



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 24 June 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bright, K Bright, R Farooki, M Garner, J Hobson, C Leys, A Munns, E Orhan, S Roberts.

Town Clerk: Kirsty Holroyd

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

### **435. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs Kemp, Moore, Roberts & Rusiecki.

### **436. DECLARATIONS OF INTEREST**

None received

### **437. MINUTES**

**RESOLVED: That the minutes of the Council meeting held on 13 May 2024 can be approved and duly signed as a true record by the Chairman.**

### **438. MATTERS ARISING**

Min. 429. The Town Clerk read out the message from Kent Highways officers in response to councillors' concerns over traffic calming measures to be undertaken in the High Street. All agreed the issues should be discussed under the HIP at the August traffic information drop in.

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

none

### **440. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Monday 3 June 2024.

**RESOLVED: Members agreed to note.**

### **441. EVENTS, LEISURE AND TOURISM COMMITTEE**

Members received the draft minutes of the meeting held on Monday 17 June 2024.

**RESOLVED: Members agreed to note.**

**442. COMMUNITY ASSETS COMMITTEE**

i) Members received the minutes of the meeting held on Tuesday 20 May 2024.

**RESOLVED: Members agreed to note.**

ii) Members received the draft minutes of the meeting held on Monday 10 June 2024.

**RESOLVED: Members agreed to note.**

iii) Members received and considered the proposed amended Terms of Reference

**RESOLVED: That the Terms of Reference are fit for purpose and can be adopted by Council.**

**443. COMMUNICATIONS**

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

**RESOLVED: That the presentation of a Mayor's award certificate to Louise Woodcock be approved retrospectively.**

ii) The Town Clerk reported that she and the Mayor had attended the first of the newly reinstated Town and Parish Forums with other Clerks and Chairmen from the District along with TDC officers and councillors. Terms of Reference had been agreed and the forum will deal with matters of strategic or District-wide importance only. The Sea Scouts had reported their boat park was finally operational and had thanked the Town Council for the three years' worth of grant funding which had helped the project come to fruition. Lastly, TDC are about to commence emergency works to the jetty and car park. The full flood defence works will start in September.

**444. FINANCE**

i) Members received and approved a report concerning payments for the period 13 May 2024 to 19 June 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 13 May 2024 to 19 June 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: -

- £1260 plus vat to Ability Sash Windows for repairs to three windows in the Princess Victoria Suite.
- MGS Plastering & Tiling - £680 for plaster work in The Cottage (two quotes obtained: this was the cheaper)
- On tap plumbing - £520 plus vat for new toilet to The Cottage (two quotes obtained: this was not the cheapest, but the quality of the work is known to the council and the specification is higher.)

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

iv) Members received a summary of staff salaries totalling £58785.90 for the months of May and June.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 17 April 2024 when the agenda was sent out until 22 April 2024 (see attached).  
**RESOLVED: That the payments be approved.**

#### **445. ACCOUNTS 2023-2024**

i) Members received the Annual Governance and Accountability Return 2022/23. The Town Clerk reported that the Independent Internal Auditor had already signed off his section on page three.

ii) Members reviewed the effectiveness of the System of Internal Control and considered each of the assertions separately.

**RESOLVED: Members were able to sign yes to each of the assertions.**

iii) Members considered signing of the Annual Governance Statement 2023/24

**RESOLVED: that the Annual Governance Statement be signed by the Chairman of this meeting.**

iv) Members considered the accounting statements for 2023/24.

**RESOLVED: that the Chairman of this meeting sign the Accounting Statements on behalf of the Council**

v) Members received the following supporting documents

a) Income and Expenditure Account 1 April 2023 – 31 March 2024

b) Balance Sheet at 31 March 2024

c) Bank reconciliation at 31 March 2024

**RESOLVED: Members agreed to note.**

vi) Members agreed the dates set for the period of the exercising of public rights.

**RESOLVED: that the inspection period will run from Friday 28 June 2024 to Thursday 8 August 2024.**

#### **446. TERMS OF REFERENCE**

i) Members received and considered draft terms of reference for the Local History and Heritage Councillor.

**RESOLVED: That the document is fit for purpose and can be adopted by Council.**

ii) Members received and considered draft terms of reference for the Friends of Mockett's Wood representative.

**RESOLVED: That the document is fit for purpose and can be adopted by Council.**

#### **447. INTERNAL AUDIT 2023-24**

Members received the report from the Independent Internal Auditor and noted that every element of the audit plan had received a low-risk grading.

**RESOLVED: Members agreed to note and congratulated staff on achieving this result.**

#### **448. PRIVATE MOTION**

Members received and considered a motion from Cllr Bright regarding becoming a Dementia Friendly town.

**RESOLVED: that the Town Council collaborate with Broadstairs Town Team and other community groups to explore ways in which we can make Broadstairs and St Peter's more dementia friendly.**

**449. POLICIES REVIEW**

ii) Members received a draft Events Publicity Policy and considered whether it is fit for adoption by Council.

**RESOLVED: That with a small amendment the policy is fit for purpose and can be adopted by Council.**

**450. BROADSTAIRS FOOD FESTIVAL**

Members received an application for additional funding as agreed by the F&GP committee in February at minute 143.

**RESOLVED: That the grant be approved in principle but that more detail is needed. The matter to be rediscussed at the next F&GP meeting in July.**

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

**451. TENANCIES**

The Town Clerk reported that some tenants were unhappy paying for their parking permit when the area was not policed. They claim their spaces are often taken by members of the public and had asked about the possibility of installing a barrier again.

**RESOLVED:**

- i) **That the cost of the barrier cannot currently be justified.**
- ii) **That the affected tenants be offered spaces in the less busy part of the car park.**
- iii) **That the parking licenses are legally binding and invoices must be paid.**

**452. PHASE III**

Members received the recommendation of the Community Assets Committee for the appointment of a lead consultant and project manager. The chairman explained that a full tender process had been undertaken at the recommendation of the council's solicitor. The resulting tenders had been carefully assessed and three firms had been shortlisted. A summary of results was presented and discussed.

**RESOLVED: That TMD Building Consultancy be appointed designer, contract manager and project lead.**

*Cllr Farooki abstained from voting.*

*Members of the public, had any been in attendance, would have been permitted to re-enter the meeting.*

**453. DATE OF NEXT MEETING**

Monday 29 July 2024 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 8.43pm

Signed \_\_\_\_\_

Date \_\_\_\_\_