



# Broadstairs & St Peter's Town Council

23 October 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 28 October 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 30 September 2024.  
**Attach 1**
- 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 7 October 2024 and consider any recommendations therein.  
**Attach 2**
- 7. FINANCE AND GENERAL PURPOSES COMMITTEE**
  - i) To receive the draft minutes of the meeting held on Monday 14 October 2024 and consider any recommendations therein.  
**Attach 3**

- 8. ALLOTMENTS AND LAND COMMITTEE**  
To receive the minutes of the meeting held on Monday 21 October 2024 and consider any recommendations therein. **Attach 4**
- 9. 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 30 September 2024 to 23 October 2024 **Attach 5**  
ii) To receive and approve a report concerning receipts for the period 30 October 2024 to 23 October 2024 **Attach 6**  
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 23 October 2024 to 28 October 2024.
- 11. BUDGET AND ACCOUNTS 2024-25**  
i) To receive and consider a summary report of payments and receipts as to 30 September 2024 (end of qu. 2) in line with Standing order 17c **Attach 7**  
ii) To receive and note the bank reconciliation report dated 30 September 2023 (end of Qu2) in line with Fin Reg 2.2. **Attach 8**  
iii) To receive and note the transparency report for Qu2 in line with Local Government Transparency code 2014. **Attach 9**
- 12. INTERNAL AUDIT REPORT – Interim visit**  
To receive the report of the IIA and consider any recommendations therein. **Attach 10**
- 13. SCHOOL FORUM**  
i) To receive and consider the minutes from the inaugural meeting **Attach 11**  
ii) To receive the verbal report of the Schools Liaison Councillor
- 14. BIODIVERSITY**  
i) To receive a report from the Town Clerk on the statutory duty to conserve and enhance biodiversity. **Attach 12**  
ii) To receive and consider a report on what the Town Council is currently doing to conserve and enhance biodiversity. **Attach 13**
- 15. COUNCILLORS' ALLOWANCES**  
i) To receive the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances. **Attach 14**  
ii) To receive the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025 **Attach 15**  
iii) To consider the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and consider councillors' allowances for 2024/25  
**pp 19-24 of Attach 15**

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. LEGAL ISSUES**

To receive information on any issues requiring consideration

**18. STAFF MANAGEMENT COMMITTEE**

i) To receive further reports on completed staff appraisals and consider any recommendations therein.

**ENCS 1-4**

ii) To receive and approve information regarding the Local Government Services pay agreement 2024.

**ENC 5**

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

**19. DATE OF NEXT MEETING** – The next Council meeting will be held on Monday 25 November 2024 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 30 September 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright, M Garner, J Hobson, A Munns, J Nichols, S Roberts & G Rusiecki.

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.

**473. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs R Farooki, C Leys, C Kemp, P Moore, E Orhan, K Pressland,

**474. DECLARATIONS OF INTEREST**

None received

**475. MINUTES**

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

**476. MATTERS ARISING**

Min: 468: the Town Clerk reported that she had received a response from Cllr Everitt concerning the removal of the "Uncle Mac" plaque from Victoria Gardens. This request cannot be accommodated at the present time, however TDC have agreed to renew the wooden cladding in order to tidy up the area.

*With the agreement of Council the Chairman brought forward item 14 in order that members of the public could speak.*

**477. SARAH THORNE THEATRE**

The Theatre's Director and Cllr Ros Binks, KCC member for Broadstairs attended the meeting and gave an update on arrangements with KCC. It appears KCC and TDC are following a process but councillors agreed a creative and collaborative approach was needed in order to explore all options fully.

**RESOLVED: That the Town Clerk continue to press for a meeting with all stakeholders in the interest of best representing the town and its assets.**

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

Cllr Rusiecki wished to draw to others' attention to the poor workmanship of the newly installed railings at the harbour. He has requested a meeting with TDC officers to point out the issue.

**479. PLANNING COMMITTEE**

i) Members received the minutes of the meeting held on Monday 5 August 2024.

**RESOLVED: Members agreed to note.**

ii) Members received the draft minutes of the meeting held on Monday 2 September 2024.

**RESOLVED: Members agreed to note.**

**480. COMMUNITY ASSETS COMMITTEE**

i) Members received the minutes of the meeting held on Monday 12 August 2024.

**RESOLVED: Members agreed to note.**

ii) Members received the draft minutes of the meeting held on Monday 9 September 2024.

**RESOLVED: Members agreed to note.**

Members requested another meeting before the next scheduled meeting in January.

**481. EVENTS, LEISURE AND TOURISM COMMITTEE**

i) Members received the minutes of the meeting held on Monday 19 August 2024. The Town Clerk reported that although the puzzle exchange was still proving popular, the chatty café element had not really taken off. It is more suited to an established café rather than the Music Room, which in any case is no longer suitable due to the colder weather and the need for the doors to be open.

**RESOLVED: Members agreed to note.**

ii) Members received and considered the risk assessment for the 5 November fireworks event.

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

iii) Members received and considered the traffic management plan for the 5 November fireworks event.

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

**482. ENVIRONMENT COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 16 September 2024.

**RESOLVED: That the quote from Box Green for all aspects of the Broadstairs in Bloom project be accepted at a total cost of £11,635.**

ii) Members received and considered a proposal from Cllr Garner to move the project forward.

**RESOLVED: That the council**

- **Instruct a solicitor to review the licence Riverside propose.**

- **Instruct the Town Clerk to carry out her usual risk assessments of the project**
- **Formally engage with the Forest School about undertaking the work**
- **Request a subterranean survey form Riverside and/or Kent Highways**
- **Instruct the Environment Committee to agree a budget**

#### **483. 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 she and some councillors had met with representatives from Folk Week including the new Festival Director to ensure continued good relationships and closer communication. The next meeting will take place mid-November.

She also reported that the Council had successfully obtained its NALC Local Council Award, which recognises good governance, robust working practices and strong relationships with the community. The Town Clerk will now start working towards the next level award.

#### **484. FINANCE**

i) Members received and approved a report concerning payments for the period 29 July 2024 to 25 September 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 29 July 2024 to 25 September 2024.

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

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

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

iv) Members received a summary of staff salaries totalling £54,873.85 for the month of August and September.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 25 September 2024 when the agenda was sent out until 30 September 2024 (see attached).

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

#### **485. FINANCIAL REGULATIONS**

Members were due to consider the draft new Financial Regulations but the document had not been received. Item therefore deferred to next meeting.

#### **486. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-24**

The Town Clerk reported that she had received confirmation from Mazars that the external review had been completed with no issues arising. The completion has been published on the Council's website and noticeboard.

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

#### **487. TENANT ISSUES**

No issues which need discussion this evening.

**488. LEGAL ISSUES**

No issues which need discussion this evening.

**489. STAFF MANAGEMENT COMMITTEE**

Members received the minutes of the meeting held on Thursday 5 September 2024.

**RESOLVED:**

- i) That the Events Supervisor role be made permanent and offered to the incumbent.**
- ii) That if she accepts, the incumbent be offered a one point increment in recognition of a year's satisfactory performance.**
- iii) That the Events Supervisor be asked to work full time from December 2024 for a fixed period of one year to cover the Events and Bookings Manager's maternity leave (commercial events side of the business only).**
- iv) That a new post of part time events assistant be created to manage the administration of the council run events.**
- v) That the Town Clerk will line manage both members of staff.**
- vi) That the Deputy Town Clerk will absorb some of the more complex elements of the EBM's work into her own.**
- vii) That the a new part-time gardener's post (30 hours per week) be created if TDC agree to the inclusion of additional sites in the licence.**
- viii) Post to be offered at a salary point 7.**

Members received the Town Clerk's report on completed staff appraisals.

**RESOLVED:**

- i) That the Town Clerk's recommendations be approved.**
- ii) That the word "automatically" be removed from the staff contracts and staff be reminded that the onus is on them to demonstrate "satisfactory performance" each year.**

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

**490. DATE OF NEXT MEETING**

Monday 28 October 2024 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 8.28 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

MONDAY 7 OCTOBER 2024

Present: Cllrs J Bayford, J Bright, R Farooki, K Pressland, P Moore, S Roberts (Chair)  
Deputy Town Clerk – Julie Belsey  
In attendance: Cllr A Munns  
Three members of public

**Minutes marked \* require a resolution from the Town Council**

### 335 OPENNESS AND TRANSPARENCY

Cllr Roberts 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.

One member of the public informed the Committee that they would be recording agenda item number 9 – Neighbourhood Plan Business.

### 336 APOLOGIES FOR ABSENCE

Late apologies were received from Cllr E Orhan.

### 337 DECLARATIONS OF INTEREST

None

### 338 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 2<sup>nd</sup> September 2024.

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

There were no matters arising.

### 340 QUESTIONS AND/OR OBSERVATIONS, OTHER THAN THOSE FOR SPECIFIC PLANNING APPLICATIONS, FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

None

### 341 CORRESPONDENCE

The Committee discussed the Planning Appeal for The Dolphin, 53-55 Albion Street, Broadstairs, application number 24/00030/ENFORC.

It was agreed that the Deputy Town Clerk would prepare wording to submit to the Planning Inspectorate regarding the wooden structure that has been erected and secured to the Town Council's building, Retort House, without permission. Within the appellant's statement, Retort House is referred to as Escape Rooms and not Town Council owned property. This structure has not been included within the appellant's statement. This will be sent to the Planning Committee to agree prior to comments being placed with the Planning Inspectorate. If possible, photos of the structure will be included. We will also continue to pursue this with TDC's Planning Enforcement.

### 342 CHAIR'S REPORT

None



### 343 NEIGHBOURHOOD PLAN BUSINESS

The Committee received and noted the Neighbourhood Plan Sub-Committee minutes of the meeting held on 17<sup>th</sup> September 2024.

The Deputy Town Clerk informed the Committee that Officers were looking at the Neighbourhood Plan page on the Town Council website this to move the information around/amend as necessary to ensure that it is up to date and correct. If necessary, we will speak to the website provider if help is required for all areas of the website. Also, if required, Officers will look at placing a banner to let the public know that some areas are yet to be updated.

Officers will aim to complete the Neighbourhood Plan page by the next planning meeting on 4<sup>th</sup> November 2024.

Another Neighbourhood Plan sub-committee meeting will be arranged before Christmas, as proposed in the minutes.

*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.*

*Cllr P Moore left the meeting 19.32*

### 344 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

24/1060/GD 33 High Street & 49 Belvedere Road, Broadstairs CT10 1JR  
The Committee unanimously recommends SUPPORT as this is a positive contribution to the area, subject to comments from the Conservation Officer.

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

*In accordance with Standing Orders 3e, 3f and 3g, Amanda Taylor addressed the Committee on application (Variation) 24/1021/DR – 99 Botany Road, Broadstairs CT10 3SB*

24/1021/DR 99 Botany Road, Broadstairs CT10 3SB  
Variation The Committee unanimously recommends REFUSAL for this variation due to loss of light and privacy to neighbouring properties.

*Amanda Taylor and one member of public left the meeting*

24/0919/EF Land adjacent to numbers 14 & 15 Whytecliffs, Broadstairs  
The Committee unanimously recommends REFUSAL on the grounds of overdevelopment of the site.

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

24/0989/DR 3 Lerryn Gardens, Broadstairs CT10 3BH  
The Committee unanimously recommends OBJECTION WITH CONCERNS. The Committee have concerns with the proposal going beyond the original build line, 45° rule and overlooking of neighbouring property.

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

24/1113/GD Cable Hut, Dumpton Gap Road, Broadstairs  
The Planning Committee of the Town Council has considered this application and has resolved unanimously to make No Comment.

v) **No Comment** was made on all other applications on the weekly lists (all unanimous):

24/0899/RB	32 Northdown Hill, Broadstairs CT10 3HU
A/24/0782/RB	Elgate Products Ltd, Unti 1 Patricia Way, Broadstairs CT10 2LF
24/0790/TC	2 Chandos Road, Broadstairs CT10 1QP
24/0870/DR	51 Queens Road, Broadstairs CT10 1PG
24/0979/AH	Bay Tree Hotel, 12 Eastern Esplanade, Broadstairs CT10 1DR
PN12/24/0944/DF	Hollywood Bowl, 19 Westwood Cross, Margate Road, Broadstairs
L/24/0627/DR	Apt 1 St Stephens Manor, North Foreland Road, Broadstairs CT10 3FA
24/0996/DR	28 Whiteness Green, Broadstairs CT10 3JS
24/0994/ZD	16 Bromstone Road, Broadstairs CT10 2HJ
24/0906/RB	80 Salisbury Avenue, Broadstairs CT10 2DU
24/1050/DR	28 Alexandra Road, Broadstairs CT10 1EP
L/24/1002/DR	3 Victoria Parade, Broadstairs CT10 1QS
24/1001/DR	3 Victoria Parade, Broadstairs CT10 1QS
24/0830/RB	82 Broadstairs Road, Broadstairs CT10 2RU
24/0888/DR	2 St James Avenue, Broadstairs CT10 2RN
24/1040/ZD	82 Salisbury Avenue, Broadstairs CT10 2DU
24/1012/GD	Seagulls, Cliff Promenade, Broadstairs CT10 3QY
24/1003/DF	18 Alexandra Road, Broadstairs CT10 1EP
24/0617/AH	Land on the South West side of Cliff Road, Broadstairs
24/1046/DR	32 High Street, Broadstairs CT10 1LH
24/1085/RB	20 Rectory Road, Broadstairs CT10 1HG

### 345 **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:

TCA/24/1075/MM St Peter's Church Hall, Hopeville Avenue, Broadstairs CT10 2TR  
The Committee unanimously recommends REFUSAL as there is currently no justification provided for felling a healthy tree. The Town Council requests that a TPO is placed on this tree.

(ii) 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/24/1000/MM      East Kent College, Ramsgate Road, Broadstairs CT10 1PN  
TCA/24/1115/MM      Hopeville House, 15 Church Street, Broadstairs CT10 1TT

**346      PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING**  
Next meeting: Monday 4<sup>th</sup> November 2024

Meeting closed at 19.39hrs  
Deputy Town Clerk



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**Monday 14 October 2024 at 7pm in the Council Chamber, Pierremont Hall**

Present: Councillors J Bright, K Bright, M Garner, E Orhan & S Roberts.

