



Broadstairs & St Peter's Town Council

6 December 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 11 December 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 27 November 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 4 December 2023 and consider any recommendations therein. **Attach 2**

ii) To receive and consider proposed draft responses to the Sealink consultation document from Cllr Garner as agreed at minute 222 item iii) **ENC 1**

iii) To consider granting delegated authority to Cllr Garner and the Deputy Town Clerk to respond on the Town Council's behalf.

7. ENVIRONMENT COMMITTEE

To receive and note the draft minutes of the meeting held on Wednesday 22 November 2023 and consider any recommendations therein. **Attach 3**

8. COMMUNICATIONS

- i) To receive the report of the Town Mayor.
- ii) To receive the report of the Town Clerk.

10. FINANCE

- i) To receive and approve a report concerning payments for the period 28 November 2023 to 6 December 2023 **Attach 4**
- ii) To receive and approve a report concerning receipts for the period 23 November to 6 December 2023 **Attach 5**
- 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 7 December 2023 to 11 December 2023

11. COUNCIL VAN

To receive and consider options for a replacement electric van for the Town Council's Facilities Team **Attach 6**

12. BUDGET 2024-25

- i) To receive an update from the Town Clerk/RFO **Attach 7**
- ii) To receive an updated spreadsheet detailing expected spend to March 2024 and anticipated expenditure in 2024-25 **Attach 8**
- iii) To receive an updated document detailing updated total requirement and precept demand **Attach 9**
- iv) To receive an updated document showing the effect of any increase in demand upon the Council tax **Attach 10**

13. VICTORIA GARDENS

To receive the second draft of the proposed licence from TDC and consider any amendments. **ENC 2**

14. INTERNAL AUDIT

To receive the report of the Independent Internal Auditor following his inspection on 20 October 2023. **Attach 11**

15. POLICIES REVIEW

- i) To receive and approve the Town Council's Staff Eye Test Policy **Attach 12**
- ii) To receive and approve the Town Council's Pierremont Park Parking Policy. **Attach 13**

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.

16. TENANT ISSUES

To receive an update from the Town Clerk. **ENC 3**

Members of the public may re-enter the meeting.

- 17. DATE OF NEXT MEETING** – The next Council meeting will be held on Monday 29 January 2023 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 27 November 2023 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bright, K Bright (Chairman), R Farooki (from 7.05pm), M Garner, J Hobson, C Kemp, P Moore, A Munns, E Orhan, S Roberts,

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.

295. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs J Bayford, C Leys and K Pressland.

Cllrs J Nichols & G Rusiecki were absent.

296. DECLARATIONS OF INTEREST

None received

297. MINUTES

RESOLVED: That with an amendment to Date of Next Meeting, the minutes of the Council meeting held on 30 October 2023 can be approved and duly signed as a true record by the chairman.

298. MATTERS ARISING - none

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

300. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 6 November 2023.

RESOLVED: Members agreed to note

301. EVENTS, LEISURE & TOURISM COMMITTEE

i) Members received and considered the draft minutes of the meeting held on Monday 13 November 2023.

RESOLVED: Members agreed to note.

7.05pm Cllr Farooki entered the meeting

ii) Members received and considered the feasibility study/risk assessment for the under 18s party. Members suggested measures that could be taken to reduce the risk of some elements of the project.

RESOLVED: That the Town Clerk make the adjustments and the document can be accepted as fit for purpose.

302. COMMUNITY ASSETS COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 20 November 2023.

RESOLVED: min 121.c) That the underspend from cost code Beach Security be vired to cost code Staff Salaries to allow payment for an adviser at Victoria Gardens prior to the appointment of permanent gardeners in the Spring.

ii) Members received and considered a quote to refurbish two sash windows. The Town Clerk explained the contractor was on the preferred contractors' list and had carried out similar work for the Town Council several times over a period of two years.

RESOLVED: That the quote from Ability Sash be accepted at a cost of £4420 plus vat. That future sash window works must be put out to tender to ensure best value for the taxpayer.

303. COMMUNICATIONS

i) The Town Mayor reported on the events at which he had represented the Council this month, including the Remembrance event at Maurice House, an awards evening at The Charles Dickens School, The Westwood Cross Christmas Lights switch on event, and the Thanet Wanderers supporters' celebration match and lunch. He has also spoken about the Council's Cleaner, Safer, Kinder Action Plan on Academy FM. He wished to thank Council staff for the recent Remembrance Day Service and Christmas Market which had both been well attended and appreciated by the community.

ii) The Town Clerk reported that she had received paper copies of the Sea Link proposal from National Grid which involves a cable link from Suffolk to Kent, making landfall at Pegwell Bay and ending at a converter station on the Minster Marshes. The Public Consultation runs until 18 December 2023.

RESOLVED: That a formal response be discussed at the planning committee meeting on 3 December, for approval at the Council meeting of 11 December.

iii) The Deputy Mayor, Cllr Mike Garner informed those present of the sad passing of Camille Sutton who had been a volunteer with the Town Council for more than twenty years, firstly as tree warden and latterly as secretary and lead volunteers of Friends of Mockett's Wood. A floral tribute and card of condolence to be sent. Representatives of the Twon Council will attend the funeral on 13 December.

304. FINANCE

i) Members received and approved a report concerning payments for the period 1 November 2023 to 22 November 2023. (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 21 October to 22 November 2023.

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, (see attached).

iv) Members received and approved a report concerning payments for the period 22 November 2023 to 27 November 2023 when the agenda was sent out (see attached).

RESOLVED: That the payments be approved.

305. COUNCIL VAN

Members received and considered options for a replacement electric van for the Town Council's Facilities Team. The Town Clerk explained that the matter had been discussed at the previous week's Community Assets committee meeting but Councillors had requested further options to consider.

The latest report compared leasing a vehicle, purchasing new or nearly new, and remaining with the current diesel van.

RESOLVED:

i) That the Council wishes to trade in the current vehicle for an electric one.

ii) One further option to be explored; a groundsman's vehicle such as is used on golf courses. This would be useful for the forthcoming work at Victoria Gardens but can also be used on the roads.

iii) All options to be considered at the next meeting and a final decision to be made.

306. VICTORIA GARDENS

Members received an update from the Town Clerk in which she explained all the key elements of the project were now in place. She proposed the establishment of a steering group to make final key decisions on overall vision and style of planting and to pull all the elements together.

RESOLVED:

i) That a steering group comprising the Town Clerk, the Deputy Town Clerk, the Operations Officer, Cllr Pressland, Cllr J Bright, Cllr S Roberts and Vanessa Hibbert be formed. Cllrs Nichols and Rusiecki also to be invited, along with representatives of the Town Team gardening group. Terms of Reference to stipulate that only councillors will have a vote on matters.

ii) That the Steering group decide on the overall strategy for the gardens before turning over the day-to-day management of the project to the Allotments and Land Committee.

iii) That TDC to be consulted on H&S matters and a risk assessment sought. If one is not available, SAMS be appointed to devise one.

307. KALC COMMUNITY AWARDS SCHEME

Members received details about the scheme which recognises the contribution local people make to their communities.

RESOLVED: That members consider who they would like to nominate and a vote be taken at the January Council meeting.

308. POLICIES REVIEW

Members received and reviewed the Town Council's Commemorative Plaque (Blue Plaque) policy. It was noted that no changes were necessary.

RESOLVED: That the document be accepted as fit for purpose. However it only needs to be reviewed every two years rather than annually. (clause 7)

ii) Members received and reviewed the Town Council's Document Management and Archiving Policy. It was noted that no changes were necessary.

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

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

309. TENANT ISSUES

Members received a report from the Town Clerk detailing the online meeting which had taken place on Thursday 9 November as requested by the tenant and reported at the last meeting under minute 292.

RESOLVED:

i) That the tenant's request to extend his lease cannot be granted.

ii) If the tenant wishes the Council to consider granting a new lease there are several conditions which must be met. The Town Clerk will contact him to explain and update Councillors in due course.

8.43pm Cllr Hobson left the meeting.

