



Broadstairs & St Peter's Town Council

22 January 2024

To: Members of Broadstairs & St. Peter's Town Council.

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 29 January 2024 at 7pm.**

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

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive any requests for approval of absence
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.
- 3. MINUTES**
To approve the minutes of the Council meeting held on Monday 11 December 2024. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**
 - i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.
 - ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.
- 6. PLANNING COMMITTEE**
To receive the draft minutes of the meeting held on Monday 8 January 2024 and consider any recommendations therein. **Attach 2**
- 7. FINANCE AND GENERAL PURPOSES COMMITTEE**
To receive the draft minutes of the meeting held on Monday 15 January 2024 and consider any recommendations therein. **Attach 3**
- 8. COMMUNITY ASSETS COMMITTEE**
 - i) To receive the draft minutes of the meeting held on January 22 2024 and consider any recommendations therein. **Attach 4**

ii) To consider granting delegated powers to the Staff Management Committee to agree the JD for the Victoria Gardens gardeners in the interest of time.

9. ENVIRONMENT COMMITTEE

i) To receive the draft minutes of the meeting held on Wednesday 24 January and consider and recommendations therein.

ii) Consider options for future meetings.

iii) To receive and approve amended quote for business hanging baskets as request by Council. **Enc 1**

iv) To receive and approve floral contract document **Enc 2**

v) To consider and decide the maximum amount to be given to each applicant

10. COMMUNICATIONS

i) To receive such communications as the Town Mayor may desire to lay before the Council.

ii) To receive such communications as the Town Clerk may desire to lay before the Council.

11. FINANCE

i) To receive and approve a report concerning payments for the period 11 December 2023 to 24 January 2024. **Attach 5**

ii) To receive and approve a report concerning receipts for the period 11 December to 24 January 2024 **Attach 6**

iii) To verbally receive information about works or services authorised between meetings

iv) To receive a summary of staff salaries paid for the period 11 December 2023 to 24 January 2024

v) To receive and approve a report concerning payments for the period 24 January 2024 to 29 January 2024 (to be presented at the meeting in order to be current)

vi) To receive a summary of receipts and payments for the period 1 September to 31 December 2023 (Quarter 3) in line with Standing order 17c. **Attach 7**

vii) To receive a bank reconciliation report showing the Council's balances held at the end of quarter 3 as per standing Order 17.c. **Attach 8**

viii) To consider adding HMRC to the list of regular payments.

12. BUDGET 2024/25

To receive, consider and approve the final draft **Attachs 9,10,11**

13. NEW EVENT

To receive and consider a draft proposal from the Events, Leisure & Tourism committee. **Attach 12**

14. FIXED ASSETS AND ASSET VALUATION POLICY

To receive and review an updated policy and consider whether it is fit for adoption by Council. **Attach 13**

15. KALC COMMUNITY AWARDS SCHEME 2024

To receive details of the scheme and consider whether to nominate a member of the local community for an award. **Attach 14**

16. KALC LOCAL COUNCIL AWARDS

To confirm by resolution that the required criteria are in place for the Town Council to submit its application for the Foundation award.

Attach 15

17. TOWN FORUM – Wednesday 21 February

To consider topics and venue for the forthcoming forum

18. NEW WEBSITE

- i) To receive a proposal from the Civic and Support Officer
- ii) To receive a quote from Zonkey to provide a new website

**Attach 16
ENC 3**

19. DATE OF NEXT MEETING

The next Council meeting will be held on Monday 26 February 2023 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 11 December 2023 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, C Kemp, 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.

313. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs A Munns, J Hobson, P Moore and K Pressland.
Cllr Leys was absent.

314. DECLARATIONS OF INTEREST

None received

315. MINUTES

RESOLVED: That the minutes of the Council meeting held on 27 November 2023 can be approved and duly signed as a true record by the chairman.

316. MATTERS ARISING - none

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

Cllr Nichols reported some serious damage to the jetty sustained during recent storms. TDC councillors will report it to TDC officers as soon as possible.

318. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 4 December 2023.

RESOLVED: Members agreed to note

ii) Members received and considered proposed draft responses to the Sealink consultation document from Cllr Garner as agreed at minute 222 item iii)

RESOLVED: Members agreed that the responses presented in the document aligned with their own and could be used in the Town Council's own response.

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

RESOLVED: That Cllr Garner and the Deputy Clerk be granted delegated authority to complete the consultation on behalf of the Town Council using the Minster Marshes draft response as a basis.

319. ENVIRONMENT COMMITTEE

Members received and considered the draft minutes of the meeting held on Monday 22 November 2023.

RESOLVED: Members agreed to note.

320. 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)

ii) The Town Clerk reported that the Community Payback team had now completed the decoration of the exterior of the Harbour Street Toilets. The Town Council had purchased the materials and Cllr Rusiecki and some local builders had undertaken the render earlier in the year which had enabled the project to be completed to such a high standard. Cllr Rusiecki was thanked for this generous act.

RESOLVED: that the Town Clerk communicate the Town Council's thanks to the Community Payback team for the transformation of the building. It would be much appreciated by residents and visitors to the town. The Town Council looks forward to working with the team on future projects.

The Town Clerk also reported on the KALC Thanet branch event she and Cllr Roberts had attended. Various issues of interest had been discussed and councillors were encouraged to attend the next meeting on 22 February 2024.

RESOLVED: Members agreed to note.

321. FINANCE

i) Members received and approved a report concerning payments for the period 28 November 2023 to 6 December 2023. (see attached). The Town Clerk also reported that staff salaries including NI, tax and pensions had also be paid at a total cost of £14,556 in November.

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 23 November to 6 December 2023.

RESOLVED: That the report be noted.

iii) Members were due to receive information about works or services authorised between meetings under financial regulation 4.1c, 4.1d and 4.5, but there were none to report.

iv) Members received and approved a report concerning payments for the period 7 December 2023 to 11 December 2023 when the agenda was sent out (see attached).

RESOLVED: That the payments be approved.

322. COUNCIL VAN

Members received and considered options for a replacement electric van for the Town Council's facilities team.

RESOLVED:

- i) **That the vehicle is purchased rather than leased**
- ii) **That delegated authority be granted to the Operations Officer and the Town Clerk to purchase a new or nearly new electric van to a maximum of £24,000.**

323. BUDGET 2024-25

i) Members received an update from the Town Clerk/RFO

RESOLVED: Members agreed to note

ii) Members received an updated spreadsheet detailing expected spend to March 2024 and anticipated expenditure in 2024-25. The Town Clerk explained a small increase in anticipated expenditure due to an increase in site security costs.

RESOLVED: Members agreed to reduce the number of security visits per night from four to three to reduce costs.

iii) Members received an updated document detailing updated total requirement and precept demand.

RESOLVED:

- i) **Members noted a total requirement of £898,124.00.**
- ii) **Members agreed a top up to the General Contingencies reserve of £50,000.**
- iii) **Members agreed an increase to the professional fees budget of £50,000 to cover the building consultant costs for the Phase III project.**
- iv) **Members agreed that anticipated income be used to offset expenditure.**
- v) **Members agreed that anticipated underspend be used to offset expenditure.**
- vi) **Members noted that once these factors are applied the total resource requirement is £816,999.**

iv) Members received an updated document showing the effect of any increase in demand upon the Council tax

RESOLVED: That the final precept demand be considered at the next Council meeting once the tax base has been confirmed by TDC.

324. VICTORIA GARDENS

Members received the second draft of the proposed licence from TDC and considered any amendments.

RESOLVED:

- i) That a twelve-month licence as proposed is satisfactory.
- ii) That an assurance that hedges will be cut three times a year by TDC staff be requested.
- iii) That the utility plans are necessary for planting, but that winter maintenance can take place prior to the plans being provided.
- iv) That the collection and removal of green waste from the site by TDC staff be included.

325. INTERNAL AUDIT

Members received the report of the Independent Internal Auditor following his inspection on 20 October 2023.

RESOLVED: that the Town Clerk be granted delegated authority to move monies between the Unity Trust Current account and the interest-bearing account in order to maximise income as per the IIA's recommendation.

326. POLICIES REVIEW

Members received and reviewed the Town Council's Staff Eye Test Policy. It was noted that no changes were necessary.

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

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

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

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

327. TENANT ISSUES

The Town Clerk reported that she, the Finance Officer and the Mayor intended to meet with a tenant to explain the outstanding invoices which he was contesting later this week. She also explained that she had contacted the tenant at Retort House with regard to the conditions for granting a new lease but had received no response.

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

328. DATE OF NEXT MEETING

Monday 29 January 2024 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 20.09

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 8TH JANUARY 2024

Present: Cllrs J Bayford, J Bright (Chair), R Farooki (arrived 19.01), M Garner, P Moore, K Pressland, S Roberts.
In attendance: Cllr A Munns, Cllr J Nicholls
Deputy Town Clerk – Julie Belsey
10 Members of public

Minutes marked * require a resolution from the Town Council

228 OPENNESS AND TRANSPARENCY

Cllr Bright reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014

229 APOLOGIES FOR ABSENCE

Apologies were received and approved from Councillor E Orhan. Apologies were also received from Karen Mckenzie, the Volunteer Tree Warden.

230 DECLARATIONS OF INTEREST

There were no declarations of interest.

231 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 4th December 2023. Proposed Cllr M Garner, seconded Cllr R Farooki. Agreed.

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

There were no matters arising.

233 CORRESPONDENCE

The Deputy Town Clerk has emailed members with details of the Government Consultation on Street Vote Development Orders which was sent through by the SLCC. The SLCC will be responding to the Consultation and we can contribute to their response. Comments are required to be with the SLCC by Monday 29th January 2024.

It was AGREED that Planning Committee Members would read through the consultation document and email comments to the Deputy Town Clerk, who would put together the combined response to be sent to the Planning Committee prior to sending to SLCC by 29th January 2024.

