



Broadstairs & St Peter's Town Council

21 February 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 26 February 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 29 January 2024. **Attach 1**

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

6. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Monday 5 February 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 12 February 2024 and consider any recommendations therein. **Attach 3**

8. COMMUNITY ASSETS COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 19 February 2024 and consider any recommendations therein. **Attach 4**

ii) To receive a request to vire £1500 from the Environment Initiatives budget to the Victoria Gardens budget in order to purchase plants.

9. 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.

10. FINANCE

i) To receive and approve a report concerning payments for the period 29 January 2024 to 21 February 2024 . **Attach 5**

ii) To receive and approve a report concerning receipts for the period 24 January 2024 to 21 February 2024. **Attach 6**

iii) To verbally receive information about works or services authorised between meetings under Financial Regulation 4.1

iv) To receive a summary of staff salaries paid for the period 24 January 2024 to 21 February 2024

v) To receive and approve a report concerning payments for the period 21 February 2024 to 26 February 2024 (to be presented at the meeting in order to be current)

11. DEFIBRILLATOR

To receive a request for an additional defibrillator from a resident and local businessman.

12. RISK ASSESSMENTS

To receive and approve the recently prepared risk assessments for the Council's premises. **Attachs 7 -13**

13. INSURANCE RENEWAL

i) To receive the current policy and confirm any changes **ENC 1**

ii) To receive quotes for the renewal of the Town Council's policy

14. TOWN FORUM – Wednesday 21 February

To consider and discuss any issues arising at recent forum.

15. ANNUAL TOWN ASSEMBLY

To receive guidance on the format of the assembly and consider items for discussion. **Attach 14**

The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.

16. STAFF MATTERS

i) To receive the minutes of the meeting held on Thursday 1 February 2024 and consider any recommendations therein. **ENC 2**

ii) To receive a new Vexatious Complaints Policy and consider whether it is fit for adoption by Council. **Attach 15**

iii) To receive a new anti-harassment and Bullying Policy and consider whether it is fit for adoption by Council. **Attach 16**

iv) To receive notification from NALC and SLCC on the new model contract of employment and a recommendation for Local Council staff to be included in the Local Government Pension Scheme as standard. **Attach 17**

17. LEGAL MATTERS

To receive any relevant information from the Town Clerk

Members of the public may re-enter the meeting.

18. DATE OF NEXT MEETING

The next Council meeting will be held on Monday 25 March 2024 at 7pm in Pierremont Hall.