



# Broadstairs & St Peter's Town Council

4 October 2023

To: Cllrs: J Bright, K Bright, R Farooki, M Garner, J Hobson, C Kemp, C Leys, E Orhan, S Roberts, G Rusiecki.

You are summoned to a meeting of the **Finance & General Purposes Committee** to be held on **Monday 9 October 2023 at 7pm in the Council Chamber at Pierremont Hall.**

A handwritten signature in black ink that reads 'Kirsty Holroyd'.

Kirsty Holroyd  
Town Clerk

## AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**  
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16<sup>th</sup> July 2012.
- 3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
To approve the minutes of the meeting held on 11 September 2023. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. BUDGET AND ACCOUNTS 2023-24**
  - i) To review a summary of Council income and expenditure for Qu 2 2023-24 by cost centre **Attach 2**
  - ii) To approve virements as proposed by the RFO **Attach 3**
  - ii) To receive the Transparency Report for Qu 2 2023-24 **Attach 4**
- 6. OPEN GREEN SPACE AT THE SILVERS**  
To receive information about the land and consider bidding for it at auction. **Attach 5-8**
- 7. BUDGET 2024-25**  
To receive and consider the first draft of the budget from the RFO.
- 8. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**  
To receive information about the completion of audit from the RFO **Attach 9-13**

**9. CHRISTMAS MARKET EVENT**

To receive details of the event and agree a small budget to cover set up costs.

**10. DATE OF THE NEXT MEETING** - Monday 15 January 2023 at 7pm in the Council Chamber, Pierremont Hall



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**Monday 11 September 2023 at 7pm in The Council Chamber, Pierremont Hall**

Present: J Bright, K Bright, R Farooki, M Garner (Chairman), J Hobson, C Kemp, E Orhan & S Roberts

Town Clerk: Kirsty Holroyd

### **111. APOLOGIES FOR ABSENCE**

Apologies with reason from Cllr Leys were received and accepted.

### **112. DECLARATIONS OF INTEREST**

None received

### **113. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on Monday 10 July 2023.

**RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.**

### **114. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None

### **115. GRANTS**

i) Members received a summary of grant-funding over the last 10 years as requested at the last meeting.

**RESOLVED: Members agreed to note**

ii) Members discussed whether a sponsorship programme is more appropriate for some applicants and whether the current scheme needs updating. Councillors noted the difference between sponsorship (typically running costs of events) and grants (specific one-off projects, start-up projects or added value items).

**RESOLVED:**

**i) That the application form be slightly modified to allow for differentiation between sponsorship and grants.**

**ii) That the current timetable for applications remain in place to allow event providers to budget and plan for events next year.**

**iii) That a portion of the grants/sponsorship budget be retained so that groups can apply year round rather than via the current once a year process.**

**iv) That the amount of grant/sponsorship funding will be discussed during the usual budget setting process.**

**116. BUDGET 2024-25**

Members considered how best to draft the budget for the next civic year.

**RESOLVED: That a working group be formed of Cllrs K Bright, M Garner, and C Leys to meet before the next meeting and create a first draft for consideration.**

*The following item was discussed after a resolution to exclude the public under standing order 3d due to the confidential nature of the business.*

**117. VAT**

Members received a report from the clerk concerning payment of VAT by one of the Council's tenants.

