



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 29 January 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, C Leys, A Munns, J Nichols, E Orhan, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr K Bright welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

### **329. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs J Hobson, C Kemp & P Moore.

Cllr K Pressland was absent.

### **330. DECLARATIONS OF INTEREST**

None received

### **331. MINUTES**

**RESOLVED: That the minutes of the Council meeting held on 11 December 2023 can be approved and duly signed as a true record by the chairman.**

### **332. MATTERS ARISING**

Minute 327: The Town Clerk reported that whilst the scheduled meeting had not taken place, an agreement had been reached whereby the tenant in question would be vacating their office on 31 March 2024. A deed had been drawn up by the Council's solicitor to this effect.

**RESOLVED: That the deed be signed.**

The Chairman asked whether Council was happy for the current arrangement made under minute 222 regarding legal advice to continue.

**RESOLVED: That in the interest of expediency, a small group comprising Cllrs K Bright, M Garner, E Orhan and A Munns continue to be permitted to receive legal advice and instruct the solicitor via the Town Clerk.**

### **333. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S.**

None

**334. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Monday 8 January 2024.

**RESOLVED: Members agreed to note**

**335. FINANCE AND GENERAL PURPOSES COMMITTEE**

Members received the draft minutes of the meeting held on Monday 15 January 2024.

**RESOLVED: Members agreed to note.**

**336. COMMUNITY ASSETS COMMITTEE**

Members received the draft minutes of the meeting held on Monday 22 January 2024.

**RESOLVED: That Brachers LLP be asked to support the Town Council throughout the basement refurbishment project at an estimated cost of £17,730 - £23,175.**

Members considered granting delegated powers to the Staff Management Committee to agree the job description for the Victoria Gardens gardeners. The Town Clerk reported that the steering group had met and agreed the detail of the JD. A Staff Management meeting had been called for later that week at which the post would be discussed.

**RESOLVED: That the Staff Management Committee be permitted to approve the details of the posts and advertise them.**

**337. ENVIRONMENT COMMITTEE**

i) Members were due to receive the draft minutes of the meeting held on Wednesday 24 January 2024. However, the meeting had not been quorate and therefore had not taken place. It was acknowledged that some members cannot attend meetings during normal office hours due to work commitments, but they did wish to remain on the committee.

ii) Members therefore considered options for future meetings.

**RESOLVED:**

**i) That the meetings continue at 10am on Wednesday mornings as agreed on the calendar.**

**ii) That five councillors be appointed as substitutes on this committee. They will also be invited to – and able to vote at – committee meetings.**

**iii) That Cllrs K Bright, M Garner, A Munns, G Rusiecki & J Hobson be appointed as substitutes.**

iii) Members received the amended quote for business hanging baskets.

**RESOLVED: That the quote from Box Green be accepted at a cost of £2901.40 plus vat to include purchase, planting, and delivery of hanging baskets for resale to local businesses.**

iv) Members received the contract for the provision of planters and hanging baskets for 2024.

**RESOLVED:**

- i) That all reference to use of herbicides is removed. The Council prefers that no sprays or chemicals are used in this project.**
- ii) That once this amendment is made, the contract is fit for purpose and can be signed.**

v) Members considered the maximum amount to be given to each grant applicant under the Broadstairs in Bloom community grant scheme.

**RESOLVED: That small grants up to a maximum of £300 continue, but that larger grants will be considered on a case-by-case basis until the budget of £8000 is used.**

**338. COMMUNICATIONS**

i) The Town Mayor reported on the various community engagement events he had attended and led over the past two weeks (please see attached). He also spoke about some unpleasant views being expressed on social media recently and reminded councillors of their duty to keep comments constructive, respectful and positive. All were in agreement.

The Deputy Mayor, Cllr Garner reported that he had represented the people of Broadstairs by attending the service marking Holocaust Memorial Day at Ramsgate on 27 January.

ii) The Town Clerk reported that she had received a letter from the Alan Squirrel Trust asking for approval to an amendment to their governing documents by means of removing the need for the trustees to comprise the Mayors of Broadstairs, Ramsgate and Margate.

**RESOLVED: That Cllr Kristian Bright will contact them to enquire as to reasons for and implications of any change.**

**339. FINANCE**

i) Members received and approved a report concerning payments for the period 11 December 2023 to 24 January 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 11 December 2023 to 24 January 2024.

