



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

MONDAY 24th July 2017

Present: Cllr. D Saunders (Chair).

Binks, Dexter, Hayton, Leys, Matterface, Moore, Parsons, M.
Saunders, Savage, Shaw and Taylor-Smith.
Town Clerk, Danielle Dunn.

Minutes marked * require a resolution from the Town Council

110 TO ELECT A CHAIRMAN AND VICE CHAIRMAN

RESOLVED to elect Cllr D. Saunders as the Chairman for the 2017-2018 civic year
Proposed Cllr Hayton, second Cllr Savage, decision Agreed

RESOLVED to elect Cllr R Taylor-Smith as the Vice-Chairman for the 2017-2018 civic
year, Proposed Cllr Savage, seconded Cllr R Binks, decision Agreed

111 APOLOGIES FOR ABSENCE

Cllrs. B. Bayford, J. Bayford, Cllr Buckley gave apologies after the meeting.

112 DECLARATIONS OF INTEREST

None declared

113 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED to APPROVE and Chairman to SIGN the minutes of the Finance and
General Purposes Committee meeting held on Monday 5th June 2017.

Proposed Cllr M Saunders, Seconded Cllr Taylor-Smith, Decision: Agreed

114 MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

RESOLVED to RECEIVE the minutes of the Staff Management Sub-committee 19th
June 2017 (unconfirmed); Leisure and Tourism Sub-Committee 17th July 2017
(unconfirmed) and Community Buildings and Assets sub-committee 6th July
(unconfirmed)

115 CHAIRMAN'S REPORT

None

116 CORRESPONDENCE AND CONSULTATION RESPONSES

The Chairman set before the committee that a draft contract for the purchase of
Pierremont Hall and Retort House had been received from TDC. Cllr Binks explained
that our solicitor was now on holiday but would be looking at all of the
documentation on their return, this included agreeing heads of terms.

117 FINANCIAL MATTERS AND ACCOUNTS FOR PAYMENT

RESOLVED to receive the periodic financial reports:

The Independent member reviewing the bank reconciliations, stated that the accounts had been reviewed by email prior to the meeting

RESOLVED to AUTHORISE payment of accounts schedule no. 268.

Cllr Dexter questioned the amount paid to the Young's Nurseries. Town Clerk explained that this was for the 'In Bloom' work and that this was not a recharge, ACTION, Town Clerk to check with Victoria Jenkins as she had dealt with this and respond to Cllr Dexter Directly. Cllr Dexter also asked that the Town Clerk check the cashflow situation as, the 2nd precept amount hadn't been received yet and money can be tight at this time of year, ACTION Town Clerk to check cashflow. Cllr R Taylor-Smith stated that she had not received the bank reconciliations, ACTION Town Clerk to check why these hadn't been received

Locality Grant:

VERBAL UPDATE: The Chairman confirmed that the Town Clerk had received a £3096 Locality grant to cover the consultation costs of the Neighbourhood Plan

Fees and Charges:

RESOLVED Fees and charges to remain the same as the 2016-17 Civic year

118 TREE WORKS AT NORMAN ROAD ALLOTMENTS

DISCUSSED that the works on the trees adjoining the Norman Road allotment should be undertaken by Thanet District Council (TDC), not the Town Council. The trees are in the ownership of TDC and are in a dangerous state, a branch had fallen from one of the trees and there was another branch that looked dangerous.

RESOLVED that the Town Clerk will contact TDC so that they can re-examine the trees bordering the allotment and pay for remedial work.

ACTION should TDC not wish to pay for the works then an additional two quotes should be obtained for the work and this discussed at a future F&GP meeting.

119 WEB & SOCIAL MEDIA POLICY

RESOLVED to adopt the attached Web & Social Media policy as part of the Town Council's wider policy framework.

120 COMMEMORATIVE PLAQUE (BLUE PLAQUE) POLICY

RESOLVED to adopt the attached Commemorative Plaque (Blue Plaque) policy as part of the Town Council's wider policy framework.

121 MEMBERS OF EXTERNAL GROUPS

RESOLVED that the members of external groups for the 2017-18 Civic Year to be as follows:

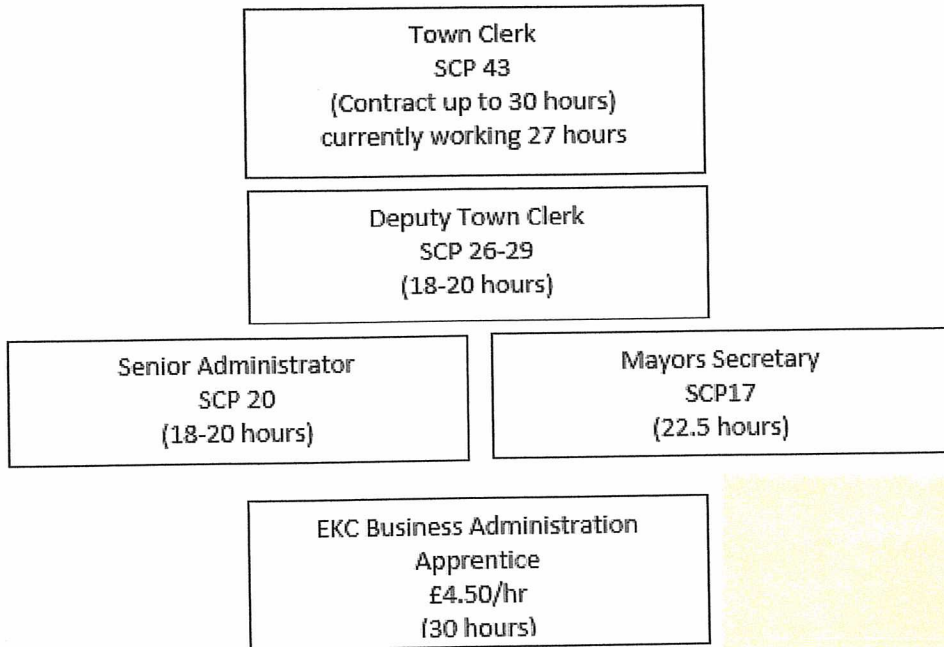
Broadstairs & St Peter's Town Council Representatives to Other Bodies 2017 – 2018

Alan Squirrel Trust	1 Member (5 year term) Commencing 2.9.2013 Cllr. D. Saunders	
Broadstairs & St. Peter's	Town Mayor + 1 Member	

Bowls Club	Cllr. Shaw Cllr. Savage	
Broadstairs Conservation Area Advisory Group	1 Member Cllr. Dexter	
Broadstairs & St Peter's Community Centre Trust	1 Member appointed as an observer Defer	
Broadstairs Youth & Leisure Association	1 or 2 Members as board members Cllr. B. Bayford Cllr. J. Bayford	
Coastal Communities Team	Cllr. Binks	Reserve Cllr. Shaw
Channel Dash Association	Town Mayor Cllr. Shaw	Reserve Deputy Mayor
CT10 Parochial Charities	Four Trustees Commencing 2.9.2013 Jeff Kirkpatrick, Cllr. Dexter, Christine Chappell, Cllr. Matterface	
Destination Management	Defer	
District Parish Forum	Mayor + Town Clerk Cllr. Shaw	Deputy Mayor
Folk Week Trust Committee	1 Member Cllr. B. Bayford	
Friends of Mockett's Wood	1 Member Cllr. Savage	
JCB – Joint Committee on Broadstairs and St Peter's	2 Members + Town Clerk + Mayor ex. officio Cllr. Dexter, Cllr. Binks Ex. officio: Cllr. Shaw	
St Peter's Memorial Hall	Town Mayor Cllr. Shaw	Reserve Deputy Mayor
Thanet Area Committee – Kent Association of Local Councils	1 Member + Town Clerk Cllr. Shaw	Reserve Deputy Mayor
Town Forum	Chaired by the Chairman of F & GP Cllr. D. Saunders All Councillors are members. Representatives of non-Council organisations by invitation.	
Twinning Association	Town Mayor as Joint Hon. President & 1 Member Cllr. Shaw Cllr. R Dexter	

123 STAFF STRUCTURE

RESOLVED that the Town Council restructure the office to the following structure:



The Deputy Town Clerk role to be appointed internally and the apprentice to be appointed through the EKC apprentice scheme. This exercise to be undertaken as soon as possible to ensure that the new structure is in place as quickly as possible and so that the apprentice recruitment can be undertaken when the candidate pool is at its largest, as the schools have just broken up.
 Proposed Cllr Binks, seconded Cllr R Taylor-Smith, decision, AGREED, (Cllr Hayton abstained from the vote)

124 GRANT CRITERIA

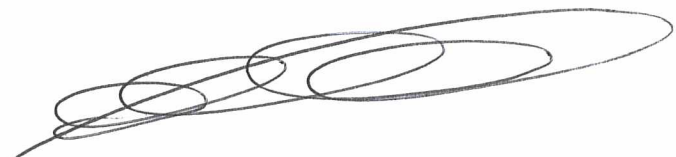
DEFER This agenda item to be deferred until the September meeting of the F&GP as the grant criteria was not finalised at the meeting of the Leisure and Tourism Sub-Committee. A working party, Cllr Shaw, Cllr R Taylor-Smith and the Town Clerk have formed a working party to look at the Agenda.