**RESOLVED:**

**i) That the Town Council agrees to pay the VAT owing for previous years due to its own oversight.**

**ii) That the VAT due in the current year and all future years must be paid by the tenant as per HMRC's rules.**

**118. DATE OF NEXT MEETING:** Monday 9 October 2023 at 7pm in the Council Chamber, Pierremont Hall

**Meeting closed at 7.55 pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**

**Summary of Receipts and Payments**

All Cost Centres and Codes

**Admin & Office Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Stationery				1,000.00	392.17	607.83	607.83 (60%)
11	Printer/Photocopier				1,000.00	462.10	537.90	537.90 (53%)
12	Licences				5,000.00	6,532.12	-1,532.12	-1,532.12 (-30%)
13	IT		100.00	100.00	6,000.00	1,719.88	4,280.12	4,380.12 (73%)
14	Running Costs							(N/A)
15	Insurance & Audit				7,350.00	5,319.55	2,030.45	2,030.45 (27%)
16	Professional Fees				50,000.00	23,941.54	26,058.46	26,058.46 (52%)
17	Training & Subscriptions				5,000.00	3,146.28	1,853.72	1,853.72 (37%)
18	Equipment & Furniture				5,000.00	169.00	4,831.00	4,831.00 (96%)
20	Elections				5,000.00		5,000.00	5,000.00 (100%)
84	Office contingencies				1,000.00	291.67	708.33	708.33 (70%)
101	Phones and Internet				3,000.00	3,431.46	-431.46	-431.46 (-14%)
102	Office sundries				5,000.00	1,321.63	3,678.37	3,678.37 (73%)
103	Finance costs				1,000.00	583.09	416.91	416.91 (41%)
104	Container hire				1,000.00	612.04	387.96	387.96 (38%)
105	Council business rates				1,250.00	124.75	1,125.25	1,125.25 (90%)
907	BSPTC service charge							(N/A)
<b>SUB TOTAL</b>			<b>100.00</b>	<b>100.00</b>	<b>97,600.00</b>	<b>48,047.28</b>	<b>49,552.72</b>	<b>49,652.72 (50%)</b>

**Amenities**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Bandstand Kiosk	10,600.00		-10,600.00	6,000.00	570.59	5,429.41	-5,170.59 (-31%)
27	Notice Boards				1,000.00	1,967.49	-967.49	-967.49 (-96%)
28	Park Lighting							(N/A)
29	Defibrillators				1,000.00	954.68	45.32	45.32 (4%)
30	Street Furniture				2,000.00	764.00	1,236.00	1,236.00 (61%)
31	Viking Bay Lift				2,500.00		2,500.00	2,500.00 (100%)
32	Toilet Extended Opening				2,000.00	590.00	1,410.00	1,410.00 (70%)
34	St Peter's Roundabout				4,000.00		4,000.00	4,000.00 (100%)
35	Decorative Lighting				20,000.00	575.00	19,425.00	19,425.00 (97%)
36	Twinning Sign							(N/A)
37	Flagpole				1,000.00	342.33	657.67	657.67 (65%)
<b>SUB TOTAL</b>		<b>10,600.00</b>		<b>-10,600.00</b>	<b>39,500.00</b>	<b>5,764.09</b>	<b>33,735.91</b>	<b>23,135.91 (46%)</b>

**Civic Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Councillor Allowances				9,000.00		9,000.00	9,000.00 (100%)
24	Town Mayor				6,000.00	28.26	5,971.74	5,971.74 (99%)
25	Civic Events				1,000.00	307.50	692.50	692.50 (69%)
<b>SUB TOTAL</b>					<b>16,000.00</b>	<b>335.76</b>	<b>15,664.24</b>	<b>15,664.24 (97%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

**Community**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Neighbourhood Plan				2,000.00	300.00	1,700.00	1,700.00 (85%)
39	Community Payback				3,000.00	1,316.83	1,683.17	1,683.17 (56%)
53	Beach Security				25,000.00	15,840.00	9,160.00	9,160.00 (36%)
905	Dickens House Matchfunding				5,000.00	5,000.00		(0%)
919	Youth Activities				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>					<b>36,000.00</b>	<b>22,456.83</b>	<b>13,543.17</b>	<b>13,543.17 (37%)</b>

**Earmarked reserves**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
921	Retort car park repairs				4,500.00		4,500.00	4,500.00 (100%)
<b>SUB TOTAL</b>					<b>4,500.00</b>		<b>4,500.00</b>	<b>4,500.00 (100%)</b>

**Events**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Bandstand entertainment		10,600.00	10,600.00	16,000.00	15,478.80	521.20	11,121.20 (69%)
41	Summer Theatre				5,000.00	3,585.00	1,415.00	1,415.00 (28%)
42	Punch & Judy				3,000.00	2,330.00	670.00	670.00 (22%)
43	visitor information kiosk				2,000.00		2,000.00	2,000.00 (100%)
44	November Fireworks				7,000.00	390.00	6,610.00	6,610.00 (94%)
46	Broadstairs in Bloom		815.75	815.75	15,000.00	5,991.23	9,008.77	9,824.52 (65%)
916	coronation		320.00	320.00	10,000.00	8,083.37	1,916.63	2,236.63 (22%)
<b>SUB TOTAL</b>			<b>11,735.75</b>	<b>11,735.75</b>	<b>58,000.00</b>	<b>35,858.40</b>	<b>22,141.60</b>	<b>33,877.35 (58%)</b>

