



Broadstairs & St Peter's Town Council

10 January 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 15 January 2024 at 7pm in the Council Chamber at Pierremont Hall.**

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.
- 3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**
To approve the minutes of the meeting held on 9 October 2023. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. BUDGET AND ACCOUNTS 2023-24**
 - i) To review a summary of Council income and expenditure for Qu 2 2023-24 by cost centre **Attach 2**
 - ii) To receive the Transparency Report for Qu 3 2023-24 **Attach 3**
- 6. GRANTS**
 - i) To receive and consider an application for funding from the Dickens Festival **Attach 4**
 - ii) To receive and consider an application for funding from POW Thanet **Attach 5**
 - iii) To receive and consider an application for funding from Broadstairs & St Peter's Bowls Club **Attach 6**
 - iii) To receive updated details from Sarah Thorne Theatre as requested by E,L,T committee in November and consider the application for funding **Attach 7**
 - iv) To consider a request from St Peter's Memorial Hall to change the purpose of

the grant already approved.

Attach 8

7. LEASE OF PRINTER/PHOTOCOPIER

To receive and approve an arrangement for the 5-year lease of the office photocopier.

Attach 9

8. RISK ASSESSMENTS

To receive the timetable of risk assessments for 2024

Attach 10

9. DATE OF THE NEXT MEETING - Monday 12 February 2024 at 7pm in the Council Chamber, Pierremont Hall

MJA

Attach 1



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 9 October 2023 at 7pm in The Council Chamber, Pierremont Hall

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

Town Clerk: Kirsty Holroyd

119. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs J Bright, Leys and Rusiecki were received and accepted.

120. DECLARATIONS OF INTEREST

None received

121. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 11 September 2023.

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

122. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

The Town Clerk reported that the work by the indirect tax consultant had been completed and a meeting would be arranged for the final report to be presented to members.

123. BUDGET AND ACCOUNTS 2023-24

i) Members received a summary of Council income and expenditure for Qu 2 2023-24 by cost centre

RESOLVED: Members agreed to note.

ii) Members approved virements as proposed by the RFO

RESOLVED: That budgets be moved to other headings to enable clearer and more efficient calculations of annual running costs and service charges.

ii) Members received the Transparency Report for Qu 2 2023-24

RESOLVED: Members agreed to note.

124. OPEN GREEN SPACE AT THE SILVERS

Members received information about the land and considered bidding for it at auction.

RESOLVED: That the land is not purchased but concerted efforts are made to contact the current owners and remind them of their responsibility to upkeep the appearance of the land.

125. BUDGET 2024-25

Members received and considered the first draft of the budget from the RFO. The RFO explained the budgetary process in detail and illustrated what effect various new projects would have on the precept and the council tax.

RESOLVED: That certain figures were yet to be ascertained but that once they were received they should be entered into the budget work sheet and an updated version be presented to Council on 30 October for discussion.

126. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

Members received a report from the RFO concerning the timetable for the completion of the AGAR. Although the final document should have been published by 1 October, this had not been possible since the external auditor had not returned the document. The RFO had chased it up on 29 September and the completed AGAR had been received on 4 October. It had been published on the notice boards and website at the earliest opportunity on 5 October.

The RFO was therefore able to report that the Town Council's audit procedures for 2022-23 had been concluded, the external auditor had noted that all proper practices had been followed and no matters had given cause for concern that the relevant legislation and regulatory requirement had not been met.

RESOLVED: Members agreed to note.

127. CHRISTMAS MARKET EVENT

Members considered a brief report from the Town Clerk and a request that funds be made available from other event underspends.

RESOLVED: That underspends in the Events cost code totalling £2085 be allocated to pump prime this inaugural event.

128. DATE OF NEXT MEETING: Monday 15 January 2024 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 8.05 pm

Signed



Date



BROADSTAIRS & ST PETER'S TOWN COUNCIL

3 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Admin & Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Stationery				1,000.00	580.86	419.14	419.14 (41%)
11	Printer/Photocopier				1,000.00	589.71	410.29	410.29 (41%)
12	Licences				5,000.00	6,532.12	-1,532.12	-1,532.12 (-30%)
13	IT		100.00	100.00	6,000.00	1,844.11	4,155.89	4,255.89 (70%)
14	Running Costs							(N/A)
15	Insurance & Audit				7,350.00	6,027.02	1,322.98	1,322.98 (18%)
16	Professional Fees				50,000.00	27,193.32	22,806.68	22,806.68 (45%)
17	Training & Subscriptions		105.00	105.00	5,000.00	3,649.57	1,350.43	1,455.43 (29%)
18	Equipment & Furniture				5,000.00	316.31	4,683.69	4,683.69 (93%)
20	Elections				5,000.00		5,000.00	5,000.00 (100%)
84	Office contingencies				1,000.00	291.67	708.33	708.33 (70%)
101	Phones and Internet				3,000.00	4,741.38	-1,741.38	-1,741.38 (-58%)
102	Office sundries				5,000.00	2,227.86	2,772.14	2,772.14 (55%)
103	Finance costs		-2,653.93	-2,653.93	1,000.00	2,525.07	-1,525.07	-4,179.00 (-417%)
104	Container hire				1,000.00	875.16	124.84	124.84 (12%)
105	Council business rates				1,250.00	124.75	1,125.25	1,125.25 (90%)
907	BSPTC service charge							(N/A)
SUB TOTAL			-2,448.93	-2,448.93	97,600.00	57,518.91	40,081.09	37,632.16 (38%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Bandstand Kiosk	10,600.00		-10,600.00	6,000.00	620.59	5,379.41	-5,220.59 (-31%)
27	Notice Boards				1,000.00	2,040.55	-1,040.55	-1,040.55 (-104%)
28	Park Lighting							(N/A)
29	Defibrillators				1,000.00	993.27	6.73	6.73 (0%)
30	Street Furniture				2,000.00	764.00	1,236.00	1,236.00 (61%)
31	Viking Bay Lift				2,500.00		2,500.00	2,500.00 (100%)
32	Toilet Extended Opening				2,000.00	590.00	1,410.00	1,410.00 (70%)
34	St Peter's Roundabout				4,000.00		4,000.00	4,000.00 (100%)
35	Decorative Lighting				20,000.00	19,678.62	321.38	321.38 (1%)
36	Twinning Sign							(N/A)
37	Flagpole				1,000.00	342.33	657.67	657.67 (65%)
SUB TOTAL		10,600.00		-10,600.00	39,500.00	25,029.36	14,470.64	3,870.64 (7%)

Civic Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Councillor Allowances				9,000.00	7,311.12	1,688.88	1,688.88 (18%)
24	Town Mayor				6,000.00	207.78	5,792.22	5,792.22 (96%)
25	Civic Events				1,000.00	1,659.70	-659.70	-659.70 (-65%)
SUB TOTAL					16,000.00	9,178.60	6,821.40	6,821.40 (42%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

3 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Neighbourhood Plan				2,000.00	300.00	1,700.00	1,700.00 (85%)
39	Community Payback				3,000.00	1,555.78	1,444.22	1,444.22 (48%)
53	Beach Security				15,840.00	15,840.00		(0%)
905	Dickens House Matchfunding				5,000.00	5,000.00		(0%)
919	Youth Activities				1,000.00	333.62	666.38	666.38 (66%)
SUB TOTAL					26,840.00	23,029.40	3,810.60	3,810.60 (14%)

Earmarked reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
921	Retort car park repairs				4,500.00	4,500.00		(0%)
922	VAT liability				250,513.26	18,762.53	231,750.73	231,750.73 (92%)
923	New van purchase				20,889.00	17,407.50	3,481.50	3,481.50 (16%)
SUB TOTAL					275,902.26	40,670.03	235,232.23	235,232.23 (85%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Bandstand entertainment		10,600.00	10,600.00	16,000.00	15,728.79	271.21	10,871.21 (67%)
41	Summer Theatre				3,585.00	3,585.00		(0%)
42	Punch & Judy				2,330.00	2,330.00		(0%)
43	visitor information kiosk				2,000.00		2,000.00	2,000.00 (100%)
44	November Fireworks				7,000.00	7,433.70	-433.70	-433.70 (-6%)
46	Broadstairs in Bloom		815.75	815.75	15,000.00	5,991.23	9,008.77	9,824.52 (65%)
916	coronation		320.00	320.00	10,000.00	8,083.37	1,916.63	2,236.63 (22%)
SUB TOTAL			11,735.75	11,735.75	55,915.00	43,152.09	12,762.91	24,498.66 (43%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Grants				60,000.00	68,000.00	-8,000.00	-8,000.00 (-13%)
SUB TOTAL					60,000.00	68,000.00	-8,000.00	-8,000.00 (-13%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	739,284.00	739,280.00	-4.00				-4.00 (0%)
2	Grants		2,000.00	2,000.00		2,000.00	-2,000.00	(N/A)
3	Bank Interest	2,000.00	3,986.71	1,986.71				1,986.71 (99%)
5	B in B Sponsorship							(N/A)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

3 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

7 VAT Refund							(N/A)
8 Sundry Income		301.90	301.90				301.90 (N/A)
917 Overpayment		-1,415.32	-1,415.32				-1,415.32 (N/A)
SUB TOTAL	741,284.00	744,153.29	2,869.29		2,000.00	-2,000.00	869.29 (0%)

Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Allotments	1,200.00	1,671.42	471.42	2,350.00	399.52	1,950.48	2,421.90 (68%)
48	Culmers Amenity Land				10,000.00	4,681.05	5,318.95	5,318.95 (53%)
49	Mocketts Wood				5,500.00	1,624.68	3,875.32	3,875.32 (70%)
50	Tree Survey & Works				3,400.00	1,590.00	1,810.00	1,810.00 (53%)
51	Tree planting budget				10,000.00	744.32	9,255.68	9,255.68 (92%)
52	Environmental Initiatives				10,000.00	2,324.29	7,675.71	7,675.71 (76%)
86	town maintenance (van costs)				2,000.00	1,333.07	666.93	666.93 (33%)
87	Facilities Team sundry items				2,500.00	1,757.19	742.81	742.81 (29%)
SUB TOTAL		1,200.00	1,671.42	471.42	45,750.00	14,454.12	31,295.88	31,767.30 (67%)

Pierremont Annual Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Algae and gutter clearance				900.00	1,280.00	-380.00	-380.00 (-42%)
602	Bathroom items				1,400.00	1,024.05	375.95	375.95 (26%)
603	Waste removal				2,750.00	2,030.85	719.15	719.15 (26%)
604	Hygiene services				1,500.00	2,157.92	-657.92	-657.92 (-43%)
605	cleaning				10,400.00	7,781.88	2,618.12	2,618.12 (25%)
606	Drain Clearance				600.00	1,685.00	-1,085.00	-1,085.00 (-180%)
607	electricity		-397.33	-397.33	13,500.00	11,071.72	2,428.28	2,030.95 (15%)
608	EICR							(N/A)
609	Fire alarms and emergency lighti				1,200.00	1,580.65	-380.65	-380.65 (-31%)
610	Fire doors and extinguisher chec				1,400.00		1,400.00	1,400.00 (100%)
611	Fire drills and assessments				1,350.00	1,780.00	-430.00	-430.00 (-31%)
612	Glass Door maintenance				1,200.00	220.00	980.00	980.00 (81%)
613	Grounds Maintenance				9,745.00	7,657.14	2,087.86	2,087.86 (21%)
614	intruder alarm				500.00	540.00	-40.00	-40.00 (-8%)
615	Legionnaires testing				1,500.00	3,375.25	-1,875.25	-1,875.25 (-125%)
616	PAT testing				160.00	468.00	-308.00	-308.00 (-192%)
617	Roof inspections		210.00	210.00	1,900.00	1,000.00	900.00	1,110.00 (58%)
618	Site security				10,000.00	4,730.00	5,270.00	5,270.00 (52%)
619	Water rates				1,000.00	490.77	509.23	509.23 (50%)
620	Window cleaning				2,160.00	800.00	1,360.00	1,360.00 (62%)
SUB TOTAL			-187.33	-187.33	63,165.00	49,673.23	13,491.77	13,304.44 (21%)

Pierremont Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Events - Marketing				2,500.00	1,766.33	733.67	733.67 (29%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

3 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

200 Events - Catering		470.01	470.01		43.98	-43.98	426.03 (N/A)
201 Events -Bar		2,899.66	2,899.66		1,489.46	-1,489.46	1,410.20 (N/A)
204 Events - Equipment		846.81	846.81		1,009.70	-1,009.70	-162.89 (N/A)
205 Events - Council					7.49	-7.49	-7.49 (N/A)
206 Events - Commercial							(N/A)
903 Events Room Hire	40,000.00	18,579.33	-21,420.67				-21,420.67 (-53%)
904 Events Room Hire - Deposit		765.82	765.82				765.82 (N/A)
912 Christmas Event		1,433.37	1,433.37	2,085.00	4,205.76	-2,120.76	-687.39 (-32%)
918 Passive room hire							(N/A)
SUB TOTAL	40,000.00	24,995.00	-15,005.00	4,585.00	8,522.72	-3,937.72	-18,942.72 (-42%)

Pierremont Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Planned building works				28,000.00	18,178.54	9,821.46	9,821.46 (35%)
55	Tenants' rent	44,000.00	32,691.08	-11,308.92				-11,308.92 (-25%)
56	Tenants' parking	6,500.00	8,500.00	2,000.00				2,000.00 (30%)
57	Annual maintenance schedule				10,080.00	208.50	9,871.50	9,871.50 (97%)
58	Security							(N/A)
59	Contribution to 7 year paint							(N/A)
60	Water							(N/A)
61	Rates				6,500.00	2,315.06	4,184.94	4,184.94 (64%)
62	Unplanned building works		5,374.09	5,374.09	5,000.00	1,890.97	3,109.03	8,483.12 (169%)
64	Licence				500.00	350.00	150.00	150.00 (30%)
65	Cleaning					799.64	-799.64	-799.64 (N/A)
85	Landscaping and planting				1,455.00	2,280.00	-825.00	-825.00 (-56%)
88	Furniture/equipment				1,500.00	173.62	1,326.38	1,326.38 (88%)
89	Communal charge							(N/A)
203	Electricity		6,548.62	6,548.62		4,265.81	-4,265.81	2,282.81 (N/A)
906	Waste services							(N/A)
908	Pierremont service charges	28,317.29	21,651.39	-6,665.90		847.83	-847.83	-7,513.73 (-26%)
911	EVCP		181.88	181.88				181.88 (N/A)
SUB TOTAL		78,817.29	74,947.06	-3,870.23	53,035.00	31,309.97	21,725.03	17,854.80 (13%)

PWLB Loan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Loan Repayments				35,824.00	17,911.97	17,912.03	17,912.03 (50%)
SUB TOTAL					35,824.00	17,911.97	17,912.03	17,912.03 (50%)

Retort House

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Retort House Bookings	20,000.00	4,217.59	-15,782.41				-15,782.41 (-78%)
67	Retort House Tenants	15,000.00	26,815.50	11,815.50				11,815.50 (78%)
68	Utilities				5,750.00	7,364.04	-1,614.04	-1,614.04 (-28%)
69	Rates		64.00	64.00	2,750.00		2,750.00	2,814.00 (102%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

3 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

70 Annual maintenance schedule				4,500.00	1,964.50	2,535.50	2,535.50 (56%)
71 contribution to 7 year paint							(N/A)
72 Licences				1,000.00	141.03	858.97	858.97 (85%)
73 Cleaning				4,500.00	1,430.30	3,069.70	3,069.70 (68%)
81 Unplanned building works				5,000.00	644.33	4,355.67	4,355.67 (87%)
83 Equipment				2,000.00	16.00	1,984.00	1,984.00 (99%)
909 Tenant service charge	3,338.50	3,009.67	-328.83				-328.83 (-9%)
910 communal charge							(N/A)
915 Security					750.00	-750.00	-750.00 (N/A)
SUB TOTAL	38,338.50	34,106.76	-4,231.74	25,500.00	12,310.20	13,189.80	8,958.06 (14%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Salaries				209,160.00	149,363.23	59,796.77	59,796.77 (28%)
22 Pension				10,000.00	9,749.44	250.56	250.56 (2%)
23 NI & Tax				50,000.00	54,484.20	-4,484.20	-4,484.20 (-8%)
76 Travel and Subsistence				200.00	171.40	28.60	28.60 (14%)
78 Payroll company				1,000.00	864.80	135.20	135.20 (13%)
79 Eye tests and glasses				500.00		500.00	500.00 (100%)
SUB TOTAL				270,860.00	214,633.07	56,226.93	56,226.93 (20%)

YE Adjustments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900 Debtors							(N/A)
901 Creditors							(N/A)
902 Void transactions					8.19	-8.19	-8.19 (N/A)
913 Receipts in advance 23-24							(N/A)
914 Receipts in advance 24-25							(N/A)
SUB TOTAL					8.19	-8.19	-8.19 (N/A)

Summary

NET TOTAL	910,239.79	888,973.02	-21,266.77	1,070,476.26	617,401.86	453,074.40	431,807.63 (21%)
V.A.T.		66,761.72			46,872.35		
GROSS TOTAL		955,734.74			664,274.21		



Broadstairs & St Peter's Town Council Quarterly Transparency Report 1st October 2023 to 31st December 2023

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

Grants and Councillor Allowances reported separately.

Description	Supplier	Net
Regular cleaning August	Total Cleaning Services	759.66
Indirect tax consultant fee	LAVAT Consulting Ltd	787.50
Grounds maintenance (Culmers and Pierremont)	Boxgreen Landscapes Ltd	1170.08
Regular cleaning Sept	Total Cleaning Services	799.64
Management fee	Henderson Setterfield	570.53
Storage - Xmas lighting	Millennium Quest	912.50
First aid cover - Nov 5th	BM Ambulance Service Ltd	907.20
Risk assessments	EK Fire Protection	1,780.00
refund - grounds maintenance 2022/23	Tenant	696.83
Works - retort house	Thanet District Council	4,500.00
Hygiene services	Cathedral Leasing Ltd	675.96
Land hire fee – Nov 5th	Thanet District Council	554.00
Bench St Peter's Court	Earth Anchors Ltd	507.50
Fireworks Display	Viking Fireworks	4,000.00
Audit	Mazars LLP	1,680.00
Christmas tree	Young's Nurseries	1,620.00
Grounds Maintenance (Culmer's and Pierremont)	Boxgreen Landscapes Ltd	935.08
Indirect tax consultant fee	LAVAT Consulting Ltd	1,518.75
Decorative lighting	SparkX Ltd	15,950.00
Bandstand - Nov 5th	Decades Showband	600.00
Regular cleaning Oct	Total Cleaning Services	799.64
Security - Nov 5th	Marc One Security	640.00
Electricity Retort House	SSE Scottish Hydro	5,086.67
Water hygiene tests Retort House	Ashford Facilities Management	349.25
Electricity Pierremont Hall	Edf	1,330.93
Water hygiene tests Pierremont Hall	Ashford Facilities Management	1,278.50
Alarm maintenance	Westgate Security & Electrical Ltd	725.00
Security – Remembrance Service	Mark One Security	512.00
Annual tree inspections	Invicta Arboriculture	1,500.00
Works Stella Maris roof	John Couzens Roofing Contractor	4,950.00
Works Porch roof	John Couzens Roofing Contractor	3,800.00
Alarm maintenance	Westgate Security & Electrical Ltd	525.00
Market stalls for Christmas event	Ray Linge Market Stalls Ltd	1,275.00

