



# Broadstairs & St Peter's Town Council

7 February 2024

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

You are summoned to a meeting of the **Finance & General Purposes Committee** to be held on **Monday 12 February 2024 at 7pm in the Council Chamber at Pierremont Hall.**

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

Kirsty Holroyd  
Town Clerk

## AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**  
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16<sup>th</sup> July 2012.
- 3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
To approve the minutes of the meeting held on 15 January 2024. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. BUDGET AND ACCOUNTS 2023-24**  
To receive and consider a medium-term budget **Attach 2**
- 6. GRANTS 2024-25**
  - i) To receive a summary of grants awarded so far **Attach 3**
  - ii) To receive and consider an application for funding from the Food Festival – Easter event **Attach 4**
  - iii) To receive and consider an application for funding from the Food Festival – October event **Attach 5**
  - iv) To receive and consider an application for funding from Summer Fireworks **Attach 6**
  - v) To receive and consider an application for funding from Water Gala **Attach 7**
  - vi) To receive and consider an application for funding from Folk week **Attach 8**
  - vii) To receive and consider an application for funding from Visitor Information Kiosk **Attach 9**

**7. MEETING TIMETABLE**

To receive and consider a timetable for the committee meetings for the next civic year. **Attach 9**

**8. DATE OF THE NEXT MEETING** - Monday 15 April 2024 at 7pm in the Council Chamber, Pierremont Hall



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 15 January 2024 at 7pm in The Council Chamber, Pierremont Hall

Present: Councillors J Bright, K Bright, M Garner (Chairman), C Kemp, E Orhan, S Roberts & G Rusiecki

Town Clerk: Kirsty Holroyd

### 129. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Leys, Hobson and Rarooki were received and accepted.

### 130. DECLARATIONS OF INTEREST

None received.

### 131. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 9 October 2023.

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

### 132. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None

### 133. BUDGET AND ACCOUNTS 2023-24

i) Members received a summary of Council income and expenditure for Qu 3 2023-24 by cost centre

**RESOLVED: Members agreed to note.**

ii) Members received the Transparency Report for Qu 3 2023-24

**RESOLVED: Members agreed to note.**

### 134. GRANTS

i) Members received and considered an application for funding from the Dickens Festival.

**RESOLVED: That a grant of £3500 be allocated for the purpose of managing and staging the festival.**

ii) Members received and considered an application for funding from POW Thanet.

**RESOLVED: That a grant of £3000 be allocated for the purpose of**

**helping the organisation mark the 10<sup>th</sup> Annual International Women's Day Festival.**

- iii) Members received and considered an application for funding from Broadstairs & St Peter's Bowls Club.

**RESOLVED:**

- i) That a grant of £5100 be allocated for the purpose of purchasing two corner steps, repair the edging of the greens and applying a lawn treatment.**
- ii) That a further £1600 as requested for sponsorship of the Tournament will be considered once all other applications have been received.**

- iv) Members received updated details from the Sarah Thorne Theatre as requested by the Events, Leisure and Tourism Committee in November and considered the application for funding.

**RESOLVED: That a grant of £3000 be allocated for the purpose of subsidising less commercially viable productions, particularly those involving local residents.**

- v) Members considered a request from St Peter's Memorial Hall to change the purpose of the grant already approved.

**RESOLVED: That the £2000 already allocated may be used for the more urgent project of refurbishing the men's toilets instead of completing the memorial garden.**

**135. LEASE OF PRINTER/ PHOTOCOPIER**

Members received an arrangement for the 5-year lease of the office photocopier with Kent County Supplies.

**RESOLVED: That the lease be approved at a cost of £167.40 per quarter.**

**136. RISK ASSESSMENTS**

Members received the timetable of risk assessments for 2024. The Town Clerk explained a robust system of reviewing all the risk assessments was now in place in order to minimise risk to the Council, its assets and its activities.

**RESOLVED: Members agreed to note**

**137. DATE OF NEXT MEETING:** Monday 12 February 2024 at 7pm in the Council Chamber, Pierremont Hall

**Meeting closed at 7.50 pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_



MEDIUM TERM FINANCIAL PLAN

	2024/25 £000's	2025/26 £000's	2026/27 £000's	2027/28 £000's
Staffing and Admin	418	439	461	484
Civic and Election	21	22	23	24
Events and Promotion	277	291	306	321
Other expenditure	186	195	205	215
Transfer to reserves	100			
Total expenditure	1002	947	995	1044
Income	125	131	138	145
NET EXPENDITURE	877	816	857	899
<b>PRECEPT</b>	<b>816</b>	<b>816</b>	<b>857</b>	<b>899</b>
<b>SURPLUS/(DEFICIT)</b>	<b>-61</b>	<b>0</b>	<b>0</b>	<b>0</b>
BALANCE BROUGHT FORWARD	61	0	0	0
BALANCE CARRIED FORWARD	0	0	0	0
COUNCIL TAX BASE	9.89	9.89	9.89	9.89
<b>BAND D COUNCIL TAX CHARGE</b>	<b>82.51</b>	<b>82.51</b>	<b>86.65</b>	<b>90.9</b>
PRECEPT	816	816	857	899





# Broadstairs & St Peter's Town Council

## APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

**PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM**

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

### Your Details

**Name of Organisation:**

BROADSTAIRS FOOD FESTIVAL CIC

**Grant amount requested:**

£4,000.00

*FOR OFFICE USE ONLY*

*Date form received* .....

*Accounts Enclosed* .....

*Copy of Constitution* .....

*Grant Approved / Declined* .....



## APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

The organization is controlled by its Memorandum and Articles of Association, and constitutes a Community Interest Company, as defined by the Companies Act 2006.

In the event of a winding up the liability of each member is limited to £1.00 The board of Directors is re-appointed annually.

Directors meet monthly to receive reports from the Event, Site and Volunteer Directors. Based on these reports the directors make decisions by majority vote and delegate their execution to directors and consultants as appropriate

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

To enhance tourism in the town and thereby support the local economy.

The board recognises the importance of tourism in the area and how it impacts on the local economy.

A major objective of any event should be to attract visitors who will spend money, boosting local economy - especially at the opening of the season.

The proximity of the High Street encourages off site spend, be it on retail, hospitality, services

Successful events create free marketing for town and its businesses since visitors will share their experience after the event – a plus to both tourist and non-tourist related local businesses.

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

**Direct benefit:** the services we use are of the town,

**Social benefit:** We have developed a Volunteer crew (50+) many of whom have found friendship and companionship through the event. **An unmeasurable, but not to be underestimated,** is the benefit a festival has - that feel good factor: the festival does that, as feedback bears out. The festival's reputation has grown to the point that the town is known to be the friendliest and most welcoming on the event circuit.

**On a measurable level,** we encourage local businesses to participate, with discounts and assistance for Start Ups. Local businesses (especially hospitality) make use of the footfall through promotion and participation. Great **PR/ promotion for the town.**

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

Members:	Non-members:	Broadstairs & St. Peter's Residents: ...As the event is free to attend, this information cannot be extrapolated...	Visitors: 42,000 (Easter gate count)
.	....		



