



# Broadstairs & St Peter's Town Council

19 June 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 24 June 2024 at 7pm.**

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

*Kirsty Holroyd*  
Town Clerk

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

To receive from members of the Council and the 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 24 June 2024.

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

### **5. QUESTIONS AND/OR OBSERVATIONS FROM 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 1 July 2024 and consider any recommendations therein.

ii) To receive and approve the proposed Terms of Reference for the committee

### **7. ALLOTMENTS AND LAND COMMITTEE**

i) To receive the draft minutes of the meeting held on Monday 8 July 2024 and consider any recommendations therein.

ii) To receive and consider the Terms of Reference for the committee

**8. ENVIRONMENT COMMITTEE**

- i) To receive the minutes of the meeting held on Monday 15 July 2024 and consider any recommendations therein.
- ii) To receive and approve the Terms of Reference for the Committee

**9. FINANCE AND GENERAL PURPOSES COMMITTEE**

- i) To receive the minutes of the meeting held on Monday 22 July 2024 and consider any recommendations therein.
- ii) To receive and approve the Terms of Reference for the Committee
- iii) To receive and approve the Statement of Internal control
- iv) To receive and approve the Annual Governance Statement
- v) To receive and approve the Preferred Contractors' policy
- vi) To receive and approve the list of preferred contractors
- vii) To receive and approve the Risk Management Statement Review

**10. COMMUNICATIONS**

- i) To receive the report of the Town Mayor.
- ii) To receive the report of the Town Clerk.

**10. FINANCE**

- i) To receive and approve a report concerning payments for the period 24 June 2024 to 24 July 2024
- ii) To receive and approve a report concerning receipts for the period 24 June 2024 to 24 July 2024
- iii) To receive information about staff salaries for the period
- iv) To verbally receive information about works or services authorised between meetings.
- v) To receive and approve a report concerning payments for the period 24 July 2024 to 29 July 2024.

**11. BUDGET AND ACCOUNTS 2024-25**

- i) To review a summary of Council income and expenditure for Qu 1 2024-25 by cost centre in line with Standing order 17c.
- vi) To receive a bank reconciliation report showing the Council's balances held at the end of quarter 1 as per standing Order 17.c.
- ii) To receive the Transparency report for Qu 1 2024-25

**12. CODE OF CONDUCT**

- i) To receive a covering note from the Town Clerk
- ii) To receive and consider the proposed document.

**13. FREE TRADE PRESENTATION**

To receive a presentation from local champions

**14. PRIVATE MOTION**

To receive and consider a proposal from Cllr K Bright

**15. POLICIES REVIEW**

To receive and approve a Contractor Works Policy.

**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.**

**16. TENANT ISSUES**

To receive information on any issues requiring consideration

**17. STAFF MANAGEMENT COMMITTEE**

To receive the minutes of the meeting held on Thursday 25 July and consider any recommendations therein.

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

**18. DATE OF NEXT MEETING –** The next Council meeting will be held on Monday 30 September 2024 at 7pm in Pierremont Hall.