Security	Probe Security	920.00
PA supply Christmas event	Chris Basford	700.00
Power and lighting supply Christmas event	David Hooker	640.00
Internal audit	David Buckett	629.70
Street planting (tree)	Kent County Council	744.32
Regular cleaning Nov	Total Cleaning Services	799.64
Roofing	John Couzens Roofing Contractor	500.00
Grounds Maintenance (Culmer's and Pierremont)	Boxgreen Landscapes Ltd	1185.08
Hedge removal and bulb planting	Boxgreen Landscapes Ltd	1,105.00
Electric van purchase	Jarretts Motors Ltd	21,407.50
Electricity	Edf	3,808.61

List of formal Tenders undertaken in accordance with the Town Council Financial Regulations

Item/Service	Dates of formal tender on Contract Finder	Date public notice/advert was posted on website/social media and noticeboards
NONE		

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

	Were three quotes obtained Y/N	If no, provide explanation
SparkX Decorative Lighting	N	Tender process followed but only 2 respondents
Electric Van Purchase	Y	
PA Supply	N	3 sought but only 2 respondents
Market stalls	N	Proprietary product

Signed: _____  _____ Responsible Financial Officer



Broadstairs & St Peter's Town Council

Attach 4

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

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

Your Details

Name of Organisation:

Broadstairs Dickens Festival

Grant amount requested:

£3500

FOR OFFICE USE ONLY

Date form received 27-11-23

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 Festival is now a Community Interest Company with a board of Directors and a working committee. Our companies house registration number is 11741249.

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

Our main objectives are to celebrate the life, times and works of Charles Dickens with an annual Festival. The festival includes a play based on one of the Dickens novels, talks, readings, live entertainment, and family activities. We encourage schools and locals to participate by way of dressing in character or just supporting the event. In 2024 we will hold the 87th year and this makes us the oldest Dickens Festival in the world.

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

The history of Broadstairs is centred around Charles Dickens who lived here and wrote some of his best novels. The annual festival attracts many new people, plus returning visitors to the town which in turn assists local commerce.

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

Members: 100	Non-members: 300	Broadstairs & St. Peter's Residents: 20,000	Visitors: 4000
Approximate overall TOTAL: 24,400 approx.			

12. Amount of grant being requested

£ 3,500

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

The grant will go towards managing and staging the Broadstairs Dickens Festival, which will include a play based on a Charles Dickens Novel, A Grand Parade of Dickensian characters and the holding of a Victorian Fair on Victoria Gardens. We will be looking to work with Dickens House Museum and the local Dickens Fellowship.

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

The annual fair is yet another popular event along side many other Festivals that bring people into the town and boost the local economy.

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 ?

£3500

Date(s) April 2023.

16. How was this money spent?

We completed a monitoring form that detailed the erection, security and staging of the Fair on Victoria Gardens.

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
(a) Funding secured: <i>Name of funder:</i>	<i>Amount secured:</i>
Broadstairs Busy Bees Sewing Group.	£700
Private Sponsor for the annual play.	£1000
(b) Funding applied for: <i>Name of funder:</i>	<i>Amount requested:</i>
We are seeking private/business sponsors.	Grateful for anything?
(c) Funding being used from Reserves or Fundraising: <i>Details</i>	<i>Amount</i>
The festival 's own account	£3200

18. If this would be your only source of funding, please explain why? No we will seek business sponsorship and hold fund raising events.

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

Yes, mainly local sponsorship from both business 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, attached.

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

We do not employ people but our contractors do.

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

All in about 40 volunteers including the committee, community cast members for the play, on site assistance, bucket collection and security.

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 volunteers are briefed on what is expected from them and in Health and Safety.

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

The world wide Dickens Fellowship.

FINANCIAL STATEMENT

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

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

INCOME	Current Year <i>Actual</i>	Next Year <i>Estimate</i>	EXPENDITURE	Current Year <i>Actual</i>	Next Year <i>Estimate</i>
SUBSCRIPTIONS			STAFF COSTS		
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	50	50
Town Grant	3500	3500			
			Hire of Gardens:	552	800
			Marquees	400	500
			1 st Aid cover	1250	1000
SPONSORSHIP or DONATIONS			Extra Toilets	656	700
<i>Please specify:</i>			Rent		
Mc Carthy & Stone	500	?	?Rates		
Sewing Bees (for Grand Parade)	700	700	Site Fencing	915	950
			Chair Hire	50	50
			Transport	70	70
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
Bucket Collections	927	1000	WEB site	329	350
Tombola	210	400	Printing/Stationery	86	100
Minor events	441	850	Postage/Subs	80	80
			Audit and Co House fees.	250	250
FEES & CHARGES			ADVERTISING including Wreath.	409	500
<i>Please specify:</i>					
			INSURANCE	1069	1000
			Entertainment Section		
			Grand Parade	700	700
OTHER Specify:			Play Expenses	1900	1900
			Musicians	500	550
Play income	1900	1900	Renactors	250	250
Stalls on site	1740	1800	Punch & Judy	350	350
			OTHER Specify:		
TOTAL: £	9918	10150	TOTAL: £	9866	101500

BANK BALANCES:

	£	BALANCE
Balance at bank at the beginning of last financial year	£ 3162	
+ Add Income during the year	£9918	£13080
- Less Expenditure during the year	£9866	£ 9866
Balance at the beginning of this financial year	CARRIED FWD	£ 3214
Reserves / Savings	£ nil	

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: No:

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

No

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

N/A

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

N/A

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:
Michael Wheatley-Ward

DATE:
22.11.23.

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



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.
- 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.
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- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
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- 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:

Power of Women - POW - Thanet

Grant amount requested:

£3000.

FOR OFFICE USE ONLY

Date form received 8/1/24

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?**

POW Thanet is a registered charity (117490) with a Board of Trustees comprising of 7 members. They are governed by the Trustee Governance Document and the CIO Constitution. We are a member of the Fundraising Regulator.

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

The promotion of equality and diversity for the public benefit by:

- Cultivating a sentiment in favour of equality and diversity of women and girls.
- Advancing education and raising general awareness among the public about the issues and challenges facing the lives of women and girls.
- Promoting and staging an annual arts festival to commemorate International Women's Day.

Kent is a creative hotspot with an attractive coastline drawing in holidaymakers year-round, yet 18 areas in Thanet are in the top 10% most deprived in England and we have the highest number of domestic abuse, sexual assault and rape in Kent. Women in the poorest areas of Thanet live 10.2 years less than the average UK woman.

1 in 3 children in Thanet live in poverty and we have the highest number of 'troubled families' across domestic violence, abuse, crime and worklessness in Kent. We also have the highest number of teenage pregnancies and first time entrants into the youth justice system in the county. 11% of primary school pupils don't make 90% of their classes (8.7% nationally), only 78% achieve their early years attainment goals (79% nationally) and this worsens as they get older with only 52% achieving an A-C grade English and Maths at Key Stage 4 (63% nationally) By the time a Thanet teenager reaches 16, 13% leave school and 4% enter long-term unemployment. 6% of our community is unemployed (4% nationally) with 9% of 18-24 year olds claiming benefits and we have a 28% economic inactivity rate.

POW believes this inequality is unacceptable and exists to bring our community together to bravely challenge behaviours, creatively disrupt conversations and empower our most vulnerable citizens.

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

Average spend by 2023 Festival visitors at local businesses was £26pp and we welcomed 20,000 visitors across the month of March so that is a sizeable contribution to the local community.

We run work experience, coaching and mentorship programmes with local young people as part of our Memorandum of Understanding with East Kent Colleges Group, improving their career prospects, confidence and arts inclusion. Last year 3 young people achieved paid work in the arts sector as a result of gaining experience with POW.

We work with 45+ local venues, encouraging footfall and paying hire rates where applicable. We contract local suppliers and traders to ensure income stays within Thanet and we are reducing our environmental impact.

We employ 300+ local creative professionals, prioritising women and non-binary creatives who are most at risk of economic exclusion.

We provide 40,000 hours of volunteering for locals seeking employment and skills development, social inclusion and community engagement.

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

Members:	Non-members:	Broadstairs & St. Peter's Residents: 6,000	Visitors: 14,000 (including rest of Thanet)
Approximate overall TOTAL: 20,000			

12. Amount of grant being requested

£3,000

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

On 8th March 2025, POW Thanet will celebrate our 10th annual International Women's Day Festival. As the only charity dedicated to IWD and one of the few women-run arts organisations in the UK, we are excited to provide a programme of exhibitions, workshops, performances and special events that raise the profile of homegrown creative talent to locals, national and international visitors.

The festival will explore the past, present and future of gender equality. We will take time to honour the local pioneers who founded POW and its early supporters, engage with local groups and individuals who are working to promote gender equality now, and explore the future of equality, focusing on the next generation of activists, citizens and policy-makers. We will explore themes of environment, education and health and their role in achieving gender equality. We will employ local creatives in the fields of music, performance, visual arts, literature, design, gaming and fashion. We will use this anniversary to draw attention to the creative talent in Thanet and the impact it is having on national and international gender policies.