12. Amount of grant being requested

£4,000

13. For what purpose will the grant be used? *Please be specific.*

The grant will supplement the funds required for the following:

- To assist with increased land hire fees
- Provision of portable toilets to supplement available facilities.
- Festival infrastructure
- First response medical provision
- Health and Safety assessments
- Hi viz vests for volunteers
- Safety barriers
- Supply of water and provision of power

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

Grant assistance allows us to focus on non-revenue earning activities at the event – activities that can be offered to families at no cost – particularly important in an area of income disparity.

With so many activities on children's academic and social radar, it's easy to overlook rewarding pursuits such as gardening, cooking and art. Learning to use garden or kitchen tools or engage in craft is an ideal way to teach children practical skills – which can easily feed into other domestic talents, or even into certain academic pursuits.

So, we are working with local business groups (Chamber/BTLA), community groups and associations for mutual benefit: Town Team's Tasty Planters, the Windmill Community Gardens / children gardening club, Kent Fire and Rescue Service and the Wild Kitchen.

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

£2,500 for the Easter event

16. How was this money spent?

Contributed to ongoing festival costs as per Grant Monitoring form previously submitted

## Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
<b>(a) Funding secured:</b> <b>Name of funder:</b>	<b>Amount secured:</b>
RentABar	750.00
Flint and Flame	500.
Broadstairs Chamber of Commerce (50% of 2 festival deal)	1250
<b>Total</b>	<b>£2,500</b>
<b>(b) Funding applied for:</b> <b>Name of funder:</b>	<b>Amount requested:</b>
Stage coach (50% of 2 festival proposal)	tba
McCarthy (50% of 2 festival proposal)	tba
<i>These discussions are fledgling with outcome unknown. It is possible we'll have to pursue these for Autumn rather than easter due to programme deadline</i>	
<b>(c) Funding being used from Reserves or Fundraising:</b> <b>Details</b>	<b>Amount</b>
From BFF accrued funds / for new web site	3,000
Funds created : online draw, onsite donations, ads sold, theatre tickets	6,200

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

**19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?**

We have, but without success.



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

430 5234 36

**21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**

Yes – through a local broker

**22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?**

Services are contracted in and annual appointed

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

Our volunteer force number approx. 50

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

Most of the volunteers are in the 45 + age group so have a wide range of skills. Many of them have been with the festival for years so have developed a 'festival skill set' to add to their own. Current occupations include Youth Worker, Fire Station chief officer, nurses and care workers.

A representative for the company, Safety and Management Solutions, delivers a H & S awareness session prior to every festival, attended by the volunteers.

The site director has been in post since 2018; the event director since 2012

**25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:**

Produced in Kent

Broadstairs Chamber of Commerce

Broadstairs Tourism and Leisure Association

Broadstairs Business Club

Broadstairs Food Festival CIC -Easter 2023		Nett of VAT where applicable
<b>Account 01/11/2022 - 01/05/2023</b>		<b>2024</b>
<b>Turnover</b>		
Events - donations, inc online draw	4,552.34	4,000.00
Events - tickets	303.77	1,000.00
Events - traders	42,348.30	41,728.00
Members sponsorship fees	4,062.50	2,750.00
Sale of ads in programme		720.00
B & ST P grant (June 2023)	2,500.00	4,000.00
<i>From Reserves for new web site</i>		3,000.00
<b>Total Turnover</b>	<b>53,766.91</b>	<b>57,198.00</b>
<b>Cost of Sales</b>		
Electricity	1,582.69	3,950.00
Hire, marquees, grnd cover, fire exs, pa, toilets	14,190.08	11,991.00
Fencing Water	1,295.00	1,595.00
Generator fuel and hire		1,512.00
Land hire	2,018.75	5,265.00
Theatre cookery sessions	1,600.00	-
Other event costs: theatre demonstrators . Materia	1,804.21	800.00
Room hire	440.00	675.00
Security	1,330.00	1,531.00
Volunteer support	960.00	1,350.00
Waste	1,304.00	1,300.00
<b>Total Cost of Sales</b>	<b>26,524.73</b>	<b>29,969.00</b>
<b>Gross Profit</b>	<b>27,242.18</b>	<b>27,229.00</b>
<b>Administrative Costs</b>		
Accountancy fees. Inc xero	921.00	1,127.00
Advertising & Marketing (inc programme)	3,191.75	3,500.00
Bookkeeper	0.00	250.00
Charges, subs, sundries	142.19	150.00
Consumables	784.76	1,000.00
Corporation Tax	3,701.58	3,700.00
Depreciation Expense	24.55	25.00
Event Management	12,000.00	12,000.00
H & Safety, Emergency support	668.00	722.00
H & S first responders	1,000.00	1,000.00
IT Software and Consumables	170.80	180.00
Printing & Stationery	579.72	600.00
Social Media and new website	1,586.00	4,602.00
<b>Total Administrative Costs</b>	<b>23,849.35</b>	<b>27,729.00</b>
<b>Operating Profit</b>	<b>3,392.83</b>	<b>(500.00)</b>
BANK BALANCES – the information below is combined a/cs for both festivals		
Balance at bank at the beginning of last financial		
year £ 37,622.28 BALANCE	37,622.28	
Add Income during the year	156,909.75	
Less Expenditure during the year	132,352.39	
Balance at the beginning of this financial year	62,553.00	
<i>(This balance includes £43k of trader payments for 2024)</i>		
No separate Reserve / savings account, though we advisably try to 'ring fence' £20k of balance as set-aside Crisis Fund / 50% annual fixed costs & fees		



# Your Declaration

Please complete the section below as the final part of your application.  
Failure to complete this declaration could result in a delay to your application.

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

Yes:

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

NO

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

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

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

SIGNED: J SCOTT



DATE: 22/01/2024

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

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

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)



# Broadstairs & St Peter's Town Council

Attach 5.

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- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) Please be aware that you will need to complete a grant monitoring and evaluation form once your event or project is finished or complete. See grant criteria for further information.

### Your Details

Name of Organisation:

BROADSTAIRS FOOD FESTIVAL CIC Autumn

Grant amount requested:

£6,000.00

<i>FOR OFFICE USE ONLY</i>	
Date form received	31/1/24
Accounts Enclosed	✓
Copy of Constitution	✓
Grant Approved / Declined	



## APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

The organization is controlled by its Memorandum and Articles of Association, and constitutes a Community Interest Company, as defined by the Companies Act 2006.

In the event of a winding up the liability of each member is limited to £1.00 The board of Directors is re-appointed annually.

Directors meet monthly to receive reports from the Event, Site and Volunteer Directors. Based on these reports the directors make decisions by majority vote and delegate their execution to directors and consultants as appropriate

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

To enhance tourism in the town and thereby support the local economy.

The board recognises the importance of tourism in the area and how it impacts on the local economy.

A major objective of any event should be to attract visitors who will spend money, boosting local economy - especially at the opening of the season.

The proximity of the High Street encourages off site spend, be it on retail, hospitality, services

Successful events create free marketing for town and its businesses since visitors will share their experience after the event – a plus to both tourist and non-tourist related local businesses.