Town Clerk: Kirsty Holroyd

### **170. APOLOGIES FOR ABSENCE**

Apologies with reason from Cllrs Farooki and Kemp were received and accepted.

### **171. DECLARATIONS OF INTEREST**

None received.

### **172. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on Monday 22 July 2024.

**RESOLVED: that the minutes be approved as a true record of the meeting and signed by the Chairman.**

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

Min 165: David Buckett attended the meeting and gave a short presentation on the work he carried out in his capacity as the Council's Independent Internal Auditor. He listed those elements of the Council's business, finance and governance arrangements which he had inspected that day as part of the mid-term audit and answered councillors' questions. His full report will be presented to Council at the next meeting.

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

None

### **175. GRANTS**

i) Members received an update on the applications received this year to date.

**RESOLVED: Members agreed that another promotion of the grants scheme is needed.**

ii) Members discussed how to deal with further grant applications received this financial year. The Town Clerk explained how the increased budget this year meant that funds were still available but that those groups who were accustomed to the former timescale would be applying soon for grants for projects due to take place in the new financial year.

**RESOLVED:** That applications for projects due to start or take place in the current financial year could apply for funding from the current year. Those events and projects due to take place after April 2025 would be allocated from the new budget.

iii) Members received an application from Broadstairs Bowls Club.

**RESOLVED:**

- i) That £7060 be awarded for the repair and maintenance of the greens.
- ii) That since the proposed project is best carried out during the winter months £7060 be awarded from the current budget.

**176. BUDGET 2024-25**

i) Members received a summary report on actual spend to date and noted that each cost centre was on budget.

*At 20.23 Cllr Orhan left the meeting.*

ii) Members considered the full year forecast which the Town Clerk had prepared and analysed those cost codes which were showing potential under- or overspends.

**RESOLVED:** That the forecast be noted and implications of any under and overspends be considered when compiling the new budget.

**177. BUDGET 2055-26**

Members received a verbal report from the Town Clerk on those areas of the budget where she anticipated most change from the current year. Several potentially large projects were yet to be discussed at committee, but a fuller picture should be available by the start of November.

**RESOLVED:** that all members of the committee be invited to attend a budget working group meeting where each budget line can be analysed and discussed in detail in order to present a draft budget at the next meeting of this committee.

**178. INVESTMENT REVIEW**

i) Members received a report on current reserves and considered any top ups in the new financial year.

**RESOLVED:** Members did not consider any top ups to be necessary at this stage, but some new ring-fenced funds might need to be considered.

ii) Members received an update on accounts and interest rates.

**RESOLVED:**

i) That £200,000 be moved from the Unity Trust Current Account to the Unity Trust Instant Access Account to benefit from higher interest rates. (minute 325 from Council permits this but signatories will need to authorise)

ii) That £100,000 be moved from the Unity Trust Current Account to the NatWest Business Reserve to benefit from higher interest rates.

**179. COMMERCIAL EVENTS REPORT**

Due to staff sickness the report would not be available until the next meeting.

- 180. DATE OF THE NEXT MEETING** - Monday 9 December 2024 at 7pm in the Council Chamber, Pierremont Hall  
**Meeting closed at 20.58 pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_

DRAFT



## ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 21<sup>st</sup> October 2024

**Present:** Cllrs J Bright, J Hobson (arrived 19:04), E Orhan, S Roberts  
Deputy Town Clerk: Julie Belsey  
Members of Public: 4

### 78. 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.

### 79. APOLOGIES FOR ABSENCE

Late apologies were received from Cllr J Nichols.  
Not in attendance: Cllr K Pressland

### 80. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 81. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 8<sup>th</sup> July 2024

### 82. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Item 75(ii) Cllr Roberts brought up the issue of the person staying in a tent on Balmoral Gardens and any issues it may raise with the Town Council taking on the gardening there. Councillors will raise this again with Thanet Council.

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

None

### 84. ALLOTMENT HOLDERS' OPEN MEETING

- At Nash Gardens allotments they have set up a WhatsApp group to discuss sharing seeds etc.
- Discussion was held regarding encouraging wildlife. Allotment holders were encouraged to have hedgehog houses, insect hotels and small ponds/water features if they wanted to encourage more wildlife and insects.
- Plot 1A at Nash Gardens is currently being looked after by another plot holder whilst the hirer is recovering from illness.
- A Norman Road plot holder asked that allotment plot hirers remove any self-seeded sycamore saplings from their plots as if they are allowed to grow, it renders the plot and those around them virtually useless as they grow extremely quickly and depletes the water in the ground.

### 85. NORMAN ROAD AND NASH GARDENS ALLOTMENTS

- i) The Deputy Town Clerk will send the ideas and recommendations from the open meeting round to all allotment holders in an email.

Non-recyclable waste removal will be arranged for during the early part of 2025.

- ii) The Deputy Town Clerk received a quote of £300 (inc VAT) for the reduction of the large Bay tree that is growing between plots 3B & 6/4A.

**The quote of £300 (inc VAT) for the tree to be reduced down and trimmed back was AGREED,**

- iii) There are currently 45 people on each site's waiting list.

**The Committee AGREED to close the waiting list and to review the situation in October 2025.**

Due to the high interest in allotments, discussion was held regarding obtaining additional land for allotment plots should we be made aware of pieces of land becoming available. If this should happen in the future, discussion to be held to see if this is viable.

#### **86. MOCKETT'S WOOD**

- i) The Committee received the Management Plan and suggested amendments and additions from the Friends of Mockett's Wood volunteers.

**The Committee APPROVED the Management Plan for implementation**

The Committee discussed the employment of a part time fixed term Woodland Officer to help organise the plan of works with the Friends of Mockett's Wood and its implementation. The Woodland Officer would undertake some of the works required, help guide and organise the volunteers in the first year of the Plan.

**The Committee RECOMMENDED the employment of a part time (20hrs per week) fixed term for one year, Woodland Officer, for the implementation of the Management Plan at Mockett's Wood. The position is to be reviewed at the end of the first year.**

#### **87. CULMERS AMENITY LAND**

- o The vandalised CT10 Charities bench has now been delivered and was put together and fixed in position by the Town Council's Operations Officer and Gardener.
- o The lease for the land (leased from CT10 Charities) will be increased by £880 per year. The lease is reviewed every 5 years and increases by the RPI/basement in December of each year.
- o As we lease the land, discussion was held regarding the potential uses for the land – i.e. tasty planters, additional trees, and to follow up on the idea from a representative of the Town Team last year for graffiti art on the pathway leading through the amenity land. The land has the potential to be a more creative area. Cllr Bright will visit the area and report back with ideas/thoughts.
- o We have received a quote for works on a tree that has been brought up in the tree survey and also by the home owner due to it now growing over the roof and into the gutter areas.

**The quote of £360 (inc VAT) for the sycamore tree to be pruned back to give 2m clearance was AGREED.**

#### **88. PIERREMONT PARK GROUNDS**

In July the Committee agreed to the fixing of the wooden fence at the rear of the Music Room, which was scheduled in for October. The Facilities Team have now re-looked at the fence and a lot of the wood has begun to rot, so a quote is being sought for the replacement of the whole of the fence.

#### **89. VICTORIA GARDENS**

The Gardeners are still making a huge impact within this area, and we do receive a lot of positive comments both on social media and day to day. We are waiting for the licence for this area to be renewed but have received verbal confirmation that this will be happening.

The Gardeners are continuing with the clearing of areas and also the upkeep of the areas that have been cleared. It is planned that new ideas for the flower beds will be looked at and put into place ready for next year.



The Committee gave their official thanks to our Gardeners, Vanessa Vinall and Colin Ewins for the amazing job that they have done throughout the year, and a thank you to Vanessa for sharing of her huge amount of knowledge within this area.

**90. ADDITIONAL LAND LICENSED FROM THANET DISTRICT COUNCIL**

TDC are in the process of adding on Balmoral Gardens, the two circular beds within Pierremont Park (memorial rose bed and bed close to Pierremont Hall), and we have also added on the flower bed around the war memorial to our cultivation licence. We have also included the Fosters Avenue environmental committee project within this licence application, so all land is under one licence rather than individual.

Following a meeting with Dan Gooch of Thanet District Council, Cllr Mike Garner and BSPTC Officers, our Gardeners have cleared the war memorial beds. Dan Gooch arranged for the paving around the memorial to be repaired and for the memorial and surrounding area to be cleaned. This has all been undertaken and is now ready for our gardeners to replant with more suitable plants prior to Remembrance Sunday. The Grounds Maintenance Contractor for Pierremont has cut back the hedges so that the poppy railings are on show, and our Operations Officer has repainted the poppies.

*Cllr E Orhan left the meeting 20:06*

**91. TREE SURVEYS**

The Committee received the tree surveys which are a requirement by our insurance company.

**Works were AGREED and a quote for these works will now be sought.**

The Deputy Town Clerk will pass the Norman Road allotments tree survey to Thanet District Council to undertake the necessary works on their trees.

**92. GROUNDS MAINTENANCE CONTRACT**

The Committee received the draft tender for the Grounds Maintenance Contract which is due for renewal in April 2025. The draft was agreed with the removal of the removal of:

“Potentially harmful weedkillers and pesticides are to be avoided. When spraying appropriate signs must be displayed and remain in position for a suitable time. Weed spraying to be performed by appropriately qualified operative using MAFF approved chemicals and in accordance with Health & Safety procedures as specified by the Health & Safety Executive.”

This section will be replaced with:

“The use of Glyphosate is not permitted along with any other harmful weedkillers or pesticides.”

The Deputy Town Clerk will arrange for this tender to be advertised with a closing date during the 1<sup>st</sup> week of January 2025. The top graded potential contractors will go before Committee to approve the contractor for April 2025 to March 2028.

***Following discussion with the Town Clerk, this item will be placed on the Community Assets Agenda for the meeting taking place on 20<sup>th</sup> January 2025 for approval of the contractor.***

**93. ALLOTMENT AND LAND BUDGET 2025-26**

Initial recommendations for the 2025-26 Allotments & Land Budget

Budget Area	2024/2025	Notes for 2025-26	2025-26
Allotments – both sites general maintenance, non recyclable waste clearance	2,500		2,500

Culmers Amenity Land – includes lease, grounds maintenance contract, sundry tree works, sundry maintenance work	10,000 (Lease 6967.63 Contract 1545 Trees 1480)	Lease increase  New Grounds Maintenance Contract	<b>10,500</b>
Mockett's Wood – includes volunteer's grant which has been brought in-house, emergency tree work, additional tree maintenance on boundary with Church Court Grove, any additional contractor works	5,500	Add on Management Plan works.	<b>7,500</b>
Tree Survey and Works – annual tree safety inspections at Mockett's Wood, Pierremont Hall, Culmer's Amenity Land and Norman Road Allotments, plus works required	3,500	1,500 for surveys  2,000 for works	<b>3,500</b>
Pierremont Planting – for any additional planting required at Pierremont Hall	4,000	Works in addition to the grounds maintenance contract.	<b>4,000</b>
Pierremont Grounds Maintenance – for Grounds Maintenance Contract	10,035	New contract from 2025 – to include planters and winter maintenance	<b>11,355</b>
Victoria Gardens	5,000	Add on Maintenance & planting of Balmoral Gardens Planting and maintenance of 2 x circular beds at Pierremont Park War Memorial Planting New Gardener - additional tools & work clothes.	<b>6,000</b>

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

Date of next meeting: Monday 10<sup>th</sup> March 2025

Meeting Closed at 20:20  
Deputy Town Clerk

## Broadstairs & St. Peter's Town Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
768 Finance costs	30/09/2024		Nat West Current AC		bank charges	NATWEST	Z	5.60		5.60
769 Finance costs	30/09/2024		Unity Trust		bank charges	Unity Bank	Z	61.05		61.05
791 Stripe Fee	30/09/2024	Receipts Voucher No.329	Unity Trust	Receipt #1502-46	Stripe Transaction Fee	Stripe	E	2.10		2.10
763 Finance costs	01/10/2024		Nat West Current AC		Fee	HM Revenue & Customs	Z	2.02		2.02
764 Finance costs	01/10/2024		Nat West Current AC		Fee	HM Revenue & Customs	Z	4.35		4.35
765 Finance costs	01/10/2024		Nat West Current AC		Fee	HM Revenue & Customs	Z	7.56		7.56
783 Stationery	07/10/2024		Unity Trust		Stationery	VIKING DIRECT	S	63.43	12.69	76.12
782 Professional Fees	07/10/2024		Unity Trust		Legal fees	Brachers LLP	S	759.00	151.80	910.80
784 Training & Subscriptions	07/10/2024		Unity Trust		Subscription	Kent County Playing Fields	Z	20.00		20.00
777 Payroll company	07/10/2024		Unity Trust		Payroll	Invicta Arboriculture	S	343.95	68.79	412.74
781 Office contingencies	07/10/2024		Unity Trust		shredding	Castle Security Shredding	Z	52.00		52.00
778 Bandstand entertainment	07/10/2024		Unity Trust		bandstand concert	Ashley Taylor (Einstein's Cl	Z	350.00		350.00
776 Tree Survey & Works	07/10/2024		Unity Trust		inspection	Invicta Arboriculture	Z	1,500.00		1,500.00
775 Drain Clearance	07/10/2024		Unity Trust		Drain clearance	Clear Flow Drainage	Z	50.00		50.00
779 Window cleaning	07/10/2024		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
780 Electricity - Retort	07/10/2024		Unity Trust		electricity - retort	SSE Energy Solutions	S	606.97	121.39	728.36
792 Stripe Fee	07/10/2024	Receipts Voucher No.334	Unity Trust	Receipt #1226-61	Stripe Transaction Fee	Stripe	E	1.10		1.10
793 Stripe Fee	07/10/2024	Receipts Voucher No.333	Unity Trust	Receipt #1914-94	Stripe Transaction Fee	Stripe	E	1.34		1.34
794 Stripe Fee	07/10/2024	Receipts Voucher No.335	Unity Trust	Receipt #1188-20	Stripe Transaction Fee	Stripe	E	0.26		0.26
795 Stripe Fee	07/10/2024	Receipts Voucher No.336	Unity Trust	Receipt #1553-44	Stripe Transaction Fee	Stripe	E	0.26		0.26
796 Stripe Fee	07/10/2024	Receipts Voucher No.337	Unity Trust	Receipt #1193-59	Stripe Transaction Fee	Stripe	E	0.26		0.26
797 Stripe Fee	07/10/2024	Receipts Voucher No.339	Unity Trust	Receipt #1728-43	Stripe Transaction Fee	Stripe	E	0.26		0.26
798 Stripe Fee	07/10/2024	Receipts Voucher No.338	Unity Trust	Receipt #1354-25	Stripe Transaction Fee	Stripe	E	0.26		0.26
799 Stripe Fee	07/10/2024	Receipts Voucher No.340	Unity Trust	Receipt #1616-29	Stripe Transaction Fee	Stripe	E	0.26		0.26
800 Stripe Fee	07/10/2024	Receipts Voucher No.332	Unity Trust	Receipt #1088-00	Stripe Transaction Fee	Stripe	E	1.10		1.10
801 Stripe Fee	07/10/2024	Receipts Voucher No.331	Unity Trust	Receipt #1491-80	Stripe Transaction Fee	Stripe	E	0.92		0.92
802 Stripe Fee	07/10/2024	Receipts Voucher No.330	Unity Trust	Receipt #1200-91	Stripe Transaction Fee	Stripe	E	1.10		1.10
804 Stripe Fee	11/10/2024	Receipt Voucher No. 359	Unity Trust	Receipt #1685-10	Stripe Transaction Fee	Stripe	E	0.50		0.50
805 Stripe Fee	11/10/2024	Receipt Voucher No. 360	Unity Trust	Receipt #1723-45	Stripe Transaction Fee	Stripe	E	0.28		0.28
806 Stripe Fee	13/10/2024	Receipt Voucher No. 361	Unity Trust	Receipt #1312-65	Stripe Transaction Fee	Stripe	E	0.35		0.35
807 Stripe Fee	13/10/2024	Receipt Voucher No. 362	Unity Trust	Receipt #1716-52	Stripe Transaction Fee	Stripe	E	0.26		0.26
808 Stripe Fee	14/10/2024	Receipt Voucher No. 363	Unity Trust	Receipt #1752-15	Stripe Transaction Fee	Stripe	E	0.28		0.28
809 Stripe Fee	14/10/2024	Receipt Voucher No. 364	Unity Trust	Receipt #1144-77	Stripe Transaction Fee	Stripe	E	0.28		0.28

