
435 Events -Bar	02/08/2023		Unity Trust		Supplies	Page & Sons	S	103.53	20.71	124.24
436 Bathroom items	02/08/2023		Unity Trust		Supplies	Total Supplies Ltd	S	105.00	21.00	126.00

Attach 10

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
438	07/08/2023		Nat West Current Accr		punch & judy	Benjamin Hasker	Z	500.00		500.00
437	07/08/2023		Nat West Current Accr		loan repayment	Public Works Loan Board	Z	17,911.97		17,911.97
458	09/08/2023		Nat West Current Accr		Fees	Take Payments Ltd	S	12.50	2.50	15.00
459	09/08/2023		Nat West Current Accr		Fees	Take Payments Ltd	S	10.00	2.00	12.00
471	10/08/2023		Nat West Current Accr		Fee	Barclaycard	S	4.80	0.96	5.76
470	14/08/2023		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	268.75	53.75	322.50
442	14/08/2023		Nat West Current Accr		punch & judy	Benjamin Hasker	Z	500.00		500.00
576	16/08/2023		Lloyds Corporate Cred		Supplies	Wickes	S	12.25	2.45	14.70
579	16/08/2023		Lloyds Corporate Cred		Refreshments	CO-OP	S	7.98	1.60	9.58
578	16/08/2023		Lloyds Corporate Cred		Supplies	CO-OP	S	2.50	0.50	3.00
583	16/08/2023		Lloyds Corporate Cred		Fee	DBS	Z	18.00		18.00
582	16/08/2023		Lloyds Corporate Cred		Fee	Thanet District Council	S	62.50	12.50	75.00
580	16/08/2023		Lloyds Corporate Cred		diesel	Broadway Filling Station	Z	50.02		50.02
581	16/08/2023		Lloyds Corporate Cred		Supplies	Harrington	Z	6.40		6.40
558	16/08/2023		Lloyds Corporate Cred		plastic sheet	Cut Plastic Sheeting	Z	48.00		48.00
585	16/08/2023		Lloyds Corporate Cred		Printer ink	HP Instant Ink Ltd	S	13.74	2.75	16.49
586	16/08/2023		Lloyds Corporate Cred		safety shoes	Amazon UK Services Ltd	S	39.66	7.93	47.59
584	16/08/2023		Lloyds Corporate Cred		Fee	Amazon UK Services Ltd	S	87.95	17.59	105.54
577	16/08/2023		Lloyds Corporate Cred		Refreshments	CO-OP	Z	22.63		22.63
587	16/08/2023		Lloyds Corporate Cred		Fee	Lloyds commercial cards	Z	3.00		3.00
460	17/08/2023		Nat West Current Accr		Electricity	Edf	S	2,770.83	554.17	3,325.00
489	18/08/2023		Unity Trust		Electricity	Valda Energy	L	185.82	9.29	195.11
474	18/08/2023		Unity Trust		Stationery	VIKING DIRECT	S	53.37	10.67	64.04
475	18/08/2023		Unity Trust		Works	PG Platforms	S	1,295.00	259.00	1,554.00
477	18/08/2023		Unity Trust		Works	John Counzens Roofing Contr	S	500.00	100.00	600.00
482	18/08/2023		Unity Trust		Fee	Edge IT Systems Ltd	S	128.00	25.60	153.60
472	18/08/2023		Unity Trust		Subscription	Chartered Institute of Person	Z	176.00		176.00
481	18/08/2023		Unity Trust		street furniture	Earth Anchors Ltd	S	508.00	101.60	609.60
473	18/08/2023		Unity Trust		Fee	Thanet District Council	Z	330.00		330.00
480	18/08/2023		Unity Trust		Works	Ability Sash Windows	S	2,720.00	544.00	3,264.00
478	18/08/2023		Unity Trust		callout	Westgate Security & Electric	S	70.00	14.00	84.00
483	18/08/2023		Unity Trust		callout	Clear Flow Drainage	Z	80.00		80.00
466	18/08/2023		Nat West Current Accr		telephones/wifi	Venture Telecoms Ltd	Z	129.04		129.04
479	18/08/2023		Unity Trust		Works	Dam High Access	S	280.00	56.00	336.00

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
463	18/08/2023		Nat West Current Accc		telephones/wifi	Venture Telecoms Ltd	Z	90.60		90.60
464	18/08/2023		Nat West Current Accc		telephones/wifi	Venture Telecoms Ltd	Z	90.00		90.00
465	18/08/2023		Nat West Current Accc		telephones/wifi	Venture Telecoms Ltd	Z	309.42		309.42
467	18/08/2023		Nat West Current Accc		Fee	Take Payments Ltd	Z	15.00		15.00
468	18/08/2023		Nat West Current Accc		Fee	Take Payments Ltd	Z	12.00		12.00
469	18/08/2023		Nat West Current Accc		Fee	Take Payments Ltd	Z	36.00		36.00
476	18/08/2023		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
491	18/08/2023		Unity Trust		bandstand concert	Andrew Wall (Sue Caroline B.	Z	350.00		350.00
492	18/08/2023		Unity Trust		bandstand concert	INVICTA CONCERT BAND	Z	350.00		350.00
484	18/08/2023		Unity Trust		callout	Clear Flow Drainage	Z	70.00		70.00
485	18/08/2023		Unity Trust		callout	Clear Flow Drainage	Z	85.00		85.00
486	18/08/2023		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
490	18/08/2023		Unity Trust		expenses	Shanade Ma	Z	9.50		9.50
488	18/08/2023		Unity Trust		Cleaning	Total Cleaning Services	S	799.64	159.93	959.57
487	18/08/2023		Unity Trust		gardening	Boxgreen Landscapes Ltd	S	935.08	187.02	1,122.10
526	18/08/2023		Nat West Current Accc		mobile phone insurance	Bastion Insurance	Z		7.98	7.98
461	21/08/2023		Nat West Current Accc		punch & judy	Benjamin Hasker	Z	500.00		500.00
462	21/08/2023		Nat West Current Accc		punch & judy	Benjamin Hasker	Z	500.00		500.00
493	21/08/2023		Nat West Current Accc		Fee	Information Commissioners C	Z	35.00		35.00
494	21/08/2023		Nat West Current Accc		mobile phones	02	S	191.04	38.21	229.25
495	23/08/2023		Unity Trust		Works	Dam High Access	S	300.00	60.00	360.00
507	23/08/2023		Unity Trust		Works	E. Saunders Ltd	S	105.00	21.00	126.00
504	23/08/2023		Unity Trust		inspection	Pestraid	X	153.00		153.00
500	23/08/2023		Unity Trust		bench	Earth Anchors Ltd	S	256.00	51.20	307.20
501	23/08/2023		Unity Trust		toilets	Fourjays Ltd	S	390.00	78.00	468.00
506	23/08/2023		Unity Trust		beach patrols	Marc One Security	S	1,470.00	294.00	1,764.00
502	23/08/2023		Unity Trust		Works	On Tap Plumbing	S	254.97	50.99	305.96
503	23/08/2023		Unity Trust		Supplies	B&Q	S	9.92	1.98	11.90
499	23/08/2023		Unity Trust		supplies - facilities	Screwfix	S	46.89	9.38	56.27
505	23/08/2023		Unity Trust		Supplies	Seton	S	156.90	31.38	188.28
496	23/08/2023		Unity Trust		Supplies - Events	Page & Sons	S	20.19	4.04	24.23
497	23/08/2023		Unity Trust		Supplies - Events	Page & Sons	S	182.05	36.41	218.46
498	23/08/2023		Unity Trust		Supplies - Events	Page & Sons	S	405.80	81.16	486.96
575	23/08/2023		Unity Trust		sanitary supplies	Total Cleaning Services	S	52.50	10.50	63.00