125 PROPOSED FORWARD AGENDA ITEMS

Cllr Savage stated that he had been approached by a member of the public as they were looking for funding to repair an important damaged grave stone at the St. Peter's cemetery. The chairman agreed that this could be brought to the F&GP as a future Agenda and could be discussed as a Civic Grant
 The next meeting is Monday 25th SEPTEMBER 2017.

Town Clerk
 Meeting closed at 8:06 p.m.

Meeting was recorded: ~~yes~~/no
 Members of the public were present: ~~yes~~/no
 Members of the press were present: ~~yes~~/no





Web and Social Media Policy
BROADSTAIRS & St. PETER'S TOWN COUNCIL

Adopted 24th July 2017

1 Introduction

The aim of this Policy is to set out guidance to Councillors and Council Staff on the use of the Town Council Website and online communications, collectively referred to as social media.

This policy should be read in conjunction with the Public Relation (PR) Policy adopted June 2017.

2 Policy Purpose:

This policy helps people make the right decisions about the use of digital communications and understand the impact should they get it wrong. It outlines the standards we expect when using social media and publishing things on the web, how we will monitor use and what will happen if it is used inappropriately.

3 Scope of Policy:

This policy will cover the following digital communications:

- Town Council website www.broadstairs.gov.uk
- social media* when the accounts or comments relate to Broadstairs & St. Peter's Town Council
- e-mails sent from accounts ending in @broadstairs.gov.uk
- blogs, wikis, podcasts, forums, message boards, or comments on web-articles, when the accounts or comments relate to Broadstairs & St. Peter's Town Council

* Social media includes all social networking sites, including but not exclusive to, Twitter, Facebook, YouTube, LinkedIn, Pinterest, Flickr, etc.

4 Responsibility for Implementation of the Policy:

All Town Councillors and Employees are responsible for their own compliance with this policy and for ensuring that it is consistently applied to protect the privacy, confidentiality, reputation and interests of Broadstairs & St. Peter's Council.

A Web and Social Media Employee Register is attached at Appendix 1, which must be signed by any employee given administration rights to a social media platform before they can post or comment on any social media platforms being hosted by the Town Council.

Anything uploaded onto the Website or a Social Media platform is evidence of the council's work, and may be used for reference by others in future or subject to a Freedom of Information Request. Therefore, content must follow copyright and data protection laws.

4 Procedures:

4.1 Website

The Town Council website can be updated any employee that has been given permission by the Town Clerk.

The Town Council website should be kept up-to-date and contain and display the most up-to-date and relevant information regarding the Town Council's activities and procedures. Any content should be written in plain English, so that it is usable and accessible to everyone, regardless of their language and vocabulary skills. All text must be checked for spellings and grammatical errors before it is published to the website.

Any content that is found to be against these guidelines should be reported to the Town Clerk in the first instance.

4.2 Social Media

The Town Clerk will be the main account holder for any social media accounts. The Town Clerk can give administration rights to employees of the Town Council that have read and signed the Social Media Agreement form.

4.2.1 Posting content/comments:

- a) The main purpose of any social media account being run by the Town Council should be to provide details of news, Town Council events and service updates only.
- b) A social media account being run by the Town Council should be checked at least once a day during the working week. This can be undertaken by either the Town Clerk or someone with administration rights.
- c) Content uploaded, posted or forwarded that contains any abusive, obscene, discriminatory, harassing, derogatory or defamatory content, this includes against colleagues, members of the public or Broadstairs & St. Peter's Town Council as an organisation, will result in disciplinary action.
- d) Any comments made on social media should not disclose commercially sensitive, anti-competitive, private or confidential information. When making use of any social media platform (e.g. Twitter or Facebook), their terms of use must also be complied with.
- e) During periods of purdah, the six-week run up to an election - Local, General or European – the council should not do or say anything that could be seen in any way to support any political party or candidate. Therefore, during this period social media content will consist of important service announcements only.

4.2.2 Responding to content/comments received via social media:

- a) If a comment made by an external party is found to be offensive in terms of language or sentiment, this should be removed or hidden if the social media platform provides this functionality.
- b) The Town Council should avoid where possible having lengthy online dialogue with people posting content or comments.

- c) Where content/comments are received relating to a post from the Town Council, the representative of the Town Council should reply "this comment was responded to via a private message" and then respond privately accordingly.
- d) Councillors or parishioners who have any concerns regarding content placed on social media sites should report them to the Town Clerk. Anyone who feels that they have been harassed, bullied, or are offended by material posted or uploaded should inform the Town Clerk who will investigate the matter.
- e) Where contentious comments are received these should answered in accordance with the Town Council's complaints procedure.

4.3 Email:

All emails relating to Town Council business should be sent with the following disclaimer "This email and any attachments are confidential and intended solely for the addressee and may also be privileged or exempt from disclosure under applicable law. If you are not the addressee, or have received this email in error, please notify the sender immediately, delete it from your system and do not copy, disclose or otherwise act upon any part of this email or its attachments. Any views expressed in this email are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Broadstairs and St. Peter's Town Council."