310. LEGAL ISSUES

The Town Clerk reported that despite having waited four months for a lease to be drawn up for the Viking suite, the version that had been received from the solicitor the previous week still falls far short of what the Council has requested. The delays are jeopardising the new tenancy.

RESOLVED: That the Town Council engage with another solicitor who can produce a robust commercial lease which fulfils the Council's needs.

311. STAFF ISSUES

i) The Town Clerk reported that the post of part-time, temporary events supervisor has been filled and the new member of staff will start in January.

ii) The Town Clerk's appraisal is due in January.

RESOLVED: Cllr Bayford be asked whether she would like to undertake it. If not, both Cllrs Bright and Roberts are willing to do so.

iii) Members received information on the rates of pay for all staff as agreed by the National Joint Council for Local Government Services applicable from 1 April 2023.

RESOLVED: that the Council approves the implement of this pay award for all staff, including those who have left the Town Council's employ since April.

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

312. DATE OF NEXT MEETING

Monday 11 December 2023 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 8.58pm

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 4TH DECEMBER 2023

Present: Cllrs J Bright (Chair), M Garner, K Pressland, S Roberts
Deputy Town Clerk: Julie Belsey

Minutes marked * require a resolution from the Town Council

217 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

218 APOLOGIES FOR ABSENCE

Apologies were received and approved from Councillors Bayford, Farooki, Moore and Orhan. Apologies were received from Karen Mckenzie, the Volunteer Tree Warden.

219 DECLARATIONS OF INTEREST

Cllr J Bright declared a significant interest in Agenda Item 9, application 23/1430/EF, Land formerly used as Club Union Convalescent Home, Reading Street, Broadstairs. The application is from a neighbour.

220 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 6th November 2023. Proposed Cllr M Garner, seconded Cllr S Roberts. Agreed.

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

There were no matters arising.

222 CORRESPONDENCE

i) Amended plans application 23/1036/DF and L/23/1248, Bleak House, Fort Road, Broadstairs CT10 1EY.

Resolved that: The Committee unanimously recommends OBJECTION due to concerns of access to the neighbouring property and impact on parking.

ii) Correspondence received from Wilsons Solicitors on behalf of their clients, Parkstairs Limited was discussed in relation to the designation of Park Avenue Woodland as a LGS in the 2nd Edition of the Neighbourhood Plan. The Deputy Town Clerk informed members that the information had been collated. It was AGREED that the Deputy Town Clerk would reply to the letter with the information required.

iii) Members discussed the formal response to the Sea Link proposal from National Grid. It was AGREED that Cllr Garner would complete the Sea Link consultation document on behalf of the Town Council as a draft, to be taken to full Council on 11th December for discussion. Following Council's decision on 11th December 2023, Officers will fill in the consultation document as per Cllr Garner's draft/Council decision and send in as the Town Council's formal response prior to the deadline date of 18th December 2023.

iv) The Deputy Town Clerk informed the Committee that the Town Clerk had received an invitation from a developer to meet with the Council to discuss a planning application that they intend to submit to TDC. The Deputy Town Clerk informed the Committee that meetings with developers had not

taken place previously prior to a planning application being submitted. Members agreed that this would be the case and applicants can speak at Planning Committee meetings once their application had been submitted to TDC if required.

223 CHAIR'S REPORT

None

224 NEIGHBOURHOOD PLAN BUSINESS

The Deputy Town Clerk informed the Committee that the recent Planning Appeal for the Land North of Reading Street Road, Broadstairs had been dismissed and that the 2nd Edition of the Neighbourhood Plan had played a significant role in ensuring that planning permission did not go through.

Members agreed that we should use examples such as this when we consult on the 3rd Edition of the Plan to show how useful it has been.

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.

225 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

- 23/1408/GD 162 Botany Road, Broadstairs CT10 3SE
The Committee unanimously recommends OBJECTION on the grounds of impact to neighbours, noise nuisance, lack of parking, lack of access and concerns as to whether appropriate fire regulations were in place.
- 23/1437/RB 27A Crow Hill, Broadstairs CT10 1HN
The Committee unanimously recommends OBJECTION due to loss of privacy to neighbours. The Committee also have concerns that the work has commenced prior to permission being granted and therefore should be a retrospective application.
- 23/1449/VKB 53 to 55 Albion Street, Broadstairs CT10 1NE
The Committee unanimously recommends OBJECTION on the grounds that the structures to the rear are attached to Broadstairs & St Peter's Town Council's property without permission.
- 23/1523/GD Land Rear of 22 Callis Court Road, Broadstairs
The Committee unanimously recommends OBJECTION on the grounds of over development, adjacent to an area of high townscape value (Broadstairs & St Peter's Neighbourhood Plan Policy BSP7), opposite a listed building and inadequate outdoor space for children.

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

Cllr J Bright did not take part in the Committee discussion or the vote on application 23/1430/EF – Land formerly uses as Club Union Convalescent Home, Reading Street, Broadstairs

- 23/1430/EF Land formerly uses as Club Union Convalescent Home, Reading Street, Broadstairs

Unconfirmed Planning Minutes 4 December 2023
Subject to Confirmation

The Committee unanimously recommends **NO OBJECTION WITH CONCERNS** as per the SuDS comments regarding the increase of the impermeable area. What appropriate mitigation will take place to deal with the increased drainage area?

Cllr Bright rejoined the meeting.

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

23/1479/TC The Little Sicilian, 45-45A York Street, Broadstairs CT10 1PB
The Committee unanimously recommends **NO OBJECTION** provided the Conservation Officer has no comments against this application.

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

23/1447/TC 23 Stone Road, Broadstairs, Kent CT10 1DZ
The Committee unanimously recommends **NO COMMENT**.

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

23/1362/ZD 154 Botany Road, Broadstairs CT10 3SE
23/1414/ZD 54 Botany Road, Broadstairs CT10 3SF
23/1168/RB 15 Waldron Road, Broadstairs CT10 1TB
A/23/1390/RB Nationwide Building Society, 21 High Street, Broadstairs CT10 1BH
A/23/1388/RB H Samuel, 28 Westwood Cross, Margate Road, Broadstairs CT10 2BF
23/1443/DR 25 Belvedere Road, Broadstairs CT10 1PF
23/1439/VKB Linkside, Marine Drive, Broadstairs CT10 3LU
23/1446/DR The Orchard, Tiplledore Lane, Broadstairs Ct10 2TG
23/1454/DR 10 Pierremont Avenue, Broadstairs CT10 1NL
23/1481/TC 17 Osbourne Road, Broadstairs CT10 2AE
23/1469/ZD 26 Prince Andrew Road, Broadstairs CT10 3HD
23/1512/DF 93 Ramsgate Road, Broadstairs CT10 2DQ
A/23/1444/RB 19 Westwood Cross, Margate Road, Broadstairs CT10 2BF

226 **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/23/1407/MM 75 Dane Court Gardens, Broadstairs CT10 2SD
The Committee unanimously recommends **REFUSAL** on the grounds that the applicant has failed to provide a reason for this work. A clearance of 5.2 meters for traffic is acceptable if the trees are healthy according to the Highways Authority.

TPO/23/1433/MM 45 St Peter's Court, Braodstairs CT10 2UU
The Committee unanimously recommends **REFUSAL** on the grounds that the applicant has failed to provide a reason for this work. The 50% reduction is above the Town Council's policy of a maximum of 20% reduction (2nd Edition Broadstairs & St Peter's Neighbourhood Plan Policy BSP3).

TPO/23/1389/MM 35 St Peter's Court, Broadstairs CT10 2UU
The Committee unanimously recommends **REFUSAL** on the grounds of limited information within the application, no arborist information provided and the reduction is above the Town Council's

policy of a maximum of 20% reduction (2nd Edition Broadstairs & St Peter's Neighbourhood Plan Policy BSP3).

(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)

TCA/23/1498/MM 19 Rectory Road, Broadstairs CT10 1HG

227 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING
Next meeting: Monday 8th January 2024

Meeting closed at 20.12hrs
Deputy Town Clerk



Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

**Wednesday 22th October 2023 Pierremont Hall Council Chamber
6pm**

Present: Chair Cllr Joanne Bright, vice chair Cllr Kevin Pressland, Cllr Colin Kemp.

