



# Broadstairs & St Peter's Town Council

20 March 2024

To: Members of Broadstairs & St. Peter's Town Council.

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 25 March 2024 at 7pm.**

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

*Kirsty Holroyd*  
Town Clerk

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive any requests for approval of absence

### 2. DECLARATIONS OF INTEREST

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.

### 3. MINUTES

To approve the minutes of the Council meeting held on Monday 26 February 2024. **Attach 1**

### 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

### 5. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

### 6. PLANNING COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 4 March 2024 and consider any recommendations therein. **Attach 2**

ii) To receive and consider notes on the proposed Neighbourhood Development Plan Debrief. **Attach 3**

### 7. ALLOTMENTS AND LAND COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 11 March 2024 and consider any recommendations therein. **Attach 4**

ii) To receive the notes of the Victoria Gardens steering group meeting held on Tuesday 19 March 2024 **Attach 5**

- 8. EVENTS, LEISURE AND TOURISM COMMITTEE**  
 i) To receive the draft minutes of the meeting held on Monday 18 March 2024 and consider any recommendations therein. **Attach 6**
- 9. COMMUNICATIONS**  
 i) To receive such communications as the Town Mayor may desire to lay before the Council.  
 ii) To receive such communications as the Town Clerk may desire to lay before the Council.
- 10. FINANCE**  
 i) To receive and approve a report concerning payments for the period 26 February 2024 to 20 March 2024 . **Attach 7**  
 ii) To receive and approve a report concerning receipts for the period 26 February 2024 to 20 March 2024. **Attach 8**  
 iii) To verbally receive information about works or services authorised between meetings under Financial Regulation 4.1  
 iv) To receive a summary of staff salaries paid for the period 21 February 2024 to 20 March 2024  
 v) To receive and approve a report concerning payments for the period 20 March 2024 to 25 March 2024 (to be presented at the meeting in order to be current)
- 11. DRAFT CALENDAR OF MEETINGS 2024-25**  
 To receive the document and consider whether it is ready for publication. **Attach 9**
- 12. INSURANCE RENEWAL**  
 To receive quotes for the renewal of the Town Council's policy **ENC 1**
- 13. VAT**  
 To receive and note the final analysis of the Council's position from PS Tax **ENC 2**
- 14. VICTORIA GARDENS**  
 To receive the updated draft licence and consider any issues arising. **ENC 3**
- 15. INTEGRATION OF FIRE PANELS AT RETORT HOUSE**  
 To receive three quotes to carry out the work **ENCs 4,5,6**
- 16. SURVEYOR'S REPORT: RETORT HOUSE**  
 To receive and approve a quote to carry out a dilapidations and lease extension survey of works carried out at Retort House. **Attach 10**
- 17. HOUSEKEEPING/ STANDING ORDERS**  
 i) Councillors' submission of motions at meetings. **Attach 11**  
 ii) Public participation at council meetings  
 To consider granting the right to speak to members of the public at committee meetings. **Attach 11**

**18. ANNUAL TOWN ASSEMBLY**

To consider the final running order for the event.

**19. POLICIES**

- i) To receive and consider an updates grievance policy
- ii) To receive and consider an updated disciplinary policy

**Attach 12**

**Attach 13**

**The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.**

**20. STAFF MATTERS**

To receive the draft minutes of the Staff Management Committee meeting held on Thursday 21 March 2024 and consider any recommendations therein.

**ENC 7**

**21. LEGAL MATTERS**

To receive any relevant information from the Town Clerk

**Members of the public may re-enter the meeting.**

**22. DATE OF NEXT MEETING**

The next Council meeting will be held on Monday 22 April 2024 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 26 February 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, C Kemp, C Leys, P Moore, A Munns, J Nichols, E Orhan, K Pressland, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr K Bright welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

**348. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllr Orhan.

**349. DECLARATIONS OF INTEREST**

None received

**350. MINUTES**

**RESOLVED:** That the minutes of the Council meeting held on 29 January 2024 can be approved and duly signed as a true record by the chairman.

**351. MATTERS ARISING**

None

**352. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S.**

The Mayor took this opportunity to introduce Ted Temple who was in attendance. Ted is a local resident who recently undertook a sponsored marathon and raised £1135 for the Zone Youth Club and Youth Pavilion Cafe. The Mayor presented Ted with a certificate in recognition of his achievement and his contribution to the local community.

**353. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Monday 5 February 2024.

**RESOLVED:** Members agreed to note

**354. FINANCE AND GENERAL PURPOSES COMMITTEE**

Members received the draft minutes of the meeting held on Monday 12 February 2024.

**RESOLVED: Members agreed to note.**

**355. COMMUNITY ASSETS COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 19 February 2024.

There was some discussion on the content, but The Town Clerk reminded members the minutes were for noting only and would be discussed and approved at the next committee meeting on 20 May 2024.

ii) Members received a request from the Town Clerk to vire £1500 from the Environment Initiatives budget heading in order to purchase plants for Victoria Gardens. The budget for Victoria Gardens will not be established until 1 April 2024 but planting can start prior to this.

**RESOLVED: That £1500 be vired from the Environment Initiatives budget for planting at Victoria Gardens.**

**356. COMMUNICATIONS**

i) The Town Mayor gave a report on his activities on behalf of the Council over the last month. (see attached).

He also wished to congratulate Cllr Orhan on the birth of a baby girl on Friday. All joined him in wishing mother and baby well.

ii) The Town Clerk informed Members that an invitation to undertake dementia awareness training at Chartwell House on Monday 5 March had been extended to all councillors and staff. This training is on the action plan under the "kinder" agenda and all are encouraged to take part.

iii) She also informed members that she had been successful in obtaining KCC grant funding on behalf of The Gap Project. £1550 had been awarded to the project to help families over the winter. The Town Clerk requested retrospective permission for applying to the fund.

**RESOLVED: That members retrospectively approve the submission of a grant application on behalf of The Gap Project to KCC.**

**357. FINANCE**

i) Members received and approved a report concerning payments for the period 29 January 2024 to 21 February 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 24 January 2024 to 21 February 2024.

**RESOLVED: That the report be noted.**

iii) Members received information about works or services authorised between meetings under financial regulation 4.1 as follows: -

- Top Branch Tree works totalling £3350: Approval in conjunction with Cllr Hobson as chair of Allotments and Land.
- Zonkey additional features on new website totalling £630.
- Ramsgate Glass £260 for repairs to glass in Council Chamber

- St John's Ambulance £274 for attendance at Community Festival in April.
- New direct debit set up with SSE to secure better rate on new electricity contract at Retort House.

**RESOLVED: That the payments be approved.**

iv) Members received a summary of staff salaries totalling £23,226 for the month of February.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 21 February 2024 when the agenda was sent out until 26 February 2024 (see attached).

**RESOLVED: That the payments be approved.**

### **358. DEFIBRILLATOR**

Cllr Farooki gave a short presentation on behalf of a local businessman in her ward. The member of the public was also present and continued the presentation explaining the lack of a community defibrillator at the top end of the high street and his fundraising attempts to install one. The ideal location would be the underused BT Phone Box near the library. Only Town and Parish Councils can adopt unused phone boxes.

**RESOLVED: That members support the installation of a defibrillator in this part of town and will apply for the licence form BT. Potential funding assistance can be discussed once the location is secured.**

### **359. RISK ASSESSMENTS**

Members received the recently completed risk assessments for the Council's own premises.

**RESOLVED: that the documents are fit for purpose and can be adopted by Council**

### **360. INSURANCE RENEWAL**

i) Members received the current policy.

**RESOLVED: that no changes are necessary.**

ii) Members were due to receive quotes for the renewal of the Town Council's policy. However none had yet been received. The current policy expires on 31 March.

**RESOLVED: That if a new quote needs to be approved prior to the Council meeting on 25 March, members of the F&GP committee may give their approval via email.**

### **361. TOWN FORUM**

Members discussed ideas which had been raised during the recent Town Forum.

- Nighttime security patrols on the beach are possible and can be explored nearer the time.
- The Deputy Town Clerk is currently researching the installation of a hearing loop in the council Chamber.
- The action plan has been updated.

- The installation of "No idling" signage opposite Lilliput's will be explored.

Members also discussed inviting representatives from the language schools and the care sector to the next forum.

### **362. ANNUAL TOWN ASSEMBLY**

Members received guidance on the format of the Town Assembly and considered items for discussion.

