



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

ANNUAL COUNCIL MEETING MINUTES

WEDNESDAY 27th MAY 2020

Present: Cllrs, Bailey, B Bayford, J Bayford, R Binks, R. K. Binks, Buckley, Dexter, Garner, P Moore (Chair), W Moore, Parsons, Rawf, D Saunders, M Saunders, Savage

Town Clerk: Danielle Dunn

Deputy Town Clerk: Christine Chappell

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None

3. TO ELECT A MAYOR FOR THE 2020-2021 CIVIC YEAR

RESOLVED to ELECT Cllr Paul Moore as the Town Mayor for the Civic Year 2020-2021.

Proposed Cllr R Binks, seconded Cllr Savage, agreed

RESOLVED that the declaration of acceptance of office to be signed with the Town Clerk when social distancing rules allowed.

RESOLVED to place on record an appreciation of the services rendered by Cllr Paul Moore as Town Mayor for the Civic Year 2019 – 2020 and to Cllr Wendy Moore as his Mayoress.

4. TO ELECT A DEPUTY MAYOR FOR THE 2020-2021 CIVIC YEAR

RESOLVED to ELECT Cllr Roy Dexter as Deputy Town Mayor for the Civic Year 2020-2021. Proposed Cllr Bailey, seconded Cllr Buckley, agreed

RESOLVED that the declaration of acceptance of office to be signed with the Town Clerk when social distancing rules allowed.

5. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the Extraordinary Council meeting held on the 20th March 2020. Proposed Cllr R Binks, seconded Cllr B Bayford, agreed.

6. MINUTES OF COMMITTEES

None to receive

7. MEMBERS OF COMMITTEES

RESOLVED To appoint a Finance & General Purposes Committee to comprise thirteen Members: the Mayor and Deputy Mayor to sit *ex officio*.
Membership of F&GP Committee as follows: all Town Councillors.

RESOLVED To appoint a Planning Committee to comprise six Members: the Mayor and Deputy Mayor to sit *ex officio*, with all other Councillors to be reserves

Membership of Planning Committee as follows: Ex officio: Cllrs. P. Moore and Dexter.

Cllrs. Bailey, J. Bayford, R. Binks, R. K. Binks, Buckley and W. Moore.

RESOLVED To appoint a Community Assets Committee to comprise of five Members and two reserves.

Membership of Community Assets Committee as follows: Cllrs. R. Binks, B. Bayford, Dexter, Garner and D. Saunders. Reserves, Cllr RK Binks and Cllr M Saunders.

RESOLVED To delegate to the next Finance and General Purposes the decision on membership for sub-committees, working parties and external groups.

Proposed Cllr Garner, seconded Cllr R Binks, agreed.

8. SUBSCRIPTIONS

RESOLVED to approve the Town Council's membership of and annual subscriptions payable to:

- The National Association of Local Councils and Kent Association of Local Councils
- The Society of Local Council Clerks
- Action with Communities in Rural Kent
- The Guild of Mace-Bearers
- The County Playing Fields Association.
- The Purple Guide Events Management
- The National Society of Allotment and Leisure Growers
- Venues4Hire

Proposed Cllr B. Bayford, seconded Cllr Dexter, agreed.

9. SIGNATORIES OF ACCOUNTS

RESOLVED To authorise payroll, cheque, BACS, Standing Order and Direct Debit signatories as follows:

- Mayor
- Deputy Mayor
- Chairman of the Finance and General Purposes Committee
- Vice Chairman of the Finance and General Purposes Committee (not reserve account)
- Chairman of the Planning Committee
- Vice Chairman of the Planning Committee (not reserve account)

Proposed Cllr R Binks, seconded Cllr Bailey, agreed.

10. MAYOR'S ALLOWANCE

RESOLVED To approve the Mayor's Allowance and the scheme for permitted spending, in accordance with the Town Council's 2020-2021.

RESOLVED to approve Min Ref 452 (from the 2019-2020 Civic year) regarding the under-spent Mayors Allowance.

Proposed Cllr D Saunders, seconded Cllr Buckley, agreed

11. END OF YEAR INTERNAL AUDIT REPORT

RESOLVED to defer this agenda item to the next meeting of the Council as the internal audit report for the 2019-2020 year was yet to be received from the internal auditor.

12. ANNUAL RETURN, THE REVIEW OF INTERNAL CONTROL ARRANGEMENTS AND THE ANNUAL GOVERNANCE STATEMENT

RESOLVED to receive and approve the AGAR documents in the following order:

- The Annual Governance Statement (Section 1)
- The Review of Internal Control arrangements, the statement of internal control for 2020 and the Annual Internal Audit Report.
- The Accounting Statements (Section 2).

To receive, and chair to sign the consolidated balance sheet for the financial year 2019-20.

-To agree that the AGAR can be submitted to PKF Littlejohns and a period of public rights held between the 15th June-30th July 2020.

RESOLVED that due to the meeting being held remotely, the AGAR documents can be signed by the Town Mayor after the meeting with the Town Clerk, all social distancing rules to be observed.

Proposed Cllr R Binks, seconded Cllr Dexter, agreed.

13. FIXED ASSET AND ASSET VALUATION POLICY

RESOLVED to adopt the Fixed Asset and Asset Valuation Policy attached to these minutes. Proposed B Bayford, seconded Cllr M Saunders, agreed.

14. APPOINTMENT OF INTERNAL AUDITOR FOR 2020-2021

RESOLVED to appoint Mr Lionel Robbins as the Town Council's Internal Auditor for 2020-2021 civic year. Proposed Cllr R Binks, seconded Cllr B Bayford, agreed.

15. ALBION STREET TOILETS

Ref Min 411 from the 2019-20 Civic Year.

RESOLVED that the decision on whether to continue with the purchase of the Albion Street toilets should be deferred until the next meeting of the Council when the results of the Albion Street car park will survey will likely to be obtained.

16. PROPOSED FORWARD AGENDA ITEMS

RESOLVED that the date of the next meeting will be monthly and as agreed by the previous F&GP meeting, the last Wednesday of the month at 6pm. The next meeting will be the 24th June 2020.

Town Clerk
Meeting closed at 20:08pm,

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