



Broadstairs & St Peter's Town Council

8 May 2024

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

You are hereby summoned to the Annual Meeting of the **Council** to be held in the Council Chamber, Pierremont Hall at 7pm on **Monday 13th May 2024**.

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

Kirsty Holroyd
Town Clerk

AGENDA

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2024-2025 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Mayoress or Consort

2. ELECTION OF A VICE-CHAIRMAN OF THE COUNCIL FOR THE 2024-2025 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Deputy Mayoress or Consort

3. WELCOME AND INTRODUCTIONS

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda

6. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act

1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

7. APPOINTMENTS TO COMMITTEES, SUB COMMITTEES AND OUTSIDE BODIES

To consider the nominations received

Attach 1

A) Council Committees

- i) Appointment of a minimum of six Councillors to the Planning Committee
- ii) Appointment of eight Councillors to the Finance & General Purposes Committee
- iii) Appointment of eight Councillors to the Community Assets Committee
- iv) Appointment of a minimum of eight Councillors to the Events, Leisure and Tourism Committee
- v) Appointment of a minimum of four Councillors to the Allotments and Land Committee
- vi) Appointment of a minimum of three Councillors to the Staff Management Committee
- vii) Appointment of a minimum of five Councillors to the Environment Committee
- viii) Appointment of a minimum of four Councillors to the Neighbourhood Planning Sub-committee

B) Internal appointments

i) School Liaison Councillor

To receive and consider nominations and to appoint a councillor to the role.

ii) Staff Liaison Councillor

To receive and consider nominations and to appoint a councillor to the role.

C) Representatives to outside bodies

- i) Appointment of one representative to the Alan Squirrel Trust
- ii) Appointment of one representative to Broadstairs and St Peter's Twinning Society
- iii) Appointment of one representative to the Friends of Mockett's Wood
- iv) Appointment of one representative to the Twining Association (in addition to Town Mayor as Joint Hon. President.

8. CHAIRMAN'S TERMS OF REFERENCE

i) To receive the Council's protocol document and discuss whether it suits the needs of the current Council.

Attach 2

ii) To approve the Chairman's Allowance in accordance with the Town Council's 2024 - 2025 annual budget.

9. MINUTES

To approve the minutes of the Council meeting held on Monday 22 April 2024. **Attach 3**

10. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

11. QUESTIONS AND OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS

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.

12. ENVIRONMENT COMMITTEE

To receive the draft minutes of the meeting held on Wednesday 1 May 2024 and consider any recommendations made. **Attach 4**

13. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Tuesday 7 May 2024 and consider any recommendations made. **Attach 5**

14. 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.

15. FINANCE

- i) To receive and approve a report concerning payments for the period 22 April 2024 to 8 May 2024. **Attach 6**
- ii) To receive info about receipts for the period 22 April 2024 to 8 May 2024. **Attach 7**
- iii) To receive info about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive a report concerning payments made between 8 May 2024 and 13 May 2024
- iv) To approve the use of specified direct debits and regular payments **Attach 8**

16. CAPABILITY POLICY

To receive and review a draft policy and consider whether it is fit for adoption by Council. **Attach 9**

17. KENT HIGHWAYS

To receive and comment on proposed changes to the High Street. **ENC 1**

18. PRESENTATION OF THE MILLENNIUM CUP

Presentation to a person or persons who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

19. PRESENTATION OF THE MAYORESS CUP - Presentation to an organisation or group who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

20. PRESENTATION OF THE KALC COMMUNITY AWARD – Presentation to acknowledge and give recognition to those that have made a significant contribution to their local community.

21. HIRERS' AGREEMENT

To receive and consider the hirers' agreement for community groups. **Attach 10**

22. DATE OF NEXT MEETING

Monday 26 June at 7pm in the Council Chamber, Pierremont Hall