**RESOLVED: That the Assembly will be publicised early members of the public will be invited to suggest topics for discussion. They can also submit questions in advance, or on the evening itself. Committee reports will be brief and the overall focus will be on the role of local councils and councillors**

### **363. STAFF MATTERS**

i) Members received the minutes of the meeting held on Thursday 1 February 2024 and consider any recommendations therein.

**RESOLVED: That the Town Clerk be approved for an incremental pay rise in respect of satisfactory performance over the past year.**

ii) Members received a new Vexatious Complaints Policy and consider whether it is fit for adoption by Council.

**RESOLVED: That the policy is fit for purpose and can be adopted by Council. However amendments can be made in due course in light of the increasing amount of poor behaviour displayed towards councillors.**

iii) Members received a new anti-harassment and Bullying Policy and consider whether it is fit for adoption by Council.

**RESOLVED: That the policy is fit for purpose and can be adopted by Council. However amendments can be made in due course in light of the increasing amount of poor behaviour displayed towards councillors.**

iv) Members received notification from NALC and SLCC on the new model contract of employment and a recommendation for Local Council staff to be included in the Local Government Pension Scheme as standard.

**RESOLVED: Members noted that the Town Council's current staff contract already reflected good practice but the new model would be applied to new members of staff. They also noted the recommendation for Staff to be offered the LGPS in line with District and County Council officers. This will be considered when discussing the 2025-26 budget.**

### **364. LEGAL MATTERS**

None

### **365. DATE OF NEXT MEETING**

Monday 25 March 2024 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 8.18pm

Signed \_\_\_\_\_

Date \_\_\_\_\_





# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

MONDAY 4<sup>TH</sup> MARCH 2024

Present: Cllrs J Bayford, J Bright (Chair), P Moore, K Pressland, S Roberts.  
Deputy Town Clerk – Julie Belsey  
Volunteer Tree Warden – Karen McKenzie

Minutes marked \* require a resolution from the Town Council

### 250 OPENNESS AND TRANSPARENCY

Cllr Bright reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014

### 251 APOLOGIES FOR ABSENCE

Apologies with reason were received and approved from Councillor R Farooki, Councillor M Garner and Councillor E Orhan.

### 252 DECLARATIONS OF INTEREST

None

### 253 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 5<sup>th</sup> February 2024. Proposed Cllr J Bayford, seconded Cllr S Roberts. Agreed.

### 254 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

### 255 CORRESPONDENCE

None

### 256 CHAIR'S REPORT

None

### 257 NEIGHBOURHOOD PLAN BUSINESS

There was no Neighbourhood Plan Business

*If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.*

*At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.*

### 258 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

- i) The Committee recommends **REFUSAL** to the applications listed below:

24/0014/AH Land North of North Foreland Grange, Cliff Promenade, Broadstairs  
The Committee recommends REFUSAL to this application on the grounds that there are no detailed landscaping plans included with the application detailing how the existing trees and hedges will be incorporated into the landscaping design. (Majority vote)

ii) The Committee recommends **OBJECTION WITH CONCERNS** to the applications listed below:

24/0042/DF 6 Stone Bay Court, Broadstairs CT10 1ST  
The Committee unanimously recommends **OBJECTION WITH CONCERNS** as the adapted plans have not made enough difference to the overbearing nature of the proposed plans in relation to the height depth and proximity to neighbouring properties. The Committee do not believe that that the reasons for refusal by Thanet District Council made to the previous application (23/0714) have been remedied:

1 The proposed second floor extension by virtue of its height, scale, design and siting, would increase the visibility of the existing dwelling in the street scene, as backland development is unreflective of the prevailing form of development in the area, giving rise to an awkwardly related development when viewed from Eastern Esplanade, appearing incongruous and obtrusive in the street scene, thereby severely detrimental to the character and visual amenities of the area, contrary to policy BSP9 of the Broadstairs and St Peter's Neighbourhood Plan, policy QD02 of the Thanet Local Plan and paragraph 130 of the National Planning Policy Framework.

2 The proposed second floor extension by virtue of its height, depth and proximity to the boundary with 7 Stone Bay Court would result in an unacceptable loss of light, overbearing impact, sense of enclosure to, and corresponding loss of outlook from the adjoining property, significantly harmful to the amenities enjoyed by the occupiers thereof, contrary to Policy QD03 of the Thanet Local Plan and paragraph 130 of the National Planning Policy Framework.

24/0118/RB Stone Bay Kiosk, East Cliff Promenade, Broadstairs CT10 1SY  
The Committee recommends **OBJECTION WITH CONCERNS** regarding the taking of the sand area with decking as shown on the location drawings outlined in red. (Majority vote)

iii) The Committee recommends **NO OBJECTIONS WITH CONCERNS** to the applications listed below:

24/0068/DR 6 Stone Road, Broadstairs CT10 1DY  
The Committee unanimously recommends **NO OBJECTIONS WITH CONCERNS**. The drawings are difficult to interpret with regards to the streetscene and elevations. They recommend the inclusion of architectural 3D drawings.

(iv) **No Comment** was made on all other applications on the weekly lists: (All Unanimous)

24/0033/TC 18 The Paddocks, Broadstairs CT10 3AJ  
23/1690/TC Sea Point, Marine Drive, Broadstairs CT10 3LU  
24/0052/VKB Broadstairs Cricket Club, The Pavilion, Park Avenue, Broadstairs CT10 2EX  
24/0018/DF 41 Albion Street, Broadstairs CT10 1NE  
24/0013/RB 47A Lanthorne Road, Broadstairs  
24/0114/GD Land Adjacent 61 Westover Gardens, Broadstairs  
23/1484/VKB 49 Pierremont Avenue, Broadstairs CT10 1NT  
24/0070/TC 1B Grand Mansions, Queens Gardens, Broadstairs CT10 1QF  
24/0126/TC 5 Fig Tree Road, Broadstairs CT10 3AQ

**259 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/  
HEDGEROW REMOVAL APPLICATIONS**

RECEIVED the emailed report from the Volunteer Tree Warden.

RESOLVED that the applications be dealt with as detailed below:

(i) The Committee recommends **REFUSAL** to the applications listed below:

TPO/24/0094/MM 19 Rhodes Gardens, Broadstairs CT10 1BP  
The Committee unanimously recommends REFUSAL as a 4m reduction of the Holm Oak is over the Broadstairs & St Peter's Town Council's Neighbourhood Plan Policy BSP3 - 4: Remedial tree works i.e., Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20%, unless the TDC The Tree Officer authorises otherwise.

TPO/24/0122/MM Hawkwood, Woodland Way, Broadstairs CT10 3QD  
The Committee unanimously recommends REFUSAL as it is the Town Council's policy not to fell healthy trees (Policy BSP3 Of the Neighbourhood Plan). The information provided for T5 & 6 show insufficient grounds to fell and would appear to be incorrect. The Town Council requests Thanet District Council's Tree Officer investigates this application.

TCA/24/0151/MM St Peter's Churchyard, St Peter's Footpath, Broadstairs CT10 2RA  
The Committee recommends REFUSAL to the works on the Ash tree. Reasons for the work are not given within the application. The work will potentially bring in Ash die back. (Majority vote)

(ii) The Committee recommends **OBJECTION WITH CONCERNS** to the applications listed below:

TPO/24/0077/MM 8 Upton Grange, Broadstairs CT10 2NS  
The Committee unanimously recommends OBJECTION WITH CONCERNS. The work exceeds the Broadstairs & St Peter's Town Council Policy (Neighbourhood Plan Policy BSP3 - 4: Remedial tree works i.e., Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20%, unless the TDC The Tree Officer authorises otherwise). We request that reduction is no more than 20% and ivy removal.

(iii) The Committee recommends **NO COMMENT** to the applications listed below:

TPO/24/0022/MM 4 Fig Tree Road, Broadstairs CT10 3AQ  
The Committee unanimously recommends NO COMMENT

(iv) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
- Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
- Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
- Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
- It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'\* or 'amber list' birds\*\*), permission for the works should be refused unless there are overwhelming reasons for it to be given.
- No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.