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Grants				60,000.00	68,000.00	-8,000.00	-8,000.00 (-13%)
<b>SUB TOTAL</b>					<b>60,000.00</b>	<b>68,000.00</b>	<b>-8,000.00</b>	<b>-8,000.00 (-13%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	739,284.00	739,280.00	-4.00				-4.00 (0%)
2	Grants		2,000.00	2,000.00		2,000.00	-2,000.00	(N/A)
3	Bank Interest	2,000.00	2,763.91	763.91				763.91 (38%)
5	B in B Sponsorship							(N/A)
7	VAT Refund							(N/A)
8	Sundry Income		126.25	126.25				126.25 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

917 Overpayment		-1,415.32	-1,415.32				-1,415.32 (N/A)
<b>SUB TOTAL</b>	<b>741,284.00</b>	<b>742,754.84</b>	<b>1,470.84</b>	<b>2,000.00</b>	<b>-2,000.00</b>		<b>-529.16 (-0%)</b>

Open Spaces

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47 Allotments	1,200.00	445.14	-754.86	2,350.00	399.52	1,950.48	1,195.62 (33%)
48 Culmers Amenity Land				10,000.00	4,077.05	5,922.95	5,922.95 (59%)
49 Mocketts Wood				5,500.00	1,473.12	4,026.88	4,026.88 (73%)
50 Tree Survey & Works				3,400.00	90.00	3,310.00	3,310.00 (97%)
51 Tree planting budget				10,000.00		10,000.00	10,000.00 (100%)
52 Environmental Initiatives				10,000.00	1,219.29	8,780.71	8,780.71 (87%)
86 town maintenance (van costs)				2,000.00	492.62	1,507.38	1,507.38 (75%)
87 Facilities Team sundry items				2,500.00	1,474.41	1,025.59	1,025.59 (41%)
<b>SUB TOTAL</b>	<b>1,200.00</b>	<b>445.14</b>	<b>-754.86</b>	<b>45,750.00</b>	<b>9,226.01</b>	<b>36,523.99</b>	<b>35,769.13 (76%)</b>

Pierremont Annual Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601 Algae and gutter clearance				900.00	1,280.00	-380.00	-380.00 (-42%)
602 Bathroom items				1,400.00	820.60	579.40	579.40 (41%)
603 Waste removal				2,750.00	1,522.05	1,227.95	1,227.95 (44%)
604 Hygiene services				1,500.00	1,481.96	18.04	18.04 (1%)
605 cleaning				10,400.00	5,273.66	5,126.34	5,126.34 (49%)
606 Drain Clearance				600.00	1,100.00	-500.00	-500.00 (-83%)
607 electricity		-397.33	-397.33	13,500.00	5,804.78	7,695.22	7,297.89 (54%)
608 EICR							(N/A)
609 Fire alarms and emergency light				1,200.00	1,309.64	-109.64	-109.64 (-9%)
610 Fire doors and extinguisher chec				1,400.00		1,400.00	1,400.00 (100%)
611 Fire drills and assessments				1,350.00	1,780.00	-430.00	-430.00 (-31%)
612 Glass Door maintenance				1,200.00	110.00	1,090.00	1,090.00 (90%)
613 Grounds Maintenance				9,745.00	4,970.90	4,774.10	4,774.10 (48%)
614 intruder alarm				500.00		500.00	500.00 (100%)
615 Legionnaires testing				1,500.00	2,096.75	-596.75	-596.75 (-39%)
616 PAT testing				160.00	160.00		(0%)
617 Roof inspections				1,900.00	500.00	1,400.00	1,400.00 (73%)
618 Site security				10,000.00	3,960.00	6,040.00	6,040.00 (60%)
619 Water rates				1,000.00	295.85	704.15	704.15 (70%)
620 Window cleaning				2,160.00	580.00	1,580.00	1,580.00 (73%)
<b>SUB TOTAL</b>		<b>-397.33</b>	<b>-397.33</b>	<b>63,165.00</b>	<b>33,046.19</b>	<b>30,118.81</b>	<b>29,721.48 (47%)</b>

Pierremont Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Events - Marketing				2,500.00	1,352.33	1,147.67	1,147.67 (45%)
200 Events - Catering		353.34	353.34		43.98	-43.98	309.36 (N/A)
201 Events -Bar		2,576.42	2,576.42		1,485.61	-1,485.61	1,090.81 (N/A)