234 CHAIR'S REPORT

None

235 NEIGHBOURHOOD PLAN BUSINESS

The Deputy Town Clerk confirmed that the 2nd Edition of the Neighbourhood Development Plan has now been 'Made' and holds full legal weight.

If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.

236 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

In accordance with Standing Orders 3e, 3f and 3g, Dr Joseph Murtini-Braga addressed the Committee speaking 'against' application 23/1600/GD – Land rear of 67 Stone Road, Broadstairs

23/1600/GD Land Rear of 67 Stone Road, Broadstairs
The Committee unanimously recommends REFUSAL on the grounds of overdevelopment and cramming. The proposed development is not compatible with neighbouring developments as per Broadstairs & St Peter's Neighbourhood Development Plan Policy BSP9.

Dr Joseph Murtini-Braga and four members of the public left the meeting.

In accordance with Standing Orders 3e, 3f and 3g, Karen Shepherdson addressed the Committee speaking 'against' application 23/1534/VKB – 74 Stone Road, Broadstairs CT10 1EB

23/1534/VKB 74 Stone Road, Broadstairs CT10 1EB
The Committee unanimously recommends REFUSAL on the grounds of the rooftop terrace being overbearing with a lack of privacy due to the proposed terrace overlooking into the neighbouring property's living space, and the close proximity of the terrace and windows to the neighbouring property's boundary.

The Committee have concerns regarding the swimming pool as 74 Stone Road is geographically higher than neighbouring properties and the swimming pool's location could cause significant damage should it leak.

Karen Shepherdson left the meeting.

In accordance with Standing Orders 3e, 3f and 3g, Gary Mead addressed the Committee speaking 'against' application 23/1503/RB – 28 Waldron Road, Broadstairs CT10 1TB, with Cllr John Nicholls representing the Ward.

23/1503/RB 28 Waldron Road, Broadstairs CT10 1TB
The Committee unanimously recommends REFUSAL on the grounds of the proposed development being overbearing, out of character with the street scene and overshadowing of neighbouring properties. The application goes against Broadstairs & St Peter's Neighbourhood Plan policy BSP9 – Design in Broadstairs & St Peter's and the Local Plan policy QD02 – General Design Principles.

The Committee also have safety concerns over the proposed development's location in respect of the neighbouring property's chimney.

Gary Mead, Cllr J Nicholls and two members of the public left the meeting.

In accordance with Standing Orders 3e, 3f and 3g, Amanda Taylor addressed the Committee speaking 'against' application 23/1578 – 99 Botany Road, Broadstairs CT10 3SB, with Cllr Alan Munns representing the Ward.

23/1578/DF 99 Botany Road, Broadstairs CT10 3SB
The Committee unanimously recommends REFUSAL on the grounds of the proposed development being overbearing, out of keeping and of detrimental effect to the street scene, with loss of privacy and overshadowing of the neighbouring properties. The proposed development goes against the Broadstairs & St Peter's Neighbourhood Development Plan Policy BSP9 – Design in Broadstairs & St Peter's.

Amanda Taylor and Cllr Alan Munns left the meeting.

23/1496/GD 16 Sowell Street, Broadstairs, CT10 2AT
The Committee unanimously recommends REFUSAL. There is a requirement for the EIA to be updated. Permission for tree T16 to be removed has not been sought or granted. Tree T16 is also not shown on any plans uploaded to the Planning Portal.

23/1499/GD Land rear of 4 Chestnut Drive, Broadstairs
The Committee unanimously recommended REFUSAL on the grounds that this area is a designated Local Green Space, listed with the Neighbourhood Plan under Policy BSP5: Development proposals in designated Local Green Space will be managed in accordance with national policy for Green Belts. All trees sited on this land are all protected by individual TPO's.

ii) The Committee recommends **SUPPORT** to the applications listed below:

23/1545/EF Former Thanet Fire Station, 477 Margate Road, Broadstairs CT10 2QD
The Committee unanimously SUPPORTS this proposed development. It is good use of a brownfield site. This is on the understanding that existing trees will be kept and additional trees planted as per the submitted plans.

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

OL/23/1552/EF Former British Gas Site, Northdown Road, Broadstairs CT10 2UW
The Committee unanimously recommends NO COMMENT.

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

23/1538/DR 3 Ranelagh Grove, Broadstairs CT10 2TE
23/1467/DR 36 Upton Road, Broadstairs CT10 2AS
23/1549/ZD 63 Rumfields Road, Broadstairs CT10 2PG
23/1555/DF 66 Dumpton Park Drive, Broadstairs CT10 1RJ
23/1584/DF 8 Mayville Road, Broadstairs CT10 3ET
23/1518/GD Yorkstones, Cliff Promenade, Broadstairs CT10 3QY
23/1622/DR 5 Dumpton Gap Road, Broadstairs CT10 1TA
23/1610/ZD 2 Princess Anne Road, Broadstairs CT10 3HL
23/1640/DR 2 Cumberland Avenue, Broadstairs CT10 1HU
23/1560/RB HSBC, 26 Westwood Cross, Margate Road, Broadstairs CT10 2BF
23/1561/RB HSBC, 26 Westwood Cross, Margate Road, Broadstairs CT10 2BF
23/1650/DF 30 Oaklands Avenue, Broadstairs CT10 2SQ
23/1599/TC 23 Seven Stones Drive, Broadstairs CT10 1TW
23/1644/DF 16 Harrow Dene, Broadstairs CT10 2XF

237 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS

RECEIVED the emailed report from the Volunteer Tree Warden.

RESOLVED that the applications be dealt with as detailed below:

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

TPO/23/1602/MM 35 Lanthorne Road, Broadstairs CT10 3NH
The Committee unanimously recommends REFUSAL on the grounds that these trees do provide amenity value and also high level environmental benefit. The application does not give sufficient reasons to undertake the work or to fell.

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

TPO/23/1530/MM Fairfield Lodge, Fairfield Park, Broadstairs CT10 2JT
The Committee unanimously recommends NO OBJECTION WITH CONCERNS. The work carried out should be as per the Broadstairs & St Peter's Tree Policy - Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20%. (BSP3 of the Broadstairs & St Peter's Neighbourhood Plan).

TPO/23/1537/MM April Cottage, Woodland Way, Broadstairs CT10 3QD
The Committee unanimously recommends NO OBJECTION WITH CONCERNS. The Work carried out should be as per BSP3 of the Broadstairs & St Peter's Neighbourhood Plan Tree Policy - Only diseased or dying trees to be felled and only subject to a suitable replacement being planted.

(iii) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
- Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
- Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
- Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
- It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'* or 'amber list' birds**), permission for the works should be refused unless there are overwhelming reasons for it to be given.
- No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.

* House Sparrow, Starling, Song Thrush

** Hedge Sparrow (Dunnock)

There were no further tree applications.

238 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 5th February 2024 at 7pm

Meeting closed at 20.18hrs
Deputy Town Clerk

DRAFT



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

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

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

Town Clerk: Kirsty Holroyd

129. APOLOGIES FOR ABSENCE

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

130. DECLARATIONS OF INTEREST

None received.

131. MINUTES OF THE PREVIOUS MEETING

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

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

132. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None

133. BUDGET AND ACCOUNTS 2023-24

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

RESOLVED: Members agreed to note.

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

RESOLVED: Members agreed to note.

134. GRANTS

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

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

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

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

helping the organisation mark the 10th Annual International Women's Day Festival.

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

RESOLVED:

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

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

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

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

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

135. LEASE OF PRINTER/ PHOTOCOPIER

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

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

136. RISK ASSESSMENTS

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

RESOLVED: Members agreed to note

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

Meeting closed at 7.50 pm

Signed _____

Date _____



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 22 January 2024 at 6pm in the Council Chamber, Pierremont Hall

Present: Cllrs J Bright, K Bright (Chairman), A Munns, C Leys, J Nichols, G Rusiecki

Town Clerk: Kirsty Holroyd

Facilities Manager: David Bassett

126. APOLOGIES FOR ABSENCE

Apologies with reason were offered and accepted from Cllrs. C Kemp and M Garner.

127. DECLARATIONS OF INTEREST

None

128. MINUTES

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

RESOLVED: That the minutes be signed as a true record by the Chairman.

129. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Min 116: a site survey by the appointed contractor had revealed that the existing fascias on the staircase are not sufficiently robust to support the new brackets. An alternative design is being developed and will be brought to this committee in due course.

Min 117: The fire risk assessment from the tenant had been received. A subsequent visit by TDC Public Protection Officers had confirmed that adequate health and safety measures are in place at the venue.

130. PIERREMONT HALL

i) Members received and considered three quotes for the mandatory fire door surveys which must be carried out twice yearly.

RESOLVED: That EK Fire Protection be asked to undertake the work at an average cost of £12.07 per door.

ii) Members received an update on the water leak which had occurred on TDC land. Work is underway to repair the leak after which the supply will be split between BSPTC and TDC.

RESOLVED: Members agreed to note.

131. PHASE III

Members received a report on the value of legal representation throughout the entire process to reduce risk to the council.

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

132. TOWN HERITAGE

Cllr Rusiecki updated members and reported a representative of the Twinning Association would be contacting the Council shortly to arrange collection of their artifacts.

133. VIKING SUITE PROGRESS

As previously agreed at minute 119 a new firm of solicitors had been sought in order to bring this matter to a conclusion. Girlings has been appointed and has produced a good quality lease which is almost ready to be sent to the new tenant. The Town Clerk confirmed that as reported at minute 109 this is the last business which will be transacted with Henderson Setterfield.

RESOLVED: Members agreed to note.

134. MUSIC ROOM

Members received an update from the Events and Bookings Manager. The Kent Ceremonies licence has been transferred from the Mayor's Parlour to the Music Room and the first wedding has already been booked. Two regular bookings have also been made and these together with ad hoc commercial bookings indicate an annual income which will exceed that which can be attracted by a permanent commercial let. The additional benefit is that the room remains usable by the Town Council for its own events and meetings.

RESOLVED: Members agreed to note.