\* House Sparrow, Starling, Song Thrush

\*\* Hedge Sparrow (Dunnock)

TPO/24/0102/MM	Hildersham Barn, St Peters Road, Broadstairs CT10 2SZ
TPO/24/0105/MM	1 Astor Road, Broadstairs CT10 3BB
TPO/24/0100/MM	63 Lanthorne Road, Broadstairs CT10 3LX
TPO/24/0065/MM	19 The Paddocks, Broadstairs CT10 3AJ
TPO/24/0063/MM	2 Elmwood Park, Broadstairs CT10 3AP
TPO/24/0057/MM	Apartment 7 St Stephens Manor, Northforeland Road, Broadstairs CT10 3FA
TPO/24/0138/MM	St Stephens, Poplar Road, Broadstairs CT10 2SA
TPO/24/0130/MM	St Clements court, Alderney Gardens, Broadstairs CT10 2TS
TPO/24/0162/MM	28 Grange Way, Broadstairs CT10 2YP

## 260 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 8<sup>th</sup> April 2024 at 7pm

Meeting closed at 19:46hrs  
Deputy Town Clerk

## Neighbourhood Plan Referendum Debrief

At the Planning Meeting held on 5<sup>th</sup> February, the following Neighbourhood Plan business was discussed and agreed that this would be held at the Town Assembly on 29<sup>th</sup> April

### 246 NEIGHBOURHOOD PLAN BUSINESS

i) It was agreed that the Neighbourhood Plan Referendum debrief to discuss future community engagement, how we can disseminate more information and encourage more involvement from the residents of Broadstairs and St Peter's, would be discussed at the Town Assembly on 29<sup>th</sup> April 2024. There will also be a late afternoon session on the same day for those members of the community who are not able to come along to the evening Town Assembly. This will be fully publicised prior to the date.

How the Town Council advertised and disseminated the Referendum information:

- Advertised on 17 posterboards. All posters had QR codes.
- 2 x social media posts each week for 5 x weeks prior to referendum.
- Social media posts 2 x a day on day prior to and day of referendum.
- 2 x radio interviews.
- Posters sent to all Town Council Councillors asking for them to distribute within their own organisations/contacts.
- Posters sent to Community Members of the Neighbourhood Plan Sub Committee to distribute within their own organisations/contacts.
- Press releases in: Broadstairs Beacon, Broadstairs News, Community Ad, Isle of Thanet News.
- Advertising on Town Council website.
- Information available over the telephone, via email and drop in at the Office.
- Information available at Broadstairs Library.
- On Thanet District Council website.
- Shared on Referendum Day on Thanet District Council social media.
- Open day on 18<sup>th</sup> October (11am – 2pm) with Councillors and Community Members present – advertised event on 17 x poster boards, informed all Town Council Councillors to distribute information, shared on social media up to and including day held. Flyers distributed on open day, copies of the Neighbourhood Plan available, main objectives and visions available, Examiner's report available, Design Codes available.
- Town Forum evening Monday 16<sup>th</sup> October – main subject of the evening prior to the referendum date.

**DECISION REQUIRED: Do Councillors agree the referendum debrief should be included at the Town Assembly on Monday 29 April?**



# Broadstairs & St Peter's Town Council

## ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 11<sup>th</sup> March 2024

**Present:** Cllrs J Bright, K Bright, J Hobson (Chair), S Roberts  
Deputy Town Clerk: Julie Belsey

**51. OPENNESS AND TRANSPARENCY**

The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

**52. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr E Orhan and Cllr K Pressland. These apologies with reason were accepted.

**53. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**54. MINUTES**

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 23<sup>rd</sup> October 2023. Proposed Cllr K Bright, seconded Cllr S Roberts, agreed.

**55. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

There were no matters arising.

**56. CORRESPONDENCE**

An offer of a 17ft Clinker boat to the town council has been made by the 1<sup>st</sup> St Peters Sea Scouts. Following discussion, the decision was made that unfortunately the Town Council does not have suitable land for the siting of the boat and also there would be an ongoing requirement for maintenance. The Deputy Town Clerk will contact the 1<sup>st</sup> St Peter's Sea Scouts to thank them for their kind offer, and give the Town Team details as they may be interested.

**57. NORMAN ROAD AND NASH GARDENS ALLOTMENTS**

- i) The Committee RECEIVED and NOTED the inspection details of the allotments.
- ii) **The Committee RECEIVED and APPROVED the risk assessment carried out for the allotment sites.**
- iii) The Deputy Town Clerk informed the Committee that a non-recyclable waste removal had been arranged for both sites in January with a local Man and Van, this came to £580.00. The same will be arranged for next year.

Tree works for the trees beside the Norman Road allotments will be carried out as per the tree survey and also fallen branches which have landed on one of the plots will be removed.

**58. CULMERS AMENITY LAND**

- i) The Committee RECEIVED and NOTED the inspection details for Culmers Amenity Land.
- ii) **The Committee RECEIVED and APPROVED the risk assessment carried out for Culmers Amenity Land.**
- iii) The Deputy Town Clerk informed the Committee that no tree works were required following the tree survey.

The land from 5 Beach Mews is still currently with Planning Enforcement, so no further details are available.

59. **MOCKETT'S WOOD**

i) The Committee RECEIVED and NOTED the inspection details for Mockett's Wood.

ii) **The Committee RECEIVED and APPROVED the risk assessment carried out for Mockett's Wood.**

iii) The Committee were informed that it is anticipated that a memorial tree will be planted later this year/early next year in memory of Camille Sutton and this will be in conjunction with the Friends of Mockett's Wood. Also, that the Palace Cinema in Broadstairs had a film night in Camille's memory with money raised going to Mockett's Wood. The Deputy Town Clerk will enquire who has received the money raised as the Town Council manages the Friends of Mockett's Wood funds.

Karen Mackenzie, The Volunteer Tree Warden, is now the contact for the Friends of Mockett's Wood. The working parties have been reduced down to once a month, which allows for more people to attend and a greater amount of work undertaken. They no longer require extra volunteers to attend working parties, though people are still welcome to volunteer their time.

The tree works have been carried out at Mockett's Wood following the tree survey, with the bark chippings from these works used for laying on the pathways through the woods.

60. **PIERREMONT PARK GROUNDS**

The tree works as required from the tree survey will be carried out this month, as well as a crown lift of the trees from our land that hang over the path and road along Pierremont Avenue.

The spring bulbs have now come through on the central wooded area, which was cleared to allow better visibility to the area to deter anti-social behaviour.

Our Facilities Manager has arranged for quotes for the fencing to be replaced at the rear of the Music Room. This fencing acts as a boundary for the planting, which means that it is cut back from the footpath areas.

61. **VICTORIA GARDENS**

i) The Committee RECEIVED and NOTED the notes from the Victoria Gardens Steering Group Meeting held on 20<sup>th</sup> February 2024. The next meeting will be held on Tuesday 19<sup>th</sup> March 2024.

The Thanet District Council Licence to work the gardens will be taken to full Council to be approved.

The Open Spaces Supervisor at Thanet District Council has granted the Town Council permission to share the storage space at the top of Louisa Bay with the Town Team. Our Operations Officer has been undertaking repairs to the area to make it more secure. The Town Council will arrange for the purchase of a storage container to put in this area prior to the end of March for the storage of tools.

We have received sponsorship from Morelli's and York Gate Ice Cream Parlour totalling £500, which will be used toward planting. Cllr John Nichols has now stepped down from sponsorship duties.

The Deputy Town Clerk asked for the Committee's approval to spend £700 on bedding and rockery plants. **The Committee APPROVED £700 for the purchase of the plants.**

Our Gardener has been working her way along Victoria Gardens and has cleared three beds, and also along with our Operations Officer's help, has also started clearing the rockery, so all are now ready for planting.

Clearance and maintenance of the beds will continue throughout the year and dependent on the outcome from Thanet District Council regarding the extension of the licence, further plans will be made for planting as the year progresses.

Interviews have been held for the new Gardener/Grounds Person position. The successful candidate has accepted the job offer of 30 hours per week, this is to allow flexibility should hours need to be changed due to inclement weather. They will commence work on 2<sup>nd</sup> April 2024 alongside our current Gardener.

Thanet District Council Open Spaces have loaned the Town Council the majority of tools required for the works and have been very helpful. We will be purchasing some more tools ready for the commencement of employment of our new Gardener.

**62. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING**

Date of next meeting: July 2024, date to be confirmed.

Meeting Closed at 7.39pm  
Deputy Town Clerk

DRAFT



## Notes from Victoria Gardens Steering Group Meeting held on 19<sup>th</sup> March 2024

**In Attendance:** Cllr Joanne Bright, Sue Wainwright, Paul Verrall, Cllr Kevin Pressland, Vanessa Vinall, Paul Adkins, Julie Belsey

### 1. March/April Plan

Sue Wainwright and Vanessa Vinall have met and have agreed to dates when the Town Team Volunteers will help with weeding and cutting back areas in the circle prior to Easter.