Attach 5

# Broadstairs & St. Peter's Town Council

## PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
840	15/10/2024	Receipt Voucher No. 370	Unity Trust	Receipt #1100-411	Stripe Transaction Fee	Stripe	E	1.34		1.34
868	16/10/2024		Lloyds Corporate Cr€		ipad storage	Apple.com	S	7.49	1.50	8.99
858	16/10/2024		Lloyds Corporate Cr€		mobile phone insurance - facilli	Bastion Insurance	Z	54.89		54.89
846	16/10/2024		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
861	16/10/2024		Lloyds Corporate Cr€		training - councillors	Eventbrite	S	32.68	6.54	39.22
863	16/10/2024		Lloyds Corporate Cr€		Supplies	CO-OP	Z	2.50		2.50
866	16/10/2024		Lloyds Corporate Cr€		Supplies	CO-OP	Z	1.50		1.50
865	16/10/2024		Lloyds Corporate Cr€		printing	HP Instant Ink Ltd	S	15.41	3.08	18.49
847	16/10/2024		Lloyds Corporate Cr€		printing	HP Instant Ink Ltd	S	4.57	0.92	5.49
848	16/10/2024		Lloyds Corporate Cr€		Refreshments	CO-OP	Z	1.65		1.65
867	16/10/2024		Lloyds Corporate Cr€		Fee	Lloyds commercial cards	Z	3.00		3.00
859	16/10/2024		Lloyds Corporate Cr€		Supplies	ASDA	Z	159.52		159.52
860	16/10/2024		Lloyds Corporate Cr€		Supplies	CO-OP	Z	2.85		2.85
854	16/10/2024		Lloyds Corporate Cr€		Equipment	Amazon UK Services Ltd	S	58.32	11.66	69.98
855	16/10/2024		Lloyds Corporate Cr€		Equipment	Amazon UK Services Ltd	S	21.62	4.33	25.95
856	16/10/2024		Lloyds Corporate Cr€		Equipment	Amazon UK Services Ltd	S	52.65	10.53	63.18
864	16/10/2024		Lloyds Corporate Cr€		ev charge costs	City Electrical Factors Ltd	S	9.74	1.95	11.69
850	16/10/2024		Lloyds Corporate Cr€		ev charge costs	City Electrical Factors Ltd	Z	3.77		3.77
852	16/10/2024		Lloyds Corporate Cr€		ev charge costs	City Electrical Factors Ltd	Z	6.52		6.52
862	16/10/2024		Lloyds Corporate Cr€		Supplies	Wickes	S	35.84	7.16	43.00
853	16/10/2024		Lloyds Corporate Cr€	asset register	mower	Agwood Ltd	S	290.84	58.17	349.01
849	16/10/2024		Lloyds Corporate Cr€		Fee	Sideways Media Limited	Z	65.00		65.00
851	16/10/2024		Lloyds Corporate Cr€		Refreshments	CO-OP	Z	3.00		3.00
857	16/10/2024		Lloyds Corporate Cr€		Supplies	CO-OP	Z	12.20		12.20
824	16/10/2024		Unity Trust		Stripe Transaction Fee	Stripe	X	0.74		0.74
842	16/10/2024	Receipt Voucher No. 369	Unity Trust	Receipt #1006-621	Stripe Transaction Fee	Stripe	E	0.28		0.28
833	17/10/2024		Unity Trust		photocopier	KCC	S	96.05	19.21	115.26
825	17/10/2024		Unity Trust		Conference	KALC	S	70.00	14.00	84.00
838	17/10/2024		Nat West Current Ac		mobile phones	02	S	195.96	39.19	235.15
828	17/10/2024		Unity Trust		first aid cover - remembrance	BM Ambulance Service Ltd	S	462.00	92.40	554.40
836	17/10/2024		Unity Trust		printing	Lanes Printers	S	40.00	8.00	48.00
834	17/10/2024		Unity Trust		Fee	Thanet District Council	Z	326.00		326.00
837	17/10/2024		Unity Trust		In Bloom Grant	St Peter's Junior School	Z	300.00		300.00
826	17/10/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	190.00	38.00	228.00
826	17/10/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	125.00	25.00	150.00

# Broadstairs & St. Peter's Town Council

## PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
830	17/10/2024		Unity Trust		Subscription	Karen McKenzie - Tree Wai	Z	75.00		75.00
829	17/10/2024		Unity Trust		Works	E. Saunders Ltd	S	42.00	8.40	50.40
827	17/10/2024		Unity Trust		Cleaning	Total Cleaning Services	S	340.00	68.00	408.00
839	17/10/2024		Nat West Current Ac		electricity - music room	Edf	L	86.78	4.34	91.12
836	17/10/2024		Unity Trust		printing	Lanes Printers	S	40.00	8.00	48.00
831	17/10/2024		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
835	17/10/2024		Unity Trust		Supplies	Page & Sons	S	456.62	91.32	547.94
832	17/10/2024		Unity Trust		Cleaning	Total Cleaning Services	S	885.12	177.02	1,062.14
826	17/10/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	836.25	167.25	1,003.50
831	17/10/2024		Unity Trust		security	Probe Security	S	750.00	150.00	900.00
843	17/10/2024	Receipt Voucher No. 368	Unity Trust	Receipt #1808-29:	Stripe Transaction Fee	Stripe	E	0.32		0.32
844	17/10/2024	Receipt Voucher No. 366	Unity Trust	Receipt #1155-58:	Stripe Transaction Fee	Stripe	E	0.28		0.28
845	17/10/2024	Receipt Voucher No. 367	Unity Trust	Receipt #1927-32:	Stripe Transaction Fee	Stripe	E	0.28		0.28
<b>Total</b>								<b>10,270.66</b>	<b>1,400.64</b>	<b>11,671.30</b>

# Broadstairs & St. Peter's Town Council

23 October 2024 (2024-2025)

Attach 6

## RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	Net	VAT	total
298	Events Room Hire	30/09/2024	Unity Trust		Room Hire			
299	Retort House Bookings	30/09/2024	Unity Trust		Room Hire	30.00	6.00	36.00
310	Allotments	30/09/2024	Unity Trust		Allotment Charges 01.10.2	38.70		38.70
299	Retort House Bookings	30/09/2024	Unity Trust		Room Hire	30.00	6.00	36.00
299	Retort House Bookings	30/09/2024	Unity Trust		Room Hire	30.00	6.00	36.00
299	Retort House Bookings	30/09/2024	Unity Trust		Room Hire	30.00	6.00	36.00
314	Bank Interest	30/09/2024	Nat West Busines		Interest	91.73		91.73
310	Allotments	30/09/2024	Unity Trust		Allotment Charges 01.10.2	14.19		14.19
315	Retort House Tenants	30/09/2024	Unity Trust		Rent of premises	2,173.29	434.66	2,607.95
316	Events Room Hire	30/09/2024	Unity Trust		Room Hire	54.00	10.80	64.80
316	Events Room Hire	30/09/2024	Unity Trust		Room Hire	54.00	10.80	64.80
316	Events Room Hire	30/09/2024	Unity Trust		Room Hire	54.00	10.80	64.80
316	Events Room Hire	30/09/2024	Unity Trust		Room Hire	54.00	10.80	64.80
316	Events Room Hire	30/09/2024	Unity Trust		Room Hire	54.00	10.80	64.80
323	Bank Interest	30/09/2024	Unity Instant Acc		Interest	1,771.20		1,771.20
329	Christmas Event	30/09/2024	Unity Trust		Receipt #1502-4: Christmas Market	83.33	16.67	100.00
351	Tenants' rent	01/10/2024	Nat West Current		Rent of Office	590.00	118.00	708.00
330	Christmas Event	01/10/2024	Unity Trust		Receipt #1200-9: Christmas Market	50.00	10.00	60.00
331	Christmas Event	01/10/2024	Unity Trust		Receipt #1491-8: Christmas Market	50.00	10.00	60.00
332	Christmas Event	01/10/2024	Unity Trust		Receipt #1088-0: Christmas Market	50.00	10.00	60.00
333	Christmas Event	01/10/2024	Unity Trust		Receipt #1914-9: Christmas Market	50.00	10.00	60.00
334	Christmas Event	01/10/2024	Unity Trust		Receipt #1226-6: Christmas Market	50.00	10.00	60.00
350	Tenants' rent	02/10/2024	Nat West Current		Rent of Office	520.42	104.08	624.50
346	Events Room Hire	02/10/2024	Unity Trust		Room Hire	30.00	6.00	36.00
335	Youth Activities	03/10/2024	Unity Trust		Receipt #1188-2: Under 18s	4.17	0.83	5.00
336	Youth Activities	03/10/2024	Unity Trust		Receipt #1553-4: Under 18s	4.17	0.83	5.00
337	Youth Activities	03/10/2024	Unity Trust		Receipt #1193-5: Under 18s	4.17	0.83	5.00
338	Youth Activities	03/10/2024	Unity Trust		Receipt #1354-2: Under 18s	4.17	0.83	5.00
339	Youth Activities	03/10/2024	Unity Trust		Receipt #1728-4: Under 18s	4.17	0.83	5.00
321	Allotments	07/10/2024	Unity Trust		Refund	-48.48		-48.48
342	Events Room Hire	07/10/2024	Unity Trust		Room Hire	250.00	50.00	300.00
342	Events Room Hire	07/10/2024	Unity Trust		Room Hire	41.67	8.33	50.00

342	Events Room Hire	07/10/2024	Unity Trust	Room Hire	25.00	5.00	30.00
342	Events Room Hire	07/10/2024	Unity Trust	Room Hire	16.67	3.33	20.00
342	Events Room Hire	07/10/2024	Unity Trust	Room Hire			
342	Events Room Hire	07/10/2024	Unity Trust	Room Hire	13.33	2.67	16.00
342	Events Room Hire	07/10/2024	Unity Trust	Room Hire	83.33	16.67	100.00
343	Events Room Hire	07/10/2024	Unity Trust	Room Hire	108.00	21.60	129.60
340	Youth Activities	07/10/2024	Unity Trust	Receipt #1616-2: Under 18s	4.17	0.83	5.00
344	Allotments	08/10/2024	Unity Trust	Allotment Charges 01.10.2	30.00		30.00
344	Allotments	08/10/2024	Unity Trust	Allotment Charges 01.10.2	18.92		18.92
345	electricity	08/10/2024	Unity Trust	Electricity	18.42	3.68	22.10
352	Events Room Hire	08/10/2024	Unity Trust	Room Hire	74.66	14.94	89.60
341	Allotments	10/10/2024	Unity Trust	Allotment Charges 01.10.2	30.00		30.00
341	Allotments	10/10/2024	Unity Trust	Allotment Charges 01.10.2	7.69		7.69
341	Allotments	10/10/2024	Unity Trust	Allotment Charges 01.10.2	0.01		0.01
347	VAT Refund	11/10/2024	Unity Trust	VAT reclaim		2,940.87	2,940.87
355	Allotments	11/10/2024	Unity Trust	Allotment Charges 01.10.2	30.00		30.00
355	Allotments	11/10/2024	Unity Trust	Allotment Charges 01.10.2	15.84		15.84
349	Tenants' rent	11/10/2024	Unity Trust	Rent of Office	964.00	192.80	1,156.80
348	Pierremont service charges	11/10/2024	Unity Trust	Service Charge	2,018.08	403.62	2,421.70
348	Pierremont service charges	11/10/2024	Unity Trust	Service Charge	-173.39	-34.68	-208.07
359	Youth Activities	11/10/2024	Unity Trust	Receipt #1685-1: Under 18s	16.67	3.33	20.00
360	Youth Activities	13/10/2024	Unity Trust	Receipt #1723-4: Under 18s	4.17	0.83	5.00
361	Youth Activities	13/10/2024	Unity Trust	Receipt #1312-6: Under 18s	8.33	1.67	10.00
362	Youth Activities	13/10/2024	Unity Trust	Receipt #1716-5: Under 18s	4.17	0.83	5.00
353	Events Room Hire	14/10/2024	Unity Trust	Room Hire	100.00	20.00	120.00
354	Events Room Hire	14/10/2024	Unity Trust	Room Hire	260.00	52.00	312.00
356	Events Room Hire	14/10/2024	Unity Trust	Room Hire	30.00	6.00	36.00
356	Events Room Hire	14/10/2024	Unity Trust	Room Hire	30.00	6.00	36.00
356	Events Room Hire	14/10/2024	Unity Trust	Room Hire	30.00	6.00	36.00
356	Events Room Hire	14/10/2024	Unity Trust	Room Hire	30.00	6.00	36.00
371	electricity	14/10/2024	Unity Trust	Electricity	205.45	41.09	246.54
356	Events Room Hire	14/10/2024	Unity Trust	Room Hire	30.00	6.00	36.00
363	Youth Activities	14/10/2024	Unity Trust	Receipt #1752-1: Under 18s	4.17	0.83	5.00
364	Youth Activities	14/10/2024	Unity Trust	Receipt #1144-7: Under 18s	4.17	0.83	5.00
357	Allotments	15/10/2024	Nat West Current	Allotment Charges 01.10.2	30.00		30.00
357	Allotments	15/10/2024	Nat West Current	Allotment Charges 01.10.2	9.36		9.36
358	Allotments	15/10/2024	Nat West Current	Allotment Charges 01.10.2	48.60		48.60
358	Allotments	15/10/2024	Nat West Current	Allotment Charges 01.10.2	17.82		17.82
370	Christmas Event	15/10/2024	Unity Trust	Receipt #1100-4: Under 18s	50.00	10.00	60.00
372	Electricity	16/10/2024	Nat West Current	Refund	1,326.32	265.27	1,591.59