**RESOLVED: That the report be noted.**

iii) Members received information about works or services authorised between meetings under financial regulation 4.1 as follows:-

- High Speed Training £357.30 plus vat for mandatory training for all staff members
- Father and Mrs Christmas £400 to attend the Christmas event on 30 November at Pierremont Hall
- Westgate Security & Electrical £278.56 plus vat to fit protective covers to the fire alarms at Retort House

- Westgate Security & Electrical £337.40 plus vat to fit lockable cover to fire alarm panel in the Viking Suite
- E Saunders £348 plus vat to replace faulty lights in the basement
- E Saunders £204.75 plus vat to replace track lights on the lobby first floor
- E Saunders £1398.66 plus vat to fit two new heaters in the Music Room
- Medi Aid (UK) Ltd £264 plus vat for three members of the events team to attend Emergency First Aid at Work training.

**RESOLVED: That the payments be approved.**

iv) Members received a summary of staff salaries totalling £38,731.98 for the periods of December and January.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 24 January 2024 when the agenda was sent out until 29 January 2024 (see attached).

**RESOLVED: That the payments be approved.**

vi) Members received a summary of receipts and payments for the period 1 September to 31 December 2023 (Quarter 3) in line with Standing order 17c.

**RESOLVED: Members agreed to note.**

vii) Members received a bank reconciliation report showing the Council's balances held at the end of quarter 3 as per standing Order 17.c.

**RESOLVED: Members agreed to note.**

viii) Members considered adding HMRC to the list of regular payments.

**RESOLVED: That to facilitate prompt payments HMRC be added to the list of regular payments thereby removing it from the two signatories scheme.**

#### **340. BUDGET 2024-25**

i) Members received the final draft. The Town Clerk/RFO confirmed that after applying the factors agreed at the last meeting the total requirement remained at £816,999 and TDC had confirmed the tax base as 9890.59.

The Town Clerk advised members that TDC requests that council tax demands are divisible by 9 to two decimal places for ease of administration.

**RESOLVED:**

**i) That the total resource level of £816,999 be increased to £817,160 in order to make the council tax element divisible by 9 as requested by TDC.**

**ii) A precept demand of £817,160 results in a Band D Council Tax of £82.62. This represents an increase of approximately 9.5% on the current year or £7.21 per annum on the average Band D property.**

**341. NEW EVENT**

Members received a report from the Events and Bookings Manager following the informal discussion meeting of the Events, Leisure and Tourism Committee at which potential new events had been considered. The resulting proposal is for a Community Festival celebrating Cleaner, Safer, Kinder initiatives and with local people as its focus. Council was asked to consider the proposal in principle so that planning can begin. The ELT committee will oversee the detail.

**RESOLVED:**

- i) That Council supports the development of this idea.**
- ii) That the event take place over 27 and 28 April if possible but if there is insufficient interest it can be reduced to one of the days.**
- iii) Volunteer groups will not be charged for pitches**
- iv) Stalls to be priced at £60 with a 50% discount for those with a CT10 postcode.**
- v) The allocated budget of £3000 will subsidise any shortfall from stall income.**

**342. POLICIES REVIEW**

Members received and reviewed the Town Council's Fixed Assets and Asset Evaluation Policy. It was noted that no changes were necessary.

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

**343. KENT COMMUNITY AWARDS SCHEME**

Members considered potential nominees.

**RESOLVED: That Camille Sutton be nominated posthumously for her years of service at Mockett's Wood.**

**344. KALC LOCAL COUNCIL AWARDS**

Members received a list of criteria and links to where the information could be found on the Town Council website.

**RESOLVED: That the required criteria are in place for the Town Council to submit its application for the Foundation level award.**

**345. TOWN FORUM – Wednesday 21 February.**

Members considered the venue and format of the forthcoming forum.

**RESOLVED: That the forum take place at Retort House and take the format of group discussions around the Cleaner, Safer, Kinder agenda, discussing what had already been achieved and what could be done next.**

**346. NEW WEBSITE**

Members received a report from the Civic and Support Officer and noted that the current website was no longer running well or projecting the image the council wished.

Members received a quote from Zonkey to provide and host a new website.

**RESOLVED: That provided Zonkey can answer questions concerning site security the quote for a one-off costs of £1620 plus vat be accepted for site development and data migration, with a further £295 plus vat for annual hosting and site code maintenance thereafter.**

**347. DATE OF NEXT MEETING**  
Monday 26 February 2024 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 20.52

Signed \_\_\_\_\_

Date \_\_\_\_\_