### 2. New Plants/beds – Update

New planting in the rockery and beds by Morelli's went in last week. Photo's have been taken just prior to this, with a social media update taking place next week. After Easter and once the new beds have been planted for a while, we will arrange for photos to be taken of the sponsors of the gardens and put this out on social media, plus a thank you to Young's nursery for the discount.

Cllr Kevin Pressland to forward details of the seaweed meal for the beds. This will be ordered and stored ready for use as and when required.

### 3. Gardener Position Update

Our new Gardener/Grounds Person will commence work on Tuesday 2<sup>nd</sup> April. Arrangements are being made for his work clothes, PPE and tools to be purchased.

### 4. Storage Update

The storage container has been ordered and will be placed in the storage area at the top of Louisa Bay, now that we have been given permission from the Outdoor Spaces Supervisor at Thanet Council that we can share the use with the Town Team.

Paul Adkins has repaired the gates and fence post/panels and given it a coat of paint.

### 5. Sponsorship Signs/Markers

Cllr Joanne Bright recommended contacting East Kent College Carpentry department regarding making signs/markers for the beds for those that have sponsored the planting, and also those that we are working in partnership with.

### 6. Licence

The Licence from TDC will be taken to the next Full Council for approval. We will look at the possibility of extension of this license in the latter part of the year (License until 31.12.2024) and also the possibility of undertaking further areas along the seafront, such as Balmoral Gardens.

At this time, funding can also be looked into i.e. Heritage Lottery funding.

### 7. Equipment

A new lawnmower will be ordered this week. The new storage container will be large enough to fit the lawnmower and tools in.

### 7. Steering Group

Victoria Gardens will now be taken under the Allotments and Land Committee, with all members of the Steering Group welcome to attend the Allotments and Land Committee meetings for updates.



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## EVENTS, LEISURE AND TOURISM COMMITTEE

### Minutes of the meeting held on Monday 18 March 2024 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs K Bright, J Bright, M Garner (Chairman), J Hobson, A Munns, S Roberts.

Officers: Kirsty Holroyd, Town Clerk  
Leanne Haddon, Events and Bookings Manager  
Abigail Barton, Civic and Support Officer

#### 58. APOLOGIES FOR ABSENCE

Apologies with reason were given by Cllrs Kemp, Leys, Nicholls and Rusiecki and accepted by resolution of the committee.

#### 59. DECLARATIONS OF INTEREST none

#### 60. MINUTES

Members received the minutes of the meeting held on Monday 13 November 2023.

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

#### 61. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA None.

*With the agreement of all those present, the Chairman brought forward item 13. Grants so that those members of the public could speak.*

#### 62. GRANTS

i) Members received a summary of grants awarded so far for 2024-25.

**RESOLVED: Members agreed to note.**

ii) Members received applications for funding from various eligible groups as follows:-

a) Broadstairs History Walks: Public Liability Insurance and promotion materials

**RESOLVED: That £298 be awarded.**

b) Crampton Tower Museum: repairs to car park.

Members noted that the building was a TDC asset and the group paid an annual rent of £9000. Although the committee supports the work of the museum and its volunteers, it was felt some more information was needed regarding TDC's responsibilities and obligations.

**RESOLVED: Cllr Kristian Bright as ward councillor will liaise with the group and TDC officers.**

c) Town Team; Litter picking tools and equipment.

**RESOLVED: That a grant of £1200 be awarded to the group.**

d) 14<sup>th</sup> Broadstairs Scouts: Camping equipment

**RESOLVED: That a grant of £3000 be awarded to the group.**

e) Broadstairs Bowls Club: Sponsorship of Annual Tournament.

Councillors noted that a grant of £5100 had already been awarded to the group for repairs and improvements to the greens by the F&GP committee in January but that at that time members had wanted to see what other applications were received before committing to more expenditure.

**RESOLVED: That a further £1600 be awarded to support the tournament.**

**f) St Peter's Memorial Hall 2023-24 grant.**

Members heard that the applicant was having difficulty finding a contractor to undertake the landscaping works and the project had fallen behind schedule. There is a risk the works will not be completed by the end of the financial year which is a condition of funding.

**RESOLVED: That the money can be carried forward into the new financial year if necessary. Precedence for this has already been set by other groups.**

**63. COMMUNITY FESTIVAL – Saturday 27 April 2024**

Members received an update on developments from the Events and Bookings Manager.

**RESOLVED:**

**i) That the pitch fee for stalls be reduced to £30 for all Thanet residents.**

**ii) That councillors will use their own contacts to attract additional exhibitors, particularly in the "Cleaner" arena.**

**64. UNDER 18s EVENTS AT RETORT HOUSE**

Members received a report on potential events from the Events and Bookings Manager.

**RESOLVED:**

**i) That one themed event per month be arranged in order to build a following prior to opening as a youth club.**

**ii) That all such events will be staffed by volunteers led by Cllr J Bright**

**iii) That a budget for the events will be established at the next F&GP meeting.**

**65. SUMMER THEATRE**

Members received an report on options for performances from the Events and Bookings Manager. Expressions of interest had been received from five different production companies offering a range of different entertainment.

**RESOLVED: that authority be delegated to the Events and Bookings Manager to assess each proposal, find the best fit for the venue, budget and audience and book the most appropriate provider.**

**66. 80th ANNIVERSARY OF THE D DAY LANDINGS**

Members received and considered a report on possible ways of marking the occasion.

**RESOLVED:**

**i) That the cost of modifying the existing beacon to enable it to be gas fired (£3478) cannot be justified. This course of action will not be pursued.**

**ii) That Viking Fireworks be asked to produce a beacon which can be lit on the beach at a cost of £500.**

**iii) That a budget for the event will be established at the next F&GP committee meeting.**

**67. PUNCH AND JUDY**

Members received an update on recruitment for this year's entertainer.

Further to the invitation for expressions of interest, one performer has been able to supply all the requested information and has been booked for ten days over July and August delivering three performances each day at a total cost of £3600. Subject to TDC granting the licence, Ben Bamboozle will give his first performances on Wednesday 24 July to coincide with Water Gala.

**RESOLVED: Members agreed to note.**

**68. 75<sup>th</sup> ANNIVERSARY OF ARRIVAL OF DANISH SHIP HUGIN IN VIKING BAY – 28 JULY**

Members received and considered a report on possible ways to mark the occasion.

**RESOLVED:**

**i) That the proposal from Water Gala to adopt a Viking theme be approved at a cost of £700 to cover themed costumes, prizes and actors.**

**ii) That this sum be taken from the grants and added to the grant already awarded to Water Gala.**

**ii) That the proposal for Viking Fireworks to build a viking ship at a cost of £1800 is not accepted.**

**iii) That the Mayor write to various parties whose predecessors were involved originally to see whether they might like to be involved.**

**69. BANDSTAND EVENTS**

Members received a list of all bookings for this summer's bandstand concerts. They were informed that there had been plenty of interest and that more slots could be filled in future if budgets permitted it.

**RESOLVED: Members agreed to note.**

- 70. PARIS OLYMPICS/CHARIOTS OF FIRE CENTENARY**  
Members received and considered a report with costings on possible ways to mark the occasion.  
**RESOLVED:**  
i) That the Town Council promote the story via the TDC run "Thanet Games".  
ii) That the Town Council has no further involvement in the project.

**71. GRANTS – ALREADY DISCUSSED UNDER MINUTE 62**

- 72. COMMERCIAL EVENTS UPDATE**  
Members received the report of the Events and Bookings Manager.  
**RESOLVED: That discounted rates be applied to Pierremont Hall under the same guidelines as those agreed for Retort House.**

*Cllr Hobson left the meeting 20.52*

- 73. 5<sup>th</sup> NOVEMBER FIREWORKS.**  
i) Members discussed whether the event would be held this year  
**RESOLVED: That the event take place on Tuesday 5 November.**  
  
ii) Members received an outline planning document  
**RESOLVED:**  
i) That the firework display start at 6pm.  
ii) That a second first aid station be costed in.  
iii) That a road closure be requested.  
iv) That TDC be asked to provide enforcement officers to prevent traffic chaos.

