



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES

MONDAY 29th JANUARY 2018

Present: Cllrs, J Bayford, B Bayford, Binks, Dexter, Hayton, Leys, Matterface, Parsons, D. Saunders (Chair), M Saunders, Savage, Shaw

Danielle Dunn Town Clerk

357 APOLOGIES FOR ABSENCE

Cllr Buckley, Cllr Taylor-Smith

358 DECLARATIONS OF INTEREST

Cllr Dexter and Cllr Matterface declared an interest in Minute 352 due to their CT10 Charity Trustee role.

Cllr Shaw declared an interest in Minute 350, as he is Chair of Crampton Tower. All declarations were ongoing pecuniary declarations.

359 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED to APPROVE and Chair to SIGN the minutes of the meeting held on Monday 13th November 2017, proposed Cllr Binks, second J. Bayford, agreed.

340 MINUTES OF SUB-COMMITTEES and WORKING PARTIES

RESOLVED to RECEIVE and APPROVE the minutes of Sub-Committees and Working Parties:

-Leisure and Tourism Sub-committee held on the 27th November 2017 (confirmed) and the 22nd January 2018 (unconfirmed)

-Assets and Budget Review sub-committee minutes held on the 15th January 2018 (unconfirmed)

-Community Buildings & Assets sub-committee held on the 1st December 2017 (confirmed), the 12th January 2018 (confirmed) and the 22nd January 2018 (unconfirmed)

341 CHAIRMAN'S REPORT

No report, due to length of agenda

342 CORRESPONDENCE and CONSULTATION RESPONSES

The Town Clerk provided two correspondence items:

-The Town Council were currently trialling a new door bell system for the Council Chamber, although there is no guidance on whether members of the public should be able to enter a meeting once it has started it will help to ensure the Town Council is as open and transparent as possible.

-The planning application for the CCTV cameras on the rear elevation of Pierremont Hall had now been validated.

343 FINANCIAL MATTERS AND ACCOUNTS FOR PAYMENT

RESOLVED To receive the periodic financial reports 271.

Questions were asked regarding what ALCC stood for- it was explained that this stood for Association of Local Council Clerks, and the payment formed part of the payment to the SLCC Society Local Council Clerks

It was also acknowledged that the £60 fee paid for evictions seemed a reasonable sum.

344 DEPUTY TOWN CLERK APPOINTMENT

RESOLVED To appoint Christine Chappell to the post of Deputy Town Clerk, effective from the 1st February 2018. Proposed Cllr M Saunders, seconded Cllr Shaw, agreed

345 REQUEST FOR UNPAID LEAVE

RESOLVED to agree to staff member 181027 taking one-months unpaid leave during the 2018/19 civic year. RESOLVED that the Town Clerk has delegated powers to find someone to cover the work in their absence.

346 CHANDOS SQUARE PHONEBOX

DISCUSSED the options of using the Chandos Square phone box as either a defibrillator location or drinking water fountain. It was identified that the water supply was nearer the Chandos Shelter. It was also DISCUSSED that Tesco as part of their community project would be happy to look after the new defibrillator as they already look after the defibrillator at the Harbour.

RESOLVED that the Chandos Square phone box be utilised as a Defibrillator following its adoption by the Town Council. Proposed, Cllr B. Bayford, seconded, Cllr Binks, agreed

347 STAFF EYE TEST POLICY (DISPLAY SCREEN USERS ONLY)

RESOLVED to Approve the Staff Eye Test Policy attached to these minutes. Proposed Cllr B. Bayford, agreed

348 GENERAL DATA PROTECTION REGULATIONS PHASE 1

DISCUSSED the Town Clerk explained that due to EU law, new General Data Protection Regulations (GDPR) would be coming in to force on the 25th May 2018, this would include new rules and guidelines on how personal data is stored both electronically and in paper format by the Town Council.

The Town Clerk was currently working on the first phase of this piece of work which included removing and shredding all unnecessary paper documents with personal and financial data on.

RESOLVED that as part of the Town Council's GDPR policy all financial data over 10 years old be shredded and all documents containing personal data over 5 years old should be shredded.