# BROADSTAIRS & ST PETER'S TOWN COUNCIL

3 October 2023 (2023-2024)

## Summary of Receipts and Payments

All Cost Centres and Codes

204	Events - Equipment	735.15	735.15		719.10	-719.10	16.05 (N/A)	
205	Events - Council						(N/A)	
206	Events - Commercial						(N/A)	
903	Events Room Hire	40,000.00	14,910.41	-25,089.59			-25,089.59 (-62%)	
904	Events Room Hire - Deposit		414.99	414.99			414.99 (N/A)	
912	Christmas party						(N/A)	
918	Passive room hire						(N/A)	
<b>SUB TOTAL</b>		<b>40,000.00</b>	<b>18,990.31</b>	<b>-21,009.69</b>	<b>2,500.00</b>	<b>3,601.02</b>	<b>-1,101.02</b>	<b>-22,110.71 (-52%)</b>

### Pierremont Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Planned building works				28,000.00	9,098.54	18,901.46	18,901.46 (67%)
55	Tenants' rent	44,000.00	22,378.58	-21,621.42				-21,621.42 (-49%)
56	Tenants' parking	6,500.00	8,500.00	2,000.00				2,000.00 (30%)
57	Annual maintenance schedule				10,080.00	70.00	10,010.00	10,010.00 (99%)
58	Security							(N/A)
59	Contribution to 7 year paint							(N/A)
60	Water							(N/A)
61	Rates				6,500.00	2,315.06	4,184.94	4,184.94 (64%)
62	Unplanned building works		1,775.09	1,775.09	5,000.00	1,765.97	3,234.03	5,009.12 (100%)
64	Licence				500.00	350.00	150.00	150.00 (30%)
65	Cleaning							(N/A)
85	Landscaping and planting				1,455.00	2,280.00	-825.00	-825.00 (-56%)
88	Furniture/equipment				1,500.00	173.62	1,326.38	1,326.38 (88%)
89	Communal charge					188.28	-188.28	-188.28 (N/A)
203	Electricity		3,787.43	3,787.43		4,113.19	-4,113.19	-325.76 (N/A)
906	Waste services							(N/A)
908	Pierremont service charges	28,317.29	11,665.74	-16,651.55				-16,651.55 (-58%)
911	EVCP		181.88	181.88				181.88 (N/A)
<b>SUB TOTAL</b>		<b>78,817.29</b>	<b>48,288.72</b>	<b>-30,528.57</b>	<b>53,035.00</b>	<b>20,354.66</b>	<b>32,680.34</b>	<b>2,151.77 (1%)</b>

### PWLB Loan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Loan Repayments				35,824.00	17,911.97	17,912.03	17,912.03 (50%)
<b>SUB TOTAL</b>					<b>35,824.00</b>	<b>17,911.97</b>	<b>17,912.03</b>	<b>17,912.03 (50%)</b>

### Retort House

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Retort House Bookings	20,000.00	2,894.25	-17,105.75				-17,105.75 (-85%)
67	Retort House Tenants	15,000.00	11,250.00	-3,750.00				-3,750.00 (-25%)
68	Utilities				5,750.00	1,906.97	3,843.03	3,843.03 (66%)
69	Rates				2,750.00		2,750.00	2,750.00 (100%)
70	Annual maintenance schedule				4,500.00	1,090.25	3,409.75	3,409.75 (75%)
71	contribution to 7 year paint							(N/A)



Summary of Receipts and Payments

All Cost Centres and Codes

72 Licences				1,000.00		1,000.00	1,000.00 (100%)
73 Cleaning				4,500.00	766.40	3,733.60	3,733.60 (82%)
81 Unplanned building works				5,000.00	574.33	4,425.67	4,425.67 (88%)
83 Equipment				2,000.00		2,000.00	2,000.00 (100%)
909 Tenant service charge	3,338.50	1,000.00	-2,338.50				-2,338.50 (-70%)
910 communal charge							(N/A)
915 Security					600.00	-600.00	-600.00 (N/A)
<b>SUB TOTAL</b>	<b>38,338.50</b>	<b>15,144.25</b>	<b>-23,194.25</b>	<b>25,500.00</b>	<b>4,937.95</b>	<b>20,562.05</b>	<b>-2,632.20 (-4%)</b>

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Salaries				200,000.00	97,138.22	102,861.78	102,861.78 (51%)
22 Pension				10,000.00	5,744.80	4,255.20	4,255.20 (42%)
23 NI & Tax				50,000.00	31,031.14	18,968.86	18,968.86 (37%)
76 Travel and Subsistence				200.00	2.00	198.00	198.00 (99%)
78 Payroll company				1,000.00	548.01	451.99	451.99 (45%)
79 Eye tests and glasses				500.00		500.00	500.00 (100%)
<b>SUB TOTAL</b>				<b>261,700.00</b>	<b>134,464.17</b>	<b>127,235.83</b>	<b>127,235.83 (48%)</b>