- 74. REMEMBRANCE SUNDAY SERVICE 12 NOVEMBER**  
Members considered whether to hold the event this year.  
**RESOLVED: that the Civic and Support Officer start planning the event.**

- 75. CHRISTMAS EVENT – SATURDAY 25 NOVEMBER**  
Members considered whether to hold an event this year.  
**RESOLVED:**  
i) That staff start planning an event along the same lines as last year.  
ii) That the event run from 11am – 5pm.  
iii) That the grotto be offered free of charge.  
iv) That a budget for the event be established at the next F&GP committee Meeting.  
v) That the Council chamber be kept as a seating and refreshment area and the stalls remain outside.

**76. DATE OF NEXT MEETING – tbc**

Before the meeting closed, the Town Clerk wished to thank the Events and Bookings Manager for the work she had undertaken in preparation for this meeting. She noted that due to the appointment of the Events Supervisor who

was dealing with daily administrative tasks, the EBM's time was freed up to undertake new projects. As the wedding season gets underway, the Events Supervisor will be less able to undertake office tasks and these will fall to the EBM again. The situation will need careful monitoring so that the EBM can manage her workload successfully.

Meeting closed at 21.20

Signed \_\_\_\_\_

Date \_\_\_\_\_

Attach 7

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

20 March 2024 (2023-2024)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1252	27/02/2024		Unity Trust	Receipt #1560-921	Stripe Transaction Fee	Stripe	S	0.54	0.11	0.65
1154	28/02/2024	Receipts Voucher No. 539	Unity Trust		mobile phones	02	S	180.16	36.03	216.19
1083	29/02/2024		Net West Current Ac		loan repayment	Public Works Loans Board	X	17,911.97		17,911.97
1156	29/02/2024		Net West Current Ac		telephones	Venture Telecoms Ltd	S	258.39	51.68	310.07
1157	29/02/2024		Net West Current Ac		telephones	Venture Telecoms Ltd	S	75.50	15.10	90.60
1155	29/02/2024		Net West Current Ac		Electricity	Edf	S	2,980.37	596.08	3,576.45
1158	29/02/2024		Net West Current Ac		telephones	Venture Telecoms Ltd	S	108.77	21.75	130.52
1168	29/02/2024		Net West Current Ac		bank charges	NATWEST	Z	19.81		19.81
1159	01/03/2024		Unity Trust		civic event tickets	Margate Charter Trustees	Z	90.00		90.00
1164	01/03/2024		Unity Trust		container hire	Lawrence Container Hire Li	S	44.33	8.87	53.20
1160	01/03/2024		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
1162	01/03/2024		Unity Trust		Works	Westgate Security & Electr	S	278.56	55.71	334.27
1163	01/03/2024		Unity Trust		container hire	Lawrence Container Hire Li	S	88.66	17.73	106.39
1161	01/03/2024		Unity Trust		Cleaning	Total Cleaning Services	S	799.64	159.93	959.57
1171	01/03/2024		Net West Current Ac		Electricity	Edf	S	83.33	16.67	100.00
1166	01/03/2024		Unity Trust		expenses - facilities	David Bassett	Z	16.00		16.00
1166	01/03/2024		Unity Trust		expenses - facilities	David Bassett	Z	21.75		21.75
1167	01/03/2024		Unity Trust		electricity - music room	Valda Energy	L	212.24	10.61	222.85
1165	01/03/2024		Unity Trust		Drain clearance	Clear Flow Drainage	Z	100.00		100.00
1169	04/03/2024		Unity Trust		electricity - retort	SSE Energy Solutions	S	428.47	85.70	514.17
1170	04/03/2024		Unity Trust		Stripe Transaction Fee	Stripe	X	0.56		0.56
1253	04/03/2024	Receipts Voucher No. 540	Unity Trust		Receipt #1932-76: Stripe Transaction Fee	Stripe	S	0.92	0.18	1.10
1173	05/03/2024		Unity Trust		Receipt #1744-17: Stripe Transaction Fee	Stripe	X	0.56		0.56
1174	06/03/2024		Unity Trust		Receipt #1236-86: Stripe Transaction Fee	Stripe	X	1.40		1.40
1254	06/03/2024	Receipts Voucher No. 541	Unity Trust		Receipt #1174-81: Stripe Transaction Fee	Stripe	S	0.54	0.11	0.65
1255	06/03/2024	Receipts Voucher No. 542	Unity Trust		Receipt #1396-12: Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35
1179	08/03/2024		Unity Trust		Training	Slic	S	65.00	13.00	78.00
1176	08/03/2024		Unity Trust		defibrillator supplies	Hopkins	S	324.00	64.80	388.80
1175	08/03/2024		Unity Trust		scarfolding (Aug 23)	St Peter's Scaffolding Servi	S	900.00	180.00	1,080.00
1178	08/03/2024		Unity Trust		signage - van	Expression Signs	S	82.91	16.58	99.49
1177	08/03/2024		Unity Trust		security	Probe Security	S	880.00	176.00	1,056.00
1180	08/03/2024		Unity Trust		website	Zonkey	S	1,125.00	225.00	1,350.00
1181	08/03/2024		Unity Trust		tree works	Top Branch Tree Services	S	1,700.00	340.00	2,040.00

# BROADSTAIRS & ST PETER'S TOWN COUNCIL

## PAYMENTS LIST

20 March 2024 (2023-2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1182 Tree planting budget	08/03/2024		Unity Trust		Supplies	Karen McKenzie - Tree Wai	Z	32.40		32.40
1250 Stripe Fee	08/03/2024	Receipts Voucher No.534	Unity Trust	Receipt #1999-84	Stripe Transaction Fee	Stripe	S	0.27	0.05	0.32
1187 Stationery	11/03/2024		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	3.74	0.75	4.49
1205 Stationery	11/03/2024		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	9.99	2.00	11.99
1208 Stationery	11/03/2024		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	4.57	0.92	5.49
1209 Licences	11/03/2024		Lloyds Corporate Cre		Subscription	Zoom Video Communicatio	S	129.90	25.98	155.88
1203 Licences	11/03/2024		Lloyds Corporate Cre		Subscription - storage	Apple.com	S	7.49	1.50	8.99
1200 Equipment & Furniture	11/03/2024		Lloyds Corporate Cre		office chairs	Maplin.co.uk	S	131.64	26.33	157.97
1204 Town Mayor	11/03/2024		Lloyds Corporate Cre		flowers	Church Street Florists	Z	50.00		50.00
1211 Town Mayor	11/03/2024		Unity Trust		catering - civic service	Clare's Home Catering	Z	112.50		112.50
1188 Mocketts Wood	11/03/2024		Lloyds Corporate Cre		keys	Peters Shoe Repairs	Z	4.00		4.00
1195 Tree planting budget	11/03/2024		Lloyds Corporate Cre		supplies - gardeners	green-tech.co.uk	Z	139.80		139.80
1191 town maintenance (van costs)	11/03/2024		Lloyds Corporate Cre		car mats - van	Carmats4u.com	Z	21.94		21.94
1193 town maintenance (van costs)	11/03/2024		Lloyds Corporate Cre		electric charging - van	Lancaster Holdings	S	5.22	1.04	6.26
1199 town maintenance (van costs)	11/03/2024		Lloyds Corporate Cre		electric charging - van	Lancaster Holdings	S	9.25	1.85	11.10
1207 Facilities Team sundry items	11/03/2024		Lloyds Corporate Cre		supplies - facilities	Toolstation Ltd	Z	26.98		26.98
1194 Facilities Team sundry items	11/03/2024		Lloyds Corporate Cre		supplies - facilities	Poundland	S	1.67	0.33	2.00
1192 Facilities Team sundry items	11/03/2024		Lloyds Corporate Cre		supplies - facilities	HOMEBASE	S	11.67	2.33	14.00
1197 Facilities Team sundry items	11/03/2024		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	14.97	3.00	17.97
1198 Facilities Team sundry items	11/03/2024		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	8.53	1.71	10.24
1190 Facilities Team sundry items	11/03/2024		Lloyds Corporate Cre		parking	Thanet District Council	Z	5.00		5.00
1186 Office sundries	11/03/2024		Lloyds Corporate Cre		Refreshments	CO-OP	Z	8.80		8.80
1196 Office sundries	11/03/2024		Lloyds Corporate Cre		milk	CO-OP	Z	1.35		1.35
1201 Office sundries	11/03/2024		Lloyds Corporate Cre		first aid supplies	Medisave (UK) Ltd	S	110.23	22.05	132.28
1189 Finance costs	11/03/2024		Lloyds Corporate Cre		stripe terminals	Lloyds commercial cards	Z	3.00		3.00
1183 Finance costs	11/03/2024		Nat West Current Ac		Fee	Stripe	S	238.00	47.60	285.60
1184 Finance costs	11/03/2024		Nat West Current Ac		Fee	Barclaycard	S	5.22	1.05	6.27
1185 Finance costs	11/03/2024		Nat West Current Ac		Fee	Barclaycard	S	0.23	0.05	0.28
1202 Receipts in advance 24-25	11/03/2024		Lloyds Corporate Cre		Fee	Take Payments Ltd	S	12.50	2.50	15.00
1206 Victoria Gardens	11/03/2024		Lloyds Corporate Cre		manure	Thanet District Council	S	62.50	12.50	75.00
1249 Stripe Fee	11/03/2024	Receipts Voucher No.538	Unity Trust	Receipt #1362-20	Stripe Transaction Fee	YOUNG'S NURSRIES	Z	24.00		24.00
1251 Stripe Fee	11/03/2024	Receipts Voucher No.534	Unity Trust	Receipt #1999-84	Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35
1248 Stripe Fee	13/03/2024	Receipts Voucher No.536	Unity Trust	Receipt #1678-15	Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35



