



Broadstairs & St Peter's Town Council

24 October 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 30 October 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 25 September 2023. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**
 - i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.
 - ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.
- 6. PLANNING COMMITTEE**
To receive and note the draft minutes of the meeting held on Monday 2 October 2023 and consider any recommendations therein. **Attach 2**
- 7. ENVIRONMENT COMMITTEE**
To receive and note the draft minutes of the meeting held on Monday 27 September 2023 and consider any recommendations therein. **Attach 3**

- 8. FINANCE AND GENERAL PURPOSES COMMITTEE**
To receive and note the draft minutes of the meeting held on Monday 9 October 2023 and consider any recommendations therein. **Attach 4**
- 9. ALLOTMENTS AND LAND COMMITTEE**
To receive and note the draft minutes of the meeting held on Monday 23 October 2023 and consider any recommendations therein. **Attach 5**
- 10. COMMUNICATIONS**
- i) To receive such communications as the Town Mayor may desire to lay before the Council.
 - ii) To receive such communications as the Town Clerk may desire to lay before the Council.
 - Request to TDC for Town Council to work Victoria Gardens under licence.
 - KALC AGM
 - KALC Thanet Area Committee meeting
- 11. FINANCE**
- i) To receive and approve a report concerning payments for the period 25 September 2023 to 20 October 2023 **Attach 6**
 - ii) To receive and approve a report concerning receipts for the period 25 September 2023 to 20 October 2023 **Attach 7**
 - 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 October 2023 to 30 October 2023 (to be presented at the meeting in order to be current)
 - iv) To receive and consider a summary report of payments and receipts as to 30 September 2023 (end of qu. 2) in line with Standing order 17c **Attach 8**
 - v) To receive and note the bank reconciliation report dated 30 September 2023 (end of Qu2) in line with Fin Reg 2.2. **Attach 9**
- 12. BUDGET 2024-25**
- i) To receive and approve the Reserves Policy and make any adjustments necessary **Attach 10**
 - ii) To receive an update regarding the VAT liability
 - iii) To receive and consider the first draft of the budget as proposed by the F&GP committee **Attach 11**
- 13. COUNCIL ACTION PLAN**
To receive and approve the final draft of the action plan. **Attach 12**
- 14. LOCAL COUNCIL AWARD SCHEME**
To receive information about the scheme and consider working towards accreditation. **Attach 13**
- 15. PHASE III**
To receive and consider a proposal from the Building Consultant and feedback from the working group assigned to meet with him. **Attach 14 & ENC 1**

16. COUNCILLORS' ALLOWANCES

- i) To receive the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances. **Attach 15**
- ii) To receive the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025 **Attach 16**
- iii) To consider the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and consider councillors' allowances for 2023/24 **pp 19-24 of Attach 16**

17. POLICIES REVIEW

- i) To receive and approve the Town Council's Freedom of Information Policy and Publication Scheme **Attach 17**
- ii) To receive and approve the Town Council's Councillor Gift and Hospitality Register. **Attach 18**

18. LIVE STREAMING AND RECORDING COUNCIL MEETINGS

- To receive and consider a report from the Town Clerk **Attach 19**

19. RETORT HOUSE

- To consider flexibility of use for Council owned events.

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.

20. TENANT ISSUES

- To receive information on any issues requiring consideration

21. LEGAL ISSUES

- To receive any updates from the Council's legal advisor

Members of the public may re-enter the meeting.

- 22. DATE OF NEXT MEETING** – The next Council meeting will be held on Monday 27 November 2023 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 25 September 2023
at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki (from 7.05pm), M Garner, J Hobson, (until 8.45pm), C Kemp (until 8.45pm), C Leys, P Moore, A Munns, E Orhan (until 8.42pm), 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.

249. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs J Nichols, & K Pressland.

250. DECLARATIONS OF INTEREST

None received

251. MINUTES

RESOLVED: That the minutes of the Council meeting held on 24 July 2023 can be approved and duly signed as a true record by the chairman.

252. MATTERS ARISING

Min 240. The Town Clerk reported that she and the Civic Support Officer had met with the Marketing and Communications Officer at Ramsgate TC to discuss live streaming and recording of meetings. A report will be presented for consideration at the next meeting.

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

None received

254. PLANNING COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 7 August 2023.

RESOLVED: Members agreed to note

7.05pm Cllr Farooki entered the meeting.

ii) Members received the draft minutes of the meeting held on Monday 4 September 2023. Members discussed some confusion amongst members of the public regarding the Neighbourhood Plan referendum. It was explained that a publicity campaign would be launched shortly and would include both a public drop-in session on 18 October and a presentation at the forthcoming Town Forum.

RESOLVED: Members agreed to note.

255. ALLOTMENTS AND LAND COMMITTEE

i) Members received and considered the draft minutes of the meeting held on Monday 14 August 2023.

RESOLVED: Members agreed to note.

ii) Members received and approved the draft Terms of Reference

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

256. LEISURE AND TOURISM COMMITTEE

i) Members received and considered the draft minutes of the meeting held on 21 August 2023.

RESOLVED: That 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.

ii) Members received and approved the draft Terms of Reference

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

257. FINANCE AND GENERAL PURPOSES COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 11 September 2023. It was noted that Cllr Leys would be unable to attend the budget working group meetings due to work commitments.

RESOLVED: That Cllr Rusiecki be appointed to the F&GP Committee and join the Budget Working Group.

258. COMMUNITY ASSETS COMMITTEE

Members received the draft minutes of the meeting held on Monday 18 September 2023. Cllr Garner updated members on min 106: Green Space at Wimpey Estate. A small piece of the land which was recently sold into private ownership is up for auction.