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
508	23/08/2023		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	8.19	1.64	9.83
518	31/08/2023		Unity Trust		Supplies	ES Solutions Ltd	S	1,623.00	324.60	1,947.60
513	31/08/2023		Unity Trust		Supplies	Screwfix	S	3.32	0.66	3.98
509	31/08/2023		Unity Trust		summer theatre	lisa payne	Z	3,550.00		3,550.00
512	31/08/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	42.90	8.58	51.48
522	31/08/2023		Unity Trust		bin stickers	Keep Britain Tidy	S	175.00	35.00	210.00
517	31/08/2023		Unity Trust		security	Marc One Security	S	1,680.00	336.00	2,016.00
523	31/08/2023		Unity Trust		Works	Ashford Facilities Managemet	S	349.25	69.85	419.10
521	31/08/2023		Unity Trust		Works	Westgate Security & Electricz	S	75.00	15.00	90.00
525	31/08/2023		Unity Trust		Water	Culligan Water	S	29.65	5.93	35.58
511	31/08/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	85.80	17.16	102.96
515	31/08/2023		Unity Trust		laundry	Star Laundry	Z	142.00		142.00
519	31/08/2023		Unity Trust		Supplies	Total Supplies Ltd	S	60.14	12.03	72.17
520	31/08/2023		Unity Trust		Supplies	Total Supplies Ltd	S	60.00	12.00	72.00
514	31/08/2023		Unity Trust		Works	Westgate Security & Electricz	S	313.00	62.60	375.60
510	31/08/2023		Unity Trust		Works	Westgate Security & Electricz	S	119.78	23.96	143.74
524	31/08/2023		Unity Trust		Works	Ashford Facilities Managemet	S	469.00	93.80	562.80
527	31/08/2023		Nat West Current Accr		bank charges	NATWEST	Z	12.60		12.60
516	31/08/2023		Unity Trust		Water	Business Stream	Z	295.00		295.00
547	11/09/2023		Unity Trust		Electricity	Valda Energy	L	14.95	0.75	15.70
554	11/09/2023		Unity Trust		photocopier	KCS	S	127.50	25.50	153.00
549	11/09/2023		Unity Trust		Fee	PS Tax	S	2,081.25	416.25	2,497.50
530	11/09/2023		Unity Trust		Fee	Boys & Maughan	S	1,569.00	313.80	1,882.80
531	11/09/2023		Unity Trust		Fee	Boys & Maughan	S	500.00	100.00	600.00
548	11/09/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	123.00	24.60	147.60
534	11/09/2023		Unity Trust		Beach security	Marc One Security	S	2,145.00	429.00	2,574.00
553	11/09/2023		Unity Trust		security	Marc One Security	S	1,590.00	318.00	1,908.00
542	11/09/2023		Unity Trust		Works	Cinque Ports Construction Ltr	S	2,100.00	420.00	2,520.00
532	11/09/2023		Unity Trust		Fee	On Tap Plumbing	S	240.00	48.00	288.00
535	11/09/2023		Unity Trust		Supplies	B&Q	S	47.50	9.50	57.00
533	11/09/2023		Unity Trust		Fee	VIKING DIRECT	S	48.21	9.64	57.85
551	11/09/2023		Unity Trust		Supplies	VR Sani-co	S	806.00	161.20	967.20
548	11/09/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	812.08	162.42	974.50
544	11/09/2023		Unity Trust		Patrols	Probe Security	S	770.00	154.00	924.00

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
545 Site security	11/09/2023		Unity Trust		Patrols - June	Probe Security	S	750.00	150.00	900.00
546 Site security	11/09/2023		Unity Trust		Patrols - June	Probe Security	S	750.00	150.00	900.00
546 Security	11/09/2023		Unity Trust		Patrols - June	Probe Security	S	150.00	30.00	180.00
545 Security	11/09/2023		Unity Trust		Patrols - June	Probe Security	S	150.00	30.00	180.00
544 Security	11/09/2023		Unity Trust		Patrols	Probe Security	S	150.00	30.00	180.00
550 Civic Events	11/09/2023		Unity Trust		wreaths	Royal British Legion	Z	137.50		137.50
536 Bandstand entertainment	11/09/2023		Unity Trust		bandstand concert	GRAVESEND BOROUGH BAND	Z	350.00		350.00
537 Bandstand entertainment	11/09/2023		Unity Trust		bandstand concert	Rhiannon Rae	Z	350.00		350.00
538 Bandstand entertainment	11/09/2023		Unity Trust		bandstand concert	Doug Hudson - The Hot Rats	Z	350.00		350.00
539 Bandstand entertainment	11/09/2023		Unity Trust		bandstand concert	CITY OF CANTERBURY BAND	Z	350.00		350.00
540 Bandstand entertainment	11/09/2023		Unity Trust		bandstand concert	KENT COASTAL BAND	Z	350.00		350.00
541 Communal charge	11/09/2023		Unity Trust		Supplies	Seton	Z	188.28		188.28
552 Office sundries	11/09/2023		Unity Trust		printing	Kirsty Holroyd	Z	13.47		13.47
555 Office sundries	11/09/2023		Unity Trust		expenses	victoria jenkins	Z	26.60		26.60
556 Office sundries	11/09/2023		Unity Trust		expenses	Abigail Barton	Z	14.75		14.75
529 Drain Clearance	11/09/2023		Unity Trust		Drain clearance	Clear Flow Drainage	Z	100.00		100.00
543 Window cleaning	11/09/2023		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
Total								69,586.29	7,332.48	76,918.77

DRAFT Terms of reference: Staff liaison councillor

For consideration by Council 25 September 2023

Purpose and Aim

The Town Council takes its responsibilities as an employer seriously and seeks to provide a healthy environment for its staff.

One of the measures introduced to ensure the well-being of its staff, the Town Council has appointed a Staff Liaison Councillor.

The appointment of the Staff Liaison Councillor will be made annually at the Annual Council Meeting. The same councillor may be re-elected.

For civic year 2023-24 Cllr Steve Roberts has been appointed to this role. (minute 241).

Roles and responsibilities

Cllr Roberts has delegated authority to meet with the Town Clerk on a monthly basis for the purpose of coaching only. Advice or instruction will not be given. Sessions will last for approximately one hour. This arrangement will be reviewed periodically.

Scope and functions

Cllr Roberts main duty will be to support the Town Clerk who has no established line management or managerial support.

Other members of staff may wish to take advantage of Cllr Roberts expertise in staff mentoring and support.

Ad hoc meetings are not considered to be effective and will not therefore happen. Meetings will be scheduled and focused.

Meetings will be confidential and no notes or records will be made or kept unless the staff members wishes to keep their own.