## BROADSTAIRS & ST PETERS TOWN COUNCIL PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1242 Stationery	14/03/2024		Unity Trust		Stationery	VIKING DIRECT	S	72.90	14.58	87.48
1241 Licences	14/03/2024		Unity Trust		email licences	Cyber Central	S	39.60	7.92	47.52
1234 Professional Fees	14/03/2024		Unity Trust		Fees	PS Tax	S	1,518.75	303.75	1,822.50
1243 Training & Subscriptions	14/03/2024		Unity Trust		membership	Sicc	Z	348.00		348.00
1245 Town Mayor	14/03/2024		Unity Trust		catering - civic service	Clare's Home Catering	Z	337.50		337.50
1240 Civic Events	14/03/2024		Unity Trust		printing	Sharp Printing Services	Z	82.95		82.95
1233 Events - Marketing	14/03/2024		Unity Trust		Advertising	Brightside Publishing	S	150.00	30.00	180.00
1229 Broadstairs in Bloom	14/03/2024		Unity Trust		Grounds Maintenance	Nisbets	S	2,880.00	576.00	3,456.00
1229 Culmers Amenity Land	14/03/2024		Unity Trust		Grounds Maintenance	Nisbets	S	123.00	24.60	147.60
1230 Planned building works	14/03/2024		Unity Trust		scaffolding	St Peter's Scaffolding Servi	S	850.00	170.00	1,020.00
1232 Annual maintenance schedule	14/03/2024		Unity Trust		Works	Westgate Security & Electr	S	130.00	26.00	156.00
1231 Payroll company	14/03/2024		Unity Trust		Payroll	Batchelor Coop Ltd	S	244.45	48.89	293.34
1227 Events - Bar	14/03/2024		Unity Trust		Supplies	Nisbets	S	26.99	5.39	32.38
1228 Events - Bar	14/03/2024		Unity Trust		Supplies	Nisbets	L	71.96	2.99	74.95
1239 Events - Equipment	14/03/2024		Unity Trust		tablecloths	Richard Haworth Ltd	S	238.32	47.66	285.98
1235 Events - Equipment	14/03/2024		Unity Trust		laundry	Star Laundry	S	61.25	12.25	73.50
1225 Waste removal	14/03/2024		Nat West Current Ac		Waste Services	Business Waste Co UK	S	228.26	45.65	273.91
1236 Drain Clearance	14/03/2024		Unity Trust		drainage	Clear Flow Drainage	Z	80.00		80.00
1237 Drain Clearance	14/03/2024		Unity Trust		drainage	Clear Flow Drainage	Z	350.00		350.00
1238 Drain Clearance	14/03/2024		Unity Trust		drainage	Clear Flow Drainage	Z	60.00		60.00
1229 Grounds Maintenance	14/03/2024		Unity Trust		Grounds Maintenance	Nisbets	S	812.08	162.42	974.50
1226 Victoria Gardens	14/03/2024		Unity Trust		Supplies	Screwfix	S	10.82	2.16	12.98
1244 Victoria Gardens	14/03/2024		Unity Trust		plants	YOUNG'S NURSERIES	S	452.82	90.54	543.36
1256 Stripe Fee	14/03/2024		Unity Trust		Receipts Voucher No.543	Stripe	S	0.10	0.02	0.12
1257 Stripe Return	14/03/2024		Unity Trust		Receipts Voucher No.543	Stripe	S	0.83	0.17	1.00
1247 Stripe Fee	15/03/2024		Unity Trust		Receipts Voucher No.537	Stripe	S	0.29	0.06	0.35
1246 Insurance & Audit	18/03/2024		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
<b>Total</b>								<b>39,306.03</b>	<b>3,846.33</b>	<b>43,152.36</b>

# BROADSTAIRS & ST PETER'S TOWN COUNCIL

## RECEIPTS LIST

Attach 8

Voucher	Code	Date	Bank	Description	net	vat	Total
505	Events Room Hire	26/02/2024	Unity Trust	Hall hire	54.00	10.80	64.80
505	Events Room Hire	26/02/2024	Unity Trust	Hall hire	54.00	10.80	64.80
505	Events Room Hire	26/02/2024	Unity Trust	Hall hire	54.00	10.80	64.80
505	Events Room Hire	26/02/2024	Unity Trust	Hall hire	54.00	10.80	64.80
506	Events Room Hire	26/02/2024	Unity Trust	Hall hire	120.00	24.00	144.00
507	Events Room Hire	26/02/2024	Unity Trust	Hall hire	101.25	20.25	121.50
512	Events Room Hire	26/02/2024	Unity Trust	Hall hire	56.25	11.25	67.50
512	Events Room Hire	26/02/2024	Unity Trust	Hall hire	56.25	11.25	67.50
512	Events Room Hire	26/02/2024	Unity Trust	Hall hire	56.25	11.25	67.50
512	Events Room Hire	26/02/2024	Unity Trust	Hall hire	56.25	11.25	67.50
512	Events Room Hire	26/02/2024	Unity Trust	Hall hire	56.25	11.25	67.50
512	Events Room Hire	26/02/2024	Unity Trust	Hall hire	100.00	20.00	120.00
509	Retort House Bookings	27/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
539	Ticket/Stall	27/02/2024	Unity Trust	Receipt #1560-9; Stripe Transaction Fee	25.00	5.00	30.00
508	Events - Equipment	28/02/2024	Unity Trust	Room Hire	11.67	2.33	14.00
508	Events Room Hire	28/02/2024	Unity Trust	Room Hire	105.00	21.00	126.00
514	Bank Interest	29/02/2024	Nat West Business	Interest	325.90		325.90
513	VAT Refund	29/02/2024	Unity Trust	VAT reclaim		374.64	374.64
510	Retort House Bookings	29/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
511	Events Room Hire	29/02/2024	Unity Trust	Room Hire	30.00	6.00	36.00
511	Events Room Hire	29/02/2024	Unity Trust	Room Hire	33.33	6.67	40.00
517	Tenants' rent	01/03/2024	Nat West Current	Rent of Office	571.56	114.31	685.87
518	Tenants' rent	01/03/2024	Nat West Current	Rent	601.00	120.20	721.20
519	Tenants' rent	01/03/2024	Nat West Current	Rent of Office	590.00	118.00	708.00
449	Sundry Income	04/03/2024	Nat West Current	payment re vandalism	2.14		2.14
497	Sundry Income	04/03/2024	Nat West Current	payment re vandalism	11.43		11.43
520	Tenants' rent	04/03/2024	Nat West Current	Rent of Office	520.42	104.08	624.50
515	Events Room Hire	04/03/2024	Unity Trust	Hall hire	228.75	45.75	274.50
516	Events Room Hire	04/03/2024	Unity Trust	Room Hire	20.00	4.00	24.00
540	Ticket/Stall	04/03/2024	Unity Trust	Receipt #1932-7; Stripe Transaction Fee	50.00	10.00	60.00
521	Events Room Hire	05/03/2024	Unity Trust	Room Hire	20.00	4.00	24.00
523	Events - Equipment	06/03/2024	Unity Trust	Room Hire	8.33	1.67	10.00
523	Events - Equipment	06/03/2024	Unity Trust	Room Hire	6.67	1.33	8.00