Civic & Support Officer: Ms. A Barton

80. CHAIRS WELCOME OPENNESS AND TRANSPARENCY

To remind those present of the following:

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

81. APOLOGIES

Apologies were given and accepted for Councillors Paul Moore, Charlie Leys and Steve Roberts.

Not in attendance: Volunteer Tree Warden Karen McKenzie.

82. DECLARATIONS OF INTEREST

None received.

83. MINUTES OF LAST MEETING

RESOLVED:

That the minutes of the meeting held on Wednesday 27th September 2023 were **RECEIVED** and **APPROVED**.

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

None.

85. HIGHWAY IMPROVEMENT PLAN

- i. Members received a verbal update from Cllr Joanne Bright regarding Stone Bay School.
- ii. Discussions were led by Cllr Bright. Members RECEIVED recommendations that the Town Council should support the 20's Plenty Campaign with help from local Volunteers and schools.
- iii. Members RECEIVED and DISCUSSED the 20MPH Limit request sent by resident Paul Verrall. Members Also RECEIVED and DISCUSSED a written update from the Deputy Town Clerk regarding the Community Speed Watch Project.

RESOLVED:

- i. **Stone Bay school are to resubmit their Transport Plan to KCC due to staff changes. They will keep Cllr Bright updated through this process.**
- ii. **It was AGREED by all members that the Committee will SUPPORT the 20s Plenty Campaign. The Civic & Support Officer is to research prices for campaign packs including stickers. Quotes to be discussed at the next meeting.**
- iii. **After extensive discussions it was AGREED that the Deputy Town Clerk is to contact resident Paul Verrall and potential volunteers/ community champions to gauge interest in the Community Speed Watch Project. The Deputy Town Clerk is to also contact KCC or relevant organisation to start the motions of this project in the new year.**

86. MEMORIAL TREE MENU

Members RECEIVED and DISCUSSED the report of potential locations of memorial trees drafted by Cllr Kevin Pressland.

Officer recommendations were RECEIVED from the Civic & Support Officer

RESOLVED:

- i) **It was AGREED by all members That Cllr Pressland and Cllr Bright are to pursue this project as TDC Councillors and to return to the committee to discuss funding at a later date when the project is further along.**
- ii) **Cllr Kevin Presland is to contact TDC Officer, Tony Marmo for support with this project.**

87. TREE PLANTING (Osborn Road)

Members RECEIVED and ACKNOWLEDGED an update from the Civic & Support Officer regarding the ongoing tree planting and meadowing of Osbourne Road. The Cultivation Permit had been APPROVED by KCC with a start date of 1st January 2024 to 1st January 2025.

Tree Planting is going ahead despite a few setbacks with KCC. 2 Trees are still to be planted however, the variety has been changed to X2 Prunus Avium Plena. KCC are to update with planting dates in due course.

RESOLVED:

- i) **It was AGREED by all Members that now the Cultivation Licence has been approved, the Civic and Support Officer is to research 3 quotes from local companies and approved contactor, Box Green and report back to members at the next meeting for work to begin on the land.**

88. BROADSTAIRS IN BLOOM

Members RECEIVED the new proposed Floral Contract document.
Officer recommendations were RECEIVED from the Civic And support Officer including a quote of works from Councils existing approved contractor, Box Green.

RESOLVED:

i) It was AGREED by all members that the quote RECEIVED from Box Green is to be APPROVED for a total of 1 year, with the exception of the Hanging basket quote. This part of the quote is to be queried. The Civic and Support officer is to contact Box Green to make them aware of this decision.

- **APPROVED -Town Planters seasonal display**

Price per replant: £2880.00 + VAT

Total: £5760.00 + VAT

- **APPROVED - Maintenance schedule**

Price per visit: £95.00 + VAT

Total: £3325.00 + VAT

- **TO QUERY BEFORE COUNCIL APPROVAL -Hanging baskets**

Price per basket: £46.00 each

Total: £5520.00 + VAT

ii) The Tender will then be reassessed after this one-year period.

89. TAPS & OUTLETS PROJECT

A verbal update was RECEIVED and ACKNOWLEDGED from Civic & Support Officer regarding a phone call meeting they had with TDC officer and project lead – Lisa Collingwood.

It had been confirmed with Lisa that the Town Council will purchase the AGREED bottle refill unit to be installed on the Promenade.

The Civic and Support Officer confirmed with Lisa Collingwood that the Town Council will only pay for the unit, and all install costs and continued maintenance (including legionnaires testing) will be paid for by TDC. Lisa Collingwood Confirmed this.

RESOLVED:

Lisa Collingwood/ TDC are to investigate a suitable site location on the promenade.

Once a location has been found and confirmed, the Town Council will purchase the unit and liaise with TDC for delivery at the site ready for install.

90. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting: 10am Wednesday 24th January 2023

Proposed forward agenda items:

- Bromstone land update.
- Tasty Planters.
- We are watching you.

18:52 PM meeting closed.

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
856 Site security	30/11/2023		Unity Trust		security	Probe Security	S	770.00	154.00	924.00
856 Security	30/11/2023		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
859 Community Payback	30/11/2023		Unity Trust		supplies - facilities	B&Q	S	41.04	8.21	49.25
860 Community Payback	30/11/2023		Unity Trust		supplies - facilities	B&Q	S	76.67	15.33	92.00
861 Events - Equipment	30/11/2023		Unity Trust		laundry	Star Laundry	X	69.00		69.00
857 Christmas Event	30/11/2023		Unity Trust		printing	Sharp Printing Services	S	64.98	13.00	77.98
867 Training & Subscriptions	30/11/2023		Unity Trust		Training	KALC	S	32.00	6.40	38.40
862 Mocketts Wood	30/11/2023		Unity Trust		container hire	Lawrence Container Hire Ltd	S	44.33	8.87	53.20
866 Container hire	30/11/2023		Unity Trust		Hire	Lawrence Container Hire Ltd	S	88.66	17.73	106.39
888 Waste removal	30/11/2023		Nat West Current Acco		Waste Services	Business Waste Co Uk	S	1.47	0.29	1.76
858 Window cleaning	30/11/2023		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
863 Christmas Event	30/11/2023		Unity Trust		Supplies - Events	The Old Bakehouse	Z	65.00		65.00
864 Christmas Event	30/11/2023		Unity Trust		Fee	Chris Basford	Z	700.00		700.00
887 Finance costs	30/11/2023		Nat West Current Acco		bank charges on current acco	NATWEST	Z	23.07		23.07
865 Christmas Event	30/11/2023		Unity Trust		Fee	Jenny Duff	Z	300.00		300.00
868 Training & Subscriptions	01/12/2023		Unity Trust		training - councillor	KALC	S	50.00	10.00	60.00
869 town maintenance (van cost)	01/12/2023		Unity Trust		vehicle tax - van	Broadstairs & St Peter's Towl	Z	176.00		176.00
870 Christmas Event	01/12/2023		Unity Trust		re Christmas event	David Hooker	Z	640.00		640.00
Total								3,402.22	263.83	3,666.05