4.4 Blogs, wikis, podcasts, forums, message boards, or comments on web-articles:

Only the Town Clerk has permission to post content on any of the platforms named at 4.4

5 If a web or social media account is hacked

If any email, web content account or social media account hosted by the Town Council gets hacked, the passwords for that account should be changed as soon as possible by anyone who has administration rights to that account. Any offensive or spam messages sent from the account should be deleted and then the incident reported to the Town Clerk, who may wish to disable the account.

6 Failure to comply with the Policy

It's always possible to make a mistake and get it wrong. If this happens tell the Town Clerk in the first instance, who will, along with the Chairman, decide on remedial action to avoid embarrassment and reputational damage to the Town Council.

Where evidence of misuse is found the Town Clerk will undertake a more detailed investigation. If the misuse is considered deliberate, the Town Council may undertake action in line with the most current disciplinary procedure, currently the Town Council uses the ACAS 2015 Code of Practice On Disciplinary and Grievance Procedure.

Misuse can also, in certain circumstances, become a criminal offence or otherwise give rise to legal liability against you and the organisation. If necessary, The Town Council may hand over information to the police in connection with a criminal investigation.

7 Review

This policy will be reviewed by the Town Clerk at the end of each Civic Year. If any changes are needed these will be reported at a meeting of the Finance and General Purposes Committee.

Appendix 1:



Web and Social Media Policy Employee Register

I confirm that I have read and agreed to the contents of the Broadstairs and St. Peter's Town Council Web and Social Media Policy

Name	Signed	Date

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Commemorative Plaque (Blue Plaque) Policy

BROADSTAIRS & ST. PETER'S TOWN COUNCIL

Adopted 24th July 2017

1 Introduction

Commemorative plaques (often referred to as blue plaques) can be added to buildings as a means of honouring key people and events in history.

There is no single national scheme for commemorative plaques although Historic England operates the commemorative plaque scheme in London and there are many other schemes operating across the UK.

This document sets out Broadstairs and St. Peter's Town Council's approach to awarding commemorative plaques.

2 Policy Purpose:

This policy:

1. Provides guidance for new commemorative plaques requests and details the decision-making process for plaque requests
2. Describes the eligibility criteria for the awarding of a commemorative plaque.

3 Scope of Policy:

This policy covers requests for commemorative plaques on buildings and assets which fall within the parished area of Broadstairs and St. Peter's.

4. Plaque Requests and Decision-making Process:

All requests for a commemorative plaque should be made to the Town Clerk in the first instance. The Town Clerk will then circulate the request to all Councillors as an Agenda item at the next meeting of the Finance & General Purposes Committee (F&GP). The decision regarding the awarding of a plaque will be discussed and decided at this F&GP committee.

It should be noted that the cost of the plaque, its installation and unveiling must be paid for by applicant and any planning application needed for the placing of the plaque should be undertaken by the applicant following the approval of the request by the Town Council.

5. Eligibility

(based on the Historic England and Manchester University Guidance on eligibility criteria for the awarding blue plaques)

5.1 Plaques commemorating individuals:

- The individual should have a significant link to the Broadstairs and St. Peter's area and the building under which the application is being made should have been a significant residence during their life.
- At least 20 years should have passed since the individual's death. This will

ensure that their achievements can be assessed objectively with proper historical perspective and that the resultant plaque is fully justified and rational.

- An individual should be regarded as significant within their field and there should be reasonable grounds for believing that the subject(s) are regarded as eminent by a majority of members of their discipline or profession.
- An individual's achievements must have made a lasting and significant contribution and be sufficiently famous to be familiar and important to succeeding generations.
- An individual should be sufficiently well known that the well-informed passer-by immediately recognises their name(s), or, they deserve national recognition.
- As far as possible, the building or site on which the plaque will be installed must be directly related to the person that the plaque commemorates.

5.2 The following restrictions apply to events commemorated on a plaque

- At least 20 years should have passed since an event occurred.
- The event should be sufficiently well known, or of such national importance, that the well-informed passer-by immediately recognises the event and its significance.
- As far as possible, the building or site proposed for installation must be directly related to the event.

5.3 The following criteria apply to plaques for individuals and events:

- Plaques will only be approved for locations that are visible to passers-by and accessible to the general public.
- Plaques will only be situated on sites of former buildings in exceptional circumstances.
- Exceptional cases will be considered on their merits, subject to the submission of a thoroughly researched and justified case.

6. Design of Plaques:

The design of any plaque and the wording should be submitted with the plaque request so that it can be considered by the F&GP committee.

7. Review:

This policy will be reviewed by the Town Clerk at the end of each Civic Year. If any changes are needed these will be reported at a meeting of the Finance and General Purposes Committee.