Decision making

Cllr Roberts does not have any decision-making powers and will bring any issues or proposals to Council for consideration and approval.

Safeguarding

Cllr Roberts has professional qualifications which enable to carry out this function. His duties do not include imparting any HR advice which is a specific function to which the Council has alternative access.

Spending/budget

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

Available Resources

It is not anticipated that any resources will be required beyond use of a room within Pierremont Hall in which to conduct the meetings.

Success factors, evaluation, outcomes, outputs

To be considered by Council and staff

Action Plan

Covering report for Council meeting on 25 September 2023

The following tables list all the ideas discussed and agreed by Council, all the issues noted at the Town Forum and all the projects already underway. Each project is listed under either Cleaner, Safer or Kinder and each has been numbered.

Decision required:

Councillors to propose, discuss and agree any projects which they do not wish to pursue at the present time. These will be eliminated from the plan.

Councillors to prioritise the remaining projects and allocate under short-, medium- or long-term plans.

Proposed next steps:

The Town Clerk will then allocate each project to a committee, a member of staff or a third party and produce indicative costs for inclusion in future budgets.

The document will be published along with a foreword from the Chairman.

This table will be amended over time to provide evaluation information.

For example:-

Outputs - Number of items or services delivered, supplied or completed and

Outcomes – less quantifiable but nonetheless identifiable improvements

CLEANER						
Issue	Solution	Who responsible?	Started?	Resource implication £	Additional info	outcome
1	Dog fouling on footpaths "We're watching you campaign"	Civic and Support Officer and Environment committee	YES	Minimal £100 signage	5 signs erected at pre-agreed locations Education/ threat of repercussions/ conscience pricked	More dog mess cleared up properly
2	Takeaway food litter Bins to be positioned outside every takeaway outlet and grocery store	TDC				
3	Seaweed on the beach Education and information campaign	TDC			Information booklet Website pages updated Media campaign Links on Town Council website	People more tolerant of natural marine environment
4	Toilets in need of major refurbishment	TDC				
5	Confusion around recycling rules All initiatives must link. Education and information campaign	TDC				
6	Litter in residential streets Adopt a street campaign: Everyone responsible for the patch immediately in front of their property.	Town Council/ local residents/local businesses		Minimal. Social media campaign and councillor led?		Less litter in residential and commercial areas
7	Commercial waste bins improperly Client business to be clearly labelled on each bin.	TDC Licensing?	YES	nil		Businesses can be held to account for bins in wrong

	positioned and used								location, left out too long etc
8	Dog poo bags accessible and easily available	Each dog poo bag station to be stocked	Town Council agreed to adopt this responsibility	YES	Minimal £50 per 1000	Eleven bag stations identified: some missing			More dog poo disposed of correctly
9	Single use plastic discarded in the streets	Plastic Free Broadstairs campaign	Town Council in partnership with Surfers against Sewage	YES	minimal				
10	Graffiti on street furniture	Public art to decorate Exchange boxes	Town Council/ local artists and owners of infrastructure		£2000 already ringfenced				
11		Mapping exercise to ascertain hot spots for removal			Nil – councillors and staff to undertake				
12	Verges look neglected	Encourage strategic planting. Rewilding, meadows instead of grass	Kent Highways						
13	Bins – general	Perceived lack of bins; mapping project		YES					
14	Volunteer litter picks underestimated	Suggestion that volunteer collections in different colour bags so that volunteer contribution can be ascertained and more resource allocated	TDC – suggestion made to new Head of Cleansing July 2023	YES					
15		Additional litter picks to be established in every ward	BSPTC Environment committee	YES	nil				

16	Areas of land unkempt and unsightly	Town council to assume some level of responsibility	BSPTC and other agencies	YES	Considerable: to be considered under detailed budgets	Land at Bromstone Roundabout Wimpey estate Victoria Gardens	
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SAFER		Solution	Who responsible?	Started?	Resource implication	Additional info	outcome
17	Issue Accessibility	Improve access across Viking Bay	TDC and BSPTC partnership	YES	£16k pledged on top of £25k gift from Southern Water		
18	Inconsiderate parking	Better signage on keeping pavements clear	Kent Highways (KCC)				
19		Better enforcement	TDC BSPTC to lobby				
20		Research park and ride options or shuttle bus from station to beaches	TDC BSPTC to lobby				
21	Traffic and congestion	Raise awareness of free parking in St Peter's Park road car park on Saturdays	BSPTC		minimal		
22		Look into ways of working in partnership with other groups to develop and improve the existing cycle network and cycle parking facilities	Kent Highways (KCC) TDC BSPTC				
23		Promote use of public transport	KCC TDC BSPTC				
24		More electrical charging points	TDC BSPTC to lobby				
25		Reduce cost to use Council owned car parks.	TDC BSPTC to lobby				
26	Lighting	Improvement to infrastructure on	TDC and BSPTC	YES	£50,000 pledged		

		promenade Viking Bay							
27	ASB	Better signage on CCTV	TDC						
28		More youth activities	BSPTC	YES		£1000 seed funding granted from mayoral/civic budget			
29		Private beach security patrols at peak times	BSPTC and private provider	YES		£25,000 budgeted 23-24			
30	Speeding vehicles	Community Speedwatch	BSPTC			£3000 for SID and training			
31		20's plenty campaign. Better signage in existing areas	Kent Highways (KCC) BSPTC			??			
32	Don't know neighbours	Community events							
33	CCTV	Joined up programme of businesses sharing information	Town Council/ Chamber of Commerce						
34	First aiders	Campaign to publicise first aiders in each business							

KINDER		Solution	Who responsible?	Started?	Resource implication	Additional info	outcome
35	Young people blamed for ASB but have little diversion	Provide opportunities. Youth events at Retort House	BSPTC and Schools liaison Councillor	YES			
36		Engage with young people: link with youth groups	BSPTC events team and Schools Liaison Councillor	YES			
37		Engage in schools	Schools Liaison Councillor	YES			
38	Older people often feel overlooked, lonely, ignored	U3A to be better publicised by Community and Council					
39		Keep Viking Bay accessible	TDC and BSPTC	YES			
40		Dementia Awareness training for councillors and staff					
41	Visitors: Could we be more welcoming?	Welcoming signage					
42		Directional signage					
43		Improve cycling signage on Prom	TDC				
44		Water refill project around shops	BSPTC				
45		Free water refill taps around town	BSPTC Environmental Committee and TDC	YES			
46	Disabled residents and visitors do not share an equal	Remove unnecessary double yellow lines	Kent Highways (KCC)				

47	experience in our towns	Educate people about considerate parking and consequences of parking on pavements	Kent Highways Police				
48		Improve accessibility at Viking Bay	TDC and BSPTC	YES			
49		Dropped kerbs to be requested at key points	KCC				
50		More benches	BSPTC	YES		St Peter's Court x1	
51	Volunteering: Great support groups and volunteering opportunities exist but they are not always well publicised	Community WhatsApp group to encourage each other to help to be kinder and to promote helping each other	Community BSPTC to promote				
52		Encourage local companies to give volunteer hours to the community					
53		Celebrating volunteering day/night/week to sign up new vols and raise awareness of what's going on.	BSPTC could provide similar to Coronation event				
54	Other	Renew the information on local wildlife boards	Kent Wildlife Trust TDC				

