



Broadstairs & St Peter's Town Council

20 November 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 25 November 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 28 October 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

To receive the draft minutes of the meeting held on Monday 4 November 2024 and consider any recommendations therein.

Attach 2

7. EVENTS AND LEISURE COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 11 November 2024 and consider any recommendations therein.

Attach 3

ii) To consider a recommendation that the Staff Management Committee add Safeguarding issues to their list of functions.

- 8. NEIGHBOURHOOD DEVELOPMENT PLAN SUB-COMMITTEE**
 i) To receive the draft minutes of the meeting held on Thursday 14 November and consider any recommendations therein. **Attach 4**
 ii) To consider and approve draft new Terms of Reference. **Attach 5**
- 9. ENVIRONMENT COMMITTEE**
 To receive the minutes of the meeting held on Monday 18 November 2024 and consider any recommendations therein. **Attach 6**
- 10. COMMUNICATIONS**
 i) To receive the report of the Town Mayor.
 ii) To receive the report of the Town Clerk.
- 11. FINANCE**
 i) To receive and approve a report concerning payments for the period 28 October 2024 to 20 November 2024 **Attach 7**
 ii) To receive and approve a report concerning receipts for the period 28 October 2024 to 20 November 2024 **Attach 8**
 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 20 November 2024 to 25 November 2024.
- 12. PRIVATE MOTION**
 To receive and consider a proposal from Cllr Alan Munns concerning seasonal beach security. **Attach 9**
- 13. DIGNITY AT WORK POLICY**
 i) To receive guidance for using the policy **Attach 10**
 ii) To receive and consider a draft policy **Attach 11**
- 14. CIVILITY AND RESPECT PLEDGE**
 i) To receive information from the Town Clerk on the Council's existing commitment **Attach 12**
 ii) To consider signing the pledge. **Attach 13**
- 15. BIODIVERSITY**
 To receive and consider adopting a draft policy from the Town Clerk **Attach 14**
- 16. THANET COMMUNITY CHAMPIONS AWARDS**
 To receive information about the scheme and consider making a nomination. **Attach 15**
- 17. KALC COMMUNITY AWARD SCHEME 2025**
 To receive information about the scheme and consider making a nomination. **Attach 16**

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.

18. TENANT ISSUES

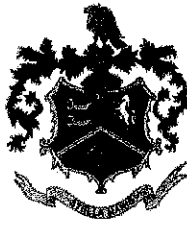
To receive information on any issues requiring consideration

19. LEGAL ISSUES

To receive information on any issues requiring consideration.

Members of the public may re-enter the meeting

20. DATE OF NEXT MEETING – The next Council meeting will be held on Monday 16 December 2024 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 28 October 2024 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, R Farooki, M Garner, J Hobson, C Leys, P Moore, A Munns, J Nichols, E Orhan, K Pressland & S Roberts.

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.

491. APOLOGIES FOR ABSENCE

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

492. DECLARATIONS OF INTEREST

None received

493. MINUTES

RESOLVED: That the minutes of the Council meeting held on 30 September 2024 can be approved and duly signed as a true record by the Chairman.

494. MATTERS ARISING

Min 489: the Town Clerk reported that despite the resolution staff contracts cannot be so easily changed. In the interests of simplicity she had asked each staff member to read and sign a letter confirming that they understand pay increments are not automatic and the onus is on them to demonstrate satisfactory performance. All had done so.

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

Two members of the public attended to ask for assistance in overturning the Secretary of State's decision not to award listed building status to Buckmaster House. Councillors agreed that the building is not only of aesthetic and historic value but of community value too and should be saved if possible. Cllr Bright agreed to contact the MP and to speak to the planning department at TDC once again.

496. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 7 October 2024.
RESOLVED: Members agreed to note.

497. FINANCE AND GENERAL PURPOSES COMMITTEE

Members received the minutes of the meeting held on Monday 14 October 2024.
RESOLVED: Members agreed to note.

498. ALLOTMENTS AND LAND COMMITTEE

Members received the minutes of the meeting held on Monday 21 October 2024.

RESOLVED: That the post of part-time fixed term Woodland Manager be factored into the 2025-26 budget at salary scale 7-12 according to experience.