Attach 4

BROADSTAIRS & ST PETER'S TOWN COUNCIL RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
354	24/11/2023		Unity Trust		Hall hire		S	100.00	20.00	120.00
354	24/11/2023		Unity Trust		Hall hire		S	12.50	2.50	15.00
354	24/11/2023		Unity Trust		Hall hire		S	33.33	6.67	40.00
354	24/11/2023		Unity Trust		Hall hire		S	13.33	2.67	16.00
354	24/11/2023		Unity Trust		Hall hire		S	50.00	10.00	60.00
354	24/11/2023		Unity Trust		Hall hire		S	225.00	45.00	270.00
353	27/11/2023		Unity Trust		Hall hire		S	54.00	10.80	64.80
353	27/11/2023		Unity Trust		Hall hire		S	54.00	10.80	64.80
353	27/11/2023		Unity Trust		Hall hire		S	54.00	10.80	64.80
353	27/11/2023		Unity Trust		Hall hire		S	54.00	10.80	64.80
353	27/11/2023		Unity Trust		Hall hire		S	54.00	10.80	64.80
353	27/11/2023		Unity Trust		Hall hire		S	54.00	10.80	64.80
356	27/11/2023		Nat West Current Account		Christmas children's party		S	16.67	3.33	20.00
357	27/11/2023		Nat West Current Account		Christmas children's party		S	8.33	1.67	10.00
358	27/11/2023		Nat West Current Account		Christmas children's party		S	16.67	3.33	20.00
359	27/11/2023		Nat West Current Account		stall hire - xmas event		S	70.83	14.17	85.00
360	27/11/2023		Nat West Current Account		stall hire - xmas event		S	54.17	10.83	65.00
361	27/11/2023		Nat West Current Account		stall hire - xmas event		S	54.17	10.83	65.00
349	28/11/2023		Unity Trust		Hall hire		S	20.00	4.00	24.00
350	28/11/2023		Unity Trust		Legal fees		S	1,190.50	238.10	1,428.60
351	28/11/2023		Unity Trust		Rent of premises		S	625.00	125.00	750.00
352	28/11/2023		Unity Trust		Rent of premises		S	625.00	125.00	750.00
348	28/11/2023		Unity Trust		Hall hire		S	50.00	10.00	60.00
372	30/11/2023		Nat West Business Reserve		Interest		Z	404.67		404.67
362	30/11/2023		Unity Trust	see 312	receipt in error - see 312		Z	-1,000.00		-1,000.00
365	30/11/2023		Nat West Current Ac CASH 101790		Allotment Rent		E	30.00		30.00
365	30/11/2023		Nat West Current Ac CASH 101790		Allotment Rent		E	9.41		9.41
374	30/11/2023		Nat West Current Account		Allotment Rent		E	7.20		7.20
366	30/11/2023		Nat West Current Account		Hall hire		S	90.00	18.00	108.00
363	30/11/2023		Nat West Current Ac CASH 101790		sales - Christmas event (li		S	16.67	3.33	20.00
364	30/11/2023		Nat West Current Ac CASH 101790		Sales - Christmas event (f		S	50.00	10.00	60.00
367	04/12/2023		Unity Trust		Electricity		S	739.34	147.87	887.21
368	04/12/2023		Unity Trust		Electricity		S	991.37	198.27	1,189.64

Attach 5.

369 Electricity
04/12/2023
373 Sundry Income
06/12/2023

Unity Trust
Nat West Current Account

Electricity
ev charge income

Total

S	229.33	45.87	275.20
S	51.21	10.24	61.45
	5,054.70	1,120.68	6,175.38

Attach 6

option	Description	Vehicle	Electric?	registration date	Miles on clock	battery warranty	RAC incl	upfront payment	Monthly cost	Part Ex offered	length of lease	Total cost	notes
1	lease new	Citroen Berlingo	Yes	2023	negligible	8 years	no	3 x £1024.44	33 x £341.47	£ 3,500.00	36 Months	£ 10,841.83	after 36 months can purchase or start new lease with new van
2	purchase nearly new	Citroen Berlingo	Yes	2022	9600	7 years	7 years	£ 18,000.00	n/a	£ 4,000.00	n/a	£ 14,000.00	Citroen main dealer Dartford
3	purchase new	Citroen Berlingo	Yes	2023	25	8 years	8 years	£ 21,000.00	n/a	£ 4,000.00	n/a	£ 17,000.00	Citroen main dealer Dartford
4	Keep current Option dismissed at council meeting 30 Nov 2023	Renault Kangoo	No - diesel	2016	49000	n/a	until 2024	n/a	n/a	n/a	n/a	£674 plus fuel and maintenance	requires service @£354 and road tax @£320
5	Utility vehicle	Ligier Pulse 4	yes	2023	negligible	n/k		£25-£28,000	n/a	n/a	n/a	£25-£28,000	All costs ex VAT

Leasing a vehicle

- Pros
- Low monthly payments
- Low up front costs
- Flexibility on contract

Cons

- Can be expensive to exit the deal (balloon payment)
- Do not own vehicle
- Charges apply if mileage exceeded (6000 p.a)
- Expensive to repair (dealer's own)
- Cannot put Council logo on van

Second draft of 2024-25 budget

Report for Council 11 December 2023

At the Council meeting of 30 October 2023 members received the draft budget and were satisfied with the way it was developing. They were unable to finalise it due to too many outstanding items (see minute 284)

On 4 December 2023 the working group comprising Cllrs K Bright, M Garner and G Rusiecki met with the Town Clerk to discuss the latest figures. Please see attached.

Attachment 8 shows each budget heading with updated anticipated expenditure by the end of March 2024 in the blue column and anticipated underspends in each budget heading highlighted in pink.

The green column shows the estimated amounts necessary to continue the Council's work and carry out its ambitions in 2024-5. This results in a total expected expenditure of **£896,224**.

This figure is carried forward to attachment 9 which also shows anticipated income and underspend for the year. These two figures can be deducted from the total requirement to find the precept demand of **£815,099**.

This figure is then carried forward to attachment 10 which shows the effect demanding this sum will have on the council tax per household. The tax base is not yet finalised; TDC usually notifies us of the final figure in late December.

Draft Budget 2024-5

Attach 8.

Admin & Office Costs

Code Title	Total spend	2024-25	
10 Stationery	900	1000	
11 Printer/Photocopier	1000	1000	
12 Licences	7000	7000	
13 IT	4000	4000	
15 Insurance & Audit	7500	8000	
16 Professional Fees	46000	50000	
17 Training & Subscriptions	5000	5000	
18 Equipment & Furniture	2000	4000	
20 Elections	5000	5000	
84 Office contingencies	1000	1000	
101 Phones and Internet	7000	6000	
102 Office sundries	3000	3000	
103 Finance costs	1000	1000	
104 Container hire	1200	1200	
105 Council business rates	1250	1250	
SUB TOTAL	92,850.00	98450	98450
	4,750.00		

Amenities

Code Title	Total spend	2024-25	
4 Bandstand Kiosk	1000	6000	
27 Notice Boards	2000	1000	
29 Defibrillators	2000	2000	
30 Street Furniture	1000	2000	
32 Toilet Extended Opening	0	2000	
34 St Peter's Roundabout	0	4000	
35 Decorative Lighting	20000	18000	
37 Flagpole	500	1000	
SUB TOTAL	26500	36000	36000
	13,000.00		

we now have four

keep for portaloos
keep for portaloos
contract awarded plus tree

Civic Costs

Code Title	Total spend	2024-25	
19 Councillor Allowances	9000	9000	
24 Town Mayor	2000	6000	
25 Civic Events	1000	1000	
SUB TOTAL	12000	16000	16000
	4,000.00		

tbd

Community

Code Title	Total spend	2024-25	
38 Neighbourhood Plan	500	1000	
39 Community Payback	3000	3000	
53 Beach Security	25000	25000	

£15840 spent and remainder moved to staff salaries

905 Dickens House Matchfunding 5000 5000 TDC likely to ask for more

919 Youth Activities 1000 1000

SUB TOTAL 34500 35000 35000

1,500.00

Earmarked reserves

Code Title

921 Retort car park repairs 4500 one off

SUB TOTAL 4500

0

Events

Code Title

40 Bandstand entertainment 15645 16500

41 Summer Theatre 5000 5000 £3585 spent on summer theatre and balance on Christmas event

42 Punch & Judy 2330 3000

43 visitor information kiosk 1000 2000

44 November Fireworks 7000 7000

46 Broadstairs in Bloom 8000 15000

New event 3000

SUB TOTAL 38975 51500 51500

19,025.00

tbd

Grants

Code Title

Sponsorship 60,000

26 Grants 68000 40000

SUB TOTAL 68000 100000 100000

0

Income

Code Title

1 Precept

2 Grants

3 Bank Interest

5 B in B Sponsorship

7 VAT Refund

8 Sundry Income

917 Overpayment

SUB TOTAL

Open Spaces

Code Title

47 Allotments 1000 2500

48 Culmers Amenity Land 10000 10000

49 Mocketts Wood 3000 5500

50 Tree Survey & Works	3400	3500	
51 Tree planting budget	1000	10000	
52 Environmental Initiatives	8000	10000	
86 town maintenance (van costs)	1000	1000	
87 Facilities Team sundry items	2500	2500	
Victoria Gardens		5000	
SUB TOTAL	29900	50000	50000
	15,850.00		

If taps project goes ahead.