55	Free to attend Summer events Pierremont Theatre, Punch and Judy, Bandstand concerts	BSPTC	YES	£24,000	
56	Free to attend winter events Christmas Event Christmas tree and Christmas lights November Fireworks	BSPTC	YES	£27,000	
57	Protect local treasures, amenities, historic pubs and shops . Have access to cooperative ownership	??			
58	Community Payback team: continue to engage	BSPTC	YES	£3000 spent per annum 2021-24	
59	Hedgehog boxes and bird boxes provided free of charge to members of the public	BSPTC Environment Committee	YES	£25 per house	
60	Continue to support local groups and organisations by means of grants and sponsorship scheme.			£60,000 in budget for current year	

Community Clean ups – Pilot project; Report for Council September 2023

From requests and complaints received at the office, comments made at the recent Town Forum and feedback from councillors about what they were told on the doorsteps of local residents whilst campaigning, we know that litter, fly tipping, dog mess and slippery paths due to fallen leaves are some of the issues local people feel most strongly about. As a Town Council we have sufficient resource to tackle some known hot spots, but not to undertake works on a permanent basis.

The Town Clerk was approached by Cllr Bright who wanted to establish a community litter pick in her ward. Typically such projects take place on Saturday mornings, so would be councillor led with no staff input beyond set up, publicity and paperwork. The Town Clerk started to devise a risk assessment and H&S guidelines for such an activity for approval at this meeting.

In the meantime, a meeting at TDC on 12 September established that slippery Public Rights of Way would not be cleaned by TDC operatives this autumn. They will concentrate on pavements and streets with high number of trees. PROWs are owned and managed by KCC who do not appear to have any resource for non-essential works.

In order to take advantage of a spell of good weather starting on Monday 25 September, Town Council staff have arranged for a clean-up of a well-known alley (TB 10) which runs from Grange Road to Old Green Road and which has not been cleared of leaves for some time. The project will be led by the Operations Officer who has purchased appropriate equipment and PPE for himself and up to seven volunteers. All councillors were informed about the initiative and invited to join in if they could.

The attached documents have been used to establish safe and effective methods of working and mitigate risks as far as possible.

If the project goes well, the documents can be tailored to other clean up events across Broadstairs and St Peter's. Community Clean ups need be logged with TDC but officers have confirmed this only needs to be done once for each area and blanket approval will then apply for the year.

Decision required:

Do councillors approve the documents as fit for adoption by Council?

Do Councillors approve the start up of community clean ups, set up by staff but led by Councillors (should they so wish)?

General Risk Assessment

Task / activity or premises assessed: _____ PROW TB 10 Grange Road to Junction of Old Green Road and The Oaks _____

Location: _____ Broadstairs and St Peter's _____

Name of assessor: _____ K Holroyd _____ **Date of assessment:** _18 September 2023_ **Review Date:** _September 2024_ _____

Outline of activity/task: Community clean ups in and around Broadstairs and St Peter's. Members of the public invited to attend to tidy up specific areas which Council staff or councillors have pre-determined are suitable for such activity. Area to be clearly defined and nature of works (Leaf shovelling. Litter-picking) to be clearly explained in pre-event briefing. Litter picks to be led by staff members or ward councillors who have studied and understood this document
Waste will be bagged up and either collected by TDC staff by prior arrangement or taken back to Pierremont Hall for disposal if appropriate. Bags containing sharps or broken glass will be clearly marked.

This risk assessment undertaken prior to event in order to ascertain a location is suitable.

A further dynamic risk assessment to be undertaken by event organiser immediately prior to event starting to highlight any temporary or additional risks or hazards and mitigation methods.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Personal Injury; cuts and grazes • Nettle/insect stings • Slips, Trips, Falls	Volunteers/staff	8	<ul style="list-style-type: none"> • Access to First Aid box • No unprotected feet – wear sturdy shoes, boots or trainers –all briefed on this in advance • Wear suitable clothing --all briefed on this in advance • All to use litter pickers to collect rubbish - NEVER scoop up items by hand. 	4	Attach 14

Beach/promenades	Volunteers/staff	n/a		<ul style="list-style-type: none"> • Be wary of uneven ground and trip hazards including trailing vegetation • All briefed on staying behind the railings on cliff-top- no one should attempt to climb over to reach litter. • Tide is out for activity- but vigilance should be maintained by all group members and stick together so no one gets lost or cut off. • Stay away from uneven rocks/slippery rocks or other unstable areas around cliffs and cliff-tops. 		
Car Park and Roads – moving vehicles can cause injury	Volunteers/staff	24		<ul style="list-style-type: none"> • Young people to remain under supervision and in sight of adults at all times • Briefing to include warning on roads, speed limits and any known hazards • Briefing to include warning to always focus when crossing streets and be aware of surroundings at all times. Be aware of cars, potentially trying to park, maintain vigilance, give warning to others of approaching vehicles • Don't pick litter from the road but to remain on pavements and paths • Hi-vis to be worn at all times • Banksman to keep look out as wheelbarrows are taken across Grange Road 	6	
Alleys and Public rights of way – confined space for passing. Trips over equipment possible	Volunteers/staff/ Members of the public	16		<ul style="list-style-type: none"> • Volunteers to cease work to allow members of the public to pass by • Volunteers to work on one side of the path or alley of another and keep equipment into that same side to allow easy passing 	4	
Cuts and possible infection through contact with broken glass, rusty edges, sharps and syringes	Volunteers and staff	16		<ul style="list-style-type: none"> • Litter pickers and shovels to be used at all times. Nothing to be picked up by hand. • People finding syringes should not touch them, but immediately notify the leader who will arrange disposal through the local authority. Area will be reassessed for 	4	

				<ul style="list-style-type: none"> • suitability. • Any accidental piercing by syringe should be immediately treated at medical practice or A&E (see below) 		
Dog Fouling – carries disease	Volunteers and staff	24	6	<ul style="list-style-type: none"> • Advise on issue of dog fouling during the briefing • Do not touch dog faeces • If found warn others in the vicinity • Remove with a shovel 		
Animals, domestic, wild and farm	Volunteers and staff	8	4	<ul style="list-style-type: none"> • Leaders to maintain vigilance for dogs off leads • Dog Walkers in vicinity to be advised of the litter pick and to keep dogs under control • Children to remain under supervision and within sight of adults at all times • Avoid contact with all animals • Avoid contact with animal faeces 		
Contact with miscellaneous chemicals, asbestos or batteries	Volunteers and staff	8	2	Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (0800 80 70 60) https://www.gov.uk/government/organisations/environment-agency#org-contacts)		
Lifting heavy items – risk of injury	Volunteers and staff	16	1	Leave bulky items alone. Team leader to contact bulky waste collection at TDC		
Volunteers not familiar with safety procedures	Volunteers and staff	16	4	All attendees will be given a briefing covering the above risks and general information about correct use of the equipment, the site and reporting procedures		
Safeguarding – children and vulnerable adults in a public area	Volunteers and staff	8	4	<ul style="list-style-type: none"> • All children and any vulnerable adults to be accompanied by leaders in approved ratios • No child to be out of sight of an adult • Young people will be paired up during litter pick • Where DBS is required for individuals this is in place • All on activity to maintain vigilant where members of the public not participating in the event are using the 		

			<ul style="list-style-type: none"> • same public space • Group to wear hi vis tabards to allow easy identification 		
Lone working – physical or verbal assault	Volunteers and staff	8	<ul style="list-style-type: none"> • Be aware of aggressive and difficult people. • Withdraw rather than face conflict. • Do not work out of sight of others in the group. • Organiser/section leader to have mobile phone. • Keep together and stay off private property 	2	
Extreme weather – various health issues	Volunteers and staff	8	<ul style="list-style-type: none"> • Cease work in inappropriate conditions. • Avoid working in extreme conditions. • Dress for conditions & carry additional clothing. • In the event of extreme weather conditions the litter pick should be postponed or abandoned 	2	

Signature of Assessor: _____ **Date:** _____

Additional Hazards and risks noted by event organiser immediately prior to event

Hazard	Risk	Control	Event organiser signature

This matrix is suitable for all the activities that the council undertakes.