135. VICTORIA GARDENS

i) Members received an update on the draft licence from TDC. The Town Clerk had sent a list of amendments at the beginning of December but had yet to receive a response. She will chase this up in time for presentation at the Council meeting on Monday 29 January.

RESOLVED: Members agreed to note.

ii) Members received an update on gardening work at the site. A temporary gardener with plenty of experience of working at Victoria Gardens had been employed on a part time basis for the period January to March. Once the licence is signed the Town Council will advertise for two full time, fixed term gardeners. The steering group has been established and will meet for the first time on Wednesday 24 January. This group will establish the overall plan for the gardens and the Allotments and Land group will oversee it thereafter.

RESOLVED: Members agreed to note.

136. PIERREMONT HALL & RETORT HOUSE: COMMERCIAL & COMMUNITY USE

i) Members received a report from the Town Clerk.

RESOLVED: That maximising occupancy of all the Council's spaces is the priority. This will increase awareness of what the Council can offer.

Income can be maximised over time but for the present time provided all

expenditure is covered, discretion can be used when billing charities and community groups.

ii) Members received and considered a quote for paid advertising in The Isle Magazine.

RESOLVED:

i) That insufficient time has passed from the last time Pierremont Hall appeared in the publication to justify a further fee.

ii) That Retort House, as a budget venue does not fit with the prestige of the publication and its income cannot justify the fee.

The following business was undertaken in accordance of the provision of standing order 3d with a resolution made to exclude the public due to the confidential nature of the business.

137. COMMERCIAL LETS

Members received an update on all the commercial lets and noted that the majority of tenants are paying their bills on time. Reminders are sent to those who are in arrears and legal advice sought.

One tenant had expressed an interest in vacating their office and had sought Council's opinion. The Town Clerk had sought legal advice on the matter and presented members with three options.

RESOLVED: Members agreed to offer the tenant option two should they wish to proceed.

It was noted that the office efficiencies were being hampered by staff working from two separate offices.

RESOLVED: That as suites become available they will be considered for council's own use prior to being marketed for commercial use.

Members of the public, had any been present were permitted to re-enter the meeting

138. DATE OF NEXT MEETING

Monday 19 February 2024 at 6pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.24

Signed _____

Date _____

Attach 5

BROADSTAIRS & ST PETER'S TOWN COUNCIL
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
965 Finance costs	11/12/2023		Nat West Current Accr		Fee	Barclaycard	S	0.14	0.03	0.17
966 Finance costs	11/12/2023		Nat West Current Accr		Fee	Barclaycard	S	1.66	0.33	1.99
968 Finance costs	11/12/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	30.00	6.00	36.00
969 Finance costs	11/12/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	10.00	2.00	12.00
970 Finance costs	11/12/2023		Nat West Current Accr		Fee	Take Payments Ltd	S	12.50	2.50	15.00
938 Payroll company	14/12/2023		Unity Trust		Payroll	Batchelor Coop Ltd	S	316.79	63.36	380.15
943 Training & Subscriptions	14/12/2023		Unity Trust		Subscription	National Allotment Society	S	55.00	11.00	66.00
938 Councillor Allowances	14/12/2023		Unity Trust		Payroll	Batchelor Coop Ltd	S	351.12	70.22	421.34
942 Decorative Lighting	14/12/2023		Unity Trust		Decorative Lighting	SparkX Ltd	S	425.00	85.00	510.00
941 Planned building works	14/12/2023		Unity Trust		replacement catenary wire	Westgate Security & Electric	S	175.00	35.00	210.00
939 Travel and Subsistence	14/12/2023		Unity Trust		expenses	Kirsty Holroyd	Z	28.90		28.90
939 Office sundries	14/12/2023		Unity Trust		expenses	Kirsty Holroyd	S	3.74	0.75	4.49
939 Office sundries	14/12/2023		Unity Trust		expenses	Kirsty Holroyd	Z	9.75		9.75
940 electricity	14/12/2023		Unity Trust		electricity - music room	Valda Energy	L	54.76	2.74	57.50
945 Culmers Amenity Land	14/12/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	123.00	24.60	147.60
945 Environmental Initiatives	14/12/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	1,105.00	221.00	1,326.00
944 Facilities Team sundry items	14/12/2023		Unity Trust		Supplies	Screwfix	S	11.48	2.30	13.78
947 Office sundries	14/12/2023		Unity Trust		Stationery	VIKING DIRECT	S	86.03	17.21	103.24
951 Finance costs	14/12/2023		Nat West Current Accr		Fee	Barclaycard	S	4.80	0.96	5.76
951 Finance costs	14/12/2023		Nat West Current Accr		Fee	Barclaycard	Z	12.46		12.46
945 Grounds Maintenance	14/12/2023		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	1,062.08	212.42	1,274.50
946 New van purchase	14/12/2023		Unity Trust		electric van	Jarretts Motors Ltd	S	21,407.50	4,281.50	25,689.00
946 New van purchase	14/12/2023		Unity Trust		electric van	Jarretts Motors Ltd	S	-4,000.00	-800.00	-4,800.00
946 New van purchase	14/12/2023		Unity Trust		electric van	Jarretts Motors Ltd	Z	10.00		10.00
952 Phones and Internet	15/12/2023		Nat West Current Accr		mobile phones	02	S	180.16	36.03	216.19
972 Waste removal	15/12/2023		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	217.15	43.43	260.58
974 Insurance & Audit	18/12/2023		Nat West Current Accr		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
871 Councillor Allowances	19/12/2023		Unity Trust		allowance	Paul Moore	Z	480.00		480.00
872 Councillor Allowances	19/12/2023		Unity Trust		allowance	Jill Bayford	Z	480.00		480.00
873 Councillor Allowances	19/12/2023		Unity Trust		allowance	Mike Garner	Z	480.00		480.00
956 Training & Subscriptions	19/12/2023		Unity Trust		Training	High Speed Training Ltd	S	279.00	55.80	334.80
874 Councillor Allowances	19/12/2023		Unity Trust		allowance	Elvira Orhan	Z	480.00		480.00
875 Councillor Allowances	19/12/2023		Unity Trust		allowance	Kevin Pressland	Z	600.00		600.00

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
876 Councillor Allowances	19/12/2023		Unity Trust		allowance	Roopa Farooki	Z	480.00		480.00
877 Councillor Allowances	19/12/2023		Unity Trust		allowance	George Rusiecki	Z	480.00		480.00
878 Councillor Allowances	19/12/2023		Unity Trust		allowance	Joanne Bright	Z	600.00		600.00
879 Councillor Allowances	19/12/2023		Unity Trust		allowance	Colin Kemp	Z	480.00		480.00
880 Councillor Allowances	19/12/2023		Unity Trust		allowance	Charlie Leys	Z	480.00		480.00
881 Councillor Allowances	19/12/2023		Unity Trust		allowance	Kristian Bright	Z	480.00		480.00
882 Councillor Allowances	19/12/2023		Unity Trust		allowance	Alan Munns	Z	480.00		480.00
883 Councillor Allowances	19/12/2023		Unity Trust		allowance	James Hobson	Z	480.00		480.00
884 Councillor Allowances	19/12/2023		Unity Trust		allowance	Steve Roberts	Z	480.00		480.00
957 Events - Marketing	19/12/2023		Unity Trust		printing	Lanes Printers	Z	37.00		37.00
958 Office sundries	19/12/2023		Unity Trust		Water	Culligan Water	S	3.46	0.69	4.15
953 Finance costs	19/12/2023		Unity Trust		vat repayment	HM Revenue & Customs	R		2,417.00	2,417.00
955 Bathroom items	19/12/2023		Unity Trust		bathroom supplies	Total Supplies Ltd	S	52.50	10.50	63.00
954 electricity	19/12/2023		Unity Trust	see 976	Electricity	Edf	S	3,808.61	761.72	4,570.33
975 Culmers Amenity Land	27/12/2023		Nat West Current Acct		rent - culmers land	CT10 Parochial Charities	Z	1,741.90		1,741.90
976 electricity	28/12/2023		Nat West Current Acct	see 954	Electricity	Edf	S	3,808.61	761.72	4,570.33
948 Utilities	29/12/2023		Nat West Current Acct		Telephone	Venture Telecoms Ltd	S	106.56	21.31	127.87
950 Phones and Internet	29/12/2023		Nat West Current Acct		Telephone	Venture Telecoms Ltd	S	257.17	51.43	308.60
977 Finance costs	29/12/2023		Nat West Current Acct		bank charges	NATWEST	Z	15.53		15.53
973 Waste removal	29/12/2023		Nat West Current Acct		Waste Services	Business Waste Co Uk	S	10.29	2.06	12.35
949 Pierremont service charges	29/12/2023		Nat West Current Acct		Telephone	Venture Telecoms Ltd	S	75.50	15.10	90.60
960 Finance costs	31/12/2023		Unity Trust		bank charges	Unity Bank	Z	56.10		56.10
1024 Utilities	01/01/2024		Nat West Current Acct		telephones	Venture Telecoms Ltd	S	106.84	21.37	128.21
1025 Phones and Internet	01/01/2024		Nat West Current Acct		telephones	Venture Telecoms Ltd	S	261.49	52.30	313.79
1026 Phones and Internet	01/01/2024		Nat West Current Acct		telephones	Venture Telecoms Ltd	S	75.50	15.10	90.60
1023 Finance costs	01/01/2024		Nat West Current Acct		Fees	Barclaycard	S	4.80	0.96	5.76
1023 Finance costs	01/01/2024		Nat West Current Acct		Fees	Barclaycard	Z	0.72		0.72
971 Bandstand entertainment	02/01/2024		Nat West Current Acct		Electricity	Edf	S	83.33	16.67	100.00
1006 Printer/Photocopier	02/01/2024		Lloyds Corporate Cred		printing	HP Instant Ink Ltd	S	13.74	2.75	16.49
999 Events - Marketing	02/01/2024		Lloyds Corporate Cred		Advertising	Facebook	S	7.00	1.40	8.40
1005 Events - Marketing	02/01/2024		Lloyds Corporate Cred		Advertising	Facebook	S	3.00	0.60	3.60
1001 Mocketts Wood	02/01/2024		Lloyds Corporate Cred		Training	Field Studies Council	Z	105.00		105.00
1002 Office sundries	02/01/2024		Lloyds Corporate Cred		Stamps	EXPRESSIONS	Z	12.00		12.00
1003 Office sundries	02/01/2024		Lloyds Corporate Cred		Subscription - storage	Apple.com	Z	8.99		8.99
1007 Finance costs	02/01/2024		Lloyds Corporate Cred		Fee	Lloyds commercial cards	Z	3.00		3.00