365	Events Room Hire	16/10/2024	Unity Trust	Room Hire	30.00	6.00	36.00
369	Youth Activities	16/10/2024	Unity Trust	Receipt #1006-6: Under 18s	4.17	0.83	5.00
366	Youth Activities	17/10/2024	Unity Trust	Receipt #1155-5: Under 18s	4.17	0.83	5.00
367	Youth Activities	17/10/2024	Unity Trust	Receipt #1927-3: Under 18s	4.17	0.83	5.00
368	Youth Activities	17/10/2024	Unity Trust	Receipt #1808-2: Under 18s	8.33	1.67	10.00
					<b>11,791.70</b>	<b>4,878.06</b>	<b>16,669.76</b>



**Broadstairs & St. Peter's Town Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

*Attach 7*

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs		1,788.07	1,788.07 (178807)	98,450.00	30,565.13	67,884.87 (68%)	69,672.94
Amenities			0.00 (N/A)	36,000.00	7,790.25	28,209.75 (78%)	28,209.75
Civic Costs			0.00 (N/A)	17,000.00	563.08	16,436.92 (96%)	16,436.92
Community		4.17	4.17 (417%)	39,614.32	24,436.63	15,177.69 (38%)	15,181.86
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked reserves			0.00 (N/A)	281,237.47		281,237.47 (100%)	281,237.47
Events	11,200.00	13,387.39	2,187.39 (19%)	61,500.00	34,659.79	26,840.21 (43%)	29,027.60
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)	100,000.00	65,051.83	34,948.17 (34%)	34,948.17
Income	819,160.00	818,898.64	-261.36 (-0%)		-46.66	46.66 (4666%)	-214.70
Open Spaces	1,200.00	1,038.03	-161.97 (-13%)	50,000.00	13,976.59	36,023.41 (72%)	35,861.44
Phase 3 - Basement			0.00 (N/A)	50,000.00	17,333.00	32,667.00 (65%)	32,667.00
Pierremont Annual Maintenance			0.00 (N/A)	72,925.00	41,817.69	31,107.31 (42%)	31,107.31
Pierremont Events	40,000.00	31,799.27	-8,200.73 (-20%)	2,500.00	5,276.77	-2,776.77 (-111%)	-10,977.50
Pierremont Hall	78,817.29	26,821.61	-51,995.68 (-65%)	56,900.00	13,927.91	42,972.09 (75%)	-9,023.59
PWLB Loan			0.00 (N/A)	35,824.00	17,911.97	17,912.03 (50%)	17,912.03
Retort House	38,338.50	11,127.75	-27,210.75 (-70%)	18,200.00	9,511.04	8,688.96 (47%)	-18,521.79
Staff Costs			0.00 (N/A)	326,625.00	169,379.95	157,245.05 (48%)	157,245.05
YE Adjustments			0.00 (N/A)			0.00 (N/A)	0.00
<b>NET TOTAL</b>	<b>988,715.79</b>	<b>904,864.93</b>	<b>-83,850.86 (-8%)</b>	<b>1,246,775.79</b>	<b>452,154.97</b>	<b>794,620.82 (63%)</b>	<b>710,769.96</b>

Total for ALL Cost Centres	904,864.93	452,154.97
V.A.T.	27,260.62	268,177.09
<b>GROSS TOTAL</b>	<b>932,125.55</b>	<b>720,332.06</b>

## Broadstairs &amp; St. Peter's Town Council

Attach 8.

Prepared by:   
Name and Role (Clerk/RFO etc)

Date: 22-10-24

Approved by:   
Name and Role (RFO/Chair of Finance etc)

Date: 22-10-24

	<b>Bank Reconciliation at 30/09/2024</b>		
	Cash in Hand 01/04/2024		1,175,799.59
	<b>ADD</b> Receipts 01/04/2024 - 30/09/2024		933,811.75
			2,109,611.34
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/09/2024		719,998.78
<b>A</b>	<b>Cash in Hand 30/09/2024</b> (per Cash Book)		<b>1,389,612.56</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2024	0.00
	Nationwide 95 Day	30/09/2024	554,001.80
	Nat West Current Account	30/09/2024	25,000.00
	Nat West Business Reserve	30/09/2024	50,715.91
	Unity Trust	30/09/2024	508,895.04
	Lloyds Corporate Credit card	30/09/2024	0.00
	Unity Instant Access Savings	30/09/2024	257,299.89
			<b>1,395,912.64</b>
	Less unrepresented payments		6,511.42
			1,389,401.22
	Plus unrepresented receipts		211.34
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,389,612.56</b>
	<b>A = B Checks out OK</b>		

**Broadstairs & St. Peter's Town Council****Uncashed payments/transfers out (All banks)****(Upto 30/09/2024)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
1224	19/03/2024		tax & ni	6,412.38	Nat West Current Account
603	29/08/2024		drainage	100.00	Unity Trust
786	10/09/2024		Stripe Refund	-5.00	Unity Trust
787	27/09/2024	Receipt #1481-	Stripe Transaction Fee	0.28	Unity Trust
788	27/09/2024	Receipt #1706-	Stripe Transaction Fee	0.28	Unity Trust
789	27/09/2024	Receipt #1574-	Stripe Transaction Fee	0.28	Unity Trust
790	27/09/2024	Receipt #1583-	Stripe Transaction Fee	1.10	Unity Trust
791	30/09/2024	Receipt #1502-	Stripe Transaction Fee	2.10	Unity Trust
<b>Total-----</b>				<b>6,511.42</b>	

**Broadstairs & St. Peter's Town Council**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 30/09/2024)**

Voucher	Date	Cheque No.	Description	Total	Bank
291	12/09/2024		delete		Unity Trust
317	20/09/2024	see 295 & 318	Allotment Charges 01.10.24 - 30.09.2	30.00	Unity Trust
319	20/09/2024	see 295 & 318	refund - paid twice	-48.48	Unity Trust
324	23/09/2024	Receipt #1729-	Under 18s	5.00	Unity Trust
325	23/09/2024	Receipt #1481-	Under 18s	5.00	Unity Trust
326	23/09/2024	Receipt #1706-	Under 18s	5.00	Unity Trust
327	23/09/2024	Receipt #1574-	Under 18s	5.00	Unity Trust
294	25/09/2024	PAYMENT IN C	Allotment Charges 01.10.24 - 30.09.2	49.82	Unity Trust
328	27/09/2024	Receipt #1583-	Christmas Market	60.00	Unity Trust
329	30/09/2024	Receipt #1502-	Christmas Market	100.00	Unity Trust
298	30/09/2024		Room Hire		Unity Trust
Total-----				<b>211.34</b>	



## Broadstairs & St Peter's Town Council Quarterly Transparency Report 1<sup>st</sup> June 2024 to 30th September 2024

### List of expenditure exceeding £500 (NET) – Excluding salaries.

Grants and Councillor Allowances reported separately.

Description	Supplier	Amount
security	Probe Security	180.00
security	Probe Security	924.00
security	Marc One Security	748.00
fee - audit	David Buckett	629.70
Cleaning	Total Cleaning Services	1,009.04
Grounds Maintenance	NJL Boxgreen Ltd	3,481.68
Grounds Maintenance	NJL Boxgreen Ltd	150.00
Grounds Maintenance	NJL Boxgreen Ltd	1,003.50
electricity - retort	SSE Energy Solutions	644.24
Works	John Couzens Roofing Contractor	600.00
AED maintenance	Hopkins	907.20
beacon	Viking Fireworks	600.00
fire survey	EK Fire Protection	744.00
rent - Culmers land	CT10 Parochial Charities	1,741.90
window repairs	Ability Sash Windows	1,512.00
Survey	Blackmore Building Consultancy Ltd	3,000.00
service charge certificate	Spurling Cannon	600.00
Advertising	Hitched Limited	1,620.00
water tap for promenade	Culligan Water	3,393.65
Electricity	SSE Energy Solutions	644.24
security	Probe Security	924.00
Cleaning	Total Cleaning Services	1,062.14
Grounds Maintenance	NJL Boxgreen Ltd	150.00
Grounds Maintenance	NJL Boxgreen Ltd	3,798.00
Grounds Maintenance	NJL Boxgreen Ltd	1,003.50
legal payment on account	Brachers LLP	828.00
Fee	Performing Rights Society	359.55
Fee	Performing Rights Society	400.00
Electricity	British Gas	1,621.67
security	Marc One Security	1,872.00
performance deposit	Applause Rural Touring	1,500.00
security	Marc One Security	3,456.00
Fee	Woodley Coles	1,560.00
Fee	UK Building Surveys	9,180.00
loan repayment	Public Works Loans Board	17,911.97
Beach security	Marc One Security	4,176.00
bandstand concert	East Coast Entertains	600.00
Grounds Maintenance	NJL Boxgreen Ltd	570.00
Grounds Maintenance	NJL Boxgreen Ltd	1,003.50
Cleaning	Total Cleaning Services	1,062.14
security	Probe Security	1,104.00
Works	Martin Stone	680.00
Electricity	EDF	4,755.08
Concert	D. Larkin Smith (Brad Pittance)	500.00

beach patrols	Marc One Security	5,328.00
Electricity	SSE Energy Solutions	647.05
Electricity	EDF	2,387.72
security	Marc One Security	2,934.00
Legal fees	Brachers LLP	1,415.82
Legal fees	Brachers LLP	2,380.80
summer theatre	Applause Rural Touring	3,500.00
Patrols	Marc One Security	684.00
Patrols	Marc One Security	4,878.00
Grounds Maintenance	NJL Boxgreen Ltd	570.00
Grounds Maintenance	NJL Boxgreen Ltd	1,003.50
Cleaning	Total Cleaning Services	1,009.03
Patrols	Probe Security	180.00
Patrols	Probe Security	924.00
Punch & Judy	Benjamin Hasker	2,600.00
drainage	Clear Flow Drainage	520.00
fire risk assessment	EK Fire Protection	534.00
fire risk assessment	EK Fire Protection	1,602.00
Electricity	SSE Energy Solutions	728.36
Beach security	Marc One Security	5,193.00
fire survey	EK Fire Protection	744.00
Fees	Girlings Solicitors	1,020.00
Decorative Lighting	SparkX Ltd	3,090.00
Decorative Lighting	SparkX Ltd	2,202.00
sanitary bins	VR Sani-co	622.46
rent - Culmers land	CT10 Parochial Charities	1,741.90

**List of formal Tenders undertaken in accordance with the Town Council Financial Regulations**

<b>Item/Service</b>	<b>Dates of formal tender on Contract Finder</b>	<b>Date public notice/advert was posted on website/social media and noticeboards</b>
none		

**Items and services purchased that required three quotes in accordance with the Financial Regulations:**

	<b>Were three quotes obtained Y/N</b>	<b>If no, provide explanation</b>
Applause Rural Touring	N	Prospective suppliers of outreach theatre entertainment researched, compared online and testimonials sought. Price was not main driver.
SparkX Ltd	N	Company won contract for Christmas lights following formal tender procedure in 2023

*Kirsty Howard*

Signed: \_\_\_\_\_

\_\_\_\_\_ Responsible Financial Officer

Attach 10

<p><b>Risk Assessment</b></p> <p><b>HIGH 0</b> <b>MEDIUM 1</b> <b>LOW 15</b></p>	<p align="center"><b>Broadstairs &amp; St Peter's Town Council</b> <b>INTERNAL AUDIT 2024-2025</b> <b>AUDIT PLAN WITH COMMENTS / FINDINGS</b></p> <p>I am pleased to report to Members of the Broadstairs &amp; St Peter's Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the six-month period to 30 September 2024, following my audit visit and subsequent conversations on 14 October 2024.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Town Clerk, Mrs Kirsty Holroyd and Finance Officer Ms Victoria Jenkins for their assistance given to me during my audit visit.</p>	
<p>Area</p>	<p>Item</p>	<p><b>Comments / Findings</b></p> <p align="center">Interim visit 14 Oct 2024</p>
<p><b>Previous Audits</b></p>	<ul style="list-style-type: none"> <li>• <b>Date of last External Audit Certificate or Exemption Certificate for 2023-24</b></li> <li>• Comments if any</li> <li>• Publication on website.</li> <li>• Date of last Internal Audit</li> <li>• Comments if any</li> <li>• Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p><b>Comments / Findings</b></p> <p>Mazars signed off the Report &amp; Certificate 2023-24 on 25 September 2024. Council noted the report on 30 Sept 2024 Min 486</p> <p>There were no comments</p> <p>The unaudited AGAR was published on 27 June 2024 and the audited AGAR on 27 Sept 2024.</p> <p>Last Internal audit visit was 24 May 2024, the Internal Audit Report was considered by Council on 24 June 2024 Min 447 noting that every element of the Audit Plan had a "low risk" score.</p>
<p><b>Minutes</b></p>	<ul style="list-style-type: none"> <li>• Review of the Council minutes in particular the full Council meetings and the Committees responsible for Governance &amp; Finance matters.</li> <li>• <b>General Power of Competence (GPC) ?</b></li> <li>• Dispensations in place eg - S.40 LA&amp;A Act 2014</li> <li>• filming/recording</li> </ul>	<p>Consideration should be given to uploading the "Draft Minutes" onto the website especially for the Committees who do not meet on a regular monthly basis eg F&amp;GP and Community Assets Committees.</p> <p>General Power of Competence (GPC) adopted following the Elections in May 2023. Council 16 June 2023 Min 207 resolved to adopt the GPC applied retrospectively from the Annual Meeting 15 May 2023.</p>