More if second caretaker
Tools, equipment

Pierremont Annual Main

Code Title

601 Algae and gutter clearance	2400	2500	
602 Bathroom items	1500	1500	
603 Waste removal	3000	3000	
604 Hygiene services	3000	3000	
605 cleaning	10400	10800	check contract
606 Drain Clearance	2400	2500	
607 electricity	13500	13000	
608 EICR			
609 Fire alarms and emergency ligh	1600	1200	
610 Fire doors and extinguisher che	1400	1500	
611 Fire drills and assessments	3000	3000	
612 Glass Door maintenance	1200	1200	
613 Grounds Maintenance	10400	10035	
614 intruder alarm	500	500	
615 Legionnaires testing	3000	3000	
616 PAT testing	160	180	
617 Roof inspections	1900	1900	
618 Site security	10000	10000	
619 Water rates	1000	1000	
620 Window cleaning	2160	2160	
SUB TOTAL	72520	71975	71975
	-9,355.00		

Pierremont Events

Code Title

45 Events - Marketing	2500	2500	
200 Events - Catering			
201 Events -Bar			
204 Events - Equipment			
205 Events - Council			
206 Events - Commercial			
903 Events Room Hire			
904 Events Room Hire - Deposit			
912 Christmas party			
918 Passive room hire			
SUB TOTAL	2500	2500	2500
	0.00		

Pierremont Hall

Code Title

--	--	--	--

54 Planned building works	28000	30000	Porch stella maris to be done, chamber floor, bannister
55 Tenants' rent			
56 Tenants' parking			
57 Annual maintenance schedule	5000	10000	add in some drains clearance
61 Rates	6500	6500	
62 Unplanned building works	5000	5000	
64 Licence	350	400	
85 Landscaping and planting	2280	4000	new hedge to rear and front landscaping
88 Furniture/equipment	1000	1000	
89 Communal charge			
203 Electricity			Council use only
911 EVCP			

SUB TOTAL 48130 56900 56900

4,905.00

PWLB Loan

Code Title

75 Loan Repayments	35824	35824	35824
--------------------	-------	-------	-------

SUB TOTAL 35824

Retort House

Code Title

66 Retort House Bookings			
67 Retort House Tenants			
68 Utilities	10000	4000	
69 Rates	2750	2750	
70 Annual maintenance schedule	4000	4000	
72 Licences	0	1000	
73 Cleaning	2000	2000	
81 Unplanned building works	3000	3000	
83 Equipment	500	500	
915 Security	1200		

SUB TOTAL 23450 17250 17250

2,050.00

Staff Costs

Code Title

21 Salaries	191,000	228,321	2 no. gardeners
22 Pension	10500	14056	
23 NI & Tax	58900	80748	
76 Travel and Subsistence	200	200	
78 Payroll company	1000	1300	
79 Eye tests and glasses	100	200	

SUB TOTAL 261700 324,825 324825

0.00

YE Adjustments

Code Title

900 Debtors
901 Creditors
902 Void transactions
913 Receipts in advance 23-24
914 Receipts in advance 24-25

SUB TOTAL

Summary

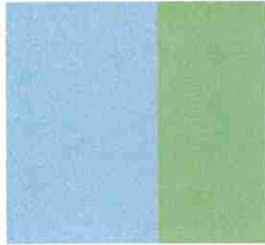
NET TOTAL

896224

V.A.T.

GROSS TOTAL

Created by  **Scribe**



Attach 9.

Reserves: Top ups to be agreed and noted here.
 General Contingencies top back up by £50,000
 Professional fees to cover Danial Quinlan £50,000

Budget requirement	£ 896,224.00
top up reserves	£ 50,000.00
additional prof fees	£ 50,000.00

Total requirement £ 996,224.00

Minus anticipated underspend	£ 55,725.00
Minus anticipated income	£ 125,400.00
Precept demand	£ 815,099.00

As agreed by working group 4 December 2023

Anticipated income	
Retort House rent	£ 15,000.00
Retort House bookings	£ 10,000.00
Pierremont Hall rent	£ 48,000.00
Pierremont Hall bookings	£ 40,000.00
Bandstand kiosk licence	£ 11,200.00
Allotments	£ 1,200.00
	£ 125,400.00

reduced Dec 23 due to Council's decision to use for own projects more

Anticipated underspend	
Admin and Office costs	£ 4,750.00
Amenities	£ 13,000.00
Civic costs	£ 4,000.00
Community	£ 1,500.00
Events	£ 19,025.00
Grants	£ -
Open Spaces	£ 15,850.00
Pierremont Hall	£ 4,905.00
Retort House	£ 2,050.00
	£ 65,080.00
over spend on pierrem	9355
	£ 55,725.00


update

Precept £	% increase	Increase £	Total Prec Tax Base	Total Income	Increase £	
75.41	0	0.00	£ 75.41	9,802.23	739,186.16	0
75.41	1	0.75	£ 76.16	9,802.23	746,578.03	7,391.86
75.41	2	1.51	£ 76.92	9,802.23	753,969.89	14,783.72
75.41	5	3.77	£ 79.18	9,802.23	776,145.47	36,959.31
75.41	6	4.52	£ 79.93	9,802.23	783,537.33	44,351.17
75.41	7	5.28	£ 80.69	9,802.23	790,929.20	51,743.03
75.41	8	6.03	£ 81.44	9,802.23	798,321.06	59,134.89
75.41	9	6.79	£ 82.20	9,802.23	805,712.92	66,526.75
75.41	10	7.54	£ 82.95	9,802.23	813,104.78	73,918.62
75.41	15	11.31	£ 86.72	9,802.23	850,064.09	110,877.92
75.41	20	15.08	£ 90.49	9,802.23	887,023.40	147,837.23
75.41	25	18.85	£ 94.26	9,802.23	923,982.71	184,796.54

Band D Council tax 2023-24 £75.41

£739,195 requested

Previous tax base 9802.23

<p>Risk Assessment </p>	<p align="center">Broadstairs & St Peter's Town Council INTERNAL AUDIT 2023-2024 AUDIT PLAN WITH COMMENTS / FINDINGS</p> <p>I am pleased to report to Members of the Broadstairs & St Peter's Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the six month period to 30 September 2023, following my audit visit and subsequent conversations on 20 October 2023.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Town Clerk, Mrs Kirsty Holroyd for her assistance given to me during my audit visit.</p>		
<p>Area</p>	<p>Item</p>	<p>Comments / Findings Interim visit 20 Oct 2023</p>	<p>Comments / Findings Year-end Audit XX XXX 2024</p>
<p>Previous Audits</p>	<ul style="list-style-type: none"> • Date of last External Audit Certificate or Exemption Certificate for 2022-23 • Comments if any • Publication on website. • Date of last Internal Audit Comments if any • Review of any items outstanding from previous internal / external audit reports. 	<p>Mazars signed off the Report & Certificate 2022-23 on 4 October 2023, which is beyond the required date for publishing the outcome of the External Audit, ie 30 Sept 2023. Actual publishing date was 5 Oct 2023. There was one minor matter relating to an "unticked box 11a" relating to "trust funds", which could be inferred from other answers on the AGAR. Last Internal audit visit was 19 May 2023, the Internal Audit Report was considered by Council on 16 June 2023 Min 218 and considered in more detailed by F&GP 10 July 2023 Min 108 i) new deposit a/c with Unity Trust ii) Clirs to informally monitor the website content and advise the Town Clerk of any issues.</p>	