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1000 Christmas Event	02/01/2024		Lloyds Corporate Cred		Supplies - Events	ASDA	Z	-10.25		-10.25
1004 Youth Activities	02/01/2024		Lloyds Corporate Cred		DBS check	DDC	S	12.00	2.40	14.40
1004 Youth Activities	02/01/2024		Lloyds Corporate Cred		DBS check	DDC	Z	18.00		18.00
964 Finance costs	03/01/2024		Unity Trust		Fee	Barclaycard	L	-20.26	-0.96	-21.22
962 Christmas Event	03/01/2024		Unity Trust		Refund	Mrs A. Melton	S	8.33	1.67	10.00
963 Christmas Event	03/01/2024		Unity Trust	see 829 & 962	Refund	Mrs A. Melton	S	8.33	1.67	10.00
1022 Finance costs	03/01/2024		Nat West Current Accr		Fee	Take Payments Ltd	S	30.00	6.00	36.00
980 Printer/Photocopier	05/01/2024		Unity Trust		photocopier	KCS	S	127.50	25.50	153.00
978 Drain Clearance	05/01/2024		Unity Trust		drainage	Clear Flow Drainage	Z	50.00		50.00
979 Drain Clearance	05/01/2024		Unity Trust		drainage	Clear Flow Drainage	Z	100.00		100.00
985 Training & Subscriptions	05/01/2024		Unity Trust		Training	KALC	S	40.00	8.00	48.00
987 Allotments	05/01/2024		Unity Trust		Water	Business Stream	Z	32.86		32.86
988 Mocketts Wood	05/01/2024		Unity Trust		container hire	Lawrence Container Hire Ltd	S	44.33	8.87	53.20
986 Mocketts Wood	05/01/2024		Unity Trust		Water	Business Stream	S	42.29	8.46	50.75
990 Environmental Initiatives	05/01/2024		Unity Trust		printing	Sharp Printing Services	S	94.51	18.90	113.41
992 Planned building works	05/01/2024		Unity Trust		window repairs	Ability Sash Windows	S	1,785.00	357.00	2,142.00
992 Unplanned building works	05/01/2024		Unity Trust		works - retort house	E. Saunders Ltd	S	316.80	63.36	380.16
993 Unplanned building works	05/01/2024		Unity Trust		Works	E. Saunders Ltd	S	40.00	8.00	48.00
981 town maintenance (van costs)	05/01/2024		Unity Trust		breakdown cover	RAC	S	41.67	8.33	50.00
989 Container hire	05/01/2024		Unity Trust		container hire	Lawrence Container Hire Ltd	S	88.66	17.73	106.39
984 Electricity	05/01/2024		Unity Trust		electricity - music room	Valda Energy	L	212.56	10.63	223.19
991 Window cleaning	05/01/2024		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
995 Waste removal	08/01/2024		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	203.50	40.70	244.20
993 Finance costs	09/01/2024		Unity Trust		Fee	Take Payments Ltd	S	10.00	2.00	12.00
994 Finance costs	09/01/2024		Unity Trust		Fee	Take Payments Ltd	S	12.50	2.50	15.00
997 Finance costs	15/01/2024		Nat West Current Accr		vat repayment	HMRC	R		3.44	3.44
998 Finance costs	15/01/2024		Nat West Current Accr		vat repayment	HMRC	R		96.68	96.68
1016 Professional Fees	16/01/2024		Unity Trust		Fee	PS Tax	S	2,362.50	472.50	2,835.00
1012 Training & Subscriptions	16/01/2024		Unity Trust		training - councillor	High Speed Training Ltd	S	130.00	26.00	156.00
1018 Elections	16/01/2024		Unity Trust		election charges	Thanet District Council	Z	13,426.83		13,426.83
1017 Culmers Amenity Land	16/01/2024		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	123.00	24.60	147.60
1019 Tree Survey & Works	16/01/2024		Unity Trust		tree works	Top Branch Tree Services	S	1,700.00	340.00	2,040.00
1014 Tree planting budget	16/01/2024		Unity Trust		Supplies	Karen McKenzie - Tree Ward	Z	100.80		100.80
1015 Utilities	16/01/2024		Unity Trust		Water	Business Stream	Z	39.68		39.68

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1020 Cleaning	16/01/2024		Unity Trust		cleaning 06 Dec 23 to 02 Jan 24	Total Cleaning Services	S	111.97	22.39	134.36
1013 Events - Equipment	16/01/2024		Unity Trust		laundry	Star Laundry	Z	48.00		48.00
1021 Events - Equipment	16/01/2024		Unity Trust		laundry	Star Laundry	Z	70.50		70.50
1008 Bathroom items	16/01/2024		Unity Trust		hygiene supplies	Total Supplies Ltd	S	131.98	26.40	158.38
1011 cleaning	16/01/2024		Unity Trust		Cleaning	Total Cleaning Services	S	559.75	111.95	671.70
1017 Grounds Maintenance	16/01/2024		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	812.08	162.42	974.50
1009 Site security	16/01/2024		Unity Trust		security	Probe Security	S	900.00	180.00	1,080.00
1010 Site security	16/01/2024		Unity Trust		security	Probe Security	S	920.00	184.00	1,104.00
1027 Tenants' rent	17/01/2024		Nat West Current Acct		Refund of rent 16.01.24 - 31.0	Live Financial Planning	S	310.19	62.04	372.23
1028 Tenants' rent	17/01/2024		Nat West Current Acct		Refund of service charge 16.0	Live Financial Planning	S	883.81	176.76	1,060.57
Total								65,629.06	11,006.80	76,635.86

BROADSTAIRS & ST PETER'S TOWN COUNCIL RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Net	VAT	Total
384	Retort House Bookings	11/12/2023		Unity Trust		Hall hire	20.00	4.00	24.00
384	Retort House Bookings	11/12/2023		Unity Trust		Hall hire	20.00	4.00	24.00
384	Retort House Bookings	11/12/2023		Unity Trust		Hall hire	20.00	4.00	24.00
400	Roof inspections	11/12/2023		Nat West Current /		reimbursement re damage	210.00		210.00
385	Allotments	13/12/2023		Unity Trust		Allotment Rent	35.64		35.64
385	Allotments	13/12/2023		Unity Trust		Allotment Rent	16.00		16.00
405	Electricity	13/12/2023		Nat West Current /		Electricity	539.91	107.98	647.89
406	Tenants' rent	14/12/2023		Nat West Current /		Rent of Office	964.00	192.80	1,156.80
407	Pierremont service cha	14/12/2023		Nat West Current /		Service Charge	2,746.87	549.37	3,296.24
388	Allotments	15/12/2023		Unity Trust		Allotment Rent	38.70		38.70
388	Allotments	15/12/2023		Unity Trust		Allotment Rent	17.37		17.37
386	Retort House Bookings	15/12/2023		Unity Trust		Hall hire	20.00	4.00	24.00
387	Events Room Hire	15/12/2023		Unity Trust		Hall hire	67.50	13.50	81.00
408	Pierremont service cha	15/12/2023		Nat West Current /		Service Charge	1,509.62	301.92	1,811.54
389	Allotments	18/12/2023		Unity Trust		Allotment Rent	30.00		30.00
389	Allotments	18/12/2023		Unity Trust		Allotment Rent	16.43		16.43
393	Sundry Income	20/12/2023		Unity Trust		receipt in error see 312, 3	-1,000.00		-1,000.00
390	Retort House Bookings	22/12/2023		Unity Trust		Hall hire	60.00	12.00	72.00
391	Retort House Tenants	27/12/2023		Unity Trust		Rent of premises	3,750.00	750.00	4,500.00
394	Bank Interest	31/12/2023		Nat West Business		Interest	369.81		369.81
418	Bank Interest	31/12/2023		Unity Instant Acce		Interest	1,735.10		1,735.10
412	Allotments	02/01/2024		Nat West Current /		Allotment Rent	30.00		30.00
412	Allotments	02/01/2024		Nat West Current /		Allotment Rent	8.22		8.22
413	Tenants' rent	02/01/2024		Nat West Current /		Rent of Office	590.00	118.00	708.00
414	Tenants' rent	02/01/2024		Nat West Current /		Rent of Office	520.42	104.08	624.50
415	Tenants' rent	02/01/2024		Nat West Current /		Rent of Office	571.56	114.31	685.87
409	Tenants' rent	02/01/2024		Nat West Current /		Rent of Office	601.00	120.20	721.20
425	Pierremont service cha	02/01/2024		Unity Trust		Service Charge	776.18	155.24	931.42
410	Sundry Income	04/01/2024		Nat West Current /		payment re vandalism	2.15		2.15
411	Sundry Income	04/01/2024		Nat West Current /		payment re vandalism	11.43		11.43
426	Retort House Bookings	04/01/2024		Unity Trust		Hall hire	20.00	4.00	24.00
427	Retort House Bookings	05/01/2024		Unity Trust		Hall hire	20.00	4.00	24.00

Attach 6.