We are expecting 20,000 participants across the Festival programme and significant national press attention for our 10th anniversary.

This grant will enable us to create a programme of events for all genders, ages and ethnicities, across Thanet and online. Specially in Broadstairs & St Peter's, we will:

- Host open calls, feedback forums and focus groups to ensure the Festival is led by our community
- Run co-creation creative arts workshops with youth clubs (e.g. Retort House) and include their works in a Thanet-wide Art Trail
- Support three young women and non-binary people from Broadstairs College through an intensive 8 month mentoring scheme
- Offer industry-professional training and opportunity for creative career development with 100+ young people over a 4 month coaching scheme
- Programme of workshops, exhibitions, and performances for local people with free/discounted tickets for those on no/low incomes thereby supporting our working-class residents (the exact programme will be designed with the community through surveys, open calls, focus groups in the summer of 2024) so that it is relevant to our community)

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

We will:

- Provide inclusive opportunities for residents to participate in the arts through workshops, performances and exhibitions (2023: 90% feel connected to the arts and 80% feel connected to the community)
- Provide paid employment to 300+ local creatives and suppliers and raise their profile (we have a standardised Rate Card in line with unions, local arts providers and national benchmarks)
- Generate income and footfall for local businesses (2023: £26 spent per visitor; 20,000 visitors target in 2024)
- Provide volunteering opportunities for locals
- Upskill and raise the aspirations of young people
- Attract local and national press coverage to raise the profile of Broadstairs & St, Peter's as an arts and gender inclusive town (47 features in 2023)
- 70% of attendees will discover the issues affecting women and girls

Our audience has grown from 800 (in 2016) to 19,500 (in 2023).

The Festival programme is shaped by local community input through focus groups, surveys and open call events.

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 ?

£	1,200	Date(s) 31/01/2022
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16. How was this money spent?

Delivering "Broadstairs Day" as part of the International Women's Day Festival in March 2022. This including a day of performances and workshops for Mother's, mentoring 6 young people to produce an exhibition featuring 45 young people's artworks, a Youth Art Trail across 25 venues featuring work by the Pavilion/Zone Youth Club, a Thanet-wide children's drawing challenge and a lecture at Sarah Thorne Theatre on the Suffragettes.

The grant was spent on

- Pavilion venue hire £390
- Portrait Theatre venue hire £463.23
- Recording technician £150
- Art Trail installation £200

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
(a) Funding secured:	
Name of funder:	Amount secured:
Arts Council England	£61,050
Colyer Fergusson	£17,000 (x 3 years)
Ramsgate Town Council	£2,000
(b) Funding applied for:	
Name of funder:	Amount requested:
Awards for All	£10,000 (x 2 years)
Kent Community Foundation	£15,000
Rosa	£7,000
The Fore	£15,000 (x 2 years)
(c) Funding being used from Reserves or Fundraising:	Amount
Details	
Community Fundraisers – Halloween event, Christmas event 2023	£1,500
Big Give 2023	£5,000

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

No we have a diverse range of income streams as detailed in our Fundraising Strategy to ensure that we are self-generating at least 50% of our annual income through ticket sales, merchandise sales and community fundraising events.

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

Yes

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

N/A

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 7 x freelancers which equates to 2 full-time employees and 300+ creative professionals

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

We have 130+ on our database and expect around 45 volunteers to donate a total of 40,000 hours

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 of our staff live in Thanet and are integrated into our various communities – from parents to caregivers for the elderly, neurodiverse to chronically ill – the team represent the diversity of Thanet.

CEO Rosanagh has 15 years' experience in creating learning, experiential and immersive programmes for adults, families, schools, community groups and policymakers. Her experience in designing, delivering, and evaluating programmes has resulted in working with Sky, Marks & Spencer, Nike, The Royal Collection, V&A, Historic Royal Palaces and with foreign policy makers in Mexico and South Africa. She is passionate about intersectional feminism and believes a sea swim in Thanet cures all!

Artistic Director Amy designs the artistic collaborations and partnerships for our Festival each year, alongside Margate Pride. She was a BBC radio producer plus co-founder of Sink The Pink, East Creative, and Mighty Hoopla. She is a proud drag and baby mother.

Youth Mentor and Producer Susan's experience includes arts facilitation, community projects, events planning and business development within the FTSE100. She is a Neurodivergent, Northern Irish solo artist, writer, director and collaborator working within theatre and live performance.

We provide Health & Safety, Safeguarding Children & Vulnerable Adults and Disability Awareness Training to our staff and volunteers.

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

We provide aftercare signposting at events which may be triggering for audiences and on our website, including directing them to local and national service providers including Oasis Domestic Abuse, Porchlight, Age UK, Not a Phase, Pregnant Then Screwed and NHS.

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	61,708	70,000
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	3,250	3,500
Arts Council England	61,050	70,000			
Colyer Fergusson	17,000	17,000			
Ramsgate Town Council	2,000	2,000			
Awards for All	10,000 (e)	10,000			
Other Trust/ Foundation		10,000			
SPONSORSHIP or DONATIONS <i>Please specify:</i>			PREMISES		
Donations (individuals)	2,000 (e)	3,000	Rent	4,000	4,000
Corporate Sponsors	1,000 (e)	5,000	Rates		
			Services	4,500	4,500
			Maintenance		
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
Big Give	5,000	5,000	Telephone/Fax		
Community fundraising events	1,500		Printing/Stationery	500	500
			Postage		
FEES & CHARGES <i>Please specify:</i>			ADVERTISING	5,000	5,000
Pitch fees	500 (e)	500	INSURANCE	1,000	1,000
			VENUE HIRE	5,000	5,000
OTHER Specify:			EQUIPMENT		
Festival ticket income	14,000 (e)	14,000	Purchase	2,000	2,000
Food & drink sales	1,000	2,000	Hire	8,000	8,000
Merch sales	100 (e)	1,000	OTHER Specify:		
			Artist Fees	20,000	30,000
TOTAL: £	115,150	139,500	TOTAL: £	115,958	135,958

BANK BALANCES:

Balance at bank at the beginning of last financial year	£36,600	BALANCE
+ Add Income during the year	£122,507	£159,107
- Less Expenditure during the year	£133,768	£25,339
Balance at the beginning of this financial year	CARRIED FWD	£25,339
Reserves / Savings	£5,000 from above balance carried forward)	

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 checked="" type="checkbox"/> No: <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>Rosanna Fuller</i>	DATE: 04/01/2024

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



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

Your Details

Name of Organisation:

Broadstairs & St. Peter's Bowls Club

Grant amount requested:

£6,700

<i>FOR OFFICE USE ONLY</i>	
Date form received	8/1/24
Accounts Enclosed	Yes
Copy of Constitution	Yes
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 management committee is elected by club members at the AGM. The President, Secretary and Treasurer stand for up to 3 years. All other committee positions are appointed annually. A copy of the rules & constitution is attached.

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

Our aim is to offer and provide lawn green bowling as a sports activity and also a range of social opportunities for members and the wider community in Broadstairs & St. Peter's and other parts of Thanet. A range of competitions are organised at inter-club, league, County and National levels in Kent; as well as for club competitions and social bowls intra-club events. We encourage more people to take up bowling through Open Days, where people can 'have a go at bowling' at no cost, and via corporate events where non-bowlers can experience bowling through an organised event. Such organisations include Rotary Club, local golf club, and M&S retirement groups. In addition, any person who is not a member can use the bowling greens for a nominal fee, and can borrow bowls and shoes if required.

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

We encourage people of all ages and backgrounds to become more active both sports-wise and socially. This can help to improve people's physical and mental well-being. There is a range of competitions that members can join, at all levels; especially during the main season, from late April to end September. 'Short mat bowls' can be played indoors between October and March. Socially members are able to make new friends and acquaintances thereby expanding their social circles; whether they are still working, retired or bereaved, or just looking for a new activity/challenge. We annually support charities both nationally (Mencap) and locally, such as Riding for the Disabled.

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

Members: ... 121....	Non-members: ... 150....	Broadstairs & St. Peter's Residents: ... 120....	Visitors: ... 2,000+....
Approximate overall TOTAL:circa 2,400.....			

12. Amount of grant being requested

£6,700

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

- a. Sponsorship of **£1,600** towards our Open Bowls Tournament, which has been supported by Broadstairs & St. Peter's Town Council for the past 77 years. Grant funds will contribute to: printing stationery and programmes, and producing advertising materials, trophies and engraving, safety bunting. Prizes are self-funded from income and some reserve funds. All costs are increasing significantly, including TDC Events License, and a small financial surplus is declining year on year.
- b. Purchase of 2 corner steps for the clubhouse greens at an advertised cost at Sportsmark of **£1,524**; to enable safe access over green banking for all players, especially those with additional mobility needs.
- c. Purchase of materials, in particular wood, artificial grass and slabs, for the repair work essential to the banking closest to our clubhouse. Existing wood is rotten and the lawn edge is collapsing in several places. Estimated cost is **£1,500**
- d. Contribution towards the restoration of our main green (by the clubhouse), which required lawn treatment, seeding and top dressing. This treatment has not been done for several years. Cost of **£2,076**, which is 50% of the invoice from C&W Groundcare Ltd. (copy attached)

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

The bowling greens and club are a community asset, which needs nurturing and maintenance. The improvements made to the greens will make the experience of playing on our greens more pleasurable. In particular, the work on the banking and procurement of corner steps provides a safer playing environment; especially for anybody with mobility problems or who is unsteady on their feet.