YE Adjustments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900 Debtors							(N/A)
901 Creditors							(N/A)
902 Void transactions							(N/A)
913 Receipts in advance 23-24							(N/A)
914 Receipts in advance 24-25							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

Summary

<b>NET TOTAL</b>	<b>910,239.79</b>	<b>837,061.68</b>	<b>-73,178.11</b>	<b>799,074.00</b>	<b>406,004.33</b>	<b>393,069.67</b>	<b>319,891.56 (18%)</b>
<b>V.A.T.</b>		<b>54,609.60</b>			<b>26,686.83</b>		
<b>GROSS TOTAL</b>		<b>891,671.28</b>			<b>432,691.16</b>		

## Responsible Finance Officer's report to F&GP Committee October 2023

In line with financial regulation 4.2 all changes to budget headings must be approved by Council.

The RFO proposes the following amendments:

Cost codes established at the beginning of the year to pay service charges to Henderson Setterfield are no longer needed. The Council will pay the costs of running the building itself and collect each tenant's share.

Therefore

- ~~code 907~~: £7700 for Charles Cockerell and Dan Mason suite
- ~~code 908~~: £30,800 for Council Chamber, Mayors Parlour, Meeting Suite, Music Room

can both be zeroed and the sum of £38,500 added to Cost Centre "Pierremont Annual Maintenance".

In addition

- ~~code 57~~ £25,000 for Annual Maintenance is no longer needed under this heading. £10,080 to be kept for all expenditure which cannot be apportioned to the tenants. The remaining £14,920 to be added into "Pierremont Annual Maintenance".
- ~~code 85~~ £9450 allocated to Landscaping and Grounds Maintenance to be moved to Pierremont Annual Maintenance. The remaining £1455 to remain for planting costs which are not to be apportioned to tenants.

**Pierremont Annual Maintenance** is the cost centre which identifies and calculates the service charges payable by each tenant (including the Council for its own use of rooms).

For 2023-24 this was calculated to be £63,000. The monies taken from the no longer needed cost codes total this amount.

- 
- A similar situation has arisen under the cost centre for Retort House. The RFO proposes that the ~~cost code 909~~ Service charge £5750 be moved to cost code 68 Utilities

**Decision needed: Do Councillors approve the movement of allocated funds from one budget heading to another in the interests of transparency and ease of accounting.**



## Broadstairs & St Peter's Town Council Quarterly Transparency Report

Time period covered by the report: 1<sup>st</sup> July 2023 to 30th September 2023

**List of expenditure exceeding £500 (NET) – Excluding salaries.**

Grants and Councillor Allowances reported separately.

Description	Supplier	Total
grant re dickens house	Thanet District Council	6,000.00
Beach patrols	Marc One Security	2,556.00
Beach patrols	Marc One Security	756.00
Legal fees	Boys & Maughan	828.60
Management fees	Henderson Setterfield	684.64
Management fees	Henderson Setterfield	684.64
Tax consultant fee	PS Tax	2,160.00
Planters and baskets	YOUNG'S NURSERIES	5,499.88
Electricity	EDF	817.41
Beach patrols	Marc One Security	1,926.00
landscape gardeners	Boxgreen Landscapes Ltd	974.50
Electricity	SSE Scottish Hydro	809.02
Beach patrols	Marc One Security	1,494.00
Move CCTV equipment	Westgate Security & Electrical Ltd	630.00
Management fee	Henderson Setterfield	684.64
Management fee	Henderson Setterfield	684.64
Repair to beacon	Broadstairs Metal Craft	1,150.00
Cleaning	Total Cleaning Services	959.57
loan repayment	Public Works Loan Board	17,911.97
Electricity	EDF	3,325.00
Reinstatement of beacon	PG Platforms	1,554.00
Repair of sash windows	Ability Decorators	3,264.00
Bench for St Peters Court	Earth Anchors Ltd	609.60
Landscape gardeners	Boxgreen Landscapes Ltd	1,122.10
Cleaning	Total Cleaning Services	959.57
Beach patrols	Marc One Security	1,764.00
Summer theatre	Lisa Payne	3,550.00
Beach patrols	Marc One Security	2,016.00
Westwood Cross noticeboard	ES Solutions Ltd	1,947.60
Legal fees	Boys & Maughan	1,882.80
Beach patrols	Marc One Security	2,574.00