<p><b>Code of Conduct/ Acceptance of Office</b></p>	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit visit?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance NEXT ELECTION ?</li> </ul>	<p>The revised Thanet Dc Code of Practice has been adopted by the Council – 29 July 2024 Min 466</p> <p>15 Cllrs elected in May 2023, only 3 were existing Councillors. There have been no changes in membership since the Election. DPI Information available on the website</p> <p>May 2027</p>	
<p><b>Standing Orders (SOS) and Financial Regulations (FRS)</b></p>	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit and minuted?</li> <li>• Are Tender/contract values consistent between SOS &amp; FRS and changes been formally adopted by the Council?</li> <li>• Virtual Meetings / Delegation to Clerk/RFO still in place ?</li> <li>• Updated re New NALC Models SO's 2022, Fin Regs 2024 ?</li> <li>• Two signature rule still in place?</li> </ul>	<p><b>The long-awaited new Model Financial Regulations were published in Late April 2024 on the NALC website with a greater emphasis on Risk Management and separate sections on the new forms of electronic payment arrangements such as BACS, CHAPS and debit &amp; credit cards.</b></p> <p>As reported previously the F&amp;GP meeting on 22 July 2024 Min 166 considered the new Model and requested the Town Clerk to tailor the Council's existing clauses and limits into the new document. This is to be considered by full Council at its meeting on 28 October 2024.</p> <p>YES</p>	
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• <b>Risk Assessments</b> – Are they: <ul style="list-style-type: none"> <li>○ Carried out regularly?</li> <li>○ Adequate?</li> <li>○ Reported in the minutes?</li> <li>○ <b>Inspections of play equipt etc if carried out by staff/Cllrs have they been trained, accredited?</b></li> <li>○ <b>ANNUAL REVIEW ?</b></li> </ul> </li> <li>• <b>Insurance cover</b> – is it: <ul style="list-style-type: none"> <li>○ Appropriate/Adequate?</li> <li>○ LTA in place?</li> <li>○ Reviewed regularly?</li> <li>○ Fidelity Guarantee Cover £ (Balances + ½ Precept)</li> </ul> </li> </ul>	<p>EK Fire Protection carry out fire risk assessments on the major buildings owned/managed by the Council.</p> <p>No Town Council owned play areas</p> <p>Annual Review of Risk - F&amp;GP Comm 22 July 2024 Min 168 and Council 29 July 2024 Min 462(vii), published on the Council's website 5 Aug 2024.</p> <p>Council 24 Mar 2024 Min 377, renewed the Insurance LTA with Zurich Municipal following a tender process involving 2 other Brokers. The new LTA runs from 1 April 2024 to 31 March 2027 including Debt Recovery and Contract Disputes cover. The Fidelity Guarantee cover = £1m</p>	



	<ul style="list-style-type: none"> <li>• <b>Internal controls</b> – are they: <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Reviewed regularly?</li> <li>○ <b>Statement of Internal Control (SIC)?</b></li> </ul> </li> <li>• <b>Systems and Procedures</b> – are they: <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Followed?</li> <li>○ Reviewed regularly?</li> </ul> </li> </ul>	<p><b>SIC for 2023-24 to be considered as part of the AGAR 2023-24 – 24 June 2024 Min 445(ii)</b></p> <p>Events Publicity Policy – Council 24 June 2024 Min 449</p> <p>Contractors' Works Policy – Council 29 July 2024 Min 469</p>	
<p><b>Budgetary Controls</b></p>	<ul style="list-style-type: none"> <li>• Is the annual budgeting process reported and approved by the full Council? <ul style="list-style-type: none"> <li>○ <b>Budget/Precept amounts minuted?</b></li> <li>○ <b>Review of All Reserves included as part of the Budget Setting Process?</b></li> </ul> </li> <li>• Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>○ Compare with Fin Regs requirements?</li> </ul> </li> <li>• Are significant variances explained in sufficient detail?</li> </ul>	<p>2024-25 Budget monitoring Qtr 1 – Council 29 July 2024 Min 465 includes summary of income &amp; expenditure by Cost Code, bank reconciliation and a transparency report.</p> <p><b>2025-26 Budget &amp; Precept</b></p> <p>F&amp;GP 14 Oct 2024 Min 176 &amp; 177 – considered a report on the 2024-25 Budget activity to date and a full-year forecast showing potential under and overspends.</p> <p>A verbal report from the Town Clerk on the 2025-26 Budget highlighted those areas likely to have most change from the current year and several potentially large projects to be considered by the Committees which could impact on the 2025-26 Budget. All members of F&amp;GP to consider in more detail at a Budget Working Group meeting to consider the first draft of the Budget for 2025-26.</p>	
<p><b>Section 137 expenditure if relevant (GPC adopted?)</b></p> <p><b>£10.81 FOR 2024-25</b> (£9.93 FOR 2023-24)</p>	<ul style="list-style-type: none"> <li>• What is the cash limit for the year?</li> <li>• Is a separate account/analysis kept?</li> <li>• Has the cash limit been exceeded?</li> </ul> <p>Have the spending powers been properly used and Minuted?</p>	<p>Not required GPC powers in place</p>	

<p><b>Book-keeping</b></p>	<ul style="list-style-type: none"> <li>• Cashbook - is it:             <ul style="list-style-type: none"> <li>• Fit for purpose?</li> <li>• Arithmetically correct?</li> <li>• Balanced regularly?</li> <li>• Reported to Council regularly?</li> </ul> </li> <li>• <b>Turnover above £200k pa ?</b></li> <li>• <b>Income &amp; Expenditure basis of accounting?</b></li> <li>• Record keeping and the arrangements in place to store previous year's accounts etc.</li> </ul>	<p>Scribe Accounts in place since June 2021, used for Budget monitoring during the year and for the 2025-26 Budget preparation.</p> <p><b>The Council accounts on an Income &amp; Expenditure basis.</b></p>	
<p><b>Petty Cash</b></p>	<ul style="list-style-type: none"> <li>• Has the amount of petty cash float been agreed?</li> <li>• Are all petty cash entries recorded?</li> <li>• Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>• Are petty cash reimbursements signed for?</li> <li>• <b>Date of last petty cash reimbursement/top-up?</b></li> <li>• Is petty cash balance independently checked regularly</li> </ul>	<p>Petty Cash balance at 31 Mar 2024 =£19.18</p> <p>The Finance Officer operated the Petty Cash through the Accounting System but on 30 June 2024 the small balance remaining (£9.73) was paid back into the NatWest current account. Future small purchases will be made using the Unity Multipay card.</p>	
<p><b>Payroll</b></p>	<ul style="list-style-type: none"> <li>• <b>Who is on the payroll and are contracts of employment in place?</b></li> <li>• Who is the RFO?</li> <li>• <b>Annual Appraisal in place ?</b></li> <li>• Have there been any changes to the establishment and/or changes to individual contracts during the year?</li> <li>• <b>Members Allowances in place and paid via payroll system?</b></li> <li>• Have new appointments and changes to contracts been approved and minuted?</li> </ul>	<p><b>Main changes in the staffing includes -</b></p> <p>Events &amp; Bookings Supervisor (P/T) to be made permanent and retitled Events Supervisor and to be asked to work F/T from December 2024 to cover the Events &amp; Booking Manager's maternity leave (for commercial events only).</p> <p>A new P/T post of Events Asst. to be appointed to manage the Council run events</p> <p><b>Victoria Gardens</b> – taken over by the Town Council from TDC Jan 2024. Two staff employed to manage the gardens and flower beds.</p> <p><b>Staff Appraisals have been reported to Council 30 Sept 2024 Min 489</b></p>	

	<ul style="list-style-type: none"> <li>Do salaries paid agree with those approved by the Council?</li> <li>Have PAYE/NI/Pension requirements been properly applied and accounted for?</li> <li>Payroll outsourced?</li> </ul>	<p>Additional sites to be taken over from TDC if agreed as part of the existing licence for Victoria Gardens will create a new P/T gardner's post.  <b>All the above was considered by Council 30 Sept 2024 Min 489.</b></p> <p>Cllr Roberts appointed "Staff Liaison Cllr" – Council 24 July 2023 Min 241 (ii)          Cllrs Allowances for 2024-25 – to be considered by Council 29 Oct 2024</p> <p>Payroll administrator - Batchelor Coop Ltd</p> <p>NEST pension scheme in place for all eligible employees</p> <p><b>Council 26 Feb 2024 Min 363 noted the recommendation for staff to be offered the LGPS in line with District and County Officers. I understand no further discussion or decision has been made.</b></p>	
<p><b>Payments</b></p>	<ul style="list-style-type: none"> <li>Are all payments recorded and supported by appropriate documentation?</li> <li>Are payments minuted?</li> <li>Review of DD's and SO's ?</li> <li><b>STAFF costs definition for inclusion in Box 4 for 2024-25, check parity for 2023-24 ?</b>              Currently includes salary, tax, NIC &amp; Pension (employers &amp; employees) + taxable benefits (home working allowance, broadband &amp; phone allowance etc NOT incl.)</li> <li>Has VAT been identified, recorded and reclaimed?</li> </ul>	<p>Payments authorised between Meetings are well minuted eg Council 24 June 2024 Min 444 (i) also Receipts Min ii), Min iii) referred to works &amp; services authorised in between meetings. All payments are in the "additional documents" attached to the Agenda as listed on the website under the Meeting they were approved.</p> <p>The Quarterly Transparency Reports lists the payments made of £500 and above, which are also posted to the website.</p> <p>Direct Debits and regular payments considered by Council 13 May 2024 Min 427 v)</p> <p><b>Staff costs included in Box 4 compliant with the definition.</b></p> <p><b>PS Tax Consultants advised on the VAT liability and calculation back to 2003. Council paid £231,750 on 9 April 2024</b></p> <p><b>Monthly VAT claims from 1 April 2024 –</b>          April - £1,251, May - £6,250, June – (£4,125)          July – (£719), August – £2,940</p>	

	<ul style="list-style-type: none"> <li>• Have internal control procedures inc. segregation of duties been adhered to?</li> <li>• Contracts:             <ul style="list-style-type: none"> <li>○ What contracts exist?</li> <li>○ Compliance with SOs &amp; FRS for letting of contracts?</li> <li>○ Have any new contracts or contract variations and/or extensions been awarded in the year?</li> <li>○ Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>	<p><b>Sample contracts/agreements in place:</b>  <b>NB F&amp;GP and Council approved a list of preferred contractors – Council 29 July 2024 Min 462 (vi)</b>            Total Cleaning Services – Pierremont Hall Cleaning            Box Green Landscapes – Garden Mtce Pierremont Hall (3 years from 1 April 2022) includes street planters &amp; Culmer's Amenity Land            Marc One Security – Beach Patrols            PSTax – VAT advice            Brachers LLP – legal support to the Basement Project            Probe Security – evening security for Council buildings            G Piper- window cleaning</p>	
<p><b>Receipts</b></p>	<ul style="list-style-type: none"> <li>• Are all receipts recorded correctly?</li> <li>• Are all receipts promptly banked?</li> <li>• Precept, CTSG and Sect 106 &amp; CIL payments</li> <li>• <b>Are income records inc allotments, burials, hirings adequate?</b></li> <li>• Are invoicing arrangements adequate including VAT where applicable?</li> </ul>	<p>VAT to be charged for taxable supplies from 1 April 2023            Commercial Tenants invoicing for rent, parking and electricity etc to be brought in-house from 1<sup>st</sup> August 2023            Live Financial Services vacated March 2024 with arrears, which is being pursued.</p>	
<p><b>Bank reconciliation &amp; PwL B Loans</b></p>	<ul style="list-style-type: none"> <li>• What current/deposit accounts exist?</li> <li>• <b>Investment Strategy recommended where bank balances are in excess of £100k.</b> FSCS aware?</li> <li>• Are bank reconciliations regularly carried out for each account and signed off by Councilors?</li> <li>• Year-end Level of Balances to Precept ratio</li> <li>• Are the cheque counterfoils, paying-in books and bank</li> </ul>	<p><b>Bank account balances as at 31 March 2024 -</b>            NatWest Business Reserve (6508) - £50,716 (1.45%)            NatWest Current (1301) - £25,000            Unity Trust Current (0349) - £508,895            Unity Trust Instant Access (5155) - £257,300 (2.75%)            Nationwide Instant Saver a/c - £554,002 (4.3%)            Petty Cash - £0  <b>Total cash balance -£1,395,913</b></p> <p>Monthly bank reconciliations undertaken and reported to Cllrs</p>	

	<ul style="list-style-type: none"> <li>statements adequately referenced?</li> <li>When was the last review of the banking arrangements?</li> <li>Internet Banking?</li> <li>Debit/Credit Card?</li> <li>and if in place Financial Regs up to date ?</li> <li>Signature review (Two signatures required?)</li> <li>Any PWLB loans in place ?</li> </ul>	<p>Council 22 April 2024 Min 400 – Investment Strategy reviewed and adopted for 2024-25 – recommend to move £250k from Unity c/a to Nationwide Instant Access to earn a higher interest rate.</p> <p>The Council has a Corporate Multi-pay Card in use. Signatories list updated following the Elections – Council 15 May 2023 Min 197 v) – Unity Trust Bank Cllrs K Bright, M Garner, P Moore &amp; J Hobson (NB Nationwide – Cllrs K Bright, M Garner &amp; J Hobson</p> <p>PWLB Loan balance as at 31 March 2024 - £317,542</p>	
<p>Assets changes Asset Register (AR) and Investment Register if applicable.</p> <p>Loans by the Council</p>	<ul style="list-style-type: none"> <li>Are all the material assets owned by the Council recorded in an AR ?</li> <li>Is the AR up to date?</li> <li>Basis of Asset Values and Reviews</li> <li>Are long-term investments recorded?</li> <li>Does the AR show the insurance values ?</li> <li>Digital Photographic evidence?</li> <li>Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?</li> <li>Loans to local bodies including any indemnities in place.</li> </ul>	<p>Asset Values as at 31 March 2024 - £646,675</p> <p>Asset Register to be reviewed as part of the year-end audit.</p>	
<p>Year-end procedures Inc. AGAR</p>	<ul style="list-style-type: none"> <li>Does the 2024-25 AGAR Statement of Accounts agree with the cashbook?</li> </ul>	<p>Year-end procedures to be checked at final audit</p>	