The rebuilding of the banking will also make them easier to maintain.

The annual Tournament attracts many visitors to the town, often from outside the area. Spending time in the town brings trade to local hospitality and retail businesses in the town. Entrants are often accompanied by friends and family who also enjoy spending time in Broadstairs and the surrounding area.

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?

£6,000

Date(s): notified 2 February 2023; received April 2023

16. How was this money spent?

Did you acknowledge the Town Council grant on your publicity?

- a. £1,200 was granted by the Town Council of Broadstairs & St. Peters for support and sponsorship of our annual Open Tournament. This was noted on the brochure for the Tournament, as well as on other publicity materials. See attached.
- b. Purchase of materials (£4,800) to repair and renovate all 4 banks of our top green (near the entry gate).
- c. Planned purchase of corner steps did not go ahead as funds were needed to spend the planned amount (in the application submitted) on repairing the top green banking. However, the planned supplier had gone out of business, which meant that we needed to find a new supplier.

Managing your Event or Project

<p>17. Is anyone else financially contributing to your event or project? If yes, please give the details below: NO</p>	
<p>(a) Funding secured: Name of funder:</p>	<p>Amount secured:</p>
<p>(b) Funding applied for: Name of funder:</p>	<p>Amount requested:</p>
<p>(c) Funding being used from Reserves or Fundraising: Details</p>	<p>Amount</p>

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

Other sources of grant are not available to the Club due to the fact that our lease with TDC expired in 2019, and that the lease has yet to be renewed. Most grant funding organisations require a lease of at least 20 to 25yrs.

The alternative funding would be a loan, which would need to be secured.

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

This is because of the lease issue, as mentioned above.

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.

COPY OF CERTIFICATE ATTACHED

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

The Club has no employees. But does have contracts with a part-time green keeper and a cleaner.

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

All of our members are potential volunteers. As with many clubs we have a core of volunteers added to which we can have others for specific events, such as social evenings, bowls tournaments and so on.

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.

Our members come from all walks in life and there is, therefore, a wide variety of skills available.

Our Tournament is run by an experienced group of people who have been involved in running previous such events. A Tournament Committee is set up to organise the event, including the inclusion of volunteers. A variety of skills is available; in particular catering and grounds maintenance.

For the banks project we have people with DIY and carpentry skills who operate under an experienced project manager. Some have worked on other grounds maintenance projects and are able to guide others. Heavier work needs the assistance of external trades due to changing mobility issues among more members.

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

The Club and its members are affiliated to Bowls England, which is the governing body for lawn bowls. The Open Tournament is run under the auspices, and by licence, of Bowls England.

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	10,660	12,000	STAFF COSTS	1,092	1,200
GRANTS <i>Please specify:</i> broads	6,000	6,700	VOLUNTEER EXPENSES & Other		
			Social	1,484	1,800
			Competition fees	1,800	2,000
			Miscellaneous	65	65
SPONSORSHIP or DONATIONS <i>Please specify:</i>			PREMISES		
Member donations	365	100	Rent	1,522	4,750
			Rates	409	450
			Services	20,122	8,000
			Maintenance	11,939	7,000
			Utilities	5,551	10,000
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
Social events	4,485	3,000	Telephone/Fax	583	650
			Printing/Stationery	554	554
			Professional fees	600	nil
			Bar stock	6,966	7,500
FEES & CHARGES <i>Please specify:</i>			ADVERTISING		
Green fees	3,561	3,561	INSURANCE	663	700
Competition	658	900			
County fees	243	300	VENUE HIRE		
OTHER Specify:					
Bar takings	13,557	15,500	EQUIPMENT		
Clothing (shirts)	129	150	Purchase	2,784	2,088
Miscellaneous	260	260	Hire		
			OTHER Specify:		
			Tournament	1,200	1,600
TOTAL: £	39,918	42,471	TOTAL: £	57,334	48,357

BANK BALANCES:

Balance at bank at the beginning of last financial year	£68,125	BALANCE
+ Add Income during the year	£38,941	£107,066
- Less Expenditure during the year	£54,802	£52,264
Balance at the beginning of this financial year	CARRIED FWD	£52,264
Reserves / Savings (SEE ADDENDUM ATTACHED)	£20,000	

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? <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Yes:</td> <td style="width: 50%; padding: 2px;">No:</td> </tr> </table>		Yes:	No:
Yes:	No:		
Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? <p style="text-align: center;">NO</p>			
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:  CLUB SECRETARY & TRUSTEE	DATE: 4/1/2024		

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



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.
- 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:

The Sarah Thorne Theatre Company CIC

Grant amount requested:

£3,000

FOR OFFICE USE ONLY

Date form received 1-11-23

Accounts Enclosed Yes

Copy of Constitution

Grant Approved / Declined £3000

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?

Board of Directors.

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

To keep professional and community based affordable theatre alive for the benefit of the local Broadstairs Community and East Kent in general. We have been awarded "Asset of Community Value" status which, should KCC leave the site, we intend to purchase or meet another arrangement.

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

We are the only live theatre in Broadstairs, home to many local community groups including our own in-house community drama and musical society. We also work with and stage shows for the Bradstow Symphony Orchestra and Choir, Broadstairs Dickens Festival, Canterbury Festival, Broadstairs Food Festival, Power of Womens Festival, Broadstairs & St. Peter's Chamber of Trade, Broadstairs Folk Week, Thanet Music and Drama Adjudications and Awards Night. We also assist in raising funds, including quiz nights, for various local worthy concerns including, Yoakley Homes, Local Mayors, Thanet Rotary, Pancreatic Cancer, Demelza House, and various local schools. We are currently in our 17th year of operation.

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

Members: 250+	Non-members:3,000+	Broadstairs & St. Peter's Residents: 25,000+	Visitors: 3,500+
Approximate overall TOTAL: 31,750 plus			

12. Amount of grant being requested

£ 3,000

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

Certain productions (drama, classical music, some local community groups and experimental/try out shows) do not cover our own operating costs from the Box Office so assistance is required to cover the costs of keeping the theatre open. Also assistance is often required for extra rehearsal time, specialist equipment, fares to the venue, extra staff, publicity etc.,

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

The grant will allow us to continue to offer a diverse selection of attractions to suit all tastes and by keeping seat prices affordable will encourage more patrons, including holiday makers, to attend the theatre. We also keep our on-line booking fees very low and do not charge personal callers to the Box Office.

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

£ 3,000

Date(s) April 2022

16. How was this money spent?

Following the re-opening of theatres after Covid patrons have been slowly returning to live theatre. On the plus side we are seeing new faces which keeps us positive for the future. The grant was therefore used for various productions that did not make enough to sustain as outlined in Question 13.

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
A local supporter gives us a private donation.	£1,000
(b) Funding applied for: Name of funder:	Amount requested:
KCC Members Grant in hand or to apply.	£3,000
(c) Funding being used from Reserves or Fundraising: Details	Amount
We receive various small donations from local shows.	£500

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

Unlike some theatres we like to be self supporting but we will apply for one of project grants for equipment etc .,

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

Question 18 answers this.

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 for £10 million, policy is attached.

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

A part time administrator's salary is shared between two directors and we pay extra technical staff as and when. The front of house staff are volunteers.

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

We have a core 10 people.

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.

The two Directors have 90 years of professional theatre experience between them,

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

No

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 Estimated	Next Year Estimate	EXPENDITURE	Current Year Estimated	Next Year Estimate
SUBSCRIPTIONS			STAFF COSTS	16,200	18,000
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	1,500	1,230
<i>KCC Members</i>	3,100	3,000			
BTC	3,000	3,000			
SPONSORSHIP or DONATIONS			PREMISES		
<i>Please specify:</i>			Rent inc. Light/Heat	1,800	1,800
Sponsorship	1,300	1,000	Rates n/a		
Donations	600	600	Services		
			Maintenance	2,000	3,000
			Licenses/Fees	1,174	800
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
<i>Piano Concert</i>	200	500	Telephone/Fax	753	900
			Printing/Stationery	400	400
			Postage	20	20
			Accountants/Bank	1,850	1,850
FEES & CHARGES			ADVERTISING/Web	900	800
<i>Please specify:</i>			Book Keeper	1,500	1,500
			INSURANCES	1,450	1,500
			Depreciation	2,700	2,300
OTHER Specify:					
Box Office	70,200	74,000	EQUIPMENT		
			Purchase	3,000	3,000
Bar Sales	11,700	13,000	Hire		
			Bar Purchases	6,000	6,500
Private Trust	1,000	1,000	OTHER Specify:		
			Production Costs	50,000	52,500
TOTAL: £	91,100	96,100	TOTAL: £	91,247	96,100

BANK BALANCES:

Balance at bank at the beginning of last financial year	£ 516	BALANCE
+ Add Income during the year	£ 91,100	£ 91,616
- Less Expenditure during the year	£ 91,247	£ 91,247
Balance at the beginning of this financial year	CARRIED FWD	£ 369
Reserves / Savings	£ nil	

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: No:

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

NO

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

n/a.

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

n/a.

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:

Michael Wheatley-Ward

DATE:

1.11.2023.

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

Kirsty Holroyd

From: ~~George Eyles~~ <stpetersmemorialhall@hotmail.com>
Sent: 19 December 2023 09:31
To: Kirsty Holroyd
Subject: Re: grant application

Hello Kirsty

Thank you for your email, and the good news about the grant. However, we have had a problem occur at the hall, and we wonder if the reason for the grant could be changed. The gents toilets are in need of refurbishment. Recently, we have had leaks, flooding, and a very high water bill. We are looking at a waterless system, which is seen in many gents toilets these days, and is far more economical and healthy. We understand if it cannot be changed, but would hope that you can see the priority.