349 CIVIC GRANT REQUEST- GARDENING WORKS TO RAILWAY BANK

RESOLVED to approve the recommendation made by the Leisure and Tourism Sub-committee, Min 285 of 2017-2018 for a civic grant to the Broadstairs Town Team for £1200 to cover the cost of garden works to the embankment near the Broadstairs railway bridge.

RESOLVED that the grant is paid in two instalments of £600, the first instalment to be taken from the £600 'seed grant' that had been budgeted in the 2017/18 financial year, and the remaining to be paid from the 2018/19 budget, which would include a 'community gardening projects' budget heading. Proposed Cllr B. Bayford, seconded, Cllr matterface, agreed

350 GRANTS

RESOLVED that the Grant recommendations from the Leisure and Tourism sub-committee, Min. 287 of 2017-2018 be approved, list of grant awards attached to these minutes. Proposed, Cllr B. Bayford, agreed

351 BUDGET AND PRECEPT*

RESOLVED to approve minutes 341-342 of 2017-2018 (Asset and Budget Review Sub-committee) and increase the precept by £9.90 for a Band D Council payer for the fiscal year 2018-19, which is an increase of 19.98% on the 2017-18 precept and to INSTRUCT Thanet District Council to collect a precept of £562,301 (£59.49 per year for a household paying Council Tax Band D. Proposed Cllr B. Bayford, seconded Cllr Shaw, agreed, vote: 9 for, 2 against, 1 abstention

RESOLVED that any press release on the precept should be reactive only.

RESOLVED that the following press-release text be used in all communications: "Broadstairs and St Peters Town Council will be increasing their precept for next year by 19p per week for a Band D household. This will enable the council to provide extra services for residents and to continue some services which TDC will no longer provide. Plans include taking ownership of Pierremont Hall, Retort House and other assets that TDC will be disposing of, in addition to removing the old Community Hall building (formerly Age Concern) and putting plans in place for a replacement community building on its footprint. Concentration will be on maintaining the appearance of the seafront, continuing to provide valued free entertainment, enhancing floral displays and decorative lighting, as well as ensuring a litter-free environment."

352 CULMER'S AMENITY LAND LEASE

DISCUSSED that special thanks should be recorded in the minutes for Cllr D Saunders and the Town Council's Honorary Solicitor Jerome Dillon for the extensive work they have undertaken on getting the lease wording into a satisfactory state. It was set before the committee that the lease now included all the relevant detail required by the Town Council.

RESOLVED that Broadstairs & St. Peter's Town Council sign the lease of the Culmer's Amenity Land, lease to be signed by the Chairman of the Council and the Town Clerk. Proposed Cllr D. Saunders, seconded Cllr Shaw, agreed (Cllr Dexter abstained from the vote)

353 CIVIC GRANT REQUEST

DISCUSSED a grant request for the repair of the railings on the Goodson Memorial, St. Peter's Churchyard was discussed by the committee, please refer to previous minutes 178 and 270 for further details on the grant request. It was set out by the Town Clerk that Mr Taylor who had requested the grant had contacted five Kent-based blacksmiths to undertake the work, but only two were able to visit the site due to work commitments, of these only one blacksmith was able to provide a quote. Therefore, all discussions would have to be based on a single quote, it was explained that this was acceptable due to the specialist nature of the work.

RESOLVED to award a civic grant of £1670 + VAT to repair the metal railings only on the Goodson Memorial, St. Peter's Churchyard. Proposed Cllr Savage, second Cllr M.Saunders, vote: 8 For, 3 against, 1 abstention, carried

The following item/s was discussed following consideration of a resolution to exclude the press and public under Standing Order 37 & 66- there were no members of the public present.

354 UPDATE ON PROPERTY PURCHASES

Cllr Binks provided a verbal update on the purchases, this covered:
-a meeting with the Town Councils retained conveyancing solicitor
-an update on the S106 money.

355 PROPOSED FORWARD AGENDA ITEMS

-To discuss how the assets being purchased by the Town Council should be managed.

The date of the next meeting is Monday 26th March 2018.

Members of the public present: No
Meeting Closed: 8:14pm
Town Clerk