Fire doors Viking suite	Cinque Ports Construction Ltd	2,520.00
Site security June	Probe Security	924.00
Site security July	Probe Security	924.00
Site Security August	Probe Security	900.00
Grounds Maintenance	Boxgreen Landscapes Ltd	974.50
Tax consultant fee	PS Tax	2,497.50
Hygiene products annual fee	VR Sani-co	967.20
Beach patrols	Marc One Security	1,908.00
Rent of Culmer's Land	CT10 Parochial Charities	1,741.90
Works to repair intercom	Westgate Security & Electrical Ltd	920.03
Fire risk assessment review	EK Fire Protection	2,136.00
Beach patrols	Marc One Security	1,980.00
Service charge certification	Henderson Setterfield	2,700.00

**List of formal Tenders undertaken in accordance with the Town Council Financial Regulations**

Item/Service	Dates of formal tender on Contract Finder	Date public notice/advert was posted on website/social media and noticeboards

**Items and services purchased that required three quotes in accordance with the Financial Regulations:**

	Were three quotes obtained Y/N	If no, provide explanation
ES Solutions Ltd	N	Repair to proprietary product
Cinque Ports Construction	Y	

Signed:  \_\_\_\_\_ Responsible Financial Officer

## **Land at Wimpey estate: Report for F&GP committee October 2023**

A small portion of the land sold at auction in 2022 has come up for sale again. It is situated on the piece of designated green space at The Silvers. Purchasing this small piece of land could make sale of the rest of the land unattractive to other potential buyers, thereby safeguarding the land. However it is already protected under our own Neighbourhood Plan and therefore TDCs Local Plan.

### **Neighbourhood Plan**

Inclusion of this piece of land and many others like it (see attached map) in our Neighbourhood plan has resulted in land being protected and building being prohibited. Possibly the purchaser did not appreciate this fact when they bought it and has now chosen to off load it piece by piece.

### **Guide Price**

The guide price for the land is £5000. The current owners and Taylor Wimpey have been approached with a request to discuss disposal options, but this has not resulted in positive action. The piece of land sold in 2022 for £52,000 and was then split and sold for £71,000 and another for £44,000. This current parcel accounts for approximately one quarter of the whole piece. A further three pieces of green space (covered by the local plan) exist in this neighbourhood.

### **Why is the Town Council considering purchasing the land?**

Local people have complained to councillors that the land is looking unkempt. Owning the land would mean that keeping it looking good falls to the Town Council. This decision could reflect well on the Town Council, but only if the upkeep was maintained.

### **Risks**

Ongoing requests for other pockets of land to be bought by the Town Council as this would set a precedent throughout Broadstairs & St Peter's.

How would we define the area as owned by Town Council? It would not be possible to maintain only the piece belonging to the Town Council: we would have to maintain the whole area, thereby providing the owners with free upkeep of their land.

Considerable officer time would be needed to deal with additional land management: – public enquiries ,queries, problems to attend to. Land management contracts, tree works etc. Site risk assessments and regular safety inspections.

**To consider: -**

1. Is it a good use of Tax-payer's money? The land is already protected under the Town Council's own plan.
2. Ongoing maintenance costs estimated at £2000 per annum: -
  - a) Trees, annual inspection, maintenance works and urgent works. The Town Council requested urgent Tree Preservation Orders be imposed on all trees at the site when the land first went up for sale. This means all works will now require planning permission. Annual inspection £400 plus unknown costs for all resulting works
  - b) Grass cutting, strimming, weed killer as necessary – indicative costs from Box Green £1400 per annum
  - c) Clearing of litter, dog fouling, fly-tipping - costs unknown and on-going
  - d) Potential for travellers' site, rough sleeping with resultant legal costs and complaints from local residents.
3. If the Council buys this piece of land the precedent will be set. The current owner could release all adjacent parcels of land onto the market. Would the Council consider buying up each?