Regards

~~George Eyles~~
Trustee and Treasurer

From: Kirsty Holroyd <bsptc@broadstairs.gov.uk>
Sent: 18 December 2023 15:05
To: stpetersmemorialhall@hotmail.com <stpetersmemorialhall@hotmail.com>
Subject: grant application

Hello

Thank you for your application for a grant from BSPTC. The application was considered at a recent meeting and I am pleased to say that subject to the 2024-5 budget being approved by Council next month, it was successful. The grant was offered on the condition that the trees you had previously wanted to remove in the garden would not be removed, but I understand in the meantime that Tree Preservation Orders have been put on each of the trees so this is now a moot point.

We will be in touch shortly with more details, but please be advised that payment will be made in the new financial year starting April 2024.

Kind regards and Merry Christmas!

Kirsty Holroyd
Town Clerk

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

01843 868718
Office Hours 9am-2pm

ESTIMATE FOR CONVERSION OF GENTS TOILETS TO WATERLESS SYSTEM
AT
ST PETERS MEMORIAL HALL

URINALS - £252.79 X 3	£758.37
DELIVERY	£ 44.00
WALL TILES 4 SQ.M.	£ 80.00
ADHESIVE	£ 24.00
GROUT	£ 18.50
LABOUR AND ANY NECESSARY MATERIALS FOR REMOVING EXISTING PIPEWORK AND URINALS, MAKE GOOD AND PAINT WALL, INSTALLING NEW URINALS AND PIPEWORK, TILING 4 SQUARE METRES (EST)	£1100.00
TOTAL	£2024.87 (ESTIMATED)

KCS PROCUREMENT SERVICES CONTRACT

RENTAL/LEASE AND PURCHASE OF MULTI-FUNCTIONAL DEVICES AND DOCUMENT SOLUTIONS.

FRAMEWORK REF Y20031

CUSTOMER ACCOUNT NUMBER (DPN)

C 157308
D

Tick if delivery and invoice address is NOT the same if different give details:

CONTRACT TYPE (PLEASE TICK ONE OPTION ONLY)

Purchase 5 Year Rental 4 Year Rental 3 Year Rental Other

Establishment Name

Broadstairs & St. Peter's Town Council

Academy Name (if applicable)

Contact

Julie Belsey

Telephone Number

01843 868718

Email Address

town.clerk@broadstairs.gov.uk

DELIVERY ADDRESS

Pierremont Hall
Broadstairs
Kent

Postcode CT10 1JX

BILLING

Electronic Invoicing

If you wish to receive your invoices electronically, please enter your email address below:

Consolidated

Tick if required (available for 5 or more devices):

Please give any delivery or supplier access instructions or requirements, including dates and times of availability, accessible locations or restrictions that may apply:

DELIVERY DETAILS

SUPPLIER ACCESS

CUSTOMER REFERENCE NUMBER
 (Please note this is your own internal reference number
 and will appear on all invoices for this machine)

KCS REPRESENTATIVE

SUPPLIER REPRESENTATIVE

HG

NS

Product Code	Qty	Equipment/Software Details	Price/£ <small>(prices excluding vat / rental prices per QTR)</small>	Mono Cost per Copy/£	Colour Cost per Copy/£ <small>(if applicable)</small>	Scanning cost per copy <small>(if applicable)</small>
BP60C45FK	1	A3 Colour 45ppm MFD	116.20	0.0022	0.0223	0.00
BPDE14	1	3 x500 Tray and Stand	11.78			
BPFN14	1	Saddle Finisher 1k; 50/30sh staple & 15 sh saddle	34.33			
BPRB10	1	Paper pass unit	5.09			

CUSTOMER REFERENCE NUMBER
 (Please note this is your own internal reference number and will appear on all invoices for this machine)

KCS REPRESENTATIVE

SUPPLIER REPRESENTATIVE

HG

NS

Product Code	Qty	Equipment/Software Details	Price/£ (prices excluding vat / rental prices per QTR)	Mono Cost per Copy/£	Colour Cost per Copy/£ (if applicable)	Scanning cost per copy (if applicable)
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Please note that in the event an educational establishment is settling a previous agreement Appendix (1) must be completed. (Failure to do so may result in a delay to your order)

Settlement (if applicable) per QTR £	N/A	+
Total Value of Settlement £	N/A	+
Total £	167.40	+

Authorised signatory confirmation of agreed pricing (Please note this is in addition to the signatory page on page 7, contracts will not be raised unless both pages are signed)

Authorised Signatory	Print Name
Date	Position

Networking – Please tick if your copier is to be networked

Yes

No

Please note that if you tick yes you agree that all required connectivity points (such as power points, network points and fax line points) are within suitable distance of the intended site of the equipment and will be in full working order when the equipment installation takes place. Without this the supplier will be unable to network the machine. If you require any further advice, please check the requirements by contacting the relevant supplier representative. (Details available from KCS on 0808 281 9439) Please advise if network installation needs to be deferred to a later date.

Automatic Meter Reads – Please tick to opt out if you do not wish for your device/s to submit meter reads to the supplier.

TERMINATIONS
(current KCS equipment for removal)

MAKE <small>(Please note that certain suppliers require further paperwork completed in order to process the termination request. KCS will contact you to complete)</small>	CONTRACT END DATE	MODEL NUMBER	SERIAL NUMBER	HDD REMOVAL <small>(Please indicate if required, please note charges may be incurred depending on the age of your equipment - refer to Clause 4)</small>
Sharp	01/04/2024	MX4060N	8509257X	

Your signed Agreement Form constitutes a contract between the establishment named as

Broadstairs & St. Peter's Town Council

(please enter establishment name: failure to do so may result in delay to your contract being processed)

hereinafter referred to as 'the Customer,' and KCS on behalf of Kent County Council. In this contract the Customer contracts KCS to supply equipment from a chosen awarded framework supplier, hereinafter referred to as 'the Supplier', under the Central Buying Consortium Framework Contract Y20031. It shall be the responsibility of the Customer to ensure that the person(s) signing the agreement on its behalf has the necessary authorisation to do so. Receipt of this Agreement Form duly signed will constitute acceptance of the agreement by the Customer and commits the Customer to the terms and conditions contained within this document. KCS cannot be held liable or responsible for the level of authority of the signatory.

TERMS & CONDITIONS OF FRAMEWORK CONTRACT Y20031 (LOT1)

This Individual Contract commits the Customer to either renting/ leasing the Equipment ordered over a stated contract period, or to purchasing the Equipment. The Individual Contract may also contain a service agreement for this Equipment as detailed in the appropriate rental/lease Equipment or purchased Equipment section below. The service agreement is charged for under a 'cost per page' pricing structure unless otherwise stated. Please note it is the Customer's responsibility to ensure that the Equipment ordered is suitable for their current needs, has the correct configuration and will fit into the space provided. (KCS cannot be held responsible if it is found that the Equipment ordered is not suitably configured or does not fit the space allocated.)

Clauses 1 - 10 relate to rental/lease Equipment only

1) Rental/Lease charges: The Customer agrees to rent/lease the Equipment ordered (under an operating lease agreement which meets the government standard for leasing) at the agreed quarterly cost for the stated number of years (primary period). Rental/Lease payments are usually billed quarterly in advance and will remain fixed for the primary period of the Individual Contract. Please note the first invoice for each item of Equipment may be for more or less than one quarter depending on the date when the Equipment is delivered and/or installed. Therefore, the quarterly cost on your initial bills may be pro rata'd accordingly.

2) Service agreement: All Customers signing a rental/lease agreement must also commit to a service agreement for the total period from the installation date to the removal date of the Equipment. For details of the service agreement, please refer to clauses 15 - 18 below.

3) Equipment insurance: The Supplier will insure rental/lease Equipment against loss or damage (including fire and theft) unless the damage has been caused by the Customer's negligence, wilful or otherwise, in which case any damage thus caused must be repaired, or if it is beyond repair then the Equipment must be replaced, at the cost of the Customer. Customers must therefore ensure that their own insurance covers this eventuality.

4) Terminating your Individual Contract at the end of the primary period: Please note that at the end of the primary period you are required to give one month's notice in writing to KCS Procurement Services, to terminate the Individual Contract on your Equipment and have it removed. If we do not receive the Customer's written notice to terminate the Individual Contract, billing will continue at the stated quarterly cost until such time that the Customer informs us in writing that they wish for the equipment to be collected and the rental/lease and service agreement terminated. The Customer will be responsible for all rental/lease payments charged up to the date of removal, once the primary period has ended or (if there is a delay to the collection that was not caused by the Customer) for one month following any written request received by KCS Procurement Services for the equipment to be removed. Please note that KCS cannot be held responsible for any un-received requests for removal or for any

delay in removal if the Customer has not followed this procedure or has not provided sufficient notice. If urgent removal is required it is therefore important that the Customer ensures that any written communication has in fact been received by KCS Procurement Services. Customers should note that rental/lease Equipment remains the property of the Supplier and must not be removed by any third party. Once written notice of termination of the Equipment is received, KCS Procurement Services will raise an order to the relevant Supplier to remove the Equipment as soon as possible. Removal will usually occur within 4 working weeks, subject to a site survey being carried out where necessary, and unless other arrangements have been agreed. (Suppliers may require a Site Survey Form to be completed by the Customer before they will collect the equipment from your premises. This can be obtained from KCS Procurement Services and should accompany your request for termination.) The Supplier will remove rental/lease Equipment free of charge. The Customer should take a final meter reading from the Equipment before it is switched off to ensure that the correct amount of copies is billed for. As final bills cannot be issued until after the Equipment has been removed the Customer must advise KCS Procurement Services where any invoices should be forwarded to if different from the original invoice address. If, for security reasons, you require any hard disk drive (HDD) to be removed from your Equipment before collection, this must be requested on your termination request. Please note a fee may be charged for this depending on when the Equipment was first installed.