Risk Rating Matrix						
	SEVERITY					
	Multiple Death 10	Single Death 8	Major Injury 6	'3 day' Injury 4	Minor Injury 2	None 1

'Major Injury' shall be as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations - please see the Accident/incident reporting guidance note for further information on this.

LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	V. Unlikely 1	10	8	6	4	2	1

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

Key to Shading		
48 - 100	High	Level of risk is unacceptable
16 - 40	Medium	Level of risk may be tolerable. Seek to reduce level of risk.
1 - 12	Low	Level of risk is acceptable

Definitions for Likelihood

Certain	10	Has happened before and is expected to happen on this occasion.
Very Likely	8	Has happened before and is very likely to happen on this occasion.
Probable	6	Has been known to occur before and is likely to happen on this occasion.
Possible	4	Has been known to occur and it may happen on this occasion.
Unlikely	2	Has been known to occur before but no reason to suggest that it will happen on this occasion.
Very Unlikely	1	Has never happened before and there are no reasons to suggest it will

		happen on this occasion.
--	--	--------------------------

Before event starts, event organiser will

- Walk the area to be worked noting and eliminating any risks if appropriate.
- Make any amendments or additions to the risk assessment above.
- Meet volunteers and introduce themselves as the event organiser so they know who to go to with any questions.
- Record the names, addresses and telephone numbers of all volunteers in order that they are covered by the Town Council's insurance.
- Ensure volunteers have suitable footwear, gloves, Hi-Vis vest and weather appropriate clothing
- Ensure participants have received a copy of the Health and Safety guidelines.
- Explain the area to be cleaned and bring everyone's attention to potential risks and how to avoid hazards.
- The start time, finish time and details of breaks if appropriate
- Hand out equipment and PPE, storing any surplus items in the van or their own vehicle.
- Ensure all volunteers know how to use their PPE and equipment correctly.
- Tell them a copy of the risk assessment is available on request.

On Completion of the Litter Pick Ensure:

- Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
- Any wounds are redressed after cleaning and disinfecting if there has been any contact with water.
- Volunteers carry out a personal inspection for cuts etc.
- Report any hazardous items to the Council.
- All volunteers have reported back and all equipment is collected back in.
- All rubbish for collection has been left in the arranged pick up site.
- Any bags containing sharp material, eg broken glass, are clearly identified.

Broadstairs & St Peter's Town Council Community Litter Picks

Health & Safety Guidance

The leader of the BSPTC litter pick is responsible for making sure all participants are aware of safety issues. There will be a short safety briefing before the start of each litter pick.

BSPTC will not be responsible for any injuries or damages resulting from this activity.

Protective Clothing and Equipment

Anyone taking part in a litter pick should use the following items at all times:

- **Gloves** to minimise contact with any noxious or dangerous materials.
- **Reflective hi-visibility waistcoats** to clearly highlight the litter-picker to traffic and pedestrians.
- **Sensible footwear** and **weather appropriate clothing**.
- **Litter picker**

BSPTC can supply litter pickers, disposable gloves, high-vis vests and litter sacks. PPE will be handed out at the beginning of the session by the event leader and collected back in at the end.

Potential Hazardous, Noxious and Dangerous Materials

The following materials may be encountered during litter picks and should be treated with caution:

- **Broken glass.** To be removed using a litter picker or a brush and shovel, avoiding contact by hand, and disposed of in a sturdy container.
- **Drug related litter and hypodermic needles.** These should not be moved under any circumstances. The location should be reported to Thanet District Council on 01843 577000, who will arrange specialist removal.
- **Suspect materials and fly tipping.** Potentially dangerous items such as unknown liquids in containers, building materials, asbestos or fly tipping, should not be removed. Note the location and report online to Thanet District Council, who will arrange for specialist removal. https://form.thanet.gov.uk/fly-tipping/#gf_1
If there is any doubt about an item, leave it and report it.

General Site Safety

All participants have a duty to work safely and to be mindful of the following:

- Litter picking by the side of roads must be carried out with extreme caution, due to the risk of being hit by vehicles. Litter picks should take place where there are wide verges or pavements, and participants should face oncoming traffic when they are doing this. It is essential that participants are visible to road users, and therefore must only carry out this activity while wearing a hi-visibility waistcoat, and only in clear daylight.
- Participants should not attempt to remove litter from roads.
- Participants should avoid reaching into hedges or undergrowth in such a way as to expose their face, eyes and skin to scratches from thorns or branches. If an item cannot be reached with a litter picker, it should be left.

- Participants should avoid working close to rivers or on steep slopes, where there is an increased risk of falls and slips. When working close to ditches, litter should not be removed unless it can be safely reached with a litter picker.
- Be aware of wildlife. Participants should avoid disturbing animals and birds that may be nesting in the spring, and avoid wasp and bee nests in the summer. Animals should not be disturbed and plants should not be damaged. "Natural" rubbish like logs, stones and weeds should be left as they can be "home" to animals. No attempt should be made to remove dead or live animals. The RSPCA should be contacted if an animal requires help.
- Participants should not enter an area, or attempt to litter pick any areas, where works are restricted, or where workmen are already in place, or where the public do not have a right of entry.

Lifting and Handling Materials

Participants should be aware of the risk of injury caused by carrying bags of collected litter and by attempting to lift and carry heavy materials. To avoid injury, participants must apply the principles of manual handling, as follows:

- Use litter pickers to prevent constant bending and stretching.
- Make sure that an item is safe to handle with no sharp edges or noxious contents.
- Decide if an item can be safely removed by either one or two people.
- Avoid compressing rubbish using hands or feet, as this can accidentally puncture the skin.
- Avoid contact with the body when carrying plastic bin bags.
- Ensure any cuts or abrasions are clean and covered with a waterproof plaster.
- Avoid overfilling bin bags and lifting heavy objects or sacks alone.
- Only remove an item if this can be done without straining.
- Bend legs and keep back straight when lifting an item.

Other hazards to consider are:

- Trips and falls if working on uneven ground or where the ground level drops.
- The time of day the activity is carried out e.g. the middle of the day in the summer may be too hot with a risk of sunburn. Daylight is better than dusk.
- Dog foul and other unclean articles or materials.