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

**Direct benefit:** the services we use are of the town,

**Social benefit:** We have developed a Volunteer crew (50+) many of whom have found friendship and companionship through the event. **An unmeasurable, but not to be underestimated,** is the benefit a festival has - that feel good factor: the festival does that, as feedback bears out. The festival's reputation has grown to the point that the town is known to be the friendliest and most welcoming on the event circuit.

**On a measurable level,** we encourage local businesses to participate, with discounts and assistance for Start Ups. Local businesses (especially hospitality) make use of the footfall through promotion and participation. Great **PR/ promotion for the town.**

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

Members: .	Non-members: ....	Broadstairs & St. Peter's Residents: ...As the event is free to attend, this information cannot be extrapolated....	Visitors: 42,000 (AUTUMN gate count)



12. Amount of grant being requested

£6,000

13. For what purpose will the grant be used? *Please be specific.*

The grant will supplement the funds required for the following:

- To assist with increased land hire fees
- Provision of portable toilets to supplement available facilities.
- Festival infrastructure
- First response medical provision
- Health and Safety assessments
- Hi viz vests for volunteers
- Safety barriers
- Supply of water and provision of power

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

Grant assistance allows us to focus on non-revenue earning activities at the event – activities that can be offered to families at no cost – particularly important in an area of income disparity.

The focus of the Autumn festival is 'Harvest' We'll invite locals chefs to demonstrate making the best of inexpensive, seasonal produce. Working with Produced in Kent, Chamber of Commerce and East Kent College, it is hoped to stage, fun but educational workshops, free to attend.

Additional benefit is the hard to measure income uplift the festival brings to the town's services, accommodation providers, hospitality and transport services.

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

£5,000 for the Autumn event

16. How was this money spent?

Contributed to ongoing festival costs as per Grant Monitoring form previously submitted

## Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
<b>(a) Funding secured:</b> <b>Name of funder:</b>	<b>Amount secured:</b>
RentABar	750.00
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Broadstairs Chamber of Commerce (50% of 2 festival deal)	1250
<b>Total</b>	<b>£2,500</b>
<b>(b) Funding applied for:</b> <b>Name of funder:</b>	<b>Amount requested:</b>
Stage coach (50% of 2 festival proposal)	tba
McCarthy (50% of 2 festival proposal)	tba
<i>These discussions are fledgling with outcome unknown. It is possible we'll have to pursue these for Autumn rather than easter due to programme deadline</i>	
<b>(c) Funding being used from Reserves or Fundraising:</b> <b>Details</b>	<b>Amount</b>
Onsite donations, raffle, online draw. Sale of ads in festival programme; sale of theatre event tickets. From Reserve as required	9,500

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

**19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?**

We have, but without success.



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

430 5234 36

**21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**

Yes – through a local broker

**22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?**

Services are contracted in and annual appointed

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

Our volunteer force number approx. 50

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

Most of the volunteers are in the 45 + age group so have a wide range of skills. Many of them have been with the festival for years so have developed a 'festival skill set' to add to their own. Current occupations include Youth Worker, Fire Station chief officer, nurses and care workers.

A representative for the company, Safety and Management Solutions, delivers a H & S awareness session prior to every festival, attended by the volunteers.

The site director has been in post since 2018; the event director since 2012

**25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:**

Produced in Kent

Broadstairs Chamber of Commerce

Broadstairs Tourism and Leisure Association

Broadstairs Business Club

## Your Declaration

Please complete the section below as the final part of your application.  
Failure to complete this declaration could result in a delay to your application.

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

Yes:

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

NO

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

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

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

SIGNED: J SCOTT



DATE: 30/01/2024

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

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

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)

## Broadstairs Food Festival

### Account 1 May-1 Dec 2023

*The period Nov 22 to April 2023*

*was applied of the Easter 2024*

*grant application.*

#### **Turnover**

Crowdfunding	1,764.72	1750
Events - fund raising	3,009.42	3000
Events - other	(600.00)	
Events - tickets	2,777.19	2750
Events - traders	44,173.57	44200
Grants	5,000.00	6000
Members sponsorship fees**	10,091.66	5000
Programme ads		1200
Other Revenue	725.00	800
<b>Total Turnover</b>	<b>66,941.56</b>	<b>64,700.00</b>

Note : \*\* Sponsorship expectation is low for 2024

#### **Cost of Sales**

		5%
Electricity	1,972.08	2,070.68
Equipment hire	19,876.39	20,870.21
Fencing Water	1,615.00	1,695.75
Land hire	4,345.83	4,563.12
Other event costs	2,344.97	2,462.22
Room hire	756.67	794.50
Security	1,386.00	1,455.30
<b>Total Cost of Sales</b>	<b>32,296.94</b>	<b>33,911.79</b>

<b>Gross Profit</b>	<b>34,644.62</b>	<b>30,788.21</b>
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#### **Administrative Costs**

5% uplift

Accountancy fees	1,146.45	1,200
Advertising & Marketing	2,581.75	2700
Bank Charges	177.40	190
Book keeper		150
Consumables	1,435.89	1500
Corporation Tx	3,725.00	4000
Entertainment-100% busines	484.42	508
Event Management	12,000.00	12000
Eventbrite admin fee	220.50	235
H & Safety, Emergency supp	1,000.00	1100
H & Safety, consultants	688.00	868
Insurance	2,640.44	2850
IT Software and Consumable	169.45	180
Legal Expenses	15.00	15
Printing & Stationery (inlcude	3,176.36	3400
Social Media and website	1,634.00	1720
Subscriptions	20.00	20
Sundry Expenses	13.00	50
<b>Total Administrative Costs</b>	<b>31,127.66</b>	<b>32,686</b>

<b>Operating Profit</b>	<b>3,516.96</b>	<b>(1,897.79)</b>
-------------------------	-----------------	-------------------

BANK BALANCES – the information below is combined a/cs for both festivals

Bank balance at beginning of last financial year	37,622
Add Income during the year	156,909
Less Expenditure during the year	32,352
Balance at the beginning of this financial year	62,553

(This balance includes £43k of trader payments for 2024)

No separate Reserve / savings account, though we advisably try to 'ring fence' £20k of balance as set-aside Crisis Fund / 50% annual fixed costs & fees



Attach 6

# Broadstairs & St Peter's Town Council



## APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

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

### Your Details

Name of Organisation:

Broadstairs Summer Fireworks x 3 July / August 2024

Grant amount requested:

£9500.00

*FOR OFFICE USE ONLY*

Date form received ..... 29/1/24 .....

Accounts Enclosed ..... ✓ .....

Copy of Constitution ..... ✓ .....

Grant Approved / Declined .....

**APPLICATION FORM for a GRANT TO SUPPORT A  
GROUP OR ORGANISATION**

8. If your organisation has a management committee, how is it appointed?  
If not, how is your organisation managed? Does your group/organisation have constitutional rules?

Constitution in place. Attached .

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

The aims of the organisation are to put on Summer Fireworks combined with live music that have been a key part of the Broadstairs Summer season for several years. These are planned to appeal to both the residents of Broadstairs & St Peters and also people from further afield.  
We aim to give people a truly memorable occasion in an enjoyable, safe , family friendly environment that reflects positively upon Broadstairs as a town.