499. COMMUNICATIONS

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

Youth Forum at Pierremont Hall - 2nd October

Excellent event with pupils from Charles Dickens, Dane Court Grammar, St Georges and Stone Bay schools.

Air Ambulance CPR Training at Rochester Airport - 4th October

Attended a CPR training session at Air Ambulance headquarters as part of build up to Restart a Heart Day on Wednesday 16th October

Eco Fair at Sunken Garden - 6th October

An excellent fair attended by many community groups from across the district

Broadstairs & Ramsgate Sea Cadets - 19th October

Cadets opened their new headquarters in the old Ferry terminal.

Poppy Appeal Launch - 25th October

Attended launch at County Hall.

Festival of Remembrance - 25th October

Attended a moving festival at the Granville Theatre in Ramsgate.

He also reported that he and the Town Clerk had met with the CEO of TDC that day to discuss various issues of interest and ways of working better together in Broadstairs and St Peter's.

Cllr Joanne Bright also reported that in her capacity as Deputy Town Mayor she had attended an event at Minster Camp site with 14th Broadstairs Scout Group.

ii) The Town Clerk reported that all were invited to the KALC AGM which will be held on Saturday 30 November at Ditton Village Hall from 9.30am until 3.30pm. She also reminded everyone that the new free to attend football sessions are starting at Retort House every Wednesday from 3pm to 5pm. The Events Supervisor and Cllr Joanne Bright will attend but any extra help would be appreciated.

500. FINANCE

i) Members received and approved a report concerning payments for the period 30 September 2024 to 23 October 2024 (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 30 September 2024 to 23 October 2024. (see attached)

RESOLVED: That the report be noted.

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

- £175 plus Vat per month for Cyber Central to provide ongoing proactive IT support
- £534.70 plus vat EK Fire Protection to provide annual service of fire extinguishers
- £2050 for Dam High Access for annual clean of exterior of Pierremont Hall, Music Room and Retort House
- £134 plus VAT to KCC for permission to attach an additional three Christmas lights to lamp posts.
- £3458 for Ashford FM to carry out mandatory water testing at all four sites throughout 2025.

RESOLVED: That the payments be approved.

iv) Members received a summary of staff salaries totalling £20,144 for the month of October.

RESOLVED: Members agreed to note.

v) Members received and approved a report concerning payments for the period 23 October 2024 when the agenda was sent out until 28 October 2024. These comprise five payments to Stripe totalling £1.45 in respect of tickets purchased for the Halloween event.

RESOLVED: That the payments be approved.

501. BUDGET AND ACCOUNTS 2024-25

i) Members received and considered a summary report of payments and receipts as to 30 September 2024 (end of qu. 2) in line with Standing order 17c

RESOLVED: Members agreed to note.

ii) Members received and noted the bank reconciliation report dated 30 September 2023 (end of Qu2) in line with Fin Reg 2.2.

RESOLVED: Members agreed to note.

iii) Members received and noted the transparency report for Qu2 in line with Local Government Transparency code 2014.

RESOLVED: Members agreed to note.

502. INTERNAL AUDIT REPORT

Members received the report of the IIA and consider any recommendations therein.

RESOLVED: Members noted that all elements apart from one were listed as Low Risk. The Medium Risk refers to a discussion on staff pensions which has not yet been addressed and will be discussed at the forthcoming budget meeting.

503. SCHOOL FORUM

i) Members received and considered the minutes from the inaugural meeting

RESOLVED:

ii) Members received the verbal report of the Schools Liaison Councillor

RESOLVED:

- i) **That the Town Council's programme of youth events continue. Both educational and entertaining events to be offered.**
- ii) **That a dedicated page on the website be established for the publication of Youth Forum minutes and advertising of youth events.**
- iii) **That the Town Council's Action Plan be updated to reflect the work of the Youth Forum.**

504. BIODIVERSITY

i) Members received a report from the Town Clerk on the statutory duty to conserve and enhance biodiversity.

RESOLVED: Members agreed to note.

ii) Members received and considered a report on what the Town Council is currently doing to conserve and enhance biodiversity.

RESOLVED: Members agreed a full policy can be developed for approval at the next meeting.

505. COUNCILLORS' ALLOWANCES

i) Members received the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances.