523	Events - Equipment	06/03/2024	Unity Trust	Room Hire	S	16.67	3.33	20.00
522	Events Room Hire	06/03/2024	Unity Trust	Receipt #1236-8i Hall hire	S	66.67	13.33	80.00
523	Events Room Hire	06/03/2024	Unity Trust	Room Hire	S	135.00	27.00	162.00
541	Ticket/Stall	06/03/2024	Unity Trust	Receipt #1174-8: Stripe Transaction Fee	S	25.00	5.00	30.00
542	Ticket/Stall	06/03/2024	Unity Trust	Receipt #1396-1: Stripe Transaction Fee	S	8.33	1.67	10.00
535	Ticket/Stall	08/03/2024	Unity Trust	Receipt #1659-1i Stripe Transaction Fee	S	8.33	1.67	10.00
536	Ticket/Stall	08/03/2024	Unity Trust	Receipt #1678-1: Stripe Transaction Fee	S	8.33	1.67	10.00
537	Ticket/Stall	08/03/2024	Unity Trust	Receipt #1373-5 Stripe Transaction Fee	S	8.33	1.67	10.00
525	Electricity - Retort	08/03/2024	Unity Trust	Electricity Billing 2018 - 2c	S	5,055.25	1,011.05	6,066.30
529	Tenants' rent	11/03/2024	Nat West Current	Rent of Office	S	964.00	192.80	1,156.80
524	Events Room Hire - Deposit	11/03/2024	Unity Trust	Room Hire	S	72.92	14.58	87.50
528	Pierremont service charges	11/03/2024	Unity Trust	Service Charge	S	2,746.87	549.37	3,296.24
534	Ticket/Stall	11/03/2024	Unity Trust	Receipt #1362-2i Stripe Transaction Fee	S	8.33	1.67	10.00
538	Ticket/Stall	11/03/2024	Unity Trust	Receipt #1362-2i Stripe Transaction Fee	S	8.33	1.67	10.00
530	Electricity	12/03/2024	Unity Trust	Electricity	S	1,014.17	202.83	1,217.00
527	Events Room Hire	13/03/2024	Unity Trust	Hall hire	S	96.67	19.33	116.00
527	Events Room Hire	13/03/2024	Unity Trust	Hall hire	S	8.33	1.67	10.00
526	Events Room Hire - Deposit	13/03/2024	Unity Trust	Hall hire	S	65.00	13.00	78.00
543	Events - Bar	14/03/2024	Unity Trust	Receipt #3077-9i Events Bar	S	0.83	0.17	1.00
531	Events Room Hire	15/03/2024	Unity Trust	Hall hire	S	108.00	21.60	129.60
533	Sundry Income	18/03/2024	Nat West Current	ev charge income	Z	52.87		52.87
532	Retort House Bookings	18/03/2024	Unity Trust	Hall hire	S	48.00	9.60	57.60
532	Retort House Bookings	18/03/2024	Unity Trust	Hall hire	S	48.00	9.60	57.60
532	Retort House Bookings	18/03/2024	Unity Trust	Hall hire	S	48.00	9.60	57.60
532	Retort House Bookings	18/03/2024	Unity Trust	Hall hire	S	48.00	9.60	57.60
544	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	20.00	4.00	24.00
545	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	20.00	4.00	24.00
546	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	15.00	3.00	18.00
546	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	15.00	3.00	18.00
546	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	15.00	3.00	18.00
547	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	20.00	4.00	24.00
547	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	20.00	4.00	24.00
547	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	20.00	4.00	24.00
547	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	20.00	4.00	24.00
548	Events Room Hire	18/03/2024	Unity Trust	Hall hire	S	60.00	12.00	72.00
						<b>14,929.93</b>	<b>3,282.16</b>	<b>18,212.09</b>

## BROADSTAIRS & ST PETER'S TOWN COUNCIL CALENDAR OF MEETINGS MAY 2024 – MAY 2025

All meetings open to the public and press

Week	May 2024		Time
1	Wed 1	Environment committee	10am
1	Mon 6	NO MEETING BANK HOLIDAY	7pm
2	Tues 7	Planning	7pm
3	Mon 13	STATUTORY ANNUAL COUNCIL MEETING	7pm
4	Mon 20	Community Assets	6pm
5	Mon 27	NO MEETING Bank Holiday	
	<b>June 2024</b>		
1	Mon 3	Planning Committee	7pm
4 LH A/L	Mon 10	Community Assets	6pm
3	Mon 17	Leisure and Tourism	6pm
4	Mon 24	Council	7pm
	<b>July 2024</b>		
1 KH & AB A/L	Mon 1	Planning Committee	7pm
2 KH & AB A/L	Mon 8	Allotments and Land	7am
3 JB A/L	Mon 15	Environment	7pm
4 JB A/L	Mon 22	F&GP	7pm
5	Mon 29	Council	7pm
	<b>Aug 2024</b>		
1	Mon 5	Planning Committee	7pm
2	Mon 12	Community Assets	7pm
3	Mon 19	Leisure & Tourism	7pm
5	Mon 26	NO MEETING Bank Holiday	
	<b>Sept 2024</b>		
1 AB A/L	Mon 2	Planning Committee	7pm
2 AB A/L	Mon 9	Community Assets	7pm
3 LH A/L	Mon 16	Environment	6pm
4 JB A/L	Mon 23	Town Forum	7pm
4	Mon 30	Council	7pm
	<b>Oct 2023</b>		
1	Mon 7	Planning Committee	7pm
2	Mon 14	F&GP budget	7pm
3	Mon 21	Allotments and land	7pm
4	Mon 28	Council	7pm

Week	Nov 2023		Time
1	Mon 4	Planning Committee	7pm
2 KH A/L	Mon 11	Leisure & Tourism	7pm
3	Mon 18	Environment	7pm
4 AB A/L	Mon 25	Council	7pm
	<b>Dec 2024</b>		
1	Mon 2	Planning Committee	7pm
2	Mon 9	F&GP BUDGET	7pm
3	Mon 16	Council	7pm
4	Mon 23	NO MEETING Christmas Day	
	<b>JAN 2025</b>		
1	Wed 8	Planning Committee	7pm
2	Mon 13	Environment	7pm
3 LH A/L	Mon 20	Community Assets	6pm
4	Mon 27	Council	7pm
	<b>FEB 2025</b>		
1	Mon 3	Planning Committee	7pm
2	Mon 10	Town Forum	7pm
3	Mon 17	Leisure and Tourism	7pm
4	Mon 24	Council	7pm
	<b>MAR 2025</b>		
1	Mon 3	Planning Committee	7pm
2	Mon 10	Allotments & Land	7pm
3	Mon 17	Community Assets	6pm
4	Mon 24	Environment	7pm
5	Mon 31	Council	7pm
	<b>April 2025</b>		
1	Mon 7	Planning	
2	Mon 14	F&GP	7pm
3	Mon 21	No Meeting – Easter Bank Holiday	7pm
3	Wed 23	Annual Town Assembly	
4	Mon 28	Council	7pm
	<b>May 2025</b>		
1	Mon 5	NO MEETING Bank Holiday	
2	Tues 6	Planning Committee	7pm
3	Mon 12	Community Assets	6pm
4	Mon 19	Annual Council Meeting	7pm
5	Mon 26	NO MEETING Bank holiday	

26 Feb 2024  
REF: BBC/QUOTATION

**Blackmore**  
Building  
Consultancy

David Bassett  
Facilities Manager  
Broadstairs & St. Peter's Town Council  
The Charles Cockerell Suite  
Pierremont Hall  
Broadstairs  
CT10 1JX

David Blackmore  
david@blackmorebc.com  
07490 819 316

College Green  
The Precinct  
Rochester  
Kent  
ME1 1SR  
BlackmoreBC.com

By Email to: facilities.officer@broadstairs.go.uk

Dear David

**PART OF RETORT HOUSE, ALBION STREET, BROADSTAIRS, CT10 1NE - DILAPIDATIONS FEE QUOTATION**

Further to our recent email exchange I write to confirm my fee quotation for dilapidations advice in connection with the upcoming lease end dilapidations negotiations on the above.