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

The summer fireworks are free to attend and are enjoyed by thousands of people from Broadstairs & St Peters, families come out en masse to experience live bandstand music and fantastic displays in the unique setting of Viking Bay.  
Businesses also benefit (particularly those close to and along the promenade) by being able to trade late on the event nights, this also gives extra hours to the seasonal workers that are employed. As the events also attract people from further afield it brings a high profile to Broadstairs & St Peters as an area to come back and enjoy on other occasions.

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

Members: n/a.....	Non-members: n/a .....	Broadstairs & St. Peter's Residents: ...4000 approx.	Visitors: 2000 approx.....
<b>Approximate overall TOTAL:</b> ...Depending upon the weather numbers are estimated at 6,000 per event the majority of these are from the immediate area.			



12. Amount of grant being requested

£9500.00

13. For what purpose will the grant be used? *Please be specific.*

The grant will enable us to put on 3 professionally presented Firework Events with the necessary infrastructure in place to ensure that the events are well managed, safe and reflect positively on Broadstairs as a family friendly resort that appeals to both local residents and visitors.

Funds will be spent on the following :

Firework contractor - Viking Fireworks- a Thanet business. TDC land hire, hire of sufficient numbers of Portaloos , large wheelie bins hire , public liability insurance, Health & Safety advisor, 2 way radio hire, live music fees, Margate Ambulance Corps medical cover, SIA Security staff, publicity, posters etc, administration, annual accountant's fees.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

The Firework events are real traditional family nights out and people come to enjoy the whole evening and not just turn up to see the display. We combine quality live bandstand entertainment using local bands and a limited number of small " kiddies " rides and stalls on the green.

Being free to attend the events are greatly appreciated by the large numbers that turn out and we receive many complimentary messages from local residents which reflect positively upon Broadstairs and St Peters Town Council who are acknowledged in all publicity.

Our social media following is large (over 8,000 followers ) and that enables us to communicate effectively with the local population.

As the events are free to attend this results in money being spent with the local businesses ( cafes, pubs, restaurants etc ) that remain open.

Visitors have commented that the evenings are "magical" and that memories are made of occasions like this . We have people enquiring about the dates for 2024 as they wish to plan their holiday stays/ nights off to coincide with the displays.

15. Has your organisation previously received a grant from the Town Council? **YES**  
If YES, how much during the past financial year and when ?

£ 8500.00

Date(s) July / August 2022

A further £590 was granted as a result of having to hire in Portaloos at an extra cost of £1890. An online public donation was launched which resulted in raising £1493 towards these costs.

16. How was this money spent?

Funds were spent on the following :

Firework contractor - Viking Fireworks a Thanet business. TDC land hire, Portaloos Hire, public liability insurance, health & safety advisor, live music fees, Margate Ambulance Corps medical cover, SIA Security, 2 way radios, publicity, posters, large wheelie bins hire, administration. annual accountant's fees.

However it should be noted that the grant only part funds the events, as each display and event costs us approx. £5,000 the extra money required is sourced through local businesses, fees from the stalls / fair rides, bucket collecting by volunteers and on line public donations.





## Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
<b>(a) Funding secured:</b> <b>Name of funder:</b>	<b>Amount secured:</b>
Funding will be sought from local businesses and organisations . i.e Chamber of Commerce, Visit Broadstairs (BTLA) to help make up the difference between Town Council funding and the costs of the events.	
Fun fair	1000
Chamber of Commerce	500
<b>(b) Funding applied for:</b> <b>Name of funder:</b>	<b>Amount requested:</b>
BS & St Peters TC Grant	9500
Business sponsorship	1000
<b>(c) Funding being used from Reserves or Fundraising:</b> <b>Details</b>	<b>Amount</b>
fundraising through collection tins & on line donations	£2000

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

**19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?**

As previously outlined we actively source funding from other businesses/organisations and public donations.

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

No

**21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**

Yes see attached policy to be renewed on 04/05/24

**22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?**

We do not have any paid for employees, any professional help that is required ( Health & Safety, Security, Medical support, etc ) is paid for on a needs must basis for each event.

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

We have approx. 24 volunteers that assist with a number of duties , i.e distributing posters , litter picking, bucket collecting, stewarding.  
Broadstairs Chamber also assist with some administrative duties.

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

Several of the volunteers have been with us for a number of years and are experienced in the event. Some are also involved in other local events ( Folk week, Food Festival ) Our Contracted Health and Safety advisor briefs the volunteers at the start of the season of events.

**25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:**

Broadstairs & St Peters Chamber of Commerce.  
BTLA (Visit Broadstairs)

## FINANCIAL STATEMENT

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

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

INCOME	Current Year Actual or Estimated (state which)	Next Year Estimate	EXPENDITURE	Current Year Actual or Estimated (state which)	Next Year Estimate
SUBSCRIPTIONS			STAFF COSTS		
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	600	600
BS&StP TC	8500	9500			
BS&StP TC addition toilet grant	590	0			
SPONSORSHIP or DONATIONS			PREMISES		
<i>Please specify:</i>			Health and Safety	480	580
Business	750	1050	Security	1468.80	1500
Chamber	500	500	Fireworks	6400	9600
BTLA	350	350	Bands	1100	1200
private	2000	0	First aid	1025	1200
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
collection/quiz	1470	2000			
coronation event	1939.79	0	Printing/Stationery	273.18	300
online public don	1493.03	0	Postage		
			Accounts	114	125
FEES & CHARGES			ADVERTISING	250	250
<i>Please specify:</i>					
TDC Credit	500	250	INSURANCE	989.52	1100
Post office credit	500	0			
			VENUE HIRE		
OTHER Specify:			TDC	1935.99	1800
funfair	1500	950	EQUIPMENT		
			Purchase		
			Hire Portaloos Hire	1947	1600
			OTHER Specify:		
			Post office error corr	500	
<b>TOTAL: £</b>	<b>20992.83</b>	<b>14600</b>	<b>TOTAL: £</b>	<b>17083.49</b>	<b>19855</b>

### BANK BALANCES:

Balance at bank at the beginning of last financial year	£ 3831.02	BALANCE
+ Add Income during the year	£20992.03	£24823.85
- Less Expenditure during the year	£17083.49	£7740.36
Balance at the beginning of this financial year	CARRIED FWD	£7740.36
Reserves / Savings	£0	

Your Declaration

Please complete the section below as the final part of your application.  
 Failure to complete this declaration could result in a delay to your application.

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?  Yes: <input type="checkbox"/> <input type="checkbox"/>	
Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?  No	
I am an Employee: Please record your job title, department and line-manager.	
My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.	
I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.	
SIGNED:  <i>D Hooker</i>	DATE:  23/01/24

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

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

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)



# Broadstairs & St Peter's Town Council



## APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

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

### Your Details

Name of Organisation:

Broadstairs Water Gala

Grant amount requested:

£8000.00

*FOR OFFICE USE ONLY*

Date form received ..... 29/1/24 .....