Minutes	<ul style="list-style-type: none"> Scan of the minutes of the Council's meetings and the Finance Committee. General Power of Competence (GPC) ? Dispensations S.40 LA&A Act 2014 filming/recording 	<p>F&GP Comm 12 June 2023 and Council 16 June 2023 Min 210 ii) resolved that Allotment & Land, Leisure & Tourism, and the Environment sub-committees can all become Committees with responsibility for their own Budgets.</p> <p>Council considered the Town Clerk's report on adopting the General Power of Competence (GPC) following the Elections in May 2023. Council 16 June 2023 Min 207 resolved to adopt the GPC applied retrospectively from the Annual Meeting 15 May 2023.</p>	
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> Date adopted Any changes in elected/co-opted members since last Audit ? DPI's complete DPI's on website or weblink New Governance Compliance NEXT ELECTION 	<p>5 Wards, 4 elections and 1 uncontested. 15 Cllrs elected, only 3 were existing Councillors, split across 3 parties and 1 Independent Councillor</p> <p>New May 2023 DPI information available on the website</p> <p>May 2027</p>	
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> Have they been formally adopted and applied? Have any changes been made since they were adopted or the last audit? Have any changes been formally adopted by the Council? Virtual Meetings / Delegation to Clerk/RFO still in place? Updated re NALC Models SO's 2018 updated April 2022, Fin Regs 2019 ? Two signature rule still in place? 	<p>Council 17 April 2023 Min 171 & 172 approved the updated Standin Orders and Financial Regulations that had already been discussed by F&GP. Amendments included revised delegated financial thresholds eg Town Clerk items up to £2k, Town Clerk & Chair of the Committee £2k to £10k and Council < £10k</p> <p>Fin Regs Amendment Council 24 July 2023 Min 232(iii) Re: Preferred Contractor Policy and Mtee of the List of Contractors</p>	

Risk Management				
<ul style="list-style-type: none"> ● Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? ○ Inspections of play equipment etc if carried out by staff/Cllrs have they been trained, accredited? ○ ANNUAL REVIEW ? ● Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) ● Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control (SIC)? ● Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	<p>No Town Council owned play areas</p> <p>Annual Review of Risk - F&GP Comm 10 July 2023 Min 109(i) and Council 24 July 2023 Min 232(iv).</p> <p>Long-term Agreement (LTA) in place with Zurich Municipal to 1 April 2024. An extension to the cover to include the Fireworks 5 Nov 2022 approved by F&GP 25 April 2022 Min 654</p> <p>The Fidelity Guarantee cover = £1m</p> <p>Other Brokers to approach for comparative insurance quotes for the next LTA are</p> <p>James Hallam - Town Council - James Hallam BHIB (currently launching a new website www.clearcouncils.co.uk)</p> <p>F&GP Comm 10 July 2023 Min 109(ii) Cllr Leys appointed as Cllr Auditor to periodically check the regular payments.</p> <p>SIC for 2022-23 to be considered as part of the AGAR 2022-23 – 26 June 2023</p> <p>F&GP Comm 12 June 2023 and Council 16 June 2023 Min 210 iii) resolved to adopt the SIC 2022-23.</p> <p>Council 16 June 2023 Min 219 reviewed and adopted the Media, Public Relations and the Website & Social Media Policies</p> <p>Council 24 July 2023 Min 242 reviewed and adopted the Transparency Policy and GDPR Data Protection Policy</p> <p>Council 25 Sept 2023 Min 266 reviewed and adopted the Co-option Policy and Lone Worker Policy</p>			

<p>Budgetary Controls</p>	<ul style="list-style-type: none"> Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? ○ Review of All Reserves included as part of the Budget Setting Process? Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> ○ Compare with Fin Regs? Are significant variances explained in sufficient detail? 	<p>Budget monitoring undertaken by the F&GP eg 12 June 2023 Min 95 and 10 July 2023 Min 106 The Committee receives summary of income & expenditure by Cost Code.</p> <p>2024-25 Budget F&GP 11 Sept 2023 Min 116 – appointed 3 Cllrs to form a Working Party to create the first draft of the Budget for 2024-25.</p>	
<p>Section 137 expenditure</p> <p>£9.93 FOR 2023-24 (£8.82 FOR 2022-23)</p>	<ul style="list-style-type: none"> What is the cash limit for the year? Is a separate account/analysis kept? Has the cash limit been exceeded? Have the spending powers been properly used and Minuted? 	<p>The S137 limit for 2023-24 announced increased by 12.5% (the RPI increase Sept 2021 to 2022) to £9.93</p> <p>Not required GPC powers in place.</p>	
<p>Book-keeping</p>	<ul style="list-style-type: none"> Cashbook - is it: <ul style="list-style-type: none"> • Fit for purpose? • Up to date? • Arithmetically correct? • Balanced regularly? Turnover above £200k pa ? Income & Expenditure basis of accounting? Record keeping and the arrangements in place to store previous year's accounts etc. 	<p>Scribe Accounts was introduced in June 2021 replacing AdvantEdge and used to close the accounts for 2021-22 onwards</p> <p>The Council accounts on an Income & Expenditure basis.</p>	

<p>Petty Cash</p>	<ul style="list-style-type: none"> • Has the amount of petty cash float been agreed? • Are all petty cash entries recorded? • Are payments made from petty cash fully supported by receipts / VAT invoices? • Are petty cash reimbursements signed for? • Date of last petty cash reimbursement ? • Is petty cash balance independently checked regularly 	<p>The Finance Officer will be operating the Petty Cash through the Accounting System and has proposed starting on 1 April for the new financial year. The proposal is to replenish the petty cash float by cash withdrawals via the Unity Multipay card. Only one imprest of £50 to date.</p>	
<p>Payroll</p>	<ul style="list-style-type: none"> • Who is on the payroll and are contracts of employment in place? • Who is the RFO? • Annual Appraisal in place ? • Have there been any changes to the establishment during the year? • Have there been any changes to individual contracts during the year? • Members Allowances in place and paid via payroll system? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have PAYE/NIC requirements been properly applied and accounted for? • Payroll outsourced? 	<p>Main staffing includes - Town Clerk (37 hrs pw) Senior Administrator (30 hrs pw) Re-titled Deputy Town Clerk with an amended job description. Finance Officer (25 hrs pw, increased to 30hrs from 1 Jan 2023) Events & Booking Manager (37 hrs pw – Shanade Ma appointed to cover maternity leave Leanne Hadden back from maternity leave) New position to support the Events Team particularly weddings and commercial bookings (20 hrs pw – for a 12 month period initially) – Council 25 Sept 2023 Min 271 Facilities Officer (37 hrs pw) (David Bassett made permanent and title change to Facilities Manager Council 26 Sept 2022 Min 69ii) Operations Officer (37 hrs pw) Civic & Support Officer (37 hrs pw) Caretaker (10 hrs pw) Cllr Roberts appointed “Staff Liaison Cllr” – Council 24 July 2023 Min 241 (ii) Cllrs Allowances £600 approved for for 2022-23 – Post Audit Note: Council 30 Oct 2023 Min 288 agreed £600 for 2023-24 National Pay Award last approved by Council 14 Nov 2022 Post Audit Note: Council to consider the latest pay offer 27 Nov 2023.</p>	
	<ul style="list-style-type: none"> • WORKPLACE PENSION IN PLACE 	<p>Payroll administrator - Batchelor Coop NEST pension scheme in place for all eligible employees</p>	