RESOLVED: Members agreed to note

ii) Members received the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025

RESOLVED: Members agreed to note

iii) Members considered the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and considered councillors' allowances for 2024/25. It was noted that due to the electorate of Broadstairs and St Peter's increasing to more than 20,000 the Band A allowances now applied.

RESOLVED: that having paid due regard to the recommendations in the report, payment of £600 to each councillor be approved in respect of the duties they carry out around the town over the year.

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

506. TENANT ISSUES

The Town Clerk reported that two tenants were in arrears with their service charge and electricity payments.

RESOLVED: That second reminders be sent after which County Court Judgements are to be sought.

507. LEGAL ISSUES

No issues which need discussion this evening.

508. STAFF MANAGEMENT COMMITTEE

i) Members received summaries of the outstanding staff appraisals and considered the recommendations.

RESOLVED: That all four members of staff receive a one point increment in line with the conditions of employment.

ii) Members received information regarding the Local Government Services pay agreement 2024.

RESOLVED: That the recommended pay increase be applied to each member of staff, backdated to April 2024.

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

509. DATE OF NEXT MEETING

Monday 25 November 2024 at 7pm in Pierremont Hall

Town Clerk

Meeting closed at 8.15 pm

Signed _____

Date _____

Draft



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 4 NOVEMBER 2024

Present: Cllrs J Bayford, J Bright, P Moore, S Roberts (Chair)
Deputy Town Clerk – Julie Belsey
Volunteer Tree Warden – Karen McKenzie (arrived 19:02)

Minutes marked * require a resolution from the Town Council

347 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.

348 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from: Cllr R Farooki, Cllr E Orhan, Cllr K Pressland

349 DECLARATIONS OF INTEREST

Cllr J Bright declared an interest in application 24/1172/DR – Fairlight, Reading Street, Broadstairs CT10 3AX – planning applicant is a neighbour.

350 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 7th October 2024.

351 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

Item 341: The Chair to correspond with Iain Livingstone, TDC Planning in reference to The Dolphin Public House/Retort House.

Item 343: The Neighbourhood Plan page on the Town Council website has been updated and amended as necessary.

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

None

353 CORRESPONDENCE

None

354 CHAIR'S REPORT

None

355 NEIGHBOURHOOD PLAN BUSINESS

A Neighbourhood Plan Sub-Committee Meeting has been arranged for Thursday 14th November 2024 to discuss the Terms of Reference and the recruitment and criteria of community members.

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.

356 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

Cllr J Bright did not take part in the Committee discussion or the vote on application 24/1172/DR – Fairlight, Reading Street, Broadstairs CT10 3AX

24/1172/DR Fairlight, Reading Street, Broadstairs CT10 3AX
The Planning Committee unanimously recommends REFUSAL for this application. The Town Council requests that the TDC Tree Officer reports on the BS5837:2012 standard with regards to these trees stated within the application to ensure that the standard is followed correctly. The report attached to this application does not quote the standard in its entirety and therefore the Town Council believes that the car port could be built without any damage to the trees by placing it to the right of the property.

(Chair to speak to Iain Livingstone, TDC Planning with regards the application)

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

24/1070/DR 52 Broadstairs Road, Broadstairs CT10 2RJ
A/24/1152/GD 135 High Street, Broadstairs CT10 1NG
24/1177/DR 202 Ramsgate Road, Broadstairs CT10 2EW
24/1114/DR 52 Broadstairs Road, Broadstairs CT10 2RJ
24/1239/RB 14 North Foreland Road, Broadstairs CT10 3NN

357 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:

TPO/24/1121/MM 10 Tina Gardens, Broadstairs CT10 1BJ
The Committee unanimously recommends REFUSAL as this application does not adhere to the Neighbourhood Plan Policy BSP3 – Protecting and Providing Important Trees – remedial tree works to be kept to a maximum of 20%.

TPO/24/1125/MM 45 Selwyn Gardens, Broadstairs CT10 2SW
The Committee unanimously recommends REFUSAL. The Town Council requests that the TDC Tree Officer ascertains if the reductions are in line with the Town Council's Neighbourhood Plan Policy BSP3 Protecting and Providing Important Trees – remedial tree works to be kept to a maximum of 20%. Also, for the Tree Officer to investigate if the trees are diseased and causing issues as stated within the application.

