



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 29 July 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright, M Garner, J Hobson, C Kemp, P Moore, E Orhan.

Town Clerk: Kirsty Holroyd

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

### **454. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs R Farooki, C Leys, A Munns, K Pressland, S Roberts & G Rusiecki.  
Cllrs Nichols was absent.

### **455. DECLARATIONS OF INTEREST**

None received

### **456. MINUTES**

**RESOLVED: That with the removal of Cllr Garner's name from minute 448: Private Motion, the minutes of the Council meeting held on 24 June 2024 can be approved and duly signed as a true record by the Chairman.**

### **457. MATTERS ARISING**

Min. 451: Further to the car parking issues two tenants had accepted the offer of changing places. Since this is a variation to a legal document, Council approval is needed under Standing order 23.

**RESOLVED: That the parking licences be amended for the two tenants.**

The Town Clerk advised members to pay attention to the new signage to ensure they did not park in tenants' spaces by mistake now that different spaces had been allocated. All are clearly signposted.

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

Cllr Binks, KCC member for Broadstairs attended the meeting and updated those present on her efforts to minimise the traffic disruption due to be caused by gas

works over the summer. SGN and Kent Highways have worked together at Cllr Binks request and stalled the works altogether over the period of Folk Week.

**459. PLANNING COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 1 July 2024.

**RESOLVED: Members agreed to note.**

ii) 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.**

**460. ALLOTMENTS AND LAND COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 8 July 2024.

**RESOLVED: Min 75: That members agree with the proposal to extend the gardeners' remit to cover Balmoral Gardens and two of the formal flower beds, along with the recruitment of another part time gardener in principle. Officers will now work on the licence with TDC and report back to Council in due course.**

ii) 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.**

**461. ENVIRONMENT COMMITTEE**

i) Members received the minutes of the meeting held on Monday 15 July 2024.

**RESOLVED: Members agreed to note.**

ii) 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.**

**462. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 22 July 2024.

**RESOLVED: Members agreed to note.**

ii) Members received and approved the Terms of Reference for the Committee.

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

iii) Members received and approved the Statement of Internal Control.

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

iv) Members received and approved the Annual Governance Statement

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

v) Members received and approved the Preferred Contractors' policy  
**RESOLVED: That the document is fit for purpose and can be adopted by Council.**

vi) Members received and approved the list of preferred contractors.  
**RESOLVED: Members approved the list and confirmed none of them has a conflict of interest.**

vii) Members received and approved the Risk Management Statement Review.  
**RESOLVED: That the document is fit for purpose and can be adopted by Council.**

#### **463. COMMUNICATIONS**

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

ii) The Town Clerk reported that

- Ethos Consultants have offered a virtual meeting to talk through the Thanet wide car parking strategy currently undergoing the public consultation period.

**RESOLVED: That the Town Clerk set up an online meeting for all councillors to attend.**

- The Sea Scouts have finished their boat storage area and have invited all councillors to attend the opening event on 17 August.
- The Town Forum scheduled for 23 September now clashes with a TDC Members' briefing.

**RESOLVED: There is no need to change the date of the Town Forum.**

- The Chatty Café morning every Thursday in the Music Room from 10 a.m. to 12pm is proving popular. If any Councillors would like to help host it, they would be very welcome.

#### **464. FINANCE**

i) Members received and approved a report concerning payments for the period 24 June 2024 to 24 July 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 24 June 2024 to 24 July 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: -

- £96.80 plus vat to Westgate Security for a replacement emergency light in the front porch.
- £779.31 plus vat to Westgate Security to install a network connection to the Music Room
- £172.66 plus vat to Venture Telecom to install Wi-Fi in the Music Room
- £462 plus vat to BM Ambulance Group Ltd to provide first aid cover at the Remembrance event on 10 November.
- **RESOLVED: That the payments be approved.**

iv) Members received a summary of staff salaries totalling £27,180 for the month of July.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 24 July 2024 when the agenda was sent out until 29 July 2024 (see attached).

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

**465. BUDGET AND ACCOUNTS 2024-2025**

i) Members received and considered a summary report of payments and receipts as to 30 June 2024 (end of Qu. 1) in line with Standing Order 17d

**RESOLVED: Members agreed to note.**

ii) Members received and noted the bank reconciliation report dated 30 June 2024 (end of Qu 1) in line with Fin Reg 2.2.

**RESOLVED: Members agreed to note.**

iii) Members received the transparency report for Qu1 2024-25

**RESOLVED: Members agreed to note.**

**466. CODE OF CONDUCT**

i) Members received a covering report from the Town Clerk.

**RESOLVED: Members agreed to note.**

ii) Members received and considered the proposed document from TDC.

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

**467. FREETRADE PRESENTATION 2023-24**

No representative had been available to attend this evening's meeting so this item will be rescheduled for September.

**468. PRIVATE MOTION**

Members received and considered a motion from Cllr K Bright regarding the "Uncle Mack" plaque in Victoria Gardens. Members made it clear they were not taking a stance on the wider issues concerning the memorial. They simply wish to be able to continue tidying up the gardens.

**RESOLVED: that the Town Council writes to the Leader of Thanet District Council to request that in order that we might continue to improve our gardens in Broadstairs, the memorial to James 'Uncle Mack' Summerson be removed by TDC, from the Victoria Gardens and taken to a location where it can be safely stored.**

**469. POLICIES REVIEW**

Members received a draft Contractors' Works Policy and considered whether it is fit for adoption by Council.

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

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

**470. TENANCIES**

Members received a copy of the Dilapidations Survey undertaken recently by a third-party independent surveyor.

**RESOLVED:**

i) **That the tenant should not be offered a new lease once the current one expires.**

- ii) **That Brachers be engaged to draw up the necessary reinstatement documents as soon as possible.**

#### **471. STAFF MANAGEMENT COMMITTEE**

Members received the minutes of the meeting held on Thursday 25 July.

**RESOLVED: That subject to NALC approval:**

- i) **Min 57: the request cannot be accommodated as the criteria are there for a reason and had not been met in 2022.**
- ii) **Min 57: if the appraisal in August 2024 demonstrates "satisfactory performance" the staff member be offered two increment points and will therefore be at the point they would be if the current request was agreed.**

*20.26 Cllr Orhan left the meeting.*

- iii) **Min 58. That the request cannot be accommodated as there is already a process in place for pay rises to be applied. The Town Clerk is to ensure the staff member understands the process which will take place next month (August).**
- iv) **Min 60: That overtime payments totalling approximately £1800 be made to the Events Supervisor to be taken instead of time off in lieu so that she can remain on top of her workload.**
- v) **That the remainder of the earmarked reserve "Memory Bench" be used for the purpose.**
- vi) **That all employees be reminded of the process for pay increments.**
- vii) **That the onus is on employees to prove they have met the criteria via the appraisal process.**
- viii) **That the five basic training modules Equality, Diversity and Inclusion, GDPR Training, Fire Safety Awareness, Manual Handling Awareness, and Health and Safety Training for Employees must be met before any increment will be considered.**
- ix) **That a sixth basic training module Control of Substances Hazardous to Health (COSHH), must be undertaken by members of the Facilities team.**

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

#### **472. DATE OF NEXT MEETING**

Monday 30 September 2024 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 8.38 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_