417	Events Room Hire	05/01/2024	Nat West Current /	CASH 101791	Hall hire	90.00	18.00	108.00
416	Christmas Event	05/01/2024	Nat West Current /		Sales - Christmas event (f	25.00	5.00	30.00
423	Tenants' rent	08/01/2024	Nat West Current /		Rent of Office	964.00	192.80	1,156.80
428	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
428	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
428	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
428	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
429	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
430	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	18.00	3.60	21.60
431	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
431	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
431	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
431	Retort House Bookings	08/01/2024	Unity Trust		Hall hire	20.00	4.00	24.00
422	Electricity	08/01/2024	Unity Trust		Electricity	1,797.20	359.44	2,156.64
424	Events -Bar	09/01/2024	Nat West Current /		bar sales	16.67	3.33	20.00
434	Tenant service charge	10/01/2024	Nat West Current /		2023/24 service charge (€	328.83	65.77	394.60
419	Pierremont service cha	11/01/2024	Unity Trust		Service Charge	1,683.26	336.65	2,019.91
420	Pierremont service cha	11/01/2024	Unity Trust		Service Charge	1,683.26	336.65	2,019.91
421	Pierremont service cha	11/01/2024	Unity Trust		Service Charge	1,683.26	336.65	2,019.91
432	Retort House Bookings	12/01/2024	Unity Trust		Hall hire	60.00	12.00	72.00
432	Retort House Bookings	12/01/2024	Unity Trust		Hall hire	60.00	12.00	72.00
432	Retort House Bookings	12/01/2024	Unity Trust		Hall hire	60.00	12.00	72.00
433	Events Room Hire - De	12/01/2024	Unity Trust		Hall hire	91.67	18.33	110.00
435	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	202.76	40.56	243.32
436	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	1,712.38	342.48	2,054.86
437	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	462.38	92.48	554.86
438	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	1,712.38	342.48	2,054.86
438	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	-923.73		-923.73
439	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	1,968.09		1,968.09
439	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	1,968.09		1,968.09
439	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	-2,048.26		-2,048.26
439	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	1,573.39		1,573.39
439	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	-789.39		-789.39
439	Pierremont service cha	17/01/2024	Unity Trust		Service Charge	1,573.39		1,573.39
440	Sundry Income	22/01/2024	Nat West Current /		ev charge income	43.97		43.97
					###		5,129.62	35,664.13

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2023 and 31/12/2023)

Admin & Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Stationery				1,000.00	188.69	811.31	811.31 (81%)
11	Printer/Photocopier				1,000.00	127.61	872.39	872.39 (87%)
12	Licences				5,000.00		5,000.00	5,000.00 (100%)
13	IT				6,000.00	124.23	5,875.77	5,875.77 (97%)
14	Running Costs							(N/A)
15	Insurance & Audit				7,350.00	2,386.14	4,963.86	4,963.86 (67%)
16	Professional Fees				50,000.00	3,126.78	46,873.22	46,873.22 (93%)
17	Training & Subscriptions		105.00	105.00	5,000.00	503.29	4,496.71	4,601.71 (92%)
18	Equipment & Furniture				5,000.00	147.31	4,852.69	4,852.69 (97%)
20	Elections				13,426.83		13,426.83	13,426.83 (100%)
84	Office contingencies				1,000.00		1,000.00	1,000.00 (100%)
101	Phones and Internet				3,000.00	1,391.59	1,608.41	1,608.41 (53%)
102	Office sundries				5,000.00	938.73	4,061.27	4,061.27 (81%)
103	Finance costs				1,000.00	303.77	696.23	696.23 (69%)
104	Container hire				1,000.00	263.12	736.88	736.88 (73%)
105	Council business rates				1,250.00		1,250.00	1,250.00 (100%)
907	BSPTC service charge							(N/A)
SUB TOTAL			105.00	105.00	106,026.83	9,501.26	96,525.57	96,630.57 (91%)

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	50.00	5,950.00	-4,650.00 (-28%)
27	Notice Boards				1,000.00	73.06	926.94	926.94 (92%)
28	Park Lighting							(N/A)
29	Defibrillators				1,000.00	38.59	961.41	961.41 (96%)
30	Street Furniture				2,000.00	508.00	1,492.00	1,492.00 (74%)
31	Viking Bay Lift				2,500.00		2,500.00	2,500.00 (100%)
32	Toilet Extended Opening				2,000.00		2,000.00	2,000.00 (100%)
34	St Peter's Roundabout				4,000.00		4,000.00	4,000.00 (100%)
35	Decorative Lighting				20,000.00	19,103.62	896.38	896.38 (4%)
36	Twinning Sign							(N/A)
37	Flagpole				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL		10,600.00		-10,600.00	39,500.00	19,773.27	19,726.73	9,126.73 (18%)

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	179.52	5,820.48	5,820.48 (97%)
25	Civic Events				1,000.00	1,375.12	-375.12	-375.12 (-37%)
SUB TOTAL					16,000.00	8,865.76	7,134.24	7,134.24 (44%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

24 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2023 and 31/12/2023)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Neighbourhood Plan				2,000.00		2,000.00	2,000.00 (100%)
39	Community Payback				3,000.00	238.95	2,761.05	2,761.05 (92%)
53	Beach Security				15,840.00		15,840.00	15,840.00 (100%)
905	Dickens House Matchfunding				5,000.00		5,000.00	5,000.00 (100%)
919	Youth Activities				1,000.00	333.62	666.38	666.38 (66%)
SUB TOTAL					26,840.00	572.57	26,267.43	26,267.43 (97%)

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		250,513.26	250,513.26 (100%)
923	New van purchase				20,889.00	17,417.50	3,471.50	3,471.50 (16%)
SUB TOTAL					275,902.26	21,917.50	253,984.76	253,984.76 (92%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Bandstand entertainment				16,000.00	249.99	15,750.01	15,750.01 (98%)
41	Summer Theatre				3,585.00		3,585.00	3,585.00 (100%)
42	Punch & Judy				2,330.00		2,330.00	2,330.00 (100%)
43	visitor information kiosk				2,000.00		2,000.00	2,000.00 (100%)
44	November Fireworks				7,000.00	7,043.70	-43.70	-43.70 (-0%)
46	Broadstairs in Bloom				15,000.00		15,000.00	15,000.00 (100%)
916	coronation				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					55,915.00	7,293.69	48,621.31	48,621.31 (86%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Grants				60,000.00		60,000.00	60,000.00 (100%)
SUB TOTAL					60,000.00		60,000.00	60,000.00 (100%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	739,284.00		-739,284.00				-739,284.00 (-100%)
2	Grants							(N/A)
3	Bank Interest	2,000.00	2,957.90	957.90				957.90 (47%)
5	B in B Sponsorship							(N/A)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

24 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2023 and 31/12/2023)

7 VAT Refund				(N/A)
8 Sundry Income		183.12	183.12	183.12 (N/A)
917 Overpayment				(N/A)
SUB TOTAL	741,284.00	3,141.02	-738,142.98	-738,142.98 (-99%)

Open Spaces

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47 Allotments	1,200.00	1,226.28	26.28	2,350.00		2,350.00	2,376.28 (66%)
48 Culmers Amenity Land				10,000.00	2,345.90	7,654.10	7,654.10 (76%)
49 Mocketts Wood				5,500.00	151.56	5,348.44	5,348.44 (97%)
50 Tree Survey & Works				3,400.00	1,500.00	1,900.00	1,900.00 (55%)
51 Tree planting budget				10,000.00	744.32	9,255.68	9,255.68 (92%)
52 Environmental Initiatives				10,000.00	1,105.00	8,895.00	8,895.00 (88%)
86 town maintenance (van costs)				2,000.00	848.79	1,151.21	1,151.21 (57%)
87 Facilities Team sundry items				2,500.00	281.68	2,218.32	2,218.32 (88%)
SUB TOTAL	1,200.00	1,226.28	26.28	45,750.00	6,977.25	38,772.75	38,799.03 (82%)

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		900.00	900.00 (100%)
602 Bathroom items				1,400.00	192.45	1,207.55	1,207.55 (86%)
603 Waste removal				2,750.00	736.24	2,013.76	2,013.76 (73%)
604 Hygiene services				1,500.00	675.96	824.04	824.04 (54%)
605 cleaning				10,400.00	2,508.22	7,891.78	7,891.78 (75%)
606 Drain Clearance				600.00	585.00	15.00	15.00 (2%)
607 electricity				13,500.00	9,075.55	4,424.45	4,424.45 (32%)
608 EICR							(N/A)
609 Fire alarms and emergency light				1,200.00	271.01	928.99	928.99 (77%)
610 Fire doors and extinguisher chec				1,400.00		1,400.00	1,400.00 (100%)
611 Fire drills and assessments				1,350.00		1,350.00	1,350.00 (100%)
612 Glass Door maintenance				1,200.00	110.00	1,090.00	1,090.00 (90%)
613 Grounds Maintenance				9,745.00	2,686.24	7,058.76	7,058.76 (72%)
614 intruder alarm				500.00	540.00	-40.00	-40.00 (-8%)
615 Legionnaires testing				1,500.00	1,278.50	221.50	221.50 (14%)
616 PAT testing				160.00	308.00	-148.00	-148.00 (-92%)
617 Roof inspections		210.00	210.00	1,900.00	500.00	1,400.00	1,610.00 (84%)
618 Site security				10,000.00	770.00	9,230.00	9,230.00 (92%)
619 Water rates				1,000.00	194.92	805.08	805.08 (80%)
620 Window cleaning				2,160.00	220.00	1,940.00	1,940.00 (89%)
SUB TOTAL		210.00	210.00	63,165.00	20,652.09	42,512.91	42,722.91 (67%)

Pierremont Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Events - Marketing				2,500.00	414.00	2,086.00	2,086.00 (83%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

24 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2023 and 31/12/2023)

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Net Position
200	Events - Catering		116.67	116.67				116.67 (N/A)
201	Events -Bar		323.24	323.24	3.85	-3.85		319.39 (N/A)
204	Events - Equipment		111.66	111.66	290.60	-290.60		-178.94 (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	3,668.92	-36,331.08				-36,331.08 (-90%)
904	Events Room Hire - Deposit		350.83	350.83				350.83 (N/A)
912	Christmas Event		1,433.37	1,433.37	2,085.00	4,189.10	-2,104.10	-670.73 (-32%)
918	Passive room hire							(N/A)
SUB TOTAL		40,000.00	6,004.69	-33,995.31	4,585.00	4,905.04	-320.04	-34,315.35 (-76%)