If children are involved:

- Children must be supervised by an adult (parent/carer) who will have full responsibility for them, including any relevant medical conditions.
- Children must wear suitable clothing and footwear.
- The amount of time litter picking should be limited to 1-2 hours.

On the day:

- All participants should know what is expected of them and should have read the health and safety guidance.
- All participants should meet at the assembly point at the start and end of the event.
- In case of an accident, a list of names, addresses and contact numbers must be taken at the start of the event and all participants must be signed out at the end.
- All participants should clean hands thoroughly for 20 seconds after handling equipment, and before eating food or drinking.

- Do not confront people that are littering.

A risk assessment will be carried out at the location prior to the start of the activity.
Copies are available to participants upon request.

BSPTC staff will register litter picks with TDC

ITEM 17

REPORT FOR COUNCIL MEETING

MONDAY 25th SEPTEMBER 2023

PROGRAMME OF BANDSTAND CONCERTS 2023

In 2023 we ran a programme of 40 concerts over weekends and bank holidays from 1st May to 3rd September, with Saturdays featuring a variety of music types and Sundays in the main being traditional brass and concert bands. There was also music and entertainment over the Easter and Spring Food Fayre weekends in April.

Other events on the bandstand included:

- Coronation events, 6th – 8th May
- Oasis Fun Day – event organized by the Oasis Charity, including music and entertainment
- Helter Skelter Pirate Party – annual event organized by Helter Skelter, fun and entertainment for children and families
- Latin Summer Fiesta – all day event featuring music, performers and a chance to dance with instruction
- Broadstairs Victorians, Dickens Festival and Folk Week events (bandstand events are arranged by the organisations)
- Series of performances from the Broadstairs College Music Department

V. Jenkins
20.09.23

Punch and Judy report for Council 25 September 2023

The Town Council has hired a self-employed Punch and Judy man – or professor as they are known - to work for the season at Viking Bay since at least 1992 – full list of performers and dates attached. **1**

Professor Brent Dewitt first performed in 2005 and was extremely popular. It is unclear whether a work permit was checked at this time. Town Council staff recall a DBS check was carried out and for that reason Prof Dewitt supplied his driver's licence, a copy of which is still held by the Town Council.

Prof Dewitt continued to come to Broadstairs on and off from 2005 to 2022. The current Town Clerk came into post in January 2021 but Prof DeWitt did not come to perform in summer 2021 due to Covid related travel restrictions.

In summer 2022 the Town Clerk was asked to withdraw £2000 in cash from the bank to pay Prof Dewitt. She was uncomfortable with this request and started making enquiries about the formal set up of the arrangement. At around the same time she received a call from TDC licencing department asking whether the Town Council was currently employing a Punch and Judy performer and if so, why a licence had not been sought. The Town Clerk said she had not been made aware that a licence was necessary since she understood the arrangement was historic and the Town Council had taken on delivery of the service from the District Council at the District Council's request. The TDC officer agreed the performances could continue for this year, but that proper process would have to apply in future years. Attachment **2** explains why a licence is necessary.

A further enquiry about the future of the Punch and Judy performer was received from the local press and a statement given.

This was all verbally reported to the Leisure & Tourism Committee on Monday 22 August 2022. It appeared the outside interest had been sparked by Prof. DeWitt himself handing out flyers asking people to contact Thanet Council (sic) to campaign to have him return the following year. (example attached **3**) Why he felt he had to do this is unclear. It was resolved at this meeting that the Town Clerk would make further enquiries into the arrangement and ensure all proper practices are being followed. Minute 8 xiv).

At the Council meeting of Monday 26 September 2022 Members received a debrief on the summer entertainment and discussed plans for Summer 2023. See attached report and recommendations all of which were approved under minute 68. **4**

Over the winter of 2022-3 Town Council staff researched ways in which organisations can employ a performer from overseas. This was reported to L&T Subcommittee in March 2023 committee. See written report attached. **5** At minute 27 it was resolved that the Events and Bookings Manager be asked to investigate the possibility of employing a local Punch and Judy man for the season.

Prof DeWitt was informed in an email in May 2023 that the Town Council would not be able to employ him this year. He responded to say he would see if he could busk instead of being paid by the Council. Town Council staff informed him he would still need a work permit and would need TDC permission to operate on their land. Staff gave him the email addresses of the Tourism Manager and the Beach and Coast Manager for him to contact and emailed those officers at TDC to let them know to expect an enquiry from Prof DeWitt.

The Town Council's Events and Bookings Manager eventually found a replacement performer in June (the same Punch and Judy man who had performed very successfully at the Dickens Festival earlier in the month)

Paperwork was completed and included risk assessment, DBS check, Service Level Agreement, site plan and public liability insurance of both the performer and the Town Council. An application was made to TDC Licencing, the requisite fee paid and the licence obtained. The appointed performer, Ben Bamboozle, was due to present his first performance on Wednesday 2 August 2023.

On 26 July 2023 completely unannounced, Brent DeWitt turned up in Broadstairs and his arrival was posted on social media by his many supporters who would have been unaware that he had not been hired by the Town Council this year.

On 28 July, The Head of Property at TDC spotted a social media post in which Prof DeWitt had set up his arena and was advertising shows starting later that day. Town Council staff were copied into emails which she sent to all concerned including the TDC Beach Manager who dispatched TDC enforcement officers to move Prof DeWitt on as he did not have a licence. Apparently they let him finish the performance, but nonetheless this was reported on social media amidst a huge outcry.

Our own performer was booked for three performances per day on the following days. Wednesday 2nd August Saturday 5th August, Tuesday 8th August, Friday 11th August, Tuesday 15th August, Friday 18th August, Tuesday 22nd August, Friday 25th August. We understand that he faced considerable abuse on Facebook but that he and Brent got along amicably enough. The manager of the Pavillion on the Sands offered performance Prof DeWitt space within the courtyard of the pub.

Suggested plan for 2024 season

- Establish whether Town Council wants to employ a Punch and Judy performer
- Establish a budget
- Advertise the opportunity on social media and Punch and Judy websites and invite expressions of interest accompanied by the following documents:
 - details of how many shows can be offered for the proposed fee,
 - proposed dates, times, length of show,
 - testimonials, video/audition clip
 - proof of right to work in the UK,
 - public liability insurance,
 - basic DBS check

**PUNCH & JUDY PERFORMERS
VIKING BAY, BROADSTAIRS
1992 - 2022**

1992	Professor Mark Poulton
1993	Professor Mark Poulton
1994	Professor John Alexander
1995	Professor John Alexander
1996	Professor John Alexander
1997	Professor John Alexander
1998	Professor John Alexander
1999	Professor John Alexander
2000	Professor John Alexander
2001	Professor John Alexander
2002	Professor John Alexander
2003	Professor John Alexander
2004	Andrew Anderson
2005	Professor Brent De Witt
2006	Professor Brent De Witt
2007	Justin Tai
2008	Justin Tai
2009	Justin Tai
2010	Justin Tai
2011	Paul Jackson
2012	Professor Brent De Witt
2013	John Faulding
2014	Professor Brent De Witt
2015	Professor Brent De Witt
2016	Professor Brent De Witt
2017	Professor Brent De Witt
2018	Professor Brent De Witt
2019	Professor Brent De Witt
2020	COVID
2021	COVID
2022	Professor Brent De Witt

**Message from TDC in response to my query about the necessity of paying a licence fee.
28 July 2023**

The licence fee of £330 covers the costs associated with setting up the licence as a legal document. It ensures that all necessary permissions, regulations, and contractual obligations are properly addressed and documented, providing a formal framework for the event or service in question.