	<ul style="list-style-type: none"> <li>Is there an audit trail from the financial records to the accounts and have debtors and creditors been properly recorded?</li> <li><b>Date of approval of 2023-24 AGAR &amp; Certificate of Exemption criteria met, exemption declared</b></li> <li><b>PROOF of public rights provision during summer 2024 &amp; website—ALAR ICOs</b></li> <li><b>Public Inspection Period Minuted ?</b></li> <li>Governance compliance regime - refer to <b>Practitioners' Guide 2024</b></li> </ul>	<p>The AGAR 2023-24 was approved by Council 24 June 2024 Mins 445 ii, iii &amp; iv, the RFO had signed off the Statement of Accounts on 19 June 2024</p> <p><b>Date of Announcement - 27 June 2024</b>  <b>Public Inspection period – 28 June to 8 Aug 2024</b>  <b>Evidence – Posting dates on the website</b></p> <p>Council 24 June 2024 Min 445 vi minuted the Inspection Period as above.</p>	
<p><b>Additional tests – (as necessary)</b></p>	<ul style="list-style-type: none"> <li><b>Computer systems:</b> <ul style="list-style-type: none"> <li>The procedures for the backing up of computerised records</li> <li>Council owned PC/laptop ?</li> <li><b>Email security</b></li> <li><b>Encryption of data?</b></li> </ul> </li> <li><b>Trust Funds/Charities – Charity Commission filing?</b></li> <li>Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</li> <li><b>Website host and Webmaster and any changes?</b></li> <li><b>Website functionality &amp; accessibility NALC L09-18</b></li> </ul>	<p>There have been no major changes in IT security arrangements since my last visit. Cyber Central is the IT Support company used by the Council.</p> <p>Office 365 software and systems in place. Councilors have been issued with iPads.</p> <p><b>Not applicable</b></p> <p>F&amp;GP 15 April 2024 Min 153, Cllrs considered the JPAG Practitioners' Guide 2024 extract relating to the Internal Audit arrangements/responsibilities.</p> <p>F&amp;GP 22 July 2024 Min 165 –</p> <p>i) My appointment for 2024-25</p> <p>ii) To attend F&amp;GP 14 Oct 2024 to meet Cllrs</p> <p>Council 29 Jan 2024 Min 346 – Council's website to be migrated to a platform provided by Zonkey to include annual hosting.</p> <p><b>Went live with Zonkey on Monday 20 May 2024 just before my 2023-24 year-end audit visit.</b></p>	

	<ul style="list-style-type: none"> <li>• <b>TRANSPARENCY CODE</b> compliant especially for Exempt Authorities</li> <li>• <b>Post GDPR (May 2018)</b> <ul style="list-style-type: none"> <li>○ Privacy Notice</li> <li>○ Cllr email addresses?</li> <li>○ Email disclaimer</li> </ul> </li> </ul> <p>Other matters inc DPO arrangements</p>	<p>Satswana re-appointed as the DPO for the Council</p> <p><b>Ex-councillors email addresses have been deleted and new Councillors issued with their "generic" email address to be used solely for Town Council business.</b></p> <p>Example generic email address  <a href="mailto:Cllr-Joe.bloggs@broadstairs.gov.uk">Cllr-Joe.bloggs@broadstairs.gov.uk</a></p>	
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# Broadstairs Youth Forum



## Minutes of the meeting held on 2 October 2024 at 10am in the Council chamber, Pierremont Hall, Broadstairs.

### Present:

- Cllrs Mike Garner, Chairman of the Council and Town Mayor and Joanne Bright, School Liaison Councillor.
- Students and accompanying teacher from Stone Bay School
- Students and accompanying teacher from The Charles Dickens School
- Students and accompanying teacher from St Georges C of E Foundation School
- Students and accompanying teacher from Dane Court Grammar School
- Tracy Moon: TDC
- Kirsty Holroyd: Town Clerk

1. **Welcome and Introduction** by Cllr Bright and Cllr Garner who explained a little about their roles and what they were hoping to achieve via this forum.

2. **School Delegate Introductions** – Cllr Bright asked everyone to introduce themselves and say a little about what matters to them. The following issues were popular: -

- Traffic particularly around schools : inconsiderate parking and speeding
- Improved public transport
- Environment / climate change issues

### 3. Discussion about the format and purpose of the Youth Forum

i. Suggestions for future forums: it was agreed that meetings should take place once every term.

ii. Logo design: The Stone Bay School students agreed to take on this responsibility.

iii. Working with Thanet Youth Council: Tracy Moon explained that the Thanet Youth Forum meets once a month from 6-8pm either in the Council Chamber at TDC or another less formal location. All young people are welcome to attend and discuss matters which are important to them across the District. The forum feeds into the Kent Youth Council.



#### 4. The Town Council's Action Plan - Cleaner, Safer, Kinder

Cllrs Bright and Garner gave a brief presentation on the work so far. Students were invited to comment and make suggestions for further improvements. The following comments were made:-

**Road safety** lessons for pedestrians and for drivers would be helpful in reducing casualties.

Better public transport is needed to encourage people to ditch their cars. Electric buses should be the norm.

**Youth events** need to be better publicised - Posters and info on town maps?

Are there plans for more youth clubs? Is more funding coming?

Workshops in the summer would be good: e.g. eco-friendly projects, links to Town Shed, Rewilding, building bird boxes, building tasty planters growing and selling food, planting fruit trees, Community allotment - Stone Bay School has one perhaps other schools could come along

More activities in winter cooking, games, guest speakers on current affairs/ news, rail safety road safety, mental health

A balance of fun and serious speakers. Some sessions structured, others not.

**Environment issues:** Dog poo gab stations to be better stocked for those who have forgotten a bag

Better education about littering and dog fouling is needed in order to reduce it.

There are not enough bins around schools

Housing developments: are enough tree being planted?

£10 000 in council tree planting budget – is it enough?

Beaches feel unsafe – lots of anti social behaviour.

More children's activities are needed in parks in order to reclaim them for families – not just play areas

Community days where students go into coffee mornings - could go to church halls or Town Shed

#### 5. Questions and AOB

Cllr Bright concluded the meeting by suggesting that those present act as ambassadors and role models for others at school as other students are more likely to follow the example of their peers rather than adults. She encouraged them to discuss their ideas with friends and develop them to bring back for discussion next time. She also encouraged them to invite their friends to council organised events such as the Halloween disco.

#### 6. Date for next meeting: January 2025

Cllr Bright and Cllr Garner thanked everyone for their time and their valuable contributions and closed the meeting.

## **New Government Guidance on Biodiversity**

31 May 2023

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat.

English public authorities including town and parish councils should be able to show their duty to have regard for conserving biodiversity if they have identified ways to integrate biodiversity when they:

- Develop policies and strategies and put them into practice.
- Manage the planning system.
- Manage:
  - their land and buildings
  - woodlands and nature reserves
  - gardens, parks and public open space
  - community amenities e.g. sports grounds and cemeteries
  - waste and pollution
  - energy and water
  - wood and plant products
- Develop infrastructure, such as roads, buildings or flood defences.
- Make decisions about procurement.
- Implement economic, environmental and social programmes.

This duty has been reinforced under the Environment Act 2021, and **government guidance** asking for councils to complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree policies and objectives as soon as possible afterwards was published on 17 May 2023

# **Broadstairs and St Peter's Town Council: Biodiversity duty**

## **Current initiatives to conserve and enhance biodiversity**

### **1. Town Council's Action Plan**

Several measures to improve biodiversity under the Cleaner, Safer, Kinder initiatives

- Hedgehog boxes
- Bird boxes
- Swift boxes

### **2. Planning Committee**

Nature conservation and biodiversity issues are material considerations and as such are taken into account when members make their recommendations.

Members of the committee undergo training on the implications of the Environment Act 2021 at the beginning of their term.

### **3. Tree Warden**

The Town Council has appointed a volunteer Tree Warden with the following responsibilities:-

- be a contact and support for all things tree-related in their local area; including reporting on trees that are subject to a tree or planning application with the local authority
- protect trees by reporting on early signs of pests, disease and vandalism;
- gather information, survey and record information about trees important for wildlife or heritage in their area;
- help look out for opportunities to plant more trees in the local community
- help find the money to fund local tree planting projects, for example from the Tree Council or Forestry Commission.
- get involved in campaigns to raise awareness about the importance of trees.

### **4. Allotments and Land Committee**

- Recent management plan carried out at Mockett's Wood to increase biodiversity and good practice.
- Creating hedgehog highways, to enable hedgehogs to pass through from suburban areas to woodlands.
- Parts of Pierremont Hall grounds left uncultivated to provide increased wildlife habitats and biodiversity.

### **5. Victoria Gardens**

- Planting chosen to promote biodiversity

- Gardeners do not use any chemical pesticides or weed killers. Seaweed used as an organic fertiliser. Only peat free compost used.

## **6. Environment Committee**

- Osborne Road – rewilding/meadowing to increase biodiversity - seeding native, coastal, pollinator friendly wildflowers and planting two trees – project underway
- Major tree planting project at St Peter’s recreation ground to commence autumn 2024
- Donating native, coastal, pollinator friendly seeds to local people, schools and organisations.
- Removing use of peat in compost in all areas of town council planting
- Removing use of bio chemicals such as herbicides and pesticides in all town council planting
- Planting native fruit trees to increase biodiversity, creating a food source for local birds in autumn/summer, creating early food source in spring for pollinators.

## **7. Neighbourhood Planning**

Broadstairs & St. Peter’s Town Council Environmental Strategy Adopted by Council 25 January 2021 minute 398 which identifies Improving Biodiversity as one of its three key aims.

Tree Strategy to 2031 which leads to Tree Strategy Project Policy Recommendations – Approved By Planning Committee 2nd August 2021

The 2<sup>nd</sup> edition NDP includes the following policies under Place and Environment:

- Climate Change and Sustainability
- Clean Air
- Improving Biodiversity

And the following under Improving the Built Environment:

- The ‘Green Wedge’
- Important Views and Vistas
- Protecting & Providing Important Trees
- Designation of Local Green Spaces

### **Future/potential initiatives to conserve and enhance biodiversity**

- Woodland officer to be appointed to assist volunteers in implementing the Mockett’s Wood management plan
- Fosters Avenue/Westwood Road/Bromstone roundabout – future sites under consideration for fruit tree planting and/or rewilding
- Allotment tenants to be encouraged to accommodate hedgehog houses, insect hotels and small ponds or water features in order to encourage more wildlife habitats on their plots. (discussed A&L Committee meeting Oct 2024)

AUGUST 2019

## **LTN 33 | COUNCILLORS' ALLOWANCES**

### **Introduction**

1. This Note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated statutory references are to the 2003 Regulations.

### **The Parish Basic Allowance**

2. A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.
3. The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.
4. Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information –
  - a. any recommendation in respect of PBA made by the parish remuneration panel (see below);
  - b. the level or levels at which the authority has decided to pay PBA and to which members it is to be paid; and
  - c. a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

5. The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
6. The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

### **Parish Travelling and Subsistence Allowance**

7. Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories -
  - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
  - b) the attendance at a meeting of any association of authorities of which the council is a member;
  - c) the performance of duties in connection with a tender process;
  - d) the performance of any duty which requires the inspection of any premises;
  - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

### **Recommendations**

8. Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

### **Parish Remuneration Panel**

9. Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas panels will not be set up as there is no duty to do so. The implication is that the panel is established when a request to do so is made by an appropriate local council. The process of making such a request is not specified within the 2003 Regulations and how this is achieved in practice will differ around the country.
10. The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.
11. Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to -
  - a) the amount of PBA payable to members of the local council (the council must take this into account in setting the agreed level);
  - b) the amount of travelling and subsistence allowance payable (see above comments on taking this into account) ;
  - c) whether the PBA should be payable only to the chairman of the council or to all of the elected members;
  - d) if the PBA is to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
  - e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.
12. A copy of this report is sent to each council about which recommendations have been made.

### **Levels of Allowances**

13. Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for

which it was established or else recommend different levels for different councils.

14. The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

### **What to do after receiving the recommendation?**

15. Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must -
  - a) ensure that copies are available for public inspection on reasonable notice;
  - b) publish a notice in a conspicuous place for a period of at least 14 days which:
    1. states that it has received the recommendation
    2. describes the main recommendations and specifies the recommended amounts of each allowance and
    3. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
16. A reasonable fee can be charged for the provision of a copy of the report.
17. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
18. At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.



### **Election to Forgo an Allowance**

19. Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

### **Recovery of Payments Made**

20. Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

### **Chairman's Allowance**

21. S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chairman for the purpose of enabling him/ her to meet the expenses of his/ her office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

### **Dependants' Carer's Allowance**

22. In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

### **Tax Implications**

23. When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally so local councillors will be subject to tax provisions in the same way as principal authority councillors. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also advice can be requested from NALC's Accounts and Audit Advisor.

### **Councillors' allowances in Wales**

24. Under the 2011 Measure, the Independent Remuneration Panel for Wales prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the Panel's annual reports

and can be found on the Panel's website: <https://gov.wales/independent-remuneration-panel-wales>. Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 if deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

**Other Legal Topic Notes (LTNs) relevant to this subject:**

LTN	Title	Relevance
11	Celebrations and Similar Events	Sets out how chairmen may use their allowance in respect of celebratory events

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**QUADRENNIAL REVIEW OF  
TOWN AND PARISH COUNCIL  
MEMBERS' ALLOWANCES**

**East Kent Joint Parish Independent Remuneration  
Panel**

**February 2021**

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## **Section One**

### **Foreword by the Chairman**

*An introduction by the Chairman, Mr Kenneth London, to the review on behalf of the East Kent Joint Parish Independent Remuneration Panel*

## Chairman's Foreword

Since 2003 the law has required an independent panel to recommend the amount of remuneration that might reasonably be applied to the duties of members of district/city councils and council committees (whether appointed as independent members or from elected councillors).

