



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

MONDAY 12th NOVEMBER 2018

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

Town Clerk: Danielle Dunn

Two members of the public were present.

258 APOLOGIES FOR ABSENCE

None received (Cllr Buckley did not attend)

259 DECLARATIONS OF INTEREST

None

260 MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED to RECEIVE and APPROVE and Chair to sign the minutes of the meeting held 24th September 2018. Proposed Cllr D. Saunders, seconded Cllr Moore, agreed.

261 MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

RESOLVED to receive the minutes of the following committee:
Allotments and Land Sub-Committee held on the 29th October (unconfirmed).

262 CHAIRMAN'S REPORT

None

263 CORRESPONDENCE AND CONSULTATION RESPONSES

The Town Clerk provided the following news items to the committee:

Flood damage: The Town Council offices had flooded over the weekend of 10-11th November, the ingress had damaged the toilet area, carpets and the floor was uneven in this area and near the fire escape. The insurance company were attending the site at 9am on the 13th November and we then we would know more. Town Clerk to update as appropriate.

Toilet Survey: The public toilet had begun and was being undertaken by a company called Public Convenience Ltd. It would be undertaken in 3 stages with the final survey's/ assessments early next summer.

Remembrance events: Positive feedback had been received on the Remembrance events, a full debrief would be taken to the next Leisure and Tourism Committee.

AGREED that in the event of the death of the Monarch a book of condolence could be held at Pierremont Hall. In addition, should the flag pole be back in service then this should also be used in accordance with the official guidelines.

DISCUSSED a member of the public had requested that a letter, sent on behalf of the Town Council, should be sent to all language schools in the area to encourage the foreign language students from blocking the pavements.

RESOLVED that the member of public should send their own letter to the language schools to voice their concerns.

264 FINANCIAL MATTERS AND ACCOUNTS FOR PAYMENT

RESOLVED to approve the periodic financial report dated 24th September-9th November 2018.

RESOLVED to receive the budget comparison dated 1st April to 9th November 2018.

265 HEALTH AND SAFETY POLICY*

RESOLVED to recommend to Council the adoption of the attached health and safety policy.

266 COMPLAINTS PROCEDURE*

RESOLVED to recommend to Council the adoption of the attached Complaints Procedure.

267 ARCHIVE PROJECT

DISCUSSED the Town Clerk explained to the committee that she had attended early talks with the Broadstairs Society, Town Team and local historians regarding setting up an archive for the town. The local historians had vast private collections of Broadstairs related documents, photos and ephemera, and it was hoped that an official archive could be set up to ensure the collections are kept together and retained for future generations. Early discussions had established that a Trust should be set up to manage the archive with members of the Town Council, Broadstairs Society, Town Team and the historians as trustees. Heritage Lottery Funding could then be applied for to help fund an archivist and pay for refurbishment of the basement room.

RESOLVED that in principle the basement rooms directly below the Town Council offices (aka The Dicken's Rooms) could be used to store an archive for the town. Proposed Cllr Shaw, seconded Cllr Moore, agreed.

RESOLVED that £2000 could be awarded as a Civic grant to help with legal fees to set up the Broadstairs & St. Peter's Archive Trust and charity and that the group looks into appointing public sector/district council lawyers as this is likely to be cheaper than paying a private firm. Proposed Cllr Bayford, seconded Cllr Leys, agreed

DISCUSSED that any future archive should be made accessible online, once documents had been digitised. (Town Clerk to refer this suggestion back to the group)

The following agenda item was discussed following consideration to exclude the press and public under stand Order 3d & 11.

268 GROUNDS MAINTENANCE CONTRACT

Please refer to confidential minute 268.

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

269 PROPOSED FORWARD AGENDA ITEMS

Grounds maintenance of Town Council owned land.

Next meeting 28th January 2019, 7pm.

Town Clerk
Meeting closed at 7:45p.m.

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