5) Termination of your Individual Contract due to enforced closure of premises: If your establishment closes due to forces outside your control then the Individual Contract may be terminated without penalty once all outstanding bills have been paid in full to KCS. Please note that you will be required to provide documentary proof to KCS Procurement Services of enforced closure. You will also be expected to pay rental/lease charges to the end of the next quarterly period and note that in this event no credits can be issued back to the actual date of the Equipment's removal or the closure date. If your Individual Contract includes a payment in settlement of a previously terminated contract / device the outstanding amount of the settlement must also be paid in full. The Customer must ensure that there is suitable access and enough notice given (i.e. a minimum of one month) for the Equipment to be removed before the establishment closes. If this is not possible then arrangements must be made for the Supplier to gain access to any premises in order to collect their Equipment. For the avoidance of doubt any LEA school changing to academy status is not covered under this clause and will be expected to transfer/novate their existing contracts. If instead they choose to end their current contract then a settlement for early termination of that contract would be charged as per clause 8. Please note that the relocation of an establishment is not covered under this clause, and if Equipment has to be terminated due to a relocation of premises then a settlement would be charged (see clause 8).

6) Upgrade/downgrade of Equipment due to changing requirements:

Should the Customer experience a significant (i.e. over 40%) increase or decrease in the volume of copies produced after the commencement of the Individual Contract which makes the Customer's average monthly volume over a period of 2 quarters (6 months) go outside the recommended boundaries for that equipment as set by the Supplier, and this is verified by KCS Procurement Services and/or the Supplier, then the Individual Contract for that Equipment will be terminated without penalty. The Customer will then be provided with new Equipment from the same Supplier which is more suitable to the actual copy volume on a new 3, 4 or 5 year Individual Contract. Commencement of the new Individual Contract and delivery of the new Equipment will only take place once all outstanding invoices on the previous Equipment have been paid. Customers should note that a requirement to change from mono Equipment to colour Equipment (or vice versa) is not covered under this clause and a settlement will be applied in this instance.

7) Problem machines: Customers reserve the right to request a replacement machine of equivalent specification inclusive of features for products with a poor reliability record, or consistently occurring problems. Equipment will automatically be replaced, on a like for like basis under the terms of the framework agreement when: a) A product has had 6 or more recorded breakdown calls in 1 quarter (as verified by the Supplier). b) A product has not achieved the expected up-time for 2 quarters in a row (as verified by the Supplier). c) Downtime is more than 20 per cent (%) of available up time over a quarterly period (as verified by the Supplier). Equipment will be upgraded to a replacement machine at no cost to the Customer if the average monthly usage of the machine over 2 quarters exceeds the manufacturer's published maximum volumes (not duty cycle). Any replacement product will be for the remaining period of the original agreement unless otherwise agreed with the Customer. No settlement figure arrangement will be acceptable under these circumstances.

8) Early termination of the rental/lease Individual Contract: If the Customer wishes to terminate the Individual Contract before the end of the primary period for any reason (other than enforced closure or upgrade/downgrade as per clauses 5 & 6), the Customer will be required to pay as a settlement the total of all rental/lease payments not already invoiced until the end of the primary period, as well as all outstanding invoices not already paid. When terminating a Individual Contract, the Customer must notify KCS Procurement Services of their intention in writing. KCS Procurement Services will then request a settlement quote from the Supplier and advise the Customer accordingly. Once any outstanding rental/lease invoices and subsequent settlement invoices have been paid, KCS Procurement Services will then ask the Supplier to remove the Equipment within the next 4 working weeks. If the Customer fails to notify KCS Procurement Services in the appropriate manner then the Customer will be responsible for all rental and copy charge debts up until 4 working weeks after the request is received in the appropriate manner. KCS will not be held responsible if termination requests have not been received.

9) All rental/lease Equipment remains the property of the Supplier and may only be removed by that Supplier or an agent appointed by them and only after KCS Procurement Services has been notified in the appropriate manner, as stated above. The Customer must not, under any circumstances, allow any other third party to take the Equipment from their establishment unless the Customer has written permission from KCS Procurement Services or the Supplier to do so. If the Customer nevertheless allows a third party to remove the Equipment without permission, the Customer will be responsible for all rental/lease and copy charges incurred up until the point when the Equipment is recovered from the third party, as well as any reasonable costs incurred in locating and recovering the Equipment.

If the Supplier is unable to recover the Equipment from the third party within 60 days, the Customer will be responsible for paying full financial compensation for the loss of the Equipment as determined by the Supplier.

10) Force majeure: If a state of force majeure exists at any point during the time the Equipment is installed and the usual process of billing and remittance in respect of rental/lease charges cannot be carried out for any reason, the primary period of rental/lease will be extended in line with the amount of time this process cannot take place.

Clauses 11 – 14 apply to purchased Equipment only

11) Purchase charges: The Customer commits to purchasing the Equipment at the agreed cost. The purchase cost of the Equipment will be invoiced to the Customer shortly after the installation of the Equipment and title to the Equipment will only pass to the Customer once the purchase invoice has been paid in full to KCS.

12) Insurance: The Customer is responsible for insuring purchased Equipment against all loss and damage.

13) Service agreement: The Customer must also enter into a service agreement for their purchased Equipment as described in clauses 15 – 18. There will be no minimum period to this service agreement. Billing for pages produced (or an estimation thereof) will continue until KCS Procurement Services is notified in writing that the Customer wishes to terminate the service agreement. This notification should include a current, accurate meter reading for the Equipment which is the point that billing for copy charges will be ended. Once such notification is received, KCS Procurement Services will advise the relevant Supplier who will immediately cease to provide the services and consumables normally supplied under the service agreement. Any further service or consumables ordered from the Supplier thereafter will be charged at the Supplier's current market rate. Alternatively the Customer can ask the Supplier to remove the purchased Equipment and in that case the Customer will be invoiced for pages produced up to a meter reading taken on the day of collection. KCS will not be responsible for any un-received requests for termination of the service agreement.

14) Termination and collection of purchased Equipment: Equipment purchased under this framework agreement will be collected free of charge by the Supplier. The Customer will be required to provide one month's notice in writing to KCS Procurement Services, who will then raise an order to the Supplier to collect the Equipment free of charge. Customers should ensure they take a final meter reading before the equipment is switched off. Please note that the Supplier may request a Change of Ownership form to be completed before they can collect the Equipment.

SERVICE AGREEMENT

15) Service agreement: (Clauses 15 – 18) will apply as detailed under the relevant rental/lease or purchased Equipment sections above. Under this service agreement the Supplier will provide installation, network connections, product training, emergency servicing, preventative maintenance, maintenance for free of charge software, remote support, replacement parts, firmware upgrades, mono and colour toner and staples (where required) for all Equipment detailed, for which the Customer will be charged on a 'cost per page' basis. For the avoidance of doubt, toner provided under this service agreement remains the property of the Supplier until it is used on the printed page. A3 copies will be charged at the same rate as A4 copies. Once the Equipment has been installed there will be no increase in the 'cost per page' price. Please note it is the Customer's responsibility to ensure that network points or fax lines are installed should they be required, as this work will not be carried out by the Suppliers.

16) Service calls: Calls for both servicing and consumables (e.g. toner,

staples) should be made direct to the Supplier on the service line numbers provided or online (details can be found at www.procurementservices.co.uk). Customers will be asked for the serial number or Equipment number of the Equipment. Toner will normally be provided within 3 days of request. Please note that the Supplier may make an extra charge if overnight delivery is requested. In the case of emergency call-outs, the Supplier will normally respond to an emergency service call within an average of 4 working hours (maximum 6 hours) of notification of the fault. For high volume machines with a mono speed of 80ppm or more, the average response time is 2 working hours (maximum 4 hours). Please note that service response times relate to the initial service response call only and not to return to fit calls. If the Customer is dissatisfied with any service response, they must contact KCS Procurement Services as soon as possible so that an escalation procedure can be put in place with the Supplier's service department. It is important to keep a record of engineer call-outs. Note that a breakdown that the Customer resolves themselves (such as a simple paper jam) will not show on any records kept about your Equipment by the Supplier. Therefore if Equipment is consistently jamming a service call should be placed. In extreme cases, for example where a machine has been out of action for more than 3 working days, the Supplier may be able to provide a loan machine, on a like for like basis. The Customer must allow service engineers or other representatives of the Supplier reasonable access to their Equipment for servicing and inspection purposes.

17) Collection of consumables: The Supplier will provide at no additional charge a service for the collection and disposal of all consumables replaced by the Customer accordance with the WEEE regulations. "Customer consumables" include all toner bottles, ink bottles, waste toner collection boxes, fuser units and drum kits. The Supplier will be required to provide a minimum of one container or bin per machine, which will be suitable for the accumulation of used consumables. The emptying and/ or replacement of such containers will be carried out no later than 3 working days after the Supplier receives a request from the Customer. Machines equipped with a waste toner collection box will be provided a replacement box at no additional charge at the time of initial delivery.