Although there has been much discussion of the need or otherwise of remuneration for councillors, the duty of the Independent Remuneration Panel members is clear; that is to determine a reasonable level of remuneration for the elected and independent members of councils and council committees, accepting that a certain proportion of such remuneration shall be remitted in respect of the voluntary element of their work.

In the case of parish councillors, the panel is directed to express recommended Basic and Chairman's Allowances as a percentage of the actual Basic Allowance paid to district/city councillors in the district/city within the boundaries of which the particular parish is situated. The Panel has taken the view that the principal parameter governing the deliberations of parish councils is the size of the local electorate and after consideration it has been decided to continue with three remuneration bands as set out in this document. It should be noted that city/district councils do not necessarily pay the full rates of allowance recommended by the panel and it is recognised that parish councils may not wish to pay the full levels recommended. It is noted that at the time of writing only a small minority of parish councils pay Basic and/or Chairman's Allowances, although some pay Civic Allowances, the setting of which falls outside the remit of the Panel.

The methodology of the deliberations of the Panel is set out in the document and a summary of recommendations is given in Section 4 for easy reference.

Although the level of response by councils to the questionnaire sent to parishes was understandably low due to the number of parishes that do not pay a Parish Basic Allowance, sufficient data was provided upon which to draw conclusions. Nevertheless, a higher level of participation might have yielded significant information and enabled more sensitive judgement. It is the view of the Panel that in the absence of objections the current arrangements that have been in place since 2009 are not a cause of concern for the Towns and Parish Councils that choose to pay them in the three districts.

The Panel is aware of the global situation which provides the backdrop for its deliberations, but it views its duty as being to opine upon what it believes to be a fair level of remuneration for the duties and responsibilities of councillors. It is up to individual councils to decide what they wish or can afford to pay. The Panel believes that what follows gives a reasonable summary of the value of an individual member's work in the terms set out herein.

I commend this report to the officers and members of the town and parish councils in the areas of Canterbury City Council, Dover District Council and Thanet District Council.

Kenneth London  
**Chairman**

## **Section Two**

# **About the East Kent Joint Parish Independent Remuneration Panel**

*The process and recommendations of the East Kent Joint  
Parish Independent Remuneration Panel for the municipal  
years 2021 to 2025*



# East Kent Joint Parish Independent Remuneration Panel

## 1. Introduction

- 1.1 The Independent Remuneration Panel is appointed, and acts in accordance with, the provisions of the Local Authorities (Member's Allowances) (England) Regulations 2003 (as amended). This requires a minimum of three members who cannot be currently serving Officers or Councillors of a local authority.
- 1.2 The membership of the East Kent Joint Independent Remuneration Panel consists of two independent members appointed by Dover District Council and Thanet District Council and one independent member appointed by Canterbury City Council.
- 1.3 In addition to setting allowances for district councils, the East Kent Joint Independent Remuneration Panel is required to convene as the East Kent Joint Parish Independent Remuneration Panel to recommend allowances for Town and Parish Councils.
- 1.4 The Panel consists of the following members:

### **Mr Kenneth London (Chairman)**

*Mr Kenneth London is a retired Local Government Civil Engineer, Justice of the Peace and Chairman of the Kent Courts Board.*

### **Mr William Ferrier**

*Mr William G Ferrier is a retired Master Mariner and a former Magistrate of the East Kent Bench.*

### **Mr Alan Goodall**

*Mr Alan Goodall is a retired Civil Servant (UK Border Force) and former Independent Chairman of Dover District Council Standards Committee.*

### **Mrs Sue Longden**

*Mrs Sue Longden is a management accountant, with thirty years' local government strategic and service experience.*

**Mrs Kerry Sabin-Dawson**

*Mrs Kerry Sabin-Dawson is a qualified primary school teacher and the chair of a governing body of a school in Thanet.*

**Quadrennial Reviews**

- 2.1 The Independent Remuneration Panel is required to undertake a review of allowance schemes and may make recommendations on allowances for a period of up to four years.

**Terms of Reference**

- 3.1 The Panel is required under provisions of the Local Authorities (Member's Allowances) (England) Regulations 2003 (as amended) to produce a report containing recommendations for an allowance scheme as follows:
- *To recommend the amount of Parish Basic Allowance payable to councillors;*
  - *To recommend the amount of Chairman's Parish Basic Allowance payable to the chairman of the council;*
  - *To recommend the amount for Travel and Subsistence allowance payable to the chairman of the council or to all of its members; and*
  - *To determine whether to recommend the same levels of parish basic allowance and parish travel and subsistence allowance to all the authorities in respect of which it was established.*
- 3.2 The Panel must also express any recommendation in respect of the Parish Basic Allowance as a percentage of the Basic Allowance for the corresponding District Council and a monetary sum corresponding with that percentage. The percentage may be up to one hundred percent.

## **Section Three**

# **Quadrennial Review for Town and Parish Councils**

*The process and recommendations of the East Kent Joint  
Parish Independent Remuneration Panel for the municipal  
years 2021 to 2025*

# Quadrennial Review 2021 - 2025

## **1. Introduction**

- 1.1 The Independent Remuneration Panel had commenced its review in late 2019 with the intention of producing a final report in Spring 2020. However, due to the coronavirus pandemic this work had to be suspended until such time as resources allowed for it to be concluded.
- 1.2 The Panel is keenly aware that the majority of parish councils do not pay any allowances to their elected members and that the payment of allowances is not a motivating factor for members of the public wishing to stand for office and represent their communities. However, it is also conscious that the payment of an allowance could make the difference to some people in being able to afford to stand for office and consideration has been given to the impact that the proposed allowance levels could have in that respect.
- 1.3 It is of course for each town and parish council to determine whether it wishes to implement allowances for its elected members and the level that they set them at, subject to it having regard to the recommendations of the Panel in making that determination.

## **2. Methodology of Review**

- 2.1 The Independent Remuneration Panel initiated the Quadrennial Review of Town and Parish Councils in late 2019 by circulating a questionnaire inviting all town and parish councils to provide their views. The Panel was particularly interested to learn if there were areas of concern arising from the recommendations of its previous Quadrennial Review.
- 2.2 The Panel considered the limited number of responses received, noting that none objected to the framework set out in the last review. There were a small number of comments received relating to the range of the bandings and the Panel has given this issue consideration in formulating its recommendations.

### 3. Civic Dignitaries Allowance

- 3.1 The Local Government Act 1972 permits the payment of an allowance to the Chairman and Vice-Chairman (or Mayor and Deputy Mayor) by a parish council to meet the expenses of the office.
- 3.2 The civic dignitaries allowance falls outside of the remit of the Panel as the relevant sections of the Local Government Act 1972 are still in force and therefore the Panel will not be making any recommendation in respect of it. This allowance is separate from the Chairman's Parish Basic Allowance in respect of which the panel makes a recommendation. A parish council may choose to pay both allowances concurrently if it so wishes.

### 4. PARISH BASIC ALLOWANCE

#### **Introduction**

- 4.1 The Basic Allowance is a discretionary allowance "*intended to recognise the time commitment of... councillors, including such inevitable calls on their time as meetings with officers and constituents...It is also intended to cover incidental costs such as the use of their homes.*"<sup>1</sup>
- 4.2 However, the original guidance on Members Allowances for England stated that "it is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members."
- 4.3 The Panel is required to state any figure it provides for the Parish Basic Allowance as a percentage of the District Basic Allowance. When the previous review was undertaken the responses received as part of the survey of parish councils suggested a percentage in multiples of ten percent. The overwhelming majority of responses received at the time suggested that this should be set at zero percent, although the range of responses varied from 5% to 50% where a percentage other than zero was stated. The responses to the most recent survey have not contradicted this position.

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<sup>1</sup> ODPM Guidance EIM65960 – Local Government Councillors and Civic Dignitaries in England, Part One: Members' Allowances

### **Voluntary Component**

- 4.4 In reviewing the parish remuneration scheme, the Panel has therefore considered the application of a voluntary component principle. This is the principle that an important part of being a Councillor is the desire to serve the public and consequently, the allowance scheme should not recompense an elected Member for 100% of his or her time. It is the view of the Panel that the overwhelming percentage of a councillor's time should be given voluntarily and therefore not remunerated.

### **Methodology**

- 4.5 It is the view of the Panel that a Parish Basic Allowance should be recommended to Parish Councils given the time commitment and responsibilities placed upon parish councillors. However, while providing a small contribution towards incidental expenses such as telephone and broadband costs, postage and stationery there should be no opportunity for financial gain in the level of Parish Basic Allowance recommended.

### **Banding**

- 4.6 The evidence gathered by the Panel during its previous review indicated a general correlation between the size of the electorate and the precept and activity levels of the parish council / parish councillors with a few exceptions. The choice of electorate over population was used as accurate electorate figures are produced annually as opposed to the decennial censuses.
- 4.7 It was noted by the Panel that none of the limited number of responses received to the 2019 survey expressed any dissatisfaction with this approach and the Panel has taken the decision to preserve it as the basis for banding.
- 4.8 The previous review identified three bandings which would equate to the relevant district council's Basic Allowance levels as follows:
- Band A: Electorate 20,000 upward 12%
  - Band B: Electorate 10,000 to 19,999 6%
  - Band C: Electorate 9,999 and below 3%
- 4.9 It is the view of the Panel that in the absence of any contrary comments about the percentage of Basic Allowance used for each banding these levels be maintained.

*Table 1: Parish Basic Allowance as a Percentage of District Basic Allowance*

<b>Local Authority</b>	<b>100% Basic Allowance</b>	<b>12% District/City Basic</b>	<b>6% District/City Basic</b>	<b>3% District/City Basic</b>
Canterbury	<b>£5,739.12</b>	<b>£688.69</b>	<b>£344.35</b>	<b>£172.17</b>
Dover	<b>£5,000.00</b>	<b>£600.00</b>	<b>£300.00</b>	<b>£150.00</b>
Thanet	<b>£4,570.00</b>	<b>£548.40</b>	<b>£274.20</b>	<b>£137.10</b>
Average	<b>£5,103.04</b>	<b>£612.36</b>	<b>£306.18</b>	<b>£153.09</b>

- 4.10 The Panel gave consideration as to whether there should be a differential between parishes in different authority areas but on the basis of the evidence before it and benchmarking data gathered from other authorities as part of the previous review, it felt that there was no significant difference in workload or basic costs for parish councillors in different authorities other than due to variations between parishes of different sizes. Therefore, it is the view of the Panel that one Parish Basic Allowance should be applied to all parishes within each band.
- 4.11 It is however, noted that since the time of the last review there has been a greater divergence between the level of Basic Allowance at the three district/city authorities and the use of a single figure for the parishes in all three district/city areas will have an impact on the level of Parish Basic Allowance recommended as a percentage of respective district/city council's Basic Allowance – particularly as expressed at Band A.
- 4.12 For information, the level of Parish Basic Allowance recommended at the time of the last review was as followed:
- £140.00 (Band C - 3%)
  - £280.00 (Band B – 6%)
  - £560.00 (Band A – 12%)
- 4.13 The Panel was of the view that the average of these, rounded for administrative ease, would be the appropriate level to benchmark across the three authority areas and still represented a small uplift on the previously recommended allowance levels. This would be as followed:
- £153.00 (Band C - 3%) rounded to £150.00

- £306.00 (Band B – 6%) rounded to £300.00
- £612.00 (Band A – 12%) rounded to £600.00

4.14 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2021/22:

**Table 2: Recommended Parish Basic Allowance (Band C)**

<i>Electorate</i>	<b><i>Parish Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£150.00</b>	2.61%	3.00%	3.28%

**Table 3: Recommended Parish Basic Allowance (Band B)**

<i>Electorate</i>	<b><i>Parish Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£300.00</b>	5.23%	6.00%	6.56%

**Table 4: Recommended Parish Basic Allowance (Band A)**

<i>Electorate</i>	<b><i>Parish Basic Allowance</i></b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£600.00</b>	10.45%	12.00%	13.13%

4.15 In the event that the electorate of a parish council increases or decreases sufficiently to move it from one remuneration band to another, it is the view of the Panel that the parish council recalculate its Parish Basic Allowance in line with the new banding.



5. **PARISH CHAIRMAN'S BASIC ALLOWANCE**

5.1 The Parish Chairman's Basic Allowance is intended to compensate the Chairman of the parish council for the additional duties and responsibilities resulting from the position. As with the Parish Basic Allowance, the Parish Chairman's Basic Allowance may only be paid to elected members of the authority.

5.2 The Panel recommends that this be applied as a multiple of the Parish Basic Allowance as adopted for the previous review. The Panel saw no reason to adjust the multiple on the basis of the responses received and will continue to apply the following formula of the Parish Basic Allowance multiplied by two. This would result in the following Parish Chairman's Basic Allowance:

**Table 5: Recommended Parish Chairman's Basic Allowance (Band C)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£300.00</b>	5.23%	6.00%	6.56%

**Table 6: Recommended Parish Chairman's Basic Allowance (Band B)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£600.00</b>	10.45%	12.00%	13.13%

**Table 7: Recommended Parish Chairman's Basic Allowance (Band A)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£1,200.00</b>	20.91%	24.00%	26.26%

5.3 The payment of a Chairman's Parish Basic Allowance does not preclude the payment of a civic allowance under the Local Government Act 1972 and the Panel recognises that most of the town councils make provision for a civic allowance on par or higher with the district council Basic Allowance.

5.4 For the purposes of remuneration, the Vice-Chairman of the Parish Council should be treated as an ordinary member of the parish council and, assuming they are elected members, therefore only entitled to the Parish Basic Allowance.

### **Travel and Subsistence Allowances**

3.3 Parish Councils may pay discretionary allowances for travel and subsistence to parish councillors, elected and co-opted, in respect of the following:

- Attending a meeting of the parish council;
- Attending a meeting of a committee or sub-committee of the parish council;
- Attending a meeting of some other body to which the parish council makes appointments or nominations;
- Attending a meeting of a committee or sub-committee of some other body to which the parish council makes appointments or nominations;
- Duties undertaken on behalf of the parish council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- Attending a meeting of a local authority association of which the parish council is a member;
- Duties undertaken on behalf of the parish council in connection with the discharge of any function of the parish council conferred by or under any enactment and empowering or requiring the parish council to inspect or authorise the inspection of premises; or
- Any other duty approved by the parish council in connection with discharging the duties of the parish council or its committees or sub-committees.