**BACKGROUND AND BRIEF**

Broadstairs & St. Peter's Town Council (BSPTC) are the landlords of the above building. The tenants – Trading as 'The Escape Room' - hold a 6-year lease on part of the ground and first floor of the building dated 19 November 2018 that is due to end on 18 November 2024 and BSPTC now require a full lease end survey of the premises. The tenants want to renew but have carried out unauthorized alterations (Steel beams and the like) that must be regularized prior to any lease renewal.

You have therefore asked me to provide you with a fee proposal to inspect the property and report on the unauthorized alterations at the same time as preparing a costed Terminal Schedule of Dilapidations (dealing with the other potential reinstatement, redecoration and repair obligations that will no-doubt also form part of your renewal negotiations.



Google Street image



## REINSTATEMENT OBLIGATIONS

Under clause 27 of the tenant's lease, they are only obliged to remove their alterations if the landlord has served a notice on them to do so more than 3 months before lease end. Jane Ryland, at Brachers Solicitors may agree that a formally served Schedule of Dilapidations is acceptable as formal notice and that additionally the Schedule of Dilapidations service cover letter can formally reconfirm your reinstatement requirements.

## DOCUMENTATION

I confirm that you have kindly provided me with copies of the following:

1. The lease dated 19 November 2018 between Broadstairs & St. Peter's Town Council and Lewis A. Hunt and David M Davis

If available, we also need copies of any of the following:

1. Any rent deposit deeds.
2. Any earlier lease(s), licenses for alteration or agreements to lease.
3. Any side letters or agreements.
4. Any schedules of fixtures and fittings along with copies of the photographs.
5. Any previous schedules of dilapidations relating to the relevant demise.
6. Any original floor plans and construction drawings of the building
7. Any current planning consents or statutory notices relating to the property.
8. Any notices under the Landlord and Tenant Act 1954.

## FEE BASIS

Our fee to act on your client's behalf in this matter break down as follows:

1. **Preparation of the Terminal Schedule:** Our fee to review of the lease documentation, inspect the premises and the prepare the schedules of dilapidations would amount to £2,500 plus disbursements and vat. The cost of preparing and serving the terminal schedule, including any specialist fees, are reclaimable from the tenant under clause 14 of the lease.
2. **Professional fees in relation to the creation of a licence to alter:** Our fee to assist on the creation of a licence to alter would be chargeable on a time spent basis of £250.00 per hour, plus disbursements and vat, billable monthly with a detailed spreadsheet-based time sheet. These costs, plus any structural engineers' calculations etc, are also reclaimable from the tenant under clause 14 of the lease.
3. **Negotiating the dilapidations settlement:** We would negotiate with the tenant or their representative, with the aim of reaching as full a settlement figure as the lease will allow and as early in the process as possible. We would provide regular progress reports and closely liaise with you or another designated person. Our negotiation fee would be chargeable on a time charge of

£250.00 per hour, plus disbursements and vat, billable monthly with a detailed spreadsheet-based time sheet.

#### **OTHER SPECIALIST SERVICES**

The above fees exclude the costs involved in appointing other specialists (Valuers, solicitors, M&E consultants, MEEP's specialists or structural engineers etc). In particular it may be necessary to obtain valuation advice with a view to proving and fighting a tenant's Section 18 defence under the Landlord and Tenant Act 1927.

Please find attached our Scope of Service and standard terms of business, which combined with the contents of this letter constitute our Terms of Appointment. The standard terms of business apply to all work we do on your client's behalf until we contact you with any revised terms of business. Unless otherwise agreed in writing, these terms of business apply to any future instructions given on your client's behalf and your continuing instructions will amount to your client's acceptance of this quotation.

I trust that the above is acceptable and look forward to your instructions. Please do not hesitate to contact me if you need any points clarified.

Yours sincerely



David Blackmore BSc MRICS

Director

T: 07490 819 316

E: david@blackmoreBC.com

CC James Leeks, BlackmoreBC



## Standing orders

### Submitting motions

Officers work for the council and can only action decisions which have been approved by Council. Everything must be discussed and decided at public meetings. To do otherwise would compromise an officer's impartiality and professional integrity.

Any member may submit a motion for discussion and consideration at a committee of which they are a member or for full Council. They must submit a written motion (with supporting report if they wish) to the Town Clerk as per Standing Orders 9

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.


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### Public participation at committee meetings

Whilst all council meetings are open to the public, there is no facility within the terms of reference of any of the Town Council's committees for members of the public to speak. This right must be approved by Council as per Standing Order 4.d.ix

- a The Council may appoint standing committees or other committees as may be necessary, and:
  - ix. shall determine if the public may participate at a meeting of a committee.

**Decision required: Do councillors wish to extend the right of members of the public to speak at meetings to be extended to some or all committees?**

 <small>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</small>	<b>Grievance Policy</b>
	<b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b> <b>ADOPTED: 13<sup>th</sup> December 2021</b> <b>REVIEWED: 20<sup>th</sup> December 2023</b> <b>APPROVED: TBC</b>

## Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Council
  - an employee has the right to appeal against the decision about their grievance. The appeal decision is final
  - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. If upheld the employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
  - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties.

- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[ ] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

#### **Informal grievance procedure**

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairman of the Staff Management Sub-committee or, if appropriate, another member of the Staff Management Sub-committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

#### **Formal grievance procedure**

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Staff Management Sub-committee.

6. The Staff Management Sub-committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

9. Within 20 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
  - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
  - findings of the investigation if there has been an investigation
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).


### **The grievance meeting**

10. At the grievance meeting:
  - the Chairman will introduce the members of the sub-committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chairman will ask the employee questions about the information presented and will want to understand what action they want the Council to take
  - any member of the sub-committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within ten working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### **The appeal**

12. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Staff Management Sub-committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
  - a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the Staff Management Sub-committee who have not previously been involved in the case. There may be insufficient members of the Staff Management Sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Staff Management Sub-committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the Staff Management Sub-committee or substitute its own decision.
20. The decision of the appeal panel is final.

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>Disciplinary Policy</b></p>
<p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>ADOPTED: 13<sup>th</sup> December 2021</b>  <b>REVIEWED: 20<sup>th</sup> December 2023</b>  <b>APPROVED: TBC</b></p>	

## Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

[https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

- 3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case by assigning an investigator
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them
- employees will be given the opportunity to state their case, if the complaint results in a disciplinary hearing
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing. Support in reading these can be available at the request of the employee
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not

attend a meeting will be given the opportunity to be represented and to make written submissions

- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. If the disciplinary is upheld, the employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties.
- employees have the right to appeal against any disciplinary decision within 5 days of the employee receiving the decision in writing. The appeal process is to ensure the procedure and outcome was conducted in a fair manner. A new investigator will be assigned to hear the employees appeal, carry out another investigation if necessary, see if a different outcome is appropriate and provide the final outcome in writing as soon as possible. The appeal decision is final.
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- In cases of gross misconduct an employee may be dismissed without notice.
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

### **Examples of misconduct**

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions

- breach of health and safety rules.

### **Examples of gross misconduct**

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
  - incapacity at work because of alcohol or drugs
  - violent behaviour
  - fraud or theft
  - gross negligence
  - gross insubordination
  - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
  - serious and deliberate damage to property
  - use of the internet or email to access pornographic, obscene or offensive material
  - disclosure of confidential information.

### **Suspension**

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

### **Examples of unsatisfactory work performance**

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
  - inadequate IT skills
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

### **The Procedure**

- 10 Preliminary enquiries\_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.



If the employee or the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

### **Disciplinary investigation**

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council's Staff Management Sub-committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Staff Management Sub-committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Staff Management Sub-committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
  - whether a recommendation is required
  - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Staff Management Sub-committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case in a timely manner and prepare a report that recommends to the Staff Management Sub-committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
  - the employee has no case to answer and there should no further action under the Council's disciplinary procedure
  - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Staff Management Sub-committee which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

- 22 If the Staff Management Sub-committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
  - the names of its Chairman and other two members
  - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it
  - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
  - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official. A family member is not appropriate.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
  - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
  - the Chairman will invite the employee to present their account
  - the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
  - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
  - the employee (or companion) will have the opportunity to sum up
- 24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

#### **Disciplinary action**

- 26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

##### **First written warning**

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

##### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal

- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

## **Dismissal**

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

## **The appeal**

28 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

29 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

30 Where possible, the appeal will be heard by a panel of three members of the Staff Management Sub-committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Staff Management Sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

32 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the Staff Management Sub-committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

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