Accounts Enclosed ..... ✓ .....

Copy of Constitution ..... ✓ .....

Grant Approved / Declined .....

**APPLICATION FORM for a GRANT TO SUPPORT A  
GROUP OR ORGANISATION**

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

We have a management committee that meets on a regular basis to plan the event. Water Gala has a Constitution that was adopted in 2015.

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

We aim to keep the traditional day of Water Gala alive, although the type of activities that we are now able to put on have had to adapt significantly over the years due to costs, Health & Safety requirements and insurance cover. However the day still has a strong emphasis on beach and water activities, with paddle boarding /surfing try out sessions , water safety , Thanet Coast Project, RNLI boats attendance, sandcastle and beach hut competitions , beach games, etc in conjunction with a full day of children's events at the bandstand and of course the much loved Teddy Bears Picnic at Lilliput Mini Golf. The day finishes with live music on the bandstand and a firework display.

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

Water Gala is free to attend and the activities are enjoyed by families from Broadstairs & St Peters as well as attracting people from further afield. Businesses in the town also benefit (particularly those close to and along the promenade ) as the event is free to attend it means there is a greater likely hood of money being spent with local businesses. The feel-good factor from the day should re-enforce that Broadstairs is a great vibrant place to live that offers its residents quality events and attractions. Visitors will also go away with a positive impression that will hopefully encourage them to return in the future, thereby benefiting the local economy.

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

Members: n/a.....	Non-members: n/a .....	Broadstairs & St. Peter's Residents: 6000.....	Visitors: ...4000....
<b>Approximate overall TOTAL:</b> ...Depending upon the weather numbers are estimated at 10,000, the majority of these are from the immediate area 6000.....			



12. Amount of grant being requested

£8000.00

13. For what purpose will the grant be used? *Please be specific.*

Although the grant will not cover the total costs it will help us to put on a professionally presented event with the necessary infrastructure in place to ensure the day is well managed, safe and reflects positively on Broadstairs as a family friendly resort that appeals to both local residents and visitors.

Funds will be spent on the following :

Beach activities – Paddle Boarding lessons, Beach Games, Prizes for sandcastle /beach hut competitions , Thanet Coast Project , story tellers, sea shanty singers, etc

All day bandstand activities, events, entertainment , walkabout characters, live music fees for the evening .

Firework contractor - Viking Fireworks- a local business. TDC land hire, Portaloos hire, public liability insurance, Health & Safety advisor, 2 way radio hire, PA system, live music fees, Margate Ambulance Corps medical cover, SIA security, publicity, posters etc, administration. stationery, annual accountant's fees. volunteer's refreshments.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

Water Gala is free to attend and the activities are enjoyed by families from Broadstairs & St Peters as well as attracting people from further afield.

Businesses in the town also benefit (particularly those close to and along the promenade ) as being free to attend there is a greater likelihood of money being spent with local businesses.

The feel-good factor from the day should re-enforce that Broadstairs is a great place to live and that it offers its residents quality events and attractions. Visitors will also go away with a positive impression that will hopefully encourage them to return in the future thereby benefiting the local economy. Accommodation providers also benefit from overnight or longer stays, we already have had several requests from people asking if we can confirm next year's date as they wish to book accommodation.

The Visitor Information Kiosk reports that it is one of its busiest days and this gives the opportunity to promote other local organisations and attractions. Local charities are also invited to have a stall at no charge, i.e Folk Week have a free stall to sell programmes and merchandise.

15. Has your organisation previously received a grant from the Town Council? YES  
If YES, how much during the past financial year and when ?

£ 3000

Date(s) July 2023

16. How was this money spent?

Due to adverse weather conditions we had to within a 24 hour period re-organise the date of the 2023 Water Gala which incurred additional costs – however by re-scheduling we ensured the event went ahead and was a great success . Funds were spent on –  
Beach activities – Paddle boarding/surf lessons, beach games, prizes for sandcastle /beach hut competitions, Thanet Coast Project , story tellers, Sea Shanty singers, etc  
All day bandstand activities, events, entertainment , walkabout characters, live music fees for the evening and firework display.

TDC land hire, Portaloos, Public liability insurance, Health & Safety advisor, 2 way radio hire, PA system, live music fees, Margate Ambulance Corps medical cover, SIA security, publicity, posters etc, administration. annual accountant's fees.

## Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
<b>(a) Funding secured:</b> <b>Name of funder:</b>	<b>Amount secured:</b>
Funding will be sought from local businesses and organisations . i.e Chamber of Commerce, Visit Broadstairs to help make up the difference between Town Council funding and the costs of the events. The funfair also makes a valuable contribution of approx.	
Fairground concessions May Fair	1300
Fairground concessions Water Gala	2000
Trade concessions May Fair/Water Gala	3000
<b>(b) Funding applied for:</b>	<b>Amount requested:</b>
<i>Chamber of Commerce</i>	500
Stage Coach	300
Shepherd Neame	300
Morellis	300
<b>(c) Funding being used from Reserves or Fundraising:</b>	<b>Amount</b>
	5646
Bucket and collection tin	443
BTLA	300

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

19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?
--



As previously outlined we actively source funding from other businesses/organisations and individuals.

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

No

**21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**

Yes see attached policy

**22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?**

We do not have any paid for employees, any professional help that is required ( Health & Safety, Security, Medical support, etc ) is paid for on a needs must basis for each event.

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

We have approx. 24 volunteers that assist with a number of duties, i.e. distributing posters, litter picking, bucket collecting, stewarding.

Broadstairs Chamber also assist with some administrative duties.

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

Several of the volunteers have been with us for a number of years and are experienced in the event. Some are also involved in other local events ( Folk week , Food Festival, Margate Carnival ) Our Contracted Health and Safety advisor briefs the volunteers prior to the event

**25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:**

Broadstairs & St Peters Chamber of Commerce.  
BTLA (Visit Broadstairs)

## FINANCIAL STATEMENT

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

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

INCOME	Current Year Actual or Estimated (state which)	Next Year Estimate	EXPENDITURE	Current Year Actual or Estimated (state which)	Next Year Estimate
SUBSCRIPTIONS			VOLUNTEER COSTS		
				780	900
GRANTS <i>Please specify:</i>			INFRASTRUCTURE EXPENSES	2090	2200
BS&StP TC	3000	8000			
			FIREWORKS	3500	4000
			TOILETS		1986
SPONSORSHIP or DONATIONS			PREMISES		
BTLA	300	300	Rent		
Shepherd Neame	275	275	Rates		
Morellis	500	300	Services		
Chamber of Comm	500	500	Maintenance		
Stage Coach	500	300			
FUND-RAISING:			OFFICE EXPENSES		
Fairground	3300	3300	Telephone/Fax		
Trade	3215	2800	Printing/Stationery	794.06	900
Quiz	450	200	Accounts	114	150
FEES & CHARGES			ADVERTISING	310	310
			INSURANCE	989.52	1100
			H&S	1056	1200
			VENUE HIRE		
OTHER			TDC	1346.98	1600
Cash collection	143	100	EQUIPMENT		
			FIRST AID	1400	1100
			OTHER		
			Entertainment	3545	5000
<b>TOTAL: £</b>	<b>12183</b>	<b>14900</b>	<b>TOTAL: £</b>	<b>15925.56</b>	<b>20446</b>