**Officers' recommendation:**

- **That the land is not purchased due to the fact that the risks far outweigh the benefits. There would be considerable ongoing financial and legal liabilities for the Town Council and the precedent would be set for residents to demand the same to happen to small pockets of land across Broadstairs. The Neighbourhood Plan is the tool employed by the Town Council for protection of our green spaces.**
- **That the owners are contacted with the offer of cutting the grass periodically.**

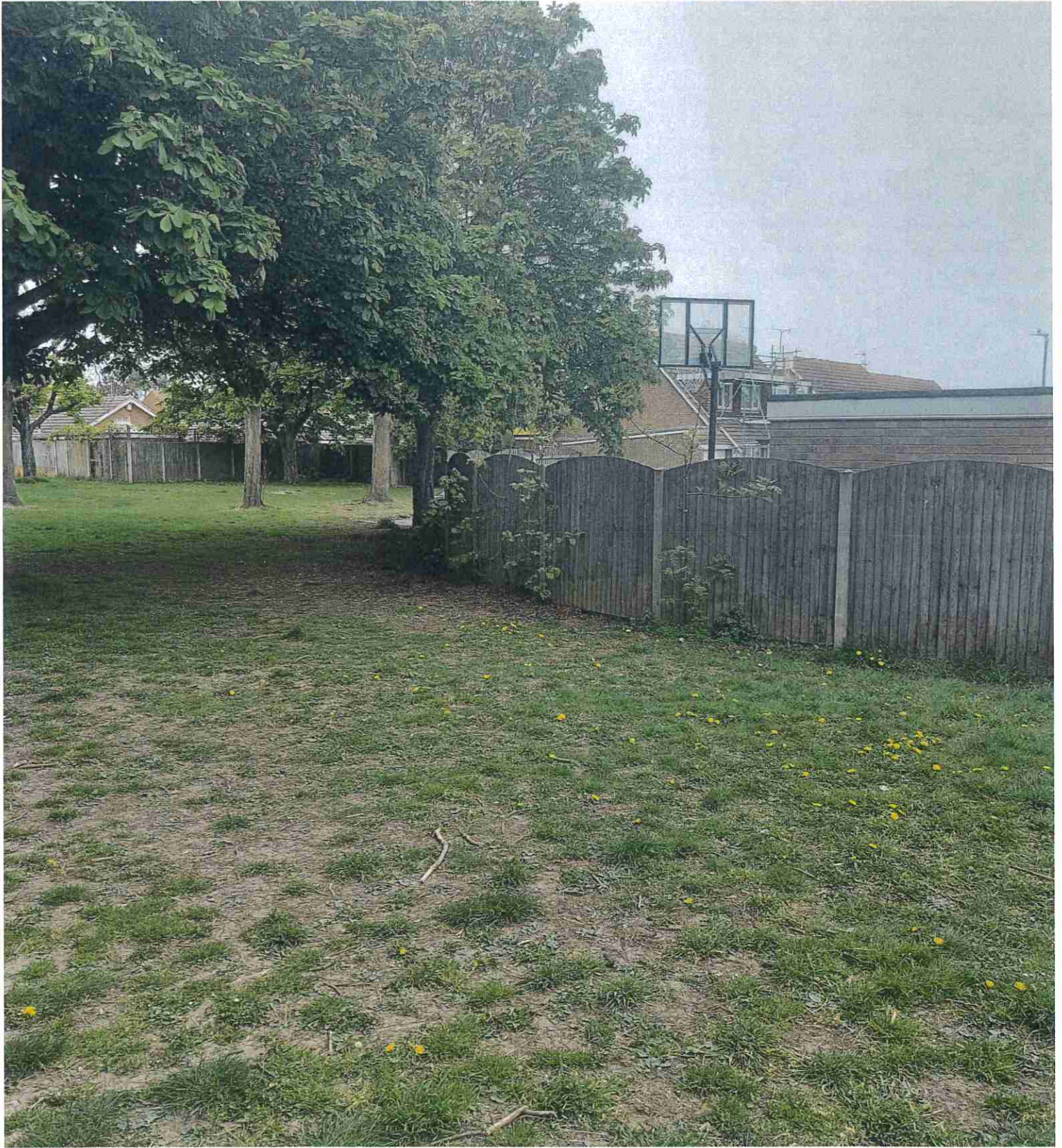
**Decision required:**

- **Do councillors wish to bid for the land in the auction on 18 October?**
- **If so what is the upper limit to which the delegated person may bid?**
- **From which budget would the sum be taken?**





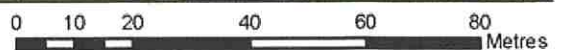






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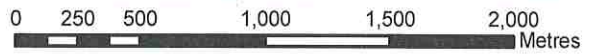
The Maples



Attach 7



Crown Copyright PSMA Licence No. 1000508819




Attach 8.