Please note that this fee is applicable to all licences, including those issued to voluntary organisations, Town Councils, etc as it is a standard charge to cover administrative and legal expenses.

As we work in partnership with Broadstairs and St Peter's Town Council (BSPTC) we have already waived the rent for occupying the land, which would have been chargeable otherwise.

All our fees and charges, including the licence fees, are agreed by the cabinet and are openly published on our website. If you would like to review these details, you can find them at <https://www.thanet.gov.uk/info-pages/fees-and-charges/>.

Regarding the PLI, if BSPTC is paying the performer, we will require both the performer's PLI details as well as BSPTC 's to ensure that all parties involved are adequately protected.

If you have any further enquiries or require additional information, please feel free to ask. We value our partnership with BSPTC and want to ensure a smooth and successful event delivery.

Thank you once again for reaching out, and I look forward to hearing back from you.

Kind regards

Property and Asset Management Team

THE
MAGICAL
PUMPKIN
and **JUDY**
CIRKUS

3

**IF YOU HAVE ENJOYED
THE SHOW AND WOULD
LIKE TO SEE US BACK
AGAIN NEXT YEAR
PLEASE CONTACT:-**

customer.services@thanet.gov.uk

**AND GIVE US YOUR SUPPORT
THANK YOU**

CONFIDENTIAL

Summer Entertainment review

Report to Council 12 September 2022

TDC and the local press contacted the office at the end of August to ask about the set up and permissions surrounding our Punch and Judy man. Apparently interest was sparked because he was handing out comment slips at the end of his shows and asking people to petition TDC to ensure his contract is continued next year.

The Town Clerk is aware that the Punch and Judy shows are extremely popular with residents and visitors alike. However, having looked into the recruitment procedure, lack of documentation and method of payment for the Punch and Judy man the Council has been appointing for some years, the Town Clerk has some concerns and wishes to make the following recommendations: -

Town Clerk's recommendations : -

- i) That payment can no longer be made in cash
- ii) Anyone employed by the council must have the appropriate permission to work. Copies of paperwork must be submitted and kept on file for seven years.
- iii) A DBS check must be carried out on all children's entertainers.
- iv) TDC must be notified of the performances taking place on their land and permission for them to continue must be obtained.
- v) The entertainer must have their own Public Liability Insurance. Copies must be taken and kept on file for seven years.

ITEMS 5, 6 & 11

REPORT FOR LEISURE & TOURISM SUB-COMMITTEE

MONDAY 20th MARCH 2023

5 (i) PROGRAMME OF BANDSTAND CONCERTS 2023

We will be running a full programme of music and entertainment at weekends as from 1st May to mid-September, with Saturdays featuring a variety of music types, and Sundays in the main being brass/concert bands as is tradition. There will also be music and entertainment over the Easter and Spring Food Fayre weekends. Other events on the bandstand include:

- Coronation events, 6th – 8th May
- Oasis Fun Day – event being organized by the Oasis Charity, to include music and entertainment
- Helter Skelter Pirate Party – annual event organized by Helter Skelter, fun and entertainment for children
- Salsa Event – all day event featuring music, performers and a chance to dance
- Broadstairs Victorians, Dickens Festival and Folk Week events (organized by them)

The programme is nearly complete with only 5 dates to fill, and I am waiting on a number of bands to confirm their preferred dates (draft programme attached).

6. NOVEMBER 5TH FAMILY FIREWORKS EVENT

Committee to consider whether it wishes to hold this event again in 2023, as paperwork needs to be prepared and submitted in good time. TDC have indicated that a road closure if required would need to be carried out by an authorised traffic management company, so we may need to factor in the extra costs associated with this.


11. PUNCH & JUDY

Further to the Town Council's resolutions in September 2022, in order employ the performer from abroad who we have been using in recent years, we would need to apply to the Home Office for a licence that enables us to provide Certificates of Sponsorship for this type of temporary employment. This is an involved process which needs to be carried out by someone with specialised

qualifications in this area. The guidance states that this can NOT be carried out by a third party; we cannot commission an agency to do this on our behalf.

We can try again to get a UK performer to cover a few Saturday afternoons during the school holidays, within the scope of our budget.

V. Jenkins
15.03.23

 BROADSTAIRS & ST. PETER'S TOWN COUNCIL	Councillor Co-Option Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 24th September 2018 Reviewed: 12th April 2023 Approved: TBC

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Broadstairs & St. Peter's Town Council (BSPTC). The Co-option procedure is entirely managed by BSPTC and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

BSPTC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. BSPTC will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, BSPTC is able to co-opt a volunteer.

3. Confirmation of Co-option

On receipt, of written confirmation, from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:

- Get approval or prior approval from Council to instigate the co-option

- Advise BSPTC that the Co-option Policy has been instigated

BSPTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. Councillors elected by co-option are full members of BSPTC.

4. Eligibility of Candidates

BSPTC is able to consider any person to fill a vacancy provided that:

- He/She is over 18 years old
- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within 4.8km (direct) of the parish.

There are certain disqualification's for election, of which the main are (see 5. 80 of the Local Government Act 1972):

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

5. Applications

Members may point out the vacancies and the process to any qualifying candidate(s). Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B).

A Council meeting will be arranged within two weeks of the receipt of the applications. This meeting will have an agenda item 'To receive written applications for the office of Town councillor and to Co-opt a candidate to fill the existing vacancy'.

Copies of the candidates applications will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential and in accordance with General Data Protection Regulations.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of BSPTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

6. At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of BSPTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the council will proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix C and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. The vote will be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question.

In order for a candidate to be elected to BSPTC, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second of casting vote.

After the votes has been concluded, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

Appendix A: Application for Co-option

Thank you for your interest in becoming a Town Councillor. Please complete the form below to assist the Council in making their decision.

Full Name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	
<p>About You: Please provide the council with some background information about yourself: <i>(please use additional paper if required)</i></p>	

Reasons for applying:

Please provide the council with your reasons for wanting to become a Parish Councillor : *(please use additional paper if required)*

Signature:

Your application also requires signatures of two registered electors (known as a proposer and seconder) from the parish area of Broadstairs & St. Peter's

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application to the Town Clerk. Your application will be considered by the Town Council, where a vote will be held to decide whether the council agrees to co-opt you in to Broadstairs & St. Peter's Town Council.

Data Protection Act: The information provided on this application will remain Private and Confidential.

Appendix B: Co-option Eligibility Form

1. In order to be eligible for co-option as a Broadstairs & St. Peter's Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

Please tick all which apply to you:

a) I am over 18 years old.	
b) I am registered as a local government elector for the parish; or	
c) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or	
d) My principal or only place of work during those twelve months has been in the parish; or	
e) I have during the whole of twelve months resided in the parish or within 3 miles of it	

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- III. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively.

In (iii), it ceases on the expiry of five years from the date of discharge.