Payments

<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • STAFF costs definition for inclusion in Box 4 for 2023-24, check parity for 2022-23 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband & phone allowance etc NOT incl. • Has VAT been identified, recorded and reclaimed? • Have internal control procedures been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SO's ○ Have any new contracts or contract variations/extensions been awarded in the year? ○ Procedures adopted for letting of contracts ○ Have contract payments been made in accordance with the contract document? 	<p>Payments authorised between Meetings are well minuted eg Council 24 July 2023 Min 235 i) also Receipts Min ii), Min iii) referred to works & services authorised in between meetings. All payments are in the "additional documents" attached to the Agenda as listed on the website under the Meeting they were approved.</p> <p>The Quarterly Transparency Reports lists the payments made of £500 and above, which are also posted to the website.</p> <p>Direct Debits and regular payments considered by Council 15 May 2023 Min 197 iv)</p> <p>Staff costs included in Box 4 compliant with the definition.</p> <p>VAT balance at the year-end 31 March 2023 = £31,226 (for period covering 20 March 2020 to 31 March 2023), to offset a large VAT bill expected Pierremont Hall and Retort House - VAT to be charged from 1 April 2023. Council 13 Feb 2023 Min 145</p> <p>Post Audit Note: Council 30 Oct 2023 Min 284 received an update regarding the VAT bill.</p> <p>Monthly VAT claims from 1 April 2023 – April - £2,895, May - £3,465, June - £3,831 July - £713, August – (£892)</p> <p>Sample contracts/agreements in place: Westgate Security – CCTV Mlce and various alarm installations Total Cleaning Services – Pierremont Hall Cleaning Box Green Landscapes – Garden Mlce Pierremont Hall (3 years from 1 April 2022) John Couzens – roof & gutter inspections Pierremont Hall Marc One Security – Beach Patrols Venture Telecom – phones & wifi facilities to take payments for bookings Henderson Setterfield – Property Managers for Pierremont Hall and Retort House Boys & Maughan – legal services Business Waste – waste disposal PSTax – VAT advice</p>	
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<p style="background-color: #90EE90; display: inline-block; padding: 2px;">Receipts</p>	<ul style="list-style-type: none"> • Are all receipts recorded correctly? • Are all receipts promptly banked? • Precept, CTSG and Sect 136 payments • Are income records inc allotments, burials, hirings adequate? • Are invoicing arrangements adequate? 	<p>VAT to be charged for taxable supplies from 1 April 2023 Council 13 Feb 2023 Min 145</p> <p>Council 24 July 2023 Min 245 – Tenants invoicing for rent, parking and electricity etc to be brought in-house from 1st August 2023</p> <p>Henderson Setterfield to continue their responsibility for validating the Service Charges BUT the payments from Tenants to be made directly to the Council</p>	
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Bank reconciliation & PWLB Loans															
<ul style="list-style-type: none"> • What current/deposit accounts exist? • Investment Strategy recommended where bank balances are in excess of £100k. FSCS aware ? • Are bank reconciliations regularly carried out for each account? • Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? • Internet Banking/Corporate Card and if in place Financial Regs updated ? • Signature review (Two signatures required?) • Any PWLB loans ? 	<p>Bank account balances as at 30 Sept 2023 -</p> <table border="0"> <tr> <td>NatWest Business Reserve (6508)</td> <td style="text-align: right;">- £344,508</td> </tr> <tr> <td>NatWest Current (1301)</td> <td style="text-align: right;">- £25,000</td> </tr> <tr> <td>Unity Trust Current (0349)</td> <td style="text-align: right;">- £557,416</td> </tr> <tr> <td>Unity Trust Instant Access (5155)</td> <td style="text-align: right;">- £250,320</td> </tr> <tr> <td>Nationwide Instant Saver a/c</td> <td style="text-align: right;">- £304,002</td> </tr> <tr> <td>Petty Cash</td> <td style="text-align: right;">£51</td> </tr> <tr> <td>Total cash balance</td> <td style="text-align: right;">-£1,481,297</td> </tr> </table> <p>Council 17 April 2023 Min 166 resolved that the Nationwide Instant Access a/c be transferred to a 95 day notice account to attract a better rate of interest Council 24 July 2023 Min 232 endorsed the F&GP recommendation to switch £250k into a Unity Trust Instant Access a/c.</p> <p>To maximise the interest potential I would recommend that delegated powers be given to the Town Clerk/RFO to manage the two Unity Trust a/cs without compromising the day to day business activity, ie using the balances as at 30 Sept shown above at least another £250k could be transferred to the Instant Access account (current int rate at the time of my visit was 2.75% compared to the 1.45% offered by the NatWest Bus Reserve a/c.)</p> <p>The Council has a Corporate Multi-pay Card in use. Signatories list updated following the Elections – Council 15 May 2023 Min 197 v) – Unity Trust Bank Cllrs K Bright, M Garner, P Moore & J Hobson (NB Cllr J Bayford to continue as a signatory until others are in place and will step down. Nationwide – Cllrs K Bright, M Garner & J Hobson NatWest to review</p> <p>PWLB Loan balance as at 31 March 2023 - £336,254</p>	NatWest Business Reserve (6508)	- £344,508	NatWest Current (1301)	- £25,000	Unity Trust Current (0349)	- £557,416	Unity Trust Instant Access (5155)	- £250,320	Nationwide Instant Saver a/c	- £304,002	Petty Cash	£51	Total cash balance	-£1,481,297
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Petty Cash	£51														
Total cash balance	-£1,481,297														

<p>Assets and Asset Register (AR)</p> <ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values? • Are investments recorded? • Are the valuations regularly reviewed? • Does the AR show the insurance values ? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? 	<p>Net increase in Asset Values as at 31 March 2023 - £13,175 to £631,145</p> <p>Valuation Report received by Council on 17 April 2023 Min 175. Town Clerk was asked to seek a second opinion on the value of the civic regalia and the superfluous external lights be sold at auction.</p> <p>New assets in 2023-24 to date include 2 picnic tables, 2 laptops and desks. The biggest item was the purchase of a second-hand van for the Facilities Team - £11,000.</p> <p>Council 16 June 2023 Min 212, that former Clrns be offered their "Pad devices" for £50, any unclaimed be given to charity. Only 2 were purchased the rest to be passed onto suitable charity etc.</p>	
<p>Year-end procedures inc. AGAR</p> <ul style="list-style-type: none"> • Does the 2023-24 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of 2022-23 AGAR & Certificate of Exemption if applied • PROOF of public rights provision during summer 2023 & website- AIAAR ICOS • Public Inspection Period Minuted ? • New governance compliance regime - refer to new Practitioners' Guide 2023 	<p>Year-end procedures to be checked at final audit</p> <p>The AGAR 2022-23 was approved by Council 26 June 2023 Mins 214 ii, iii & iv, the RFO had signed off the Statement of Accounts on 2 June 2023</p> <p>Date of Announcement – 30 June 2023</p> <p>Public Inspection period – 3 July to 11 Aug 2023</p> <p>Evidence – Posting dates on the website</p> <p>The above period of Public Inspection was approved by Council 26 June 2023 Mins 214 vi,</p>	

Additional tests – (as necessary)			
<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Trust Funds/Charities – Charity Commission filing? • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Website host and Webmaster and any changes? • Website functionality & accessibility NALC L09-18 • TRANSPARENCY CODE compliant especially for Exempt Authorities • Post GDPR (May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer ○ Other matters inc DPO arrangements 	<p>There have been no major changes in IT security arrangements since my last visit. Cyber Central is the IT Support company used by the Council.</p> <p>Office 365 software and systems in place. Councillors have been issued with iPads.</p> <p>Not applicable</p> <p>Council 16 June 2023 Min 210 i) that I be appointed as IIA for 2023-24 as recommended by the F&GP Comm 12 June 2023.</p> <p>Vision ICT Ltd provide the website platform</p> <p>F&GP 10 July 2023 Min 108 ii) Cllrs to informally monitor the website content and advise the Town Clerk of any issues.</p> <p>Generic Accessibility Statement has a link at the bottom of the website "Home Page".</p> <p>Satswana appointed as the DPO for the Council</p> <p>Ex-councillors email addresses have been deleted and new Councillors issued with their "generic" email address to be used solely for Town Council business.</p> <p>Example generic email address Cllr-Joe.bloggs@broadstairs.gov.uk</p>		

	Staff Eye Test Policy – Display Screen Users
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 29th January 2018 Reviewed: June 2023 Approved: TBC

1. Introduction

1.1 Broadstairs & St. Peter's Town Council is committed to promoting the health and wellbeing of all employees. This policy and the associated guidance aim to promote supportive and effective management of Working with display screen equipment (DSE)

1.2 Broadstairs & St. Peter's Town Council has eight employees who are required to operate VDU/ Display Screen Equipment (DSE) on a daily basis. Under the Health and Safety (DSE) Regulations 1992, users are entitled to be provided with a free eye and eyesight test by their employer providing they habitually use VDU/DSE or become a habitual user for a significant part of their normal work.