Pierremont Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Planned building works				28,000.00	9,080.00	18,920.00	18,920.00 (67%)
55	Tenants' rent	44,000.00	10,312.50	-33,687.50				-33,687.50 (-76%)
56	Tenants' parking	6,500.00		-6,500.00				-6,500.00 (-100%)
57	Annual maintenance schedule				10,080.00	138.50	9,941.50	9,941.50 (98%)
58	Security							(N/A)
59	Contribution to 7 year paint							(N/A)
60	Water							(N/A)
61	Rates				6,500.00		6,500.00	6,500.00 (100%)
62	Unplanned building works		3,599.00	3,599.00	5,000.00	125.00	4,875.00	8,474.00 (169%)
64	Licence				500.00		500.00	500.00 (100%)
65	Cleaning					799.64	-799.64	-799.64 (N/A)
85	Landscaping and planting				1,455.00		1,455.00	1,455.00 (100%)
88	Furniture/equipment				1,500.00		1,500.00	1,500.00 (100%)
89	Communal charge							(N/A)
203	Electricity		2,761.19	2,761.19		152.62	-152.62	2,608.57 (N/A)
906	Waste services							(N/A)
908	Pierremont service charges	28,317.29	9,985.65	-18,331.64		847.83	-847.83	-19,179.47 (-67%)
911	EVCP							(N/A)
SUB TOTAL		78,817.29	26,658.34	-52,158.95	53,035.00	11,143.59	41,891.41	-10,267.54 (-7%)

PWLB Loan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Loan Repayments				35,824.00		35,824.00	35,824.00 (100%)
SUB TOTAL					35,824.00		35,824.00	35,824.00 (100%)

Retort House

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Retort House Bookings	20,000.00	1,330.00	-18,670.00				-18,670.00 (-93%)
67	Retort House Tenants	15,000.00	15,565.50	565.50				565.50 (3%)
68	Utilities				5,750.00	5,478.58	271.42	271.42 (4%)
69	Rates		64.00	64.00	2,750.00		2,750.00	2,814.00 (102%)

BROADSTAIRS & ST PETER'S TOWN COUNCIL

24 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/10/2023 and 31/12/2023)

70 Annual maintenance schedule				4,500.00	874.25	3,625.75	3,625.75 (80%)
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	663.90	3,836.10	3,836.10 (85%)
81 Unplanned building works				5,000.00	70.00	4,930.00	4,930.00 (98%)
83 Equipment				2,000.00	16.00	1,984.00	1,984.00 (99%)
909 Tenant service charge	3,338.50	2,009.67	-1,328.83				-1,328.83 (-39%)
910 communal charge							(N/A)
915 Security					150.00	-150.00	-150.00 (N/A)
SUB TOTAL	38,338.50	18,969.17	-19,369.33	25,500.00	7,393.76	18,106.24	-1,263.09 (-1%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Salaries				209,160.00	52,225.01	156,934.99	156,934.99 (75%)
22	Pension				10,000.00	3,490.69	6,509.31	6,509.31 (65%)
23	NI & Tax				50,000.00	23,453.06	26,546.94	26,546.94 (53%)
76	Travel and Subsistence				200.00	169.40	30.60	30.60 (15%)
78	Payroll company				1,000.00	316.79	683.21	683.21 (68%)
79	Eye tests and glasses				500.00		500.00	500.00 (100%)
SUB TOTAL					270,860.00	79,654.95	191,205.05	191,205.05 (70%)

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							(N/A)
913	Receipts in advance 23-24							(N/A)
914	Receipts in advance 24-25							(N/A)
SUB TOTAL								(N/A)

Summary

NET TOTAL	910,239.79	56,314.50	-853,925.29	1,078,903.09	198,650.73	880,252.36	26,327.07 (1%)
V.A.T.		9,492.06			39,895.26		
GROSS TOTAL		65,806.56			238,545.99		

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Prepared by: *V. Eule*
Name and Role (Clerk/RFO etc)

Date: 24/1/24

Approved by: *Kirsty Howard*
Name and Role (RFO/Chair of Finance etc)

Date: 24/1/24

Bank Reconciliation at 31/12/2023			
	Cash in Hand 01/04/2023		1,006,827.14
	ADD Receipts 01/04/2023 - 31/12/2023		957,469.84
			1,964,296.98
	SUBTRACT Payments 01/04/2023 - 31/12/2023		670,380.15
A	Cash in Hand 31/12/2023 (per Cash Book)		1,293,916.83
Bank Statement Balances			
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2023	19.18
	Unity Instant Access Savings	31/12/2023	252,055.31
	Lloyds Corporate Credit card	31/12/2023	0.00
	Unity Trust	31/12/2023	416,096.27
	Nat West Business Reserve	31/12/2023	296,313.59
	Nat West Current Account	31/12/2023	25,000.00
	Nationwide Instant Saver	31/12/2023	304,001.80
			1,293,486.15
	Less unrepresented payments		275.19
			1,293,210.96
	Plus unrepresented receipts		685.87
B	Adjusted Bank Balance		1,293,896.83
Error A does NOT equal B			
ERROR IS		£20.00	

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Uncashed payments/transfers out (All banks)

(Upto 31/12/2023)

Voucher	Date	Cheque No.	Description	Total	Bank
75342	16/10/2023		Transfer to Petty Cash	50.00	Unity Trust
812	20/11/2023		Water	35.58	Unity Trust
819	20/11/2023		Sanitisation - water machines	58.18	Unity Trust
820	20/11/2023		Water	106.06	Unity Trust
821	20/11/2023		Fee	21.22	Unity Trust
958	19/12/2023		Water	4.15	Unity Trust
			Total-----	275.19	

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Uncashed receipts/transfers in (All banks)

(Upto 31/12/2023)

Voucher	Date	Cheque No.	Description	Total	Bank
253	02/10/2023		Rent of Office	685.87	Nat West Current Account
			Total-----	685.87	

BROADSTAIRS & ST PETER'S TOWN COUNCIL
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1042	25/01/2024		Unity Trust		rubbish clearance	D B Services	Z	580.00		580.00
1043	25/01/2024		Unity Trust		Drain clearance	Clear Flow Drainage	Z	150.00		150.00
1047	25/01/2024		Unity Trust		new laptop etc - events	Cyber Central	S	647.98	129.60	777.58
1045	25/01/2024		Unity Trust		fire services	EK Fire Protection	S	33.76	6.75	40.51
1044	25/01/2024		Unity Trust		expenses - facilities	David Bassett	Z	36.60		36.60
1046	25/01/2024		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
1053	25/01/2024		Unity Trust		stationery/supplies	VIKING DIRECT	S	15.99	3.20	19.19
1053	25/01/2024		Unity Trust		stationery/supplies	VIKING DIRECT	S	2.46	0.49	2.95
1053	25/01/2024		Unity Trust		stationery/supplies	VIKING DIRECT	S	32.99	6.60	39.59
1052	25/01/2024		Unity Trust		water supply	Business Stream	Z	190.58		190.58
1048	25/01/2024		Unity Trust		staff training	High Speed Training Ltd	S	357.30	71.46	428.76
1050	25/01/2024		Unity Trust		staff training	High Speed Training Ltd	S	217.00	43.40	260.40
1051	25/01/2024		Unity Trust		callout	ADMI Doors Limited	S	115.00	23.00	138.00
1049	25/01/2024		Unity Trust		Electricity	SSE Energy Solutions	S	3,052.72	610.54	3,663.26
1056	25/01/2024		Unity Trust		supplies - facilities	Screwfix	S	15.31	3.07	18.38
1057	25/01/2024		Unity Trust		supplies - facilities	Screwfix	S	41.66	8.33	49.99
1061	25/01/2024		Unity Trust		expenses - mocketts wood	Karen McKenzie - Tree Ward	Z	136.87		136.87
1055	25/01/2024		Unity Trust		photocopier	KCS	S	168.11	33.62	201.73
1059	25/01/2024		Unity Trust		fire equipment	EK Fire Protection	S	288.43	57.69	346.12
1060	25/01/2024		Unity Trust		fire equipment	EK Fire Protection	S	39.97	8.00	47.97
1062	25/01/2024		Unity Trust		fire equipment	EK Fire Protection	S	22.07	4.41	26.48
1054	25/01/2024		Unity Trust		printing	Lanes Printers	Z	56.00		56.00
1054	25/01/2024		Unity Trust		printing	Lanes Printers	S	25.00	5.00	30.00
1054	25/01/2024		Unity Trust		printing	Lanes Printers	Z	97.00		97.00
1063	25/01/2024		Unity Trust		Electricity	SSE Energy Solutions	S	1,359.82	271.97	1,631.79
1058	25/01/2024		Unity Trust		first aid cover	St. John Ambulance	S	211.20	42.24	253.44
Total								8,003.82	1,329.37	9,333.19

Draft Budget 2024-5

Admin & Office Costs

Code Title	Total spend	2024-25	
10 Stationery	900	1000	
11 Printer/Photocopier	1000	1000	
12 Licences	7000	7000	
13 IT	2000	4000	
15 Insurance & Audit	7500	8000	
16 Professional Fees	46000	50000	
17 Training & Subscriptions	5000	5000	
18 Equipment & Furniture	2000	4000	
20 Elections	5000	5000	
84 Office contingencies	1000	1000	
101 Phones and Internet	7000	6000	
102 Office sundries	3000	3000	
103 Finance costs	1000	1000	
104 Container hire	1200	1200	
105 Council business rates	1250	1250	
SUB TOTAL	90,850.00	98450	98450
	6,750.00		