10:15 rightmove.co.uk

CT9 Filters (4)

Call Contact Save




**£15,000**  
Guide Price ⓘ

Land off The Silvers,  
Broadstairs, Kent, CT10

Land for sale

allsop

Call Contact Save



<b>Between 1 April and 30 June</b>		<b>Before 1 July</b>	<b>Before 1 October</b>
<b>AGAR Form 3</b>  For authorities unable to declare themselves exempt or requesting a limited assurance review	<b>STEP 1</b>	The Accounting Statements (Section 2) are prepared and signed by the RFO	<p>The authority publishes:</p> <p>a) notice of the conclusion of the audit;</p> <p>b) the Annual Governance Statement (including any amendments as a result of the limited assurance review);</p> <p>c) the Accounting Statements (including any amendments as a result of the limited assurance review); and</p> <p>d) the External Auditor Report and Certificate</p>
	<b>STEP 2</b>	A meeting of the authority is held at which:	
	<b>STEP 2.1</b>	The Annual Internal Audit Report is received and noted	
	<b>STEP 2.2</b>	The Annual Governance Statement (Section 1) is approved	
	<b>STEP 2.3</b>	The Accounting Statements (Section 2) are approved	
<b>STEP 3</b>	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements	<p>The authority publishes:</p> <p>a) the Annual Internal Audit Report (recommended but not mandatory);</p> <p>b) the Annual Governance Statement;</p> <p>c) the Accounting Statements;</p> <p>d) a declaration that the accounts are as yet unaudited;</p> <p>e) details of the arrangements for the exercise of public rights; and</p> <p>f) the name and address of the External Auditor</p>	
<b>STEP 4</b>	The RFO sets the commencement date for the exercise of public rights		
<b>STEP 5</b>	<p>The authority sends to the External Auditor:</p> <p>a) the Annual Internal Audit Report;</p> <p>b) the Annual Governance Statement;</p> <p>c) the Accounting Statements;</p> <p>d) an analysis of any significant year on year variances;</p> <p>e) a bank reconciliation as at 31 March;</p> <p>f) details of the arrangements for the exercise of public rights; and</p> <p>g) any other information that the auditor has specifically requested.</p>		



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NE1 1DF

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Ms K Holroyd  
Broadstairs And St Peters Town Council  
Charles Cockerell Suite  
Pierremont Hall  
Pierremont Avenue  
Broadstairs  
Kent CT10 1JX

Direct line: +44 (0)191 383 6348

Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Date: 4 October 2023

Dear Ms Holroyd

### Completion of the audit for the year ended 31 March 2023

We have completed our audit for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2022*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

#### Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861. VAT number: GB 839 8356 73

***Minor scope for improvement in 2023/24***

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer that the Council are not sole trustees for any trust funds could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

***Accessibility Regulations***

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

***Audit fee***

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Gavin Barker**  
Engagement Lead  
For and on behalf of Mazars LLP



# **Broadstairs And St Peter's Town Council**

## **Notice of conclusion of audit**

### **Annual Return for the year ended 31 March 2023**

Sections 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015

1. The audit of accounts for **Broadstairs and St Peter's Town Council** for the year ended 31 March 2023 has been conclude

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Broadstairs and St Peters Town Council on application to:

**Kirsty Holroyd, Town Clerk, Broadstairs and St Peter's Town Council**

**Pierremont Hall, Pierremont Avenue, Broadstairs, CT10 1JX**

between the hours of **9 am and 2.30 pm Monday to Friday** (excluding Public Holidays) Please phone to make an appointment on 01843 868718

3. Copies will be provided to any person on payment of **£1** for each copy of the Annual Governance & Accountability Return.

Announcement made by  **Kirsty Holroyd**

Date of announcement:  **5 October 2023**

n.b. Completion Notice received from External Auditor on 4 October 2023



**Section 2 – Accounting Statements 2022/23 for**

Broadstairs and St Peter's Town Council

*Restated*

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	721,907	916,556	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	655,580	693,724	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	113,809	163,684	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	201,951	240,470	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	35,824	35,824	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	336,965	458,530	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	916,556	1,039,140	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	882,864	1,006,827	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	617,970	631,145	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	354,036	336,254	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Kirsty Howard*

Date

*02/06/2023*

I confirm that these Accounting Statements were approved by this authority on this date:

*26/06/2023*

as recorded in minute reference:

*214 (iv)*

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*

### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**Broadstairs and St Peter's Town Council**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**4 October 2023**