RESOLVED: That a proposal to bid for the land and therefore safeguard its future be added to the next F&GP committee meeting agenda for consideration.

259. COMMUNICATIONS

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

- Attendance at Water Gala and judging the best dressed beach hut and best sandcastle competitions
- Opening and closing the 77th Annual Bowls Tournament at Broadstairs & St Peter's Bowls Club

- The licensing ceremony for the new vicar at St Peter's Church

Cllr Garner reported that he had attended the Opening of Nelson College campus in his capacity as Deputy Mayor.

ii) The Town Clerk reported that she had been approached by the Visitor Information Kiosk to assist with the purchase and installation of feather banners at the new site. She had agreed to help under her delegated powers, there being in existence a budget allocated to the VIK. Costs had yet to be established and it is unlikely the project will come to fruition prior to the end of the season. Councillors to be kept informed.

260. FINANCE

i) Members received and approved a report concerning payments for the period 24 July 2023 to 20 September 2023. (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts totalling £396,932 for the period 24 July to 20 September 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.

- Invicta Arboriculture £1500 for tree inspections at allotments, Pierremont Hall, Culmer's Amenity Land and Mockett's Wood
- Box Green Horticulture £235 plus VAT for boundary vegetation cut at Allotments/Culmer's Amenity Land.
- E Saunders £799.82 To move heater switches to more accessible position for hirers.

RESOLVED: That the information be noted.

iv) Members received and approved a report concerning payments for the period 20 September 2023 when the agenda was sent out to 25 September 2023

- Quarterly rent for Culmer's Amenity Land £1741.90

RESOLVED: That the payment be approved.

The Town Clerk also reported on payments regarding staff costs for the last quarter.

- July £20,890
- August £20,965
- September £24,092

RESOLVED: Members agreed to note

261. TERMS OF REFERENCE FOR STAFF LIAISON COUNCILLOR

Members received and considered the draft document.

RESOLVED:

i) That the document be approved with a slight amendment regarding no decision-making powers.

ii) That the Town Clerk check with KALC to see if there are guidelines or training for this kind of appointment.

262. ACTION PLAN

Members worked through the draft plan eliminating those projects they could not progress or which were outside the Town Council's remit and prioritising those which they wished to support.

RESOLVED: that The Town Clerk will accommodate the changes and produce an updated plan in time for a presentation at the Town Forum on 18 September 2023. After this, projects will be allocated to various committees for fulfilment.

263. TOWN FORUM – Monday 16 October, 7pm at Pierremont Hall

Members discussed the set up and format of the next Forum.

RESOLVED: That a more formal format be adopted this time to comprise a presentation on the importance of the referendum on the second draft of the Neighbourhood plan followed by a Q&A session. Then a presentation on the new Action Plan followed by a Q&A session.

264. COMMUNITY CLEAN UPS

Members received and approved draft documentation including :-

- Risk assessment
- Event Organiser's checklist
- H&S guidelines for participants

8.42 pm Cllr Orhan left the meeting

Cllr Joanne Bright reported on a pilot event which she had led that day at which the documentation had been tested. Efforts to clear PROW TB10 (Grange Road) had been successful and much appreciated by passers by. Work will continue on Wednesday. All volunteers welcome.

RESOLVED: That the documentation be accepted. Each can be tailored for varying locations according to where councillors would like community cleanups to take place.

8.45pm Cllrs Hobson and Kemp left the meeting

265. BEACH ENTERTAINMENT

Members received and considered a report on this year's entertainment at Viking Bay.

RESOLVED:

i) That the report be noted.

ii) That the suggested plan for the employment of the Punch and Judy entertainer in 2024 be followed.

266. POLICIES REVIEW

Members received and reviewed the Town Council's Co-option Policy. It was noted that no changes were necessary.

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

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

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

267. SPEEDWATCH

Members received details of the scheme and considered whether the Town Council would be interested in partaking.

RESOLVED:

i) That staff make enquiries about setting up the scheme in Broadstairs and St Peter's.

ii) That the project sit with the Environment Committee since it fits with the 20 mph aspiration.

268. THANET DISTRICT COUNCIL

Members received a report concerning a meeting to discuss options for the better upkeep of Victoria Gardens.

RESOLVED:

i) That the report be noted

ii) That the Town Clerk approach TDC with a proposal to take on the management of the flower beds under licence.

ii) That permission be sought to start work whilst waiting for the licence.

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

269. TENANT ISSUES

The Town Clerk reported that tenants had been informed of the decision to bring service charge bills and payments back in house. Members received and considered information concerning recent issues.

RESOLVED: That the council's solicitor be asked to write a Letter Before Action to each tenant who is not up to date with all bill payments.

270. LEGAL ISSUES

Members received and considered information concerning recent issues. They noted that one tenant has until 1 October to pay or he will be evicted.

RESOLVED: Members agreed to note.

271. STAFF ISSUES

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

RESOLVED: Minute 33. That a new position on the events team be advertised on the following terms:

i) Fixed term for a period of 12 months

ii) 20 hours per week to cover weddings and commercial bookings.

iii) Scale point 18 on the National agreed pay scales (paid pro-rata)

iv) Role to be reviewed after 12 months.

v) That the reserve entitled Memory Bench be used to fund this extra post.

RESOLVED: That all the recommendations regarding changes to the contracts of the Senior Administrative Assistant and the Civic and Support Officer under minute 34 be approved.

ii) Members received and approved the Terms of Reference for the committee
RESOLVED: That the document is fit for purpose and can be adopted.

iv) Members received and considered a report on the staff annual appraisals.

RESOLVED: That all the committee's recommendations under minute 34 regarding staff salary increments be approved.

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

272. DATE OF NEXT MEETING

Monday 30 October 2023 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 21.30

Signed _____

Date _____