Amenities

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

we now have four

keep for portaloos
keep for portaloos
contract awarded plus tree

Civic Costs

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

tbd

Community

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

£15840 spent and remainder moved to staff salaries

905 Dickens House Matchfunding	5000	5000		TDC likely to ask for more
919 Youth Activities	1000	1000		

SUB TOTAL	34500	35000	35000	
------------------	-------	-------	-------	--

1,500.00

Earmarked reserves

Code Title

921 Retort car park repairs	4500			one off
-----------------------------	------	--	--	---------

SUB TOTAL	4500			
------------------	------	--	--	--

0

Events

Code Title

40 Bandstand entertainment	15645	16500		
41 Summer Theatre	5000	5000	£3585 spent on summer theatre and balance on Christmas event	
42 Punch & Judy	2330	3000		
43 visitor information kiosk	1000	2000		
44 November Fireworks	7000	7000		

46 Broadstairs in Bloom	8000	20000		
-------------------------	------	-------	--	--

Updated Jan to reflect new contract fee

New event		3000		tbd
-----------	--	------	--	-----

SUB TOTAL	38975	56500	56500	
------------------	-------	-------	-------	--

19,025.00

Grants

Code Title

Sponsorship		60,000		
-------------	--	--------	--	--

26 Grants	68000	40000		
-----------	-------	-------	--	--

SUB TOTAL	68000	100000	100000	
------------------	-------	--------	--------	--

0

Income

Code Title

1 Precept

2 Grants

3 Bank Interest

5 B in B Sponsorship

7 VAT Refund

8 Sundry Income

917 Overpayment

SUB TOTAL

Open Spaces

Code Title

47 Allotments	1000	2500		
---------------	------	------	--	--

48 Culmers Amenity Land	10000	10000		
-------------------------	-------	-------	--	--

49 Mocketts Wood	3000	5500		
------------------	------	------	--	--

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

If taps project goes ahead.

More if second caretaker

Tools, equipment

SUB TOTAL	29900	50000	50000
	15,850.00		

Pierremont Annual Main

Code Title

601 Algae and gutter clearance	2400	2500
602 Bathroom items	1500	1500
603 Waste removal	3000	3000
604 Hygiene services	3000	3000
605 cleaning	10400	10800
606 Drain Clearance	2400	2500
607 electricity	13500	13000
608 EICR		
609 Fire alarms and emergency ligh	1600	1200
610 Fire doors and extinguisher che	1400	1500
611 Fire drills and assessments	3000	3000
612 Glass Door maintenance	1200	1200
613 Grounds Maintenance	10400	10035
614 intruder alarm	500	500
615 Legionnaires testing	3000	3000
616 PAT testing	160	180
617 Roof inspections	1900	1900
618 Site security	10000	10950
619 Water rates	1000	1000
620 Window cleaning	2160	2160

check contract

SUB TOTAL	72520	72925	72925
	-9,355.00		

Pierremont Events

Code Title

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

SUB TOTAL	2500	2500	2500
	0.00		

Pierremont Hall

Code Title

54 Planned building works	25500	30000	chamber floor, bannister
55 Tenants' rent			
56 Tenants' parking			
57 Annual maintenance schedule	5000	10000	add in some drains clearance
61 Rates	6500	6500	
62 Unplanned building works	5000	5000	
64 Licence	350	400	
85 Landscaping and planting	2280	4000	new hedge to rear and front landscaping
88 Furniture/equipment	1000	1000	
89 Communal charge			
203 Electricity			Council use only
911 EVCP			
SUB TOTAL	45630	56900	56900
	7,405.00		

PWLB Loan

Code Title

75 Loan Repayments	35824	35824	35824
SUB TOTAL	35824		

Retort House

Code Title

66 Retort House Bookings			
67 Retort House Tenants			
68 Utilities	10000	4000	
69 Rates	2750	2750	
70 Annual maintenance schedule	4000	4000	
72 Licences	0	1000	
73 Cleaning	2000	2000	
81 Unplanned building works	3000	3000	
83 Equipment	500	500	
915 Security	1200	950	
SUB TOTAL	23450	18200	18200
	2,050.00		

Staff Costs

Code Title

21 Salaries	191,000	228,321	2 no. gardeners
22 Pension	10500	14056	
23 NI & Tax	58900	80748	
76 Travel and Subsistence	200	200	
78 Payroll company	1000	1300	
79 Eye tests and glasses	100	200	
SUB TOTAL	261700	324,825	324825
	0.00		

YE Adjustments

Code Title

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

SUB TOTAL

Summary

NET TOTAL

V.A.T.

GROSS TOTAL



903124

Created by  **Scribe**

Reserves: Top ups to be agreed and noted here.

£	903,124.00
£	50,000.00
£	50,000.00

General Contingencies top back up by £50,000
Professional fees to cover Danial Quinlan £50,000

Total requirement £ 1,003,124.00

£	60,225.00
£	125,900.00
£	816,999.00

As agreed by working group 4 December 2023

Anticipated income

Retort House rent	£ 15,000.00
Retort House bookings	£ 10,000.00
Pierremont Hall rent	£ 48,000.00
Pierremont Hall bookings	£ 40,000.00
Bandstand kiosk licence	£ 11,200.00
Allotments	£ 1,700.00
	£ 125,900.00

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

Anticipated underspend

Admin and Office costs	£ 6,750.00
Amenities	£ 13,000.00
Civic costs	£ 4,000.00
Community	£ 1,500.00
Events	£ 19,025.00
Grants	£ -
Open Spaces	£ 15,850.00
Pierremont Hall	£ 7,405.00
Retort House	£ 2,050.00
	£ 69,580.00
over spend on pierrem	9355
	£ 60,225.00

Attach 11

Precept £	% increase	Total Prec Tax Base	Total Income	Increase £
75.41	0	£ 75.41	9,890.59	0
75.41	0.75	£ 76.16	9,890.59	7,458.49
75.41	1.51	£ 76.92	9,890.59	14,916.99
75.41	3.77	£ 79.18	9,890.59	37,292.47
75.41	4.52	£ 79.93	9,890.59	44,750.96
75.41	5.28	£ 80.69	9,890.59	52,209.46
75.41	6.03	£ 81.44	9,890.59	59,667.95
75.41	6.79	£ 82.20	9,890.59	67,126.45
75.41	7.54	£ 82.95	9,890.59	74,584.94
75.41	11.31	£ 86.72	9,890.59	111,877.41
75.41	15.08	£ 90.49	9,890.59	149,169.88
75.41	18.85	£ 94.26	9,890.59	186,462.35

requirement 2024-5 is £816,999

£82.80 divides by 9 and gives precept of £818,940.85

Band D Council tax 2023-24 £75.41

£739,195 requested

Previous tax base 9802.23

Provisional tax base from TDC subject to approval.

New Event Proposal

Broadstairs Community Festival - Cleaner, Safer, Kinder

Members from the Events, Leisure and Tourism Committee, met to discuss ideas for a new event. It was discussed that the group would like to host a community festival at Pierremont Hall that showcases the council's focus on **Cleaner, Safer, and Kinder**.

Budget

£3000.00

Dates

The proposal is to host an event over two days on the 27th and 28th of April.

Events Manager Comments – there would be a large cost to secure the venue space overnight for Pierremont and the rest of the park. Also finding enough volunteers and staff to support stewarding at the event could be hard to achieve over a full weekend. It could be better to focus on the one day.

Aim

The aim is to reclaim Pierremont Park as a safer, cleaner, more welcoming space for the community.

The community event aims to put Pierremont Park back on the map! The advantage of using Pierremont Park is that we can also use Pierremont Hall's grounds and buildings for workshops, activities, and stalls.

Objectives

- This event would work similarly to the Kings Coronation event at Victoria Gardens in 2023. Giving local community groups a chance to promote what they do and showcase their work. The event was well received and residents asking if there was to be another event.
- This event is to be as plastic-free as possible and to include groups that fit into the safer, cleaner and/or kinder category.
- To draw people in there will be a Spring Market at Pierremont Hall where all stalls offer a sustainable and positive impact on the environment.
- The event is to help raise awareness of the number of groups out there that can support the community. By being an educational, empowering, fun community event, to help residents get the best out of their town.

Contributors/stall holders/workshops could include:

- A wellness marquee/hub - for yoga/mindfulness/dance sessions
- Self Defence Classes with Kent Self Defence Workshops
- POW Thanet creative workshops
- Broadstairs Town Shed - woodwork demos/sale
- Tasty Planters Project - sharing seedlings/plants etc
- East Kent College Forest School/Friends of Mocketts Wood - nature walks/activities
- Information stalls about council initiatives (inc. Active Thanet, Thanet Youth Council, My Night Out, Retort House events team etc)
- Charity Stalls - Oasis, The Gap Project, Thanet Food Link
- Local groups/organisations - Dickens Festival, Bstairs Town Team, Bstairs Netball League, Skorcha Skate etc
- Working with Community Safety Partnerships that are working on a campaign of 'Violence Against Women and Girls'.
- PA to provide music throughout the event. Invite East Kent College to take part and other community bands/singers

Schedule of works - Time Scale

- Approval from council – 29th January
- Working group to meet – February.
- Event Safety Plan and Land Hire/Events Application - Beginning of February
- First Aider booked – February *will be needed for application.
- Charity and Community groups taking part in the event – all listed by March *will be needed for application.
- Stalls ordered and advert to book a stall - Beginning of February
- Stall holders are all booked in – March.
- Marketing Event to the public – beginning of April.

Income

We would take a fee for the stall holders to attend the market.

At Christmas, we had 25 stalls at a total of £1530.00 inc VAT. This works out to be £61.20 per stall. *Awaiting a new quote.*

A new quote for 30 market stalls is £1,701 including delivery, collection and VAT. This works out to be £56.70 per stall.

The bar will be open inside the Chamber Hall.

Estimated Costs

Portaloo	£400.00	
First Aider	£300.00	
Rubbish	£100.00	
PA	£500.00	
Events Application	£75.00	
Land Hire	£150.00	
TENS – Music *We could have music inside instead then no licence is needed	£50.00	
Stalls	£1701.00	
Marketing	£200.00	
Staffing	TBC	
	£3,775	
	Income Stalls	£1800.00
	Income Bar	£500.00
		£2300.00

In conclusion, this event will be organised by the Events, Leisure and Tourism Committee (ELT), with the support of the office staff (Leanne and Abigail).