### BANK BALANCES:

Balance at bank at the beginning of last financial year Nov 2022	£ 13143.83	BALANCE
+ Add Income during the year	£ 12183.00	£ 25326.83
- Less Expenditure during the year	£ 15925.56	£ 9401.27
Balance at the beginning of this financial year Nov 2023	CARRIED FWD	£ 9401.27
Reserves / Savings	£5502.03	

Your Declaration

**Please complete the section below as the final part of your application.  
Failure to complete this declaration could result in a delay to your application.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: <input type="checkbox"/></p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? No</p>	
<p>I am an Employee: Please record your job title, department and line-manager. N/A</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council. N/A</p>	
<p>I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.</p>	
<p>SIGNED:</p> <p><i>David Hooker</i></p>	<p>DATE:</p> <p>26/01/24</p>

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

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

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)





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

**PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM**

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

**Your Details**

**Name of Organisation:**

BROADSTAIRS FOLK WEEK

**Grant amount requested:**

£10000

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i>	..... 26/1/24 .....
<i>Accounts Enclosed</i>	..... ✓ .....
<i>Copy of Constitution</i>	..... ✓ .....
<i>Grant Approved / Declined</i>	.....



## APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

Broadstairs Folk Week has a volunteer management committee that meets monthly to organise the festival. There is a chair, vice-chair, secretary and treasurer. Folk Week has a constitution. All appointments to the management committee are based on prior volunteering with Folk Week and are appointed due to the skills and contribution they can make to the festival. Folk Week has a Constitution.

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

To preserve and advance public education in and appreciation of English and Multicultural Folk Dance, Song and Music, and to promote the knowledge and practice of English and Multicultural Folk Dance Song and Music by means of dances, classes, lectures, demonstrations and like methods in the town of Broadstairs and St Peter's and neighbouring towns and villages.  
These are the aims of the festival and its Mission Statement for the registered charity.

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

Folk Week has organised a festival every year for the past 58 years, bringing economic benefit and community spirit to the town. It is not a commercial organisation, it is a charity and every pound invested in Folk Week results in £2.3 million into the local economy, according to an independent survey by Kent County Council. Folk Week's impact ensures that businesses in the town are able to survive through the lean winter months. One business was quoted as having an average income of £5000 in the summer months, apart from Folk Week when it rises to £40,000.

On minimal resources, Folk Week recruits an army of volunteers that keep expenditure low and ensures that the festival can run safely and successfully. The positive benefits of volunteering are well-documented, and many local people have found life-long friends, experience mental and physical well-being by participating in the festival.

Folk Week is advertised nationally and puts the town's name on the map. Many people, artistes and audience members have moved to the town because they visited during the festival and enjoyed the welcoming family atmosphere it creates. Folk Week has helped create a lively, year-round music scene, with weekly sessions in local pubs. Folk Week is a launch pad for many local musicians to enhance their career and creates an environment to enable many people to participate in making music in choirs and music workshops.

Folk Week is now part of the town's heritage. Generations have been coming to the festival since it began and bring their own children and grandchildren. The Hooden Horse is the logo of the festival and is one of the few remaining folk traditions in East Kent still 'alive' today.

Receiving a grant from the Town Council enables the festival to continue its own fund-raising, attract sponsorship and ensure Folk Week continues.

Due to Covid, the festival had to adapt the format of the event to adhere to pandemic rules and regulations to keep Folk Week alive, bringing thousands of visitors to the town.

In 2023, Folk Week had a successful Crowdfunding campaign and 2024 will be the first year since 2018 that the festival has been able to organise the event in the same format of venues 2 years running. The volunteers have all worked together to ensure that Folk Week is still around to celebrate its 60<sup>th</sup> Anniversary – in 2025.

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

Members: .....	Non-members: 80000	Broadstairs & St. Peter's Residents: 25000	Visitors: 55000
<b>Approximate overall TOTAL: .....80,000</b>			

**12. Amount of grant being requested**

**£10,000**

**13. For what purpose will the grant be used?** *Please be specific.*

The grant will be used to hire venues in Broadstairs for performances: -  
The Sarah Thorne Theatre will host dances, ceilidhs and dance workshops.  
Broadstairs Sailing Club will host 4 different events each day including singarounds and acoustic performances.  
Crampton Tower Museum will host performances and workshops.  
The grant will also be used to book accommodation in Broadstairs, hire transport from providers in Thanet and for infrastructure costs associated with creating the Craft & Music fair on Victoria Gardens. The grant money is invested back into the town and local businesses benefit.

**14. How will this grant benefit the local community of Broadstairs & St. Peter's?** *Please be specific.*

Folk Week uses the grant to benefit local businesses and venues and the local community. Booking venues, hiring minibuses, accommodation and creating the Craft & Music Fair ensure thousands of visitors, attracted by free events, attend the festival and spend in the town.

The free Craft and Music Fair with around 45 stalls The Craft and Music Fair is a vital part of the festival as the income raised helps fund all the 'free' entertainment that is provided for families at the bandstand and around the town. There are Morris dance displays and an opening parade. There are over 75 workshops for all levels, from beginners to advanced which provide an opportunity to learn instruments, dances and join choirs that are not available at any other time of year. Folk Week appeals to all generations and enables local people to participate with their families as participants.

The festival provides a campsite for performers, Morris dancers and volunteers at the local school. Festival goers book from year to year and fill the hotels, B&Bs and guest houses of the town.

All the venues, the festival box office, the minibus drivers, the merchandise stall, the festival bar, the campsite are all staffed by volunteers for a week and the festival needs 250 of them to organise and contribute to the festival. This strengthens the feeling of community which is recognised as essential to well-being. Folk Week works with people of all ages, backgrounds and abilities to create the festival. In a survey of our volunteers with Canterbury Christ Church University, a Corporate Supporter commented: - "Broadstairs has contributed to the festival, but the festival has contributed to Broadstairs a hundredfold."

With a population of just over 25,000 – a grant of £10,000 to Folk Week means that for every resident, the Town Council is spending £2.50 to support a nationally-renowned festival that benefits the local community of Broadstairs & St. Peter's.

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

£7500

Date(s) April 2023

**16. How was this money spent?**

The 2023 Town Council grant was spent on hiring the Broadstairs Sailing Club, the Sarah Thorne Theatre, St.Peter's Church Hall and Crampton Tower Museum for a programme of events in each venue. Folk Week also booked local accommodation for visiting performers to stay in and hired minibuses from Pierremonts Van Hire to transport musicians and morris dancers around Broadstairs to perform in free events. This grant amount did not cover the full expenditure on venues, transport or accommodation, but is another way that Folk Week directly supports local businesses by paying them for services.