1.3 Guidance in this policy has been based on the Government Guidance given by HSE and

<http://www.hse.gov.uk/pubns/indg36.pdf>

<https://www.eyesite.co.uk/news/should-my-employer-pay-for-my-glasses/>

1.4 An employer is also required to provide further eye and eyesight tests on request at reasonable and regular intervals to any employee defined as "user" under the above regulations.

1.5 All procedures and documents relating to an individual's eye and eye sight tests will be treated confidentially and information will only be shared with those who have a genuine need to receive it.

2. Scope

2.1 This policy relates to employees of Broadstairs & St. Peter's Town Council that the VDU/DSE regulations 1992 apply to.

2.2 The responsibility for monitoring and managing the Eye Test Policy lies with the Town Clerk.

3. The legal requirements

3.1 Free eyesight tests must be provided for "users" on their request or where there is visual difficulty in carrying out display screen work – the tests must be repeated at appropriate intervals, i.e. every two years or as advised by an optician.

4. Who is entitled to eye and eye sight tests?

4.1 It is inappropriate to make a judgment purely on the amount of time spent on DSE work, but rather to consider all elements of the work done by each individual and then make a judgement, using the following list of criteria which is drawn from the official Guidance on the DSE Regulations:

- a) The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results
- b) The individual has no discretion as to use or non use of the display screen equipment
- c) The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- d) The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- e) The individual uses display screen equipment in this way more or less daily
- f) Fast transfer of information between the user and screen is an important requirement of the job
- g) The performance requirements of the system demand high levels of concentration by the user, for example, where the consequences of an error may be critical

5. When should users have an eye and eyesight test?

5.1 Employees who are users (by the Town Clerk's definition) are entitled to have an eye and eyesight test at their employer's expense. So too are employees who are not currently users but are to become users within the same organisation.

5.2 Newly recruited persons who are about to become users within the organisation also have an entitlement. The employer is only obliged to make available eye and eyesight tests to those persons falling into the above categories when they request one.

5.3 It is the right of the employee (existing user, existing employee who is about to become a user or new recruit who is to become a user) to ask for an eye and eyesight test, and unless and until they do so, the employer is under no obligation to make sure a test is available for them.

5.4 In the case of those who are about to become users, whether they are internal transfers or external recruits, the employer must ensure that the tests are made available to them before they become users, that is before they engage in work which, because of its frequency, duration, intensity and pace places them in the category of users. Again, this will only be the case if those employees actually request the eye and eyesight test that the law says they are entitled to.

5.5 In circumstances where a user requests an eye and eyesight test for the purpose of the DSE Regulations, the employer must respond as soon as practicable. In the event of there being an unreasonable delay, the employer would be expected to prove why it was not practicable for the test to be arranged sooner.

6. What is an appropriate eye and eyesight test?

6.1 In Great Britain an "appropriate eye and eyesight test" means a "sight test" as defined in the Opticians Act 1989. DSE users are not obliged to have such tests performed but where they choose to exercise their entitlement, employers should offer an examination by a registered ophthalmic optician, or a registered medical practitioner with suitable qualifications.

6.2 All registered medical practitioners, including those employed in an organisation's occupational health department, are entitled to carry out sight tests but as a rule only those with an ophthalmic qualification do so.

6.3 Section 26(2) of the Opticians Act 1989 defines testing sight as "determining whether there is any and, if so, what defect of sight and of correcting, remedying or relieving any such defect of an anatomical or physiological nature by means of an optical appliance prescribed on the basis of determination".

6.4 The British College of optometrists has produced a statement of good practice clarifying the purpose of the eye test is determining whether the user has any defect of sight that requires correction when working with a display screen.

6.5 The test will be all the more effective if the employee describes the workplace and the exact nature of the display screen equipment work done.

7. What does the employer pay for?

7.1 There is a legal duty placed upon employers to meet the cost of any "corrective appliances" (which usually means spectacles) that are prescribed exclusively for use on display screen work.

7.2 if necessary to users, Broadstairs & St. Peter's Town Council will pay towards optician fees to a maximum of:

- Full cost of eye test
- £30 towards lenses*
- £65 towards frames*

* For the provision of basic spectacles for display screen work only.

7.3 All fees will need to be recorded, evidence of a prescription solely for VDU work signed by the optician and a receipt provided. The agreed amount will be returned to the employee in their salary.

7.4 Should the employee spend more than the agreed amount by the employer, this is at the employee's own expense.

8. Additional responsibility of employer

8.1 In addition to responding to requests by "users" and existing employees who are about to become "users", the employer has a further duty to meet the costs of any repeat tests provided by an optometrist or doctor. The frequencies of such repeat testing is left to the clinical judgement of the optometrist or doctor concerned.

8.2 Furthermore, should an existing user suffer from visual difficulties that may reasonably be attributed to display screen work the employer is in circumstances expected to meet the cost of an eye test that would be necessary to determine the nature, causation and remedy for the condition.

9. What if the user is an existing spectacle wearer?

9.1 Broadstairs & St. Peters Town Council is not under any obligation to pay for ordinary or "normal" spectacles that are used to aid vision on non DSE activities. If a "user" who is a normal spectacle wearer is then prescribed special corrective appliances just for DDSE work, the employer is only obliged to pay for a pair of glasses for use with display screen work.

10. What about eye tests for temporary staff?

10.1 Broadstairs & St. Peters Town Council will not pay for any temporary staff- conditions of employment will be stated in the employee's contract.

11. Health and safety manual

11.1 Details of the current full policy and procedures regarding safe working with VDU/DSE are contained in the Health and Safety manual held by the Town Clerk.

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Pierremont Park Parking Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 2nd September 2020 Reviewed: June 2023 Approved: TBC

1. All users of the parking spaces within the park grounds of Pierremont Hall and associated buildings are deemed to have received and read these Terms and Conditions. Please note that all vehicles are parked at the owner's risk. Broadstairs & St. Peter's Town Council is not responsible or liable for the safety and security of vehicles.
2. The parking spaces are reserved for the sole use of the "Users" - Officers and Councillors of the Town Council, Tenants of Pierremont Hall and associated buildings and Visitors to the aforementioned.
3. Parking other than in the spaces allocated is not permitted, unless with the specific authorisation of the Town Clerk or Facilities Manager.
4. Each space is allocated for the Users from 0.00hrs Monday to 24.00hrs Friday, excluding Bank Holidays. Parking outside these times is at the discretion of the Town Council and requests should be directed in advance to the Town Clerk or Facilities Manager.
5. The use of any available Visitor parking bays will be capped at a maximum of 2 hours use per visiting vehicle Monday to Friday.
6. The parking space is for taxed, standard-sized and operable vehicles. Heavy Goods Vehicles, caravans, mobile homes and trailers are specifically excluded unless approved in advance by the Town Clerk or Facilities Manager.
7. No repairs may be carried out within the grounds of Pierremont Hall. Should repairs be necessary, collection of the vehicle must be arranged within 5 working days. Please ensure that the Town Clerk or Facilities Manager are made aware.
8. No vehicle may be advertised for sale or hire within the Park.
9. Any accident within the grounds should be reported to the Town Clerk or Facilities Manager on 01843 868718 immediately.
10. One space is allocated as an electric charging point. This is available to all Users and once charged, the vehicle should be moved to an allocated space to enable others to utilise this facility.
11. One space is allocated for motorcycle use. This space can be used by any tenants with a motorcycle, but should not be used by any vehicles, due to a weight restriction on the space.
12. Pierremont Hall and/or the grounds may from time to time be in use for civic or other events. This will have no impact on Tenants' allocated spaces Monday to Friday. However, should it be necessary to close a space for essential work (such as groundworks) during

weekdays, the Town Council will notify the relevant Tenant(s) in advance and allocate advise on alternative parking.

13. If you have any queries or experience any difficulties with regard to parking, please raise them with the Town Clerk or Facilities Manager. The Town Council asks all Users to be respectful to others in their use of the parking spaces and reserves the right to decline the renewal of any Parking agreement in the case of persistent abuse.