The office staff will manage the facilities required for the event, i.e. toilets, first aid, events application, stalls, and stall holders.

The event would require the councillors to work with the community groups and entertainment (i.e. music/talks) to take part in the event and develop a program of workshops with the support of the office staff. This will require regular meetings up until the event.

Decisions today


Does the Council wish for this event to go ahead and for the schedule of works to begin?

How many days does the council wish for us to host this event?

Does the Council agree to support the event by agreeing that members of the ELT committee work with the community groups to develop a program that focuses on Cleaner, Safer, Kinder?

In regards to the stalls, the cost of each stall would need to be £60.00 to cover the current quote given. This is a high amount and we may not be able to find the best stalls that fit the 'fair trading' standard we have set for this event. The council decided to lower the cost to attract smaller, local businesses to take part at £40 per stall. **Does the council wish for this to be cost value or part funded by the events budget?**



	Fixed Asset and Asset Valuation Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted at Council: 27th May 2020 Reviewed: May 2023 Approved:

1. Introduction:

The term fixed assets means “property, plant and equipment with a useful life of more than one year used by the authority to deliver its services.” Fixed assets are also known as non-current assets. The Council must maintain a register of the fixed assets, long-term investments and other non-current assets that they hold.

2. Risk:

If the assets the Council owns or for which it is responsible are not being managed properly the authority is exposed to the risk of financial loss relating to:

- improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed;
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or so out-of-date as to be incapable of satisfactory modernisation. Equally they may be capable of alternative, additional or more intensive use or be readily saleable. These opportunities may be missed where no comprehensive information on assets is available; and
- asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged. The risk of financial loss can be greatly reduced by setting up an asset register which holds all the information needed.

An asset register is the starting point for any system of financial control over assets as it:

- facilitates the effective physical control over assets.
- provides the information that enables the authority to make the most cost-effective use of its capital resources;
- ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- pools all the information available about each asset from across the authority and makes it available to every part of the authority.
- provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance;
- supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held; and
- forms a record of assets held for insurance purposes.

The key information shown on the asset register for Broadstairs & St. Peter's Town Council will be as follows:

- An annual list of acquisition, upgrade and disposal;
- costs of acquisition and any expenditure which increases the life of the asset;

- if proxy cost is used for first valuation, a note of the method used for valuation and details of any professional advice received; i.e. when an insurance valuation is undertaken.
- location;

Most assets will be first recorded in the asset register at their actual purchase cost, although no items with a value of less than £100 will be recorded. In some cases the purchase cost may not be known at acquisition or first recording and so a proxy cost may be substituted. A proxy cost is a value for the asset which is an estimate of its value by the authority which is based on external professional advice. Authorities may apply the insurance value of the asset at the time of first recording as a proxy. A proxy cost may be applied at the time of acquisition or first recording of an asset in the asset register only where the cost/value is not known.

Items will be rounded to the nearest £100 for the use in the Annual Governance Accountability Statement.

In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

If the Council owns assets that do not have a functional purpose or any intrinsic resale value (for example, the war memorial), they are often referred to as 'community assets'. Authorities should record community assets in the assets register in the same way as gifted assets. The asset should be included in the asset register with a nominal one pound (£1) value as a proxy value. The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's Annual Governance and Accountability Return Fixed assets acquired in any year should be added to the asset register for management purposes.

The Town Council will have assets valued every 5 years by a suitably qualified professional.

The Town Council last commissioned an insurance reinstatement cost assessment and valuation report in February 2022. The exercise was undertaken by Bradstowe Chartered Surveyors.

KALC COMMUNITY AWARDS SCHEME 2024

(SUPPORTED BY KENT COUNTY COUNCIL, THE HIGH SHERIFF OF KENT
and MAYOR OF MEDWAY)

OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The closing date for nominations will be 2nd February 2024, so that the presentation of the awards can take place at the 2024 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2024. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be, or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by those supporting the Scheme, including the Kent County Chairman/representative from Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2024 Annual Meeting. If the Council would like one of the Supporters of the Scheme to participate in the presentation, then please let KALC know so that we can see who would be available to attend. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

Council Name: Broadstairs & St Peter's Town Council

Date of application: December 2023

Award level applied for: Foundation

Attach 15



The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Updated%20Standing%20Orders%202023.pdf
2 Its financial regulations	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Financial%20Regulations%202023.pdf
3 Its Code of Conduct and a link to councillors' registers of interests	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Code%20of%20Conduct%20Adopted%20BTC%2016th%20July%202012.pdf https://www.broadstairs.gov.uk/Town_Councillors_11295.aspx
4 Its publication scheme	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Freedom%20of%20information%20Policy.pdf
5 Its last annual return	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Notice%20of%20appointment%20of%20date%20for%20the%20exercise%20of%20public%20rights%202022%202023.pdf

Council Name: Broadstairs & St Peter's Town Council

Date of application: December 2023

Award level applied for: Foundation

6	Transparent information about council payments	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/BSPTC%20Quarterly%20Transparency%20Report%20%20July%20%20-%20September.pdf
7	A calendar of all meetings including the annual meeting of electors	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Calendar%20of%20meetings%202023%2024.pdf
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	https://www.broadstairs.gov.uk/Council Meetings 11298.aspx
9	Current agendas	Yes	https://www.broadstairs.gov.uk/Council Meetings 11298.aspx
10	The budget and precept information for the current or next financial year	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Final%20budget%20April%202023.pdf
11	Its complaints procedure	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Complaints%20Procedure.pdf
12	Its accessibility statement	Yes	https://www.broadstairs.gov.uk/Accessibility Statement 32176.aspx
13	Its privacy notice	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/General%20Privacy%20Policy.pdf
14	Council contact details and councillor information in line with the Transparency Code	Yes	https://www.broadstairs.gov.uk/Town Councillors 11295.aspx
15	Its action plan for the current year	Yes	https://www.broadstairs.gov.uk/The Town Action Plan 47247.aspx
16	Evidence of consulting the community	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/NDP%20Response%20to%20Regulation%202014%20comments.pdf

Council Name: Broadstairs & St Peter's Town Council

Date of application: December 2023

Award level applied for: Foundation

17 Publicity advertising council activities	Yes	Website and social media
18 Evidence of participating in town and country planning	Yes	https://www.broadstairs.gov.uk/Planning_11377.aspx

	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Yes	Yes Agenda of F&GP July
20 A register of assets	Yes	No – see attached
21 Contracts for all members of staff	Yes	No – see attached
22 up-to-date insurance policies that mitigate risks to public money	Yes	No – see attached
23 Disciplinary and grievance procedures	Yes	No – see attached
24 A policy for training and training and development of and councillors	Yes	https://www.broadstairs.gov.uk/UserFiles/Files/Training%20and%20Development%20Policy%20.pdf
25 A record of all training undertaken by staff and councillors in the last year	Yes	No – see attached
26 A clerk who has achieved 12 CPD points in the last year	Yes	No – See attached.

Current website issues discovered by staff:

document size is limited

The website does not have capacity to upload large documents over 4MG. Which means time is spent trying to reduce the size of documents, or we are limited on what we can upload. Often we have to reach out to our website provider to upload larger documents such as reports, large agendas with attachments and consultation documents such as the Neighbourhood plan document. This is very frustrating when we are under time constraints to upload documents.

Overly complicated programming for no reason

To remove banners is complicated as the website automatically replaces the banner with a previous file, which is often incorrect. The banner titles are not named the same as the upload, so it takes time to remove completely or change as you must go through a long list of file names which are made up of number and letters which bear no relevance to the document title. During this uploading process we website often freezes and throws the admin user out. We then must log back in again, during this time the banner we have had to temporarily select to upload the new banner is often live on the website. This can be very inappropriate as the website often shows the Town Councils statement regarding the loss of her Majesty the queen Elizabeth II when the item we are trying to upload may be related to warm space for the community, events etc.

Effecting key moments for the Town Council

During the Neighbourhood Plan Referendum, the site kept crashing and the documents were not available for public inspection. We had a continuous stream of telephone calls asking for the information or complaining that it was not easily accessible. These documents had to be uploaded and available at specific times throughout the referendum period and could have caused legal issues on our part. The Civic and support officer reached out to the website provider multiple times during this period, where they were told by staff that the reason the website was crashing was due to the director of the company refusing to update the capacity of the companies' servers and only spending money on cheap quick fixes. The Civic and support officer wrote a formal email to the director explaining the website issues and the legal implications this may cause The Town council, requesting immediate action and a discounted rate to our bill for all the inconvenience this has caused. To which they apologised avoided all responsibility but assured us that the website would be fixed. It was not.

Disappearing documents and updates

Agendas and associated documents must be uploaded within specified time periods as it is a statutory requirement. Often the information is uploaded, but then on checking the website, the upload had not taken place (even though notification has been given that the upload has been successful). We often find that documents disappear or updates to pages get undone and revert back to how the page was before. This is very frustrating for staff member and a waste of officer time!

Difficult to use- basic structure is faulty

Adding additional items and narrative is complicated as the site is not user-friendly or easy to navigate for those that are not familiar with websites. A lot of the time there are glitches with the text or infrastructure of the background website. The Civic and Support Officer often finds herself rewriting the website code to fix issues. This should not be to be necessary as a customer, only the website provider and creators should have to rewrite code!

The move to the new website

When speaking to Jon from Zonkey he assured me that the Move from Vision ICT to Zonkey would take between 8-16 weeks from start to finish. This would include:

1. Sitemap review
2. Functionality
3. Content
4. Site development & branding
5. Site population
6. Site testing
7. Site launch

I was assured that this would not be invasive to officer time as the current website would be run through a cloning programme to convert our current website to our new website. During this time our current website will still be live to the public until the agreed launch date of the new website. Zonkey would work with Vision ICT during the move over. No documents should be lost during the switch over due to the copying software that zonkey use.