**Managing your Event or Project**

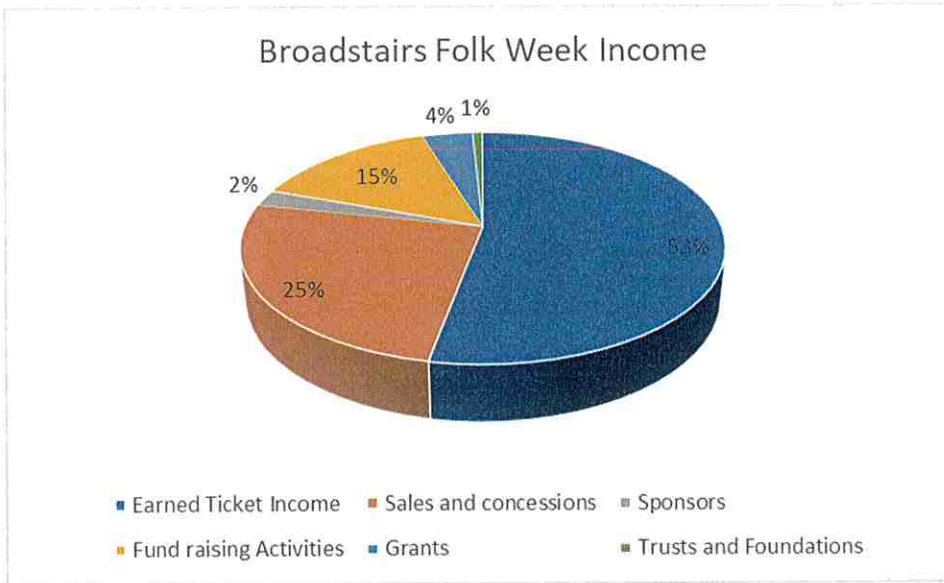
**17. Is anyone else financially contributing to your event or project? If yes, please give the details below:**

<i>(a) Funding secured: Name of funder:</i>	<i>Amount secured:</i>
Shepherd Neame	£5000
RentaBar	£1000
Co-op Community Fund	£1900
New Life Wills	£1000
Vattenfall	£2500
<i>(b) Funding applied for:</i>	
<i>Name of funder:</i>	<i>Amount requested:</i>
Roger de Haan Charitable Foundation	£500
KCC Arts Investment	£2500
KCC Members Grant	£2000
<i>(c) Funding being used from Reserves or Fundraising:</i>	<i>Amount</i>
<i>Details</i>	
Annual Fund-raising (including Friends of Folk Week; 200 Club, Folk Week Lottery, Street Collections, Fund-raising events, Corporate Supporters	£31,770

**18. If this would be your only source of funding, please explain why? NO**



**19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?**



The grant income from Broadstairs & St. Peter’s Town Council is part of a diverse income required to fund the festival. It is the building block required to show that the local authority supports the festival and contributes to its expenditure.

**20. Is your organisation VAT registered? If so, please supply your VAT number: NO**

**21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**  
 YES -renewed every June.

**22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?**

Previously the festival has had 3 part-time employees but in 2022, the staff reduced to part-time people due to financial pressures caused by rising overheads and charges.

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

In 2023, Folk Week had 231 volunteers, in addition to the 10 BFW committee members.



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

Folk Week invests in the skills of its volunteers and enhances them by paying for some courses such as Responsibilities of Running a Charity; Health and Safety and Creating a Children's Safety Policy.

All the committee members are from Thanet. They have roles including Technical Director, Finance Director, Children's Team Manager, Volunteer Manager and Risk Management.

Half of the 250 volunteers are from Thanet, the rest come from around Kent and the UK. All of the volunteer managers feed back after the festival and their input is integrated into the future operational and information documents used by the different team sections.

The volunteers are split into various teams and trained accordingly by their team manager.

Volunteers are selected to work in teams according to their skills. All minibus drivers have appropriate license/experience; children's team workforce is CRB checked.

Bandstand/Children's Festival Management - Campsite Administration - Campsite Warden team

Collections - Country Dance Team - Craft Fair/Merchandise - Minibus Drivers

Box Office/Information Centre - Hobby Horse Morning Stewards - Lottery Ticket Sales

Concert Marquee stewards - Pavilion Dance Venue stewards

Taskforce stewards for other venues including Sailing Club, Baptist Church and Crampton Tower museum - Stage Managers - Sound Crew

Experienced volunteers who have been with Folk Week for several years are invaluable and train new members.

Festival Director:

1995 – 2003 with Canterbury Festival as Marketing and Outreach Director.

2007 – 2009 – Project Facilitator with the Creative Events degree, University of Kent

2010 – 2012 worked with the University of Kent, the Royal Shakespeare Company and the Moscow Art Theatre to organise a joint Symposium of drama and physical theatre in Stratford upon Avon

2003 to present – director of Broadstairs Folk Week.

Festival Administrator – Trained accountant. Previously volunteered for Folk Week for 12 years.

Also, Thanet South Division Commissioner for Girl Guiding

**25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:**

Association of Festival Organisers

The English Folk Song & Dance Society

Broadstairs Chamber of Commerce

## FINANCIAL STATEMENT

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

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

<b>INCOME</b>	<b>Current Year Actual</b>	<b>Next Year Estimate</b>	<b>EXPENDITURE</b>	<b>Current Year Actual</b>	<b>Next Year Estimate</b>
<b>SUBSCRIPTIONS</b>	£9553	£10500	<b>STAFF COSTS</b>	£48432	£48600
<b>FOFW</b>					
<b>GRANTS</b>			<b>VOLUNTEER EXPENSES</b>	£1654	£1700
B&St PTC	£7500	£10000	Artistes Fees/acc PRS fees	£77880 £3500	£77000 £3500
KCC Members	£2000	£2000	<b>PREMISES</b>		
KCC Arts Invest	£2500	£2500	Rent	£5184	£5500
CO-OP	N/A	£1900	Rates	£243	£250
Grant Foundation	£5000	£6000			
<b>SPONSORSHIP or DONATIONS</b>			Services (inc parking)	£1969	N/A
Shepherd Neame	£5000	£5000	<b>OFFICE EXPENSES</b>		
New Life Wills	£1000	£1000	Telephone/Fax	£3112	£1300
Vattenfall	£2500	£2500	Printing/Stationery	£1421	£1500
Chartwell House	£500	£1000	Postage	£1173	£1200
Donations	£4188	£5000	Electricity	£2124	N/A
Corporate Supporters	£2555	£2700	Computer & Website Office & Storage cost	£3117 £1975	£3166 £1980
<b>FUND-RAISING:</b>			<b>ADVERTISING</b>	£5998	£5000
Street Collection (inc Gift Aid)	£12103	£12000	Programme Print & Design	£7602	£7000
			Merchandise	£7700	£5000
			Photography	£450	£450
			Ticket Printing	£1124	£1124
			Lottery Prize	£87	£100
			Banners		
200 Club	£1140	£1200	<b>INSURANCE</b>	£3583	£3600
Spacehive Crowdfunder	£19,596	N/A	<b>VENUE HIRE</b>	£20599	£20900
Lottery Sales	£4176	£4000	Bar Stock	£25600	£4000
Clarence Club	£420	£420			
Dance Night	£600	£600	Security	£9546	£9600
Quiz Night	£350	£350	First aid	£4813	£4900
<b>FEES &amp; CHARGES</b>			Waste Disposal	£3342	£3600
Craft Fair stalls	£45723	£47,500	Electrician	£9359	£9360
Ticket Income	£80,815	£82,000	<b>EQUIPMENT Hire</b>		
Music in Pubs	£23825	£24,000	Fences	£1905	£1950
			Toilets/Showers	£10307	£10320
<b>OTHER Specify:</b>			Minibuses	£7602	£7600
Bar Income	£48240	£23800	Radios	£1389	£1400
Merch sales	£11,569	£12,000	Tents	£8315	£8320
Prog Sales & Ads	£8366	£8500	Stage Lighting PA	£11660	£11700
			Health & Safety	£1488	£1500
			<b>Audit accounts</b>	£1286	£1290
			<b>Credit card fees</b>	£2052	£2060
<b>TOTAL: £</b>	<b>299219</b>	<b>266470</b>	<b>TOTAL: £</b>	<b>297592</b>	<b>266470</b>