3.4 The regulations permit allowances to be paid for travel both internal and external to the boundary of the parish and allow for non-motorised methods of transport (such as a pedestrian or cycling) to be remunerated within an allowance scheme. However, it is noted that as part of the responses to the previous review that some Parish Councils

had opted to restrict allowances to travel to destinations outside of the parish boundary only. The Panel would support this view for restrictions on travel and subsistence allowances within the parish boundary in the case of geographically compact parishes.

3.5 The Panel would support parish councils making provision for a bicycling allowance given that in geographically compact parishes, bicycling and walking were a feasible methods of transportation to meetings for many Members. However, the Panel is not at this time recommending the introduction of a walking allowance due to concerns over the administration of such a scheme.

3.6 In respect of parish council motor vehicle allowances, two levels of allowance are predominant – the NJC rate and the HMRC AMAP rate.

***National Joint Council Rates***

3.7 The Local Government Employers organisation, which covers the pay and conditions for 1.4 million local government workers, provides figures for mileage rates through the National Joint Council (NJC) for Local Government Services. These NJC rates are split by casual user and essential user and banded depending on the engine size of the vehicle. Where local authorities use these rates for elected members, the casual user rate is normally used. The commonly used allowance for parish clerks is also the NJC rate.

***Table 8: NJC Rate***

<b>Casual User Rate</b>	<b>451 – 999cc</b>	<b>1000cc+</b>
Per mile first 8,500 miles	46.9p	52.2p
Per mile after 8,500 miles	13.7p	14.4p

3.8 The disadvantage to applying the NJC rate is that there is an additional administrative burden in respect of tax and national insurance where they exceed the tax-free limits.

***HM Revenue & Customs Approved Mileage Allowance Payments***

3.9 The HM Revenue & Customs Approved Mileage Allowance Payments (AMAP) are the level up to which travel allowances can be claimed free from tax and national insurance contributions. The current AMAP rates are as follows:

***Table 9: Current HMRC AMAP***

	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 miles in tax year</b>
Cars and Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Bicycles	20 pence per mile	20 pence per mile

- 3.10 HM Revenue and Customs update the AMAP rates on a regular basis.
- 3.11 The Panel in principle supports the payment of travel and subsistence allowances to parish councillors. Furthermore, it is the view of the Panel that any travel and subsistence allowance be operated in a manner that minimises the administrative burden on officers while still providing a robust and transparent governance framework.
- 3.12 It is for this reason the Panel has selected the HM Revenue and Customs Approved Mileage Allowance Payments scheme as its recommended travel and subsistence allowance model. The AMAP rate was selected over the NJC rate as it provides administrative efficiencies for the purposes of calculating tax and national insurance costs.
- 3.13 However, due to the relative size of most parishes and the fact that parish councillors should be giving the majority of their time to their constituents voluntarily, the Panel does not at this time recommend the payment of travel and subsistence allowances for meetings within the parish boundary in the geographically smaller parishes.
- 3.14 The Panel does though recognise the increasing amount of partnership work undertaken by parish councils and it therefore recommends that for approved duties that take place outside the parish boundary, the HM Revenue and Customs Approved Mileage Allowance Payments should be adopted.
- 3.15 The Panel also recommends that parish councils give consideration as to time limits within which claims may be submitted under the travel and subsistence allowance scheme.

### **Index Linking Arrangements**

- 3.16 The Panel recommends that the Clerk to the Council's Pay Award percentage be adopted as the index linking measurement for the Parish Basic Allowance and the Parish Chairman's Basic Allowance for the next four years.
- 3.17 The Panel recommends that the travel and subsistence allowances be index linked to the approved Inland Revenue (also known as AMAP) rates for the next four years.

## **Section Four**

# **Summary of Recommendations**

*The summary of recommendations of the East Kent Joint Parish Independent Remuneration Panel for the municipal years 2021 to 2025*

## Summary of Recommendations

### 1. Commencement and Period of Scheme

- 1.1 The regulations governing parish council allowance schemes provide all parish councils with the discretion to introduce an allowance scheme for councillors should they so wish after first giving consideration to the recommendations of the Parish Independent Remuneration Panel (as contained within this report).
- 1.2 The regulations permit the Parish Basic Allowance and the Parish Chairman's Basic Allowance to be paid to elected members only while the travel and subsistence allowance can be paid to elected, co-opted or appointed members.
- 1.3 The recommendations contained within this report do not affect the right of a parish council to pay the chairman / mayor a civic allowance under Local Government Act 1972.
- 1.4 All recommendations are intended to be effective from the start of the municipal year 2021/22.

### 2. Definitions

- 2.1 For the purposes of these recommendations, the term 'parish council' is used for both town councils and parish councils.

### 3. PARISH BASIC ALLOWANCE

- 3.1.1 The Panel recommends the following Parish Basic Allowance based on the District Council Basic Allowance for 2021/22:

*Table 10: Recommended Parish Basic Allowance (Band C)*

<i>Electorate</i>	<i>Parish Basic Allowance</i>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£150.00</b>	2.61%	3.00%	3.28%

**Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

*Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patricxbourne, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great Mongeham Parish Council, Guston Parish Council, Hackington Parish Council, Harbledown & Rough Common Parish Council, Herne & Broomfield Parish Council, Hoath Parish Council, Hougham Without Parish Council, Ickham & Well Parish Council, Kingston Parish Council, Langdon Parish Council, Littlebourne Parish Council, Lower Hardres and Nackington Parish Council, Lydden Parish Council, Manston Parish Council, Minster Parish Council, Monkton Parish Council, Nonington Parish Council, Northbourne Parish Council, Petham Parish Council, Preston Parish Council, Ringwould with Kingsdown Parish Council, Ripple Parish Council, River Parish Council, Sandwich Town Council, Shepherdsweil-with-Coldred Parish Council, Sholden Parish Council, St Margaret's-at-Cliffe Parish Council, St Nicholas-at-Wade with Sarre Parish Council, Staple Parish Council, Stourmouth Parish Council, Sturry Parish Council, Sutton-by-Dover Parish Council, Temple Ewell Parish Council, Thanington-Without Parish Council, Tilmanstone Parish Council, Upper Hardres Parish Council, Walmer Parish Council, Waltham Parish Council, Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council*

**Table 11: Recommended Parish Basic Allowance (Band B)**

<i>Electorate</i>	<b>Parish Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£300.00</b>	5.23%	6.00%	6.56%

**Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

*Broadstairs & St Peters Town Council and Deal Town Council*



**Table 12: Recommended Parish Basic Allowance (Band A)**

<i>Electorate</i>	<b>Parish Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£600.00</b>	10.45%	12.00%	13.13%

***Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written:***

*Ramsgate Town Council and Dover Town Council*

#### **4. PARISH CHAIRMAN'S BASIC ALLOWANCE**

- 4.1 The Panel recommends that this be applied on a factor basis of the Parish Basic Allowance multiplied by two. This would result in the following Parish Chairman's Basic Allowance:

**Table 13: Recommended Parish Chairman's Basic Allowance (Band C)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
1 – 9,999	<b>£300.00</b>	5.23%	6.00%	6.56%

***Band C would therefore cover the following parish councils if applied on the current electorate at the time this report was written:***

*Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patixbourne, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great Mongeham Parish Council, Guston Parish Council, Hackington Parish Council, Harbledown & Rough*

Common Parish Council, Herne & Broomfield Parish Council, Hoath Parish Council, Hougham Without Parish Council, Ickham & Well Parish Council, Kingston Parish Council, Langdon Parish Council, Littlebourne Parish Council, Lower Hardres and Nackington Parish Council, Lydden Parish Council, Manston Parish Council, Minster Parish Council, Monkton Parish Council, Nonington Parish Council, Northbourne Parish Council, Petham Parish Council, Preston Parish Council, Ringwould with Kingsdown Parish Council, Ripple Parish Council, River Parish Council, Sandwich Town Council, Shepherdswell-with-Coldred Parish Council, Sholden Parish Council, St Margaret's-at-Cliffe Parish Council, St Nicholas-at-Wade with Sarre Parish Council, Staple Parish Council, Stourmouth Parish Council, Sturry Parish Council, Sutton-by-Dover Parish Council, Temple Ewell Parish Council, Thanington-Without Parish Council, Tilmanstone Parish Council, Upper Hardres Parish Council, Walmer Parish Council, Waltham Parish Council, Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council

**Table 14: Recommended Parish Chairman's Basic Allowance (Band B)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
10,000 – 19,999	<b>£600.00</b>	10.45%	12.00%	13.13%

**Band B would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

Broadstairs & St Peters Town Council and Deal Town Council

**Table 15: Recommended Parish Chairman's Basic Allowance (Band A)**

<i>Electorate</i>	<b>Parish Chairman Basic Allowance</b>	<i>Equates to Canterbury Parishes Percentage</i>	<i>Equates to Dover Parishes Percentage</i>	<i>Equates to Thanet Parishes Percentage</i>
20,000 plus	<b>£1,200.00</b>	20.91%	24.00%	26.26%

**Band A would therefore cover the following parish councils if applied on the current electorate at the time this report was written:**

*Ramsgate Town Council and Dover Town Council*

**5. Travel and Subsistence Allowances**

- 5.1 The Panel in principle supports the payment of travel and subsistence allowances to parish councillors. Furthermore, it is the view of the Panel that any travel and subsistence allowance be operated in a manner that minimises the administrative burden on officers while still providing a robust and transparent governance framework.
- 5.2 It is for this reason the Panel has selected the HM Revenue and Customs Approved Mileage Allowance Payments scheme as its recommended travel and subsistence allowance model.

**Table 16: Current HMRC AMAP**

	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 miles in tax year</b>
Cars and Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Bicycles	20 pence per mile	20 pence per mile

**6. Index Linking Arrangements**

- 6.1 The Panel recommends that the Clerk to the Council's Pay Award percentage be adopted as the index linking measurement for the Parish Basic Allowance and the Parish Chairman's Basic Allowance for the next four years.
- 6.2 The Panel recommends that the travel and subsistence allowances be index linked to the approved Inland Revenue (also known as AMAP) rates for the next four years.

## **Section Five**

### **Appendix**

*The appendix of the review of the East Kent Joint Independent Remuneration Panel for the municipal years 2021 to 2025*

**Town and Parish Councils by Electorate Size**

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Ramsgate Town Council	30,133	A	16
	Dover Town Council	22,041	A	18
	Broadstairs & St Peters Town Council	19,865	B	15
	Deal Town Council	15,857	B	15
	Birchington Parish Council	8,622	C	10
	Herne & Broomfield Parish Council	6,640	C	13
	Walmer Parish Council	6,631	C	15
	Westgate-on-Sea Town Council	5,602	C	10
	Whitfield Parish Council	4,428	C	14
	Aylesham Parish Council	4,256	C	9
	Sturry Parish Council	4,184	C	11
	Sandwich Town Council	4,016	C	16
	Chartham Parish Council	3,403	C	11
	River Parish Council	3,098	C	10
	Minster Parish Council	2,944	C	11
	Chestfield Parish Council	2,688	C	9
	Ash Parish Council	2,623	C	11
	St Margaret's-at-Cliffe Parish Council	2,154	C	9
	Eastry Parish Council	1,985	C	11
	Eythorne Parish Council	1,972	C	11
	Thanington-Without Parish Council	1,926	C	9
	Capel-le-Ferne Parish Council	1,687	C	9
	Harbledown & Rough Common Parish Council	1,665	C	11
	Ringwould with Kingsdown Parish Council	1,659	C	9
	Sholden Parish Council	1,653	C	7
	Cliffsend Parish Council	1,547	C	7
	Shepherdswell-with-Coldred Parish Council	1,500	C	12
	Wingham Parish Council	1,403	C	9
	Temple Ewell Parish Council	1,368	C	12
	Hersden Parish Council	1,311	C	7
	Blean Parish Council	1,280	C	9
	Bridge Parish Council	1,256	C	9

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Littlebourne Parish Council	1,236	C	9
	Manston Parish Council	1,098	C	5
	Barham Parish Council	1,038	C	9
	Woodnesborough Parish Council	1,008	C	9
	St Nicholas-at-Wade with Sarre Parish Council	890	C	7
	Worth Parish Council	825	C	7
	Preston Parish Council	737	C	7
	Bekesbourne with Patricxbourne	718	C	9
	Chislet Parish Council	713	C	9
	Nonington Parish Council	701	C	7
	Guston Parish Council	677	C	7
	Sutton-by-Dover Parish Council	612	C	7
	Alkham Parish Council	598	C	7
	Lydden Parish Council	593	C	9
	Great Mongeham Parish Council	585	C	7
	Northbourne Parish Council	580	C	7
	Monkton Parish Council	572	C	5
	Petham Parish Council	564	C	7
	Langdon Parish Council	502	C	7
	Lower Hardres and Nackington Parish Council	490	C	5
	Adisham Parish Council	484	C	7
	Hoath Parish Council	462	C	5
	Staple Parish Council	456	C	7
	Hackington Parish Council	430	C	5
	Kingston Parish Council	412	C	7
	Wickhambreaux Parish Council	407	C	7
	Hougham Without Parish Council	406	C	7
	Waltham Parish Council	368	C	5
	Ickham & Well Parish Council	351	C	7
	Fordwich Town Council	340	C	5
	Upper Hardres Parish Council	320	C	5
	Ripple Parish Council	307	C	5
	Denton with Wootton Parish Council	306	C	5

Rank	Parish (or Town) Council Name	Electorate	Band	Number of Parish / Town Councillors
	Tilmanstone Parish Council	304	C	5
	Goodnestone Parish Council	301	C	5
	Womenswold Parish Council	282	C	5
	Westbere Parish Council	269	C	7
	Acol Parish Council	244	C	5
	Stourmouth Parish Council	242	C	5
	Bishopsbourne Parish Council	209	C	5

**Note 1** – The colour banding indicates which district authority area the parish falls into as follows: Canterbury City Council (Highlighted in Gold); Dover District Council (Pink); and Thanet District Council (Blue).