18) Meter readings: In order to receive accurate invoices and to establish the volume of copies the Equipment has produced, the Customer will be required to submit meter readings to the Supplier by an agreed method and on a regular basis, whether or not a reminder is received from the Supplier. In all cases, it is important that the information is returned promptly to the Supplier. KCS reserves the right to request payment of copy charge invoices that have been estimated due to the Customer failing to submit meter readings on time. Any corrections to the invoicing will be made on the next invoice once the Customer has submitted accurate readings. Information on where to send meter readings can be found at www.procurementservices.co.uk or by contacting KCS Procurement Services.

Clauses 19 – 25 relate to all Equipment provided

19) Delivery of the Equipment: The Customer is responsible for ensuring that:

- There will be someone available on site to accept the agreed delivery. If a delivery is refused or turned away in error any subsequent return to deliver may be subject to charges at the Supplier's discretion.
- There is sufficient room for the Equipment to be delivered, stored, deployed and serviced (including any spare space required around the Equipment). If in doubt, please ask the Supplier to carry out a site survey prior to delivery and installation.
- There are sufficient operational power points, fax line points and/or network connection points as required within an acceptable distance of the Equipment to enable the options required.
- That the Equipment is kept and used in an environment suitable for it to be able to work efficiently and safely and in accordance with health and safety

regulations.

20) Invoicing: Invoices for purchase, rental/lease and copy charges will only come from KCS. Invoices are sent out quarterly in advance for rental/lease charges, and quarterly in arrears for copy-charges. If you do not receive invoices on a regular basis please contact KCS Procurement Services. Full payment is due within 30 days of invoice date and can be paid by cheque, Bacs or direct debit. Should full payment not be made in this period, KCS reserve the right to ask the Supplier to immediately withdraw the provision of items (including service and toner) under the service agreement until such time that all outstanding invoices are paid. Queries on invoices must be notified to KCS Procurement Services within 21 days from invoice date. The process for notifying a query is detailed on the reverse of the invoice. Any invoice queries that cannot be resolved by KCS will be escalated to the relevant Supplier for urgent action. Should a dispute over billing not be resolved, KCS reserves the right to charge the Customer for any legal costs incurred in recuperating monies owed. The Customer will be responsible for any outstanding billing for the period the Equipment has been used (full primary period in the case of early settlement), including rental and cost per copy charges. Customers should note that KCS reserve the right to issue billing up to seven years from the actual billing period.

21) Training and key operators: The Supplier will provide free training to the Customer in the best use of the Equipment and any associated software, unless it is a printer or small desktop MFD, in which case the delivery agent will provide 'green button' instruction. The Customer is required to designate at least one or two staff members to act as "key operators". Where necessary, the Supplier will train these staff on the functions of the Equipment and how to carry out non-technical operations such as replacing toner and clearing jammed paper. For health and safety reasons, it should be clearly stated to all users of the Equipment that only "key operators" should be allowed to perform these tasks. Before a key operator leaves, they should train a replacement person to take over key operator responsibility.

22) Network connection: Should the Customer require the Equipment to be connected to a network to enable print, scan and/or fax options, the Supplier will require the Customer to provide further details of their network specification and may require the Customer to sign further terms and conditions relating to access to necessary resources to enable this to take place, as well as any software licenses that may be necessary.

23) Re-siting the Equipment: The Customer, or any other third party, must not move or re-site (non-portable) rental/lease Equipment without permission under any circumstances. If non-portable Equipment is moved or re-sited without prior approval from KCS Procurement Services or the Supplier, the Customer will be liable for any damage that might be caused to the Equipment and any administration costs incurred in tracing the Equipment thereafter. If the Customer would like the Equipment moved or re-sited, they must notify KCS Procurement Services in writing giving at least three weeks' notice, and include the following information:

- Serial number of the Equipment
- The current location of the Equipment including the current DPN (account number) that is being invoiced
- The new location of the Equipment
- Any obstacles incurred in moving the Equipment (e.g. stairs, narrow door-ways)
- The person who will be responsible for taking meter readings and administering the Equipment in its new location. If the current DPN is no longer to be invoiced for this Equipment, we will also require the following information:
 - The new DPN that will be billed for the Equipment
 - A contact person who will be responsible for paying invoices at the new location
 - Authorisation from the new budget holder that they are accepting

responsibility for the Equipment.

Most Suppliers will require a Re-site Request Form to be completed in order to meet health and safety requirements. Please note that re-sites required cross-building are subject to a charge dependent on the supplier. (Charges will be at the standard contract rate, please call KCS Procurement Services for details)

24) Disclaimer: Although KCS staff and Suppliers acting on our behalf may advise the Customer or their representative with regards to the type of Equipment that may suit their requirements; it is ultimately the Customer's responsibility to ensure that the Equipment ordered is correct for the Customer's needs.

25) Data protection: The information you provide will be stored by KCS for the purpose of providing your supply and procurement services. This service a) uses the information (where required) for delivery of goods, including products or service information, and for correspondence by KCS or its officially appointed Suppliers, b) ensures the information will remain confidential and will not be passed to any non-contracted party for marketing purposes and c) maintains the information throughout the currency of your registered account with KCS and will amend it subject to subsequent information you supply to KCS.

Definitions

Customer(s): Means a public sector body who, can access and use the framework agreement and who shall take full responsibility for their own Individual Contracting/order processes.

Device: Means multi-functional Device (MFD), high volume Device and all other printing devices, to be supplied by the Supplier in accordance with the terms of the framework agreement and/or Individual Contract/order.

Equipment: Means all Equipment; Device, hardware and software supplied by the Supplier in accordance with the terms of the framework agreement and/or Individual Contract/order.

Supplier(s): Means the Supplier appointed as part of the tender process to the framework agreement who has agreed to supply the Equipment/Device under the terms, conditions and requirement of the framework agreement and any Individual Contracts/order.

Individual Contract: Means the Individual Contract created between a KCS Procurement Services and the Customer for the supply of Equipment/ Device under the terms of the Individual Contract.

Please sign and date this Agreement Form below to show acceptance of the above pricing, contact period and terms and conditions of contract. Please note contracts cannot be placed with out an authorised signature. By signing this agreement you confirm that you are a duly authorised signatory of the establishment named on pages 1 and 4* of the agreement. Please note if you are renting the equipment from KCS you are not required to sign any lease agreement

*This refers to the first page of the terms & condition section, which may not be page 3 if there are multiple machines on the contract..

Authorised Signatory		Print	
Date		Position	

Please state how many machines are on the contract **one**

Contracting Process (contracts may be faxed, emailed or posted)

Phone	0808 281 9439
E-mail	procurementservices@csLtd.org.uk
Post	KCS Procurement Services 1 Abbey Wood Road Kings Hill West Malling ME19 4YT

APPENDIX (1)**Settlement of previous contracts (educational establishments only)**

1.1 Please note if your establishment is settling a contract that was under either our current or any of our previous MFD frameworks, any outstanding rentals must be paid in full. KCS cannot accept any contracts should settlement from a previous framework be added into the new contract.

1.2 In the event that your establishment is settling a contract that is not part of any CBC framework, you may only add this to the new contract should you gain prior approval from Education & Skills Funding Agency (ESFA) in accordance with the Academies Financial Handbook 2021.

Please sign below to acknowledge the above statements and confirm that in the case of 1.2 you have gained approval from the ESFA. (Please note it is the responsibility of the establishment to ensure approval is sought. KCS takes no responsibility should this not be completed by you).

ESFA Approval (Please tick to confirm that you have gained approval and enclose a copy).

Signature

Date

Month		Responsible	Report to	Completed
January	<ul style="list-style-type: none"> Office – Review Risk Assessment & Display Screens Pierremont site risk assessment review Retort House site risk assessment review 	Events and Bookings Manager?? Town Clerk Town Clerk	Council Monday 29 January	
February	<ul style="list-style-type: none"> Review of Assets Inventory Check Ensure Insurance policy up to date 	Town Clerk and Finance Officer	Finance and General Purposes Committee 12 February or Council 26 February	
March	<ul style="list-style-type: none"> Mockett’s Wood Risk Assessment review Mockett’s Wood Inspection Culmer’s Amenity Area Risk assessment review Culmer’s Amenity Area Inspection Allotments risk assessment Review Allotments site inspection 	Deputy Town Clerk with one councillor or member of staff	Allotments and Land Sub-committee 11 March	
April	<ul style="list-style-type: none"> Renew Insurance policy Review H&S policy 	Town Clerk	Finance & General Purposes Committee Monday 15 April	
May	<ul style="list-style-type: none"> B in Bloom Review risk assessment 	Civic and Support Officer	Environment Committee 1 May	
June	<ul style="list-style-type: none"> B in Bloom inspection Risk Management Review Internal Audit Review 	Civic and Support Officer Town Clerk	Environment Committee Finance and General Purposes Committee June	
July/August	<ul style="list-style-type: none"> Allotments site inspection 	Deputy Town Clerk with one councillor	Allotments and Land Sub-committee October	
September	<ul style="list-style-type: none"> Mockett’s Wood site inspection 	Deputy Town Clerk with	Allotments and Land Sub-committee October	

	<ul style="list-style-type: none"> • Culmer's Amenity Land site inspection • Pierremont Hall site Fire risk assessment review • Retort House Fire risk assessment review 	<p>member of staff</p> <p>Facilities Manager & EK Fire Protection</p> <p>Facilities Manager & EK Fire Protection</p>		
October	<ul style="list-style-type: none"> • Annual tree survey • Victoria Gardens 	Deputy Town Clerk and arboriculturist	Allotments and Land Committee October	
November	<ul style="list-style-type: none"> • Youth events 	Town Clerk	Community Assets Committee November	
December	<ul style="list-style-type: none"> • Prepare timetable for following year 	Town Clerk		