Declaration:

I..... hereby confirm that I am eligible for the vacancy of Broadstairs & St. Peter's Town Councillor, and the information given on this form is a true and accurate record.

Signature..... Date.....

Appendix C: Co-opted Councillor Person Specification Broadstairs & St. Peter's Tow Council

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time. 	

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Lone Worker Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 13th November 2017 Reviewed: 12TH April 2023 Approved: TBC

1 Introduction

Broadstairs & St. Peter's Town Council recognises that some staff are required to work by themselves for periods of time, both within the office environment and outside of office hours.

Broadstairs & St. Peter's Town Council recognises that it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its Employees to minimise this risk.

2 Policy Purpose:

This policy outlines the measures that are required to manage the risk present when employees of Broadstairs and St. Peter's Town Council are required to work alone.

3 Scope of Policy:

This policy covers lone working by all staff members of Broadstairs & St. Peter's Town Council.

4. Who is at Risk?

4.1 All employees who, as part of their contracted duties, are required to work alone and without direct supervision.

4.2 This policy does not set out to identify all the situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks.

4.4 It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

5. Assessing the risk

5.1 The Town Clerk is responsible for identifying and assessing the risks of lone working both in terms of the likelihood of causing harm to a member of staff.

5.2 Consideration will be given to whether the activity is one that can be safely accomplished by one person or whether the presence of another member of staff would be advisable.

5.3 If a risk cannot be eliminated completely, action must be taken to reduce the risk to the lowest level practicably achievable.

6. Specific Guidance

6.1 The Town Clerk should take account of the following factors when evaluating the risk:

- a) the degree of isolation
- b) the type of work activity
- c) the level of supervision and support
- d) contact or proximity with members of the public

6.2 Any person who is recruited for a job likely to involve lone working should be reasonably physically fit and must declare if they have any medical disability that may put them at risk whilst working alone, e.g. hearing impairment, diabetes.

6.3 A first aid kit should be readily available at all times in order to render first aid for minor injuries should they be sustained.

6.4 All lone workers should have access to a mobile telephone or hand-held radio which must be switched on so that they may be contacted or to summon help should the need arise. For all high-risk activities, e.g. where activity is remote from other people, it is imperative that the employee gives clear guidance to another team member as to their location(s) during the day.

6.5 Panic alarms will be offered to lone working staff if they would like one, but it is not compulsory to carry one. These can be used to summon assistance in the event of an attack and will disorientate potential attackers.

6.6 Lone workers must contact a nominated person in the office before they finish work for the day if they intend to go directly home. If planning to work out of standard hours this must be agreed in advance with the Town Clerk.

7. Duties of Broadstairs & St. Peter's Town Council

7.1 In order to fulfil its statutory responsibilities, the Council places specific duties on all managers to ensure:

- a) All lone working activities are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.
- b) Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.
- c) The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.
- d) Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake work alone.
- e) Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision, which should be established through a risk assessment process.
- f) Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

8. Duties of an Employee

8.1 All employees have a responsibility to take care of their own safety and to co-operate with Council procedures.

8.2 Employees should not knowingly place themselves in situations which expose them to additional risk by working alone.

8.3 If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that the Town Clerk is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation from arising, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.

8.4 Lone workers have a responsibility to inform the Town Clerk if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

9. Risk Assessment

9.1 The risk assessment process will be undertaken as a collaborative exercise by both the lone worker and the Town Clerk, or a person appointed by the Town Clerk and that the agreed safe working procedures are recorded and communicated to all persons who may be required to work alone and any other employees who have a role in ensuring their safety.

9.2 The following outlines the steps that must be taken for a lone working risk assessment:

- a) Identify the hazards to which the person may be exposed. The hazards are likely to be the same for a particular activity whether lone working or not. The assessment of the risks to which a lone worker may be exposed must take into account normal and foreseeable scenarios.
- b) The hazards may be such that the risk cannot be controlled sufficiently and therefore lone working is prohibited.
- c) Identify all persons who may be required to work alone. Consideration must be given to an individual's ability to carry out their activities safely on their own. Some individuals may be at greater risk than others for example, new and expectant mothers and young persons or those who are new to a role. It may be necessary to make reasonable enquiries to ensure that lone workers are medically fit to undertake the work alone.
- d) Assess whether current controls are adequate, and if not, consider what additional/alternative control measure(s) can be put in place. Examples of control measures include the provision of suitable training and communication strategies.
- e) Record the risk assessment findings for any significant risks identified. Ensure that the lone worker is made aware of the findings of the risk assessment.

10. Review:

This policy will be reviewed by the Town Clerk at the end of each Civic Year. If any changes are needed these will be reported at a meeting of the Council.

How does Speedwatch work?

Operating at risk assessed sites in 20, 30 and 40mph speed limits, a group typically of two or three police-trained CSW practitioners monitors the speed of passing vehicles using a portable speed indication device (SID) at sites pre-approved by Kent Police.

They record and report details of vehicles travelling at or above nationally-specified thresholds (25, 35 and 46 mph). The registered keepers of vehicles observed repeatedly or excessively (limit plus 50%) speeding anywhere on the system in the previous 12 months are then sent advisory letters by Kent Police.

Fourth-time letters are frequently delivered by a uniformed officer.

Three steps to starting a Speedwatch scheme

1. Contact Speedwatch directly: Tel: 01622 653781 or E-mail: speedwatch@kent.police.uk to discuss your planned group and ask any questions you may have.
2. Identify fellow residents (at least one but more typically between two and twenty others) aged 18+ who also want to volunteer for Speedwatch.
3. The new scheme leader arranges for their volunteers to receive the mandatory practitioner safety awareness training from Speedwatch Support via our website www.communityspeedwatch.org, requesting to join a group. They also need to arrange for any new sites they want to use to be risk assessed by Speedwatch Support.

There is no charge for either of these services and they can often be carried out on the same day.

4. Then buy, share or borrow a suitable SID – Speedwatch Support is unable to make SIDs available. With help from various sources, new schemes are often able to buy their own device or arrange to share one with a nearby scheme or other provider. Possible ways to this include:

- Some Parish and other local councils will help by part funding through a small grant or by arranging to provide access to a SID they already own or arrange to share with a neighbouring Speedwatch scheme;
- you might be able to arrange access to a SID via your District Council and/or Neighbourhood Police Team through your district's Community Safety Unit (CSU.)
- your local PCSO (Police and Community Safety Officer) or Community Warden might help with getting access to SID equipment held by the Neighbourhood Police Team or CSU.



Broadstairs & St. Peter's Town Council

Staff Management Sub-Committee

Terms of reference –

Approved March 2002: reviewed 20 May 2021

Amended by committee on 28 July 2023

For approval by Council on September 2023

[i] The ~~sub~~-committee is appointed with terms of reference as shown below, and will report to the ~~Finance and General Purposes Committee~~. Council

[ii] The Committee shall comprise of a minimum of ~~five~~ three councillors. The quorum shall be three.

[iii] Responsibilities of the committee

To report and make recommendations to the ~~Finance and General Purposes Committee~~ Council on the following staff management issues:-

- All appointments.
- Terms and conditions of employment.
- Health and safety issues.
- Discipline and grievance.
- Welfare.
- Training and education.