**BANK BALANCES:**

Balance at bank at the beginning of last financial year Oct 2021	£82960	<b>BALANCE</b>
+ Add Income during the year	£340637	£423597
- Less Expenditure during the year	£390107	£33490
Balance at the beginning of this financial year	CARRIED FWD	<b>£33490</b>
Reserves / Savings	£0	

## Your Declaration

**Please complete the section below as the final part of your application.  
Failure to complete this declaration could result in a delay to your application.**

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

Yes:

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? **NO**

I am an Employee: Please record your job title, department and line-manager. **No**

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council. **No**

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

SIGNED:



DATE: 02 November 2023

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

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

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)





# Broadstairs & St Peter's Town Council

## APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

**PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM**

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

### Your Details

**Name of Organisation:**

Broadstairs Visitor Information Group

**Grant amount requested:**

£2000

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i>	..... 30-Jan-24 .....
<i>Accounts Enclosed</i>	.....
<i>Copy of Constitution</i>	.....
<i>Grant Approved / Declined</i>	.....

## APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

There are representatives on the Board from:  
 Broadstairs & St. Peter's Chamber of Commerce  
 Broadstairs Tourism and Leisure Association  
 Thanet District Council

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

To provide an information service to both residents and visitors

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

It provides an information service including an Events board which advertises and promotes local events. In addition, during opening hours it advertises tide times, information on that day's events and hands out leaflets and flyers to people asking for information. There is also a website, and a Facebook page that is updated daily with the weather forecast, tides and activities. The Kiosk is also on Instagram

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

Members: .....	Non-members: .....	Broadstairs & St. Peter's Residents: .....	Visitors: .....
<b>Approximate overall TOTAL: 14,209 visitors to the Kiosk in 2023</b>			



12. Amount of grant being requested

£2000

13. For what purpose will the grant be used? *Please be specific.*

Operating costs of the Kiosk, including payment of monthly management fee to the Kiosk Manager who runs the day to day operation of the Kiosk and reports back to the Kiosk Board

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

By providing information to both visitors and locals on what to do, where to eat, where to shop etc, it has a positive effect on the local economy.

15. Has your organisation previously received a grant from the Town Council? YES  
If YES, how much during the past financial year and when ?

£ 4000

Date(s) April 2023

16. How was this money spent?

Operating costs of the Kiosk. During 2023 we had to relocate as our lease at the Royal Albion Hotel was terminated on 30<sup>th</sup> June.

## Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
<b>(a) Funding secured:</b> <b>Name of funder:</b>	<b>Amount secured:</b>
Each year we approach local businesses for sponsorship	£375 in 2023
<b>(b) Funding applied for:</b> <b>Name of funder:</b>	<b>Amount requested:</b>
<b>(c) Funding being used from Reserves or Fundraising:</b> <b>Details</b>	<b>Amount</b>
We have a quiz night scheduled for 1 <sup>st</sup> Match	

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

19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?
We have taken on the production of Busy Broadstairs to give us another funding source

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

No

**21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.**

Yes

**22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?**

We employ a Kiosk Manager

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

41

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

All new volunteers receive a training session with the Kiosk Manager

**25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:**

We work closely with Visit Thanet

## FINANCIAL STATEMENT

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

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

<b>INCOME</b>	<b>Current Year Actual or Estimated (state which)</b>	<b>Next Year Estimate</b>	<b>EXPENDITURE</b>	<b>Current Year Actual or Estimated (state which)</b>	<b>Next Year Estimate</b>
<b>SUBSCRIPTIONS</b>			<b>STAFF COSTS</b>	£4800 act	£6000
<b>GRANTS</b> <i>Please specify:</i>			<b>VOLUNTEER EXPENSES</b>	£160 act	£500
Town Council	£4000	£2000			
KCC	£1000	-			
<b>SPONSORSHIP or DONATIONS</b> <i>Please specify:</i>			<b>PREMISES</b>		
Chamber	£1000	£1000	Purchase of Kiosk	-	-
BTLA	£1000	£1000	Rates		
Sponsors	£375	£2000	Services	£590 act	
			Maintenance	£91 act	£1000
<b>FUND-RAISING:</b> <i>Please specify:</i>			<b>OFFICE EXPENSES</b>		
Quizzes	£1020	£750	Telephone/Fax		
On line	£1040	-	Printing/Stationery	£90	£500
Collection tin	£280	£100	Postage		
<b>FEES &amp; CHARGES</b> <i>Please specify:</i>			<b>ADVERTISING</b>		
			<b>Website</b>	£386 act	£500
			<b>INSURANCE</b>	£211 act	£250
			<b>VENUE HIRE</b>		
<b>OTHER</b> Specify:					
Profit from Busy Broadstars	£620	£500	<b>EQUIPMENT</b>		
			Purchase	£250	£500
			Hire		
			<b>OTHER</b> Specify:		
<b>TOTAL: £</b>	<b>10335</b>	<b>£7350</b>	<b>TOTAL: £</b>	<b>6578</b>	<b>9750</b>

### BANK BALANCES:

	<b>£2057</b>	<b>BALANCE</b>
<b>Balance at bank at the beginning of last financial year</b>		
<b>+ Add Income</b> during the year	<b>£10335</b>	£12392
<b>- Less Expenditure</b> during the year	<b>£6578</b>	£2389
<b>Balance at the beginning of this financial year</b>	CARRIED FWD	<b>£5814</b>
Reserves / Savings	£	

## Your Declaration

Please complete the section below as the final part of your application.  
Failure to complete this declaration could result in a delay to your application.

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

Yes:  X

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?  
No

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

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

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

SIGNED:

*Janet D. Thomas*

DATE:

January 29, 2024

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

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

[town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)



F&GP Timetable 2024-25

July	Review of Qu 1 Expenditure Statement of Internal control Annual Governance Statement Appoint Independent Internal Auditor Preferred contractors policy review Risk Management Statement review
September	Review of Qu 2 Expenditure Start Budget process
December	Review of Qu 3 Expenditure Finalise budget Grants Receive mid term internal audit Receive risk assessment timetable for 2025
April	Review of Qu 4 Expenditure Grants Year End