- TPO/24/0770/MM The Old Police Station, 58-60 Gladstone Road, Broadstairs CT10 2TA
The Committee unanimously recommends REFUSAL and requests that the TDC Tree Officer ensures that the work is consistent with standard BS3998 and is in line with the Town Council's Neighbourhood Plan Policy BSP3 Protecting and Providing Important Trees – remedial tree works to be kept to a maximum of 20%. Insufficient evidence is provided regarding the need for the footpath works.
- TPO/24/1184/MM 48 The Maples, Broadstairs CT10 2PE
The Committee recommends REFUSAL on the basis of insufficient information provided by a qualified arborist to substantiate the works. (Majority – 1 abstention)
- TPO/24/1174/MM 5 Woodland Way, Broadstairs CT10 3QD
The Committee unanimously recommends REFUSAL as follows: All these Holm Oaks have had crown raising and we suspect under the shingle there is a geotextile membrane that can impede water availability to the trees. The TDC Tree Officer should insist on the geotextile membrane removal. Also, because the crowns have been raised this will inevitably lead to a higher crown and that is what has happened. The crowns are open and appear to be of good shape and form, reducing the crowns by 3 m will encourage a lot of growth which inevitably will cast more shade. If this is allowed to be done, in 3 years they will want the crowns thinned. All this work will put further pressure on the tree with more wounds and therefore potentially more opportunity for disease infiltration and early demise of the trees. As far as the Turkey Oak is concerned it appears there is an issue and we would ask whether a core can be taken to determine the degree of solid wood including live wood as this would determine the need for tree removal or not. As a remedial step reduction of the canopy of this tree and thinning the crown to take stress of the trunk would be the best approach.

(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/24/1140/MM	Charles Dickens School, Broadstairs Road, Broadstairs CT10 2RL
TPO/24/1148/MM	Bradstow School, 34 Dumpton Park Drive, Broadstairs CT10 1BY
TCA/24/1163/MM	15 Ranelagh Grove, Broadstairs CT10 2TE
TCA/24/1205/MM	9 Granville Road, Broadstairs CT10 1QB

358 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 2nd December 2024

Meeting closed at 19:40
Deputy Town Clerk



Broadstairs & St Peter's Town Council

Events, Leisure & Tourism Committee

Minutes of the meeting held on Monday 11 November 2024 at 7pm in the Music Room, Pierremont Hall

Present: Cllrs M. Garner (Chairman), J. Bright (Vice Chair), J Hobson, A Munns, S Roberts, C Kemp.

Officers: Clerk, Abigail Barton, Civic & Support Officer. Leanne Hadden, Events & Bookings Manager, Simone Shallcross, Events Administrator.

19. CHAIRS WELCOME/OPENNESS AND TRANSPARENCY

Cllr Garner reminded those present of the following: 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.

20. APOLOGIES FOR ABSENCE

Apologies with reason were given by Cllr James Hobson these were accepted by resolution of the committee. Cllr Charlie leys was absent without apologies.

21. DECLARATIONS OF INTEREST

None were received.

22. MINUTES

That the minutes of the Council meeting held on Monday 19th August 2024 can be approved and duly signed as a true record by the Chairman.

23. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None were received.

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

None.

25. TEAM EVENTS UPDATE

Members received a verbal update and report supplied by Events & Bookings Manager.

RESOLVED: That Events Supervisor, Mia Tillett now been made a permanent member of staff, and the addition of Simone Shallcross has joined the team under a year's temporary contract to cover the events and bookings

manager's maternity leave.

Members agreed to note and welcomed Simone to the team.

26. UNDER 18'S HALLOWEEN

Members received an end of event report from the Events & Bookings manager. It was noted that the event was a great success, working with the Chamber of commerce and Halter Skelter nursery. The Town Council made sure to supply healthy food alternatives to the children who attended, handing out fruit as well as other treats. Tickets sold well for the event. The events team noted that a vast number of guests were due to Cllr J Brights networking as the school's liaison Councillor.

There was one safeguarding incident that was handled by staff. This has been taken seriously and the persons involved have now been added to a bared list. Safe guarding is a priority and as such changes have been made to risk assessment and safeguarding is to be discussed at future meetings to keep policies up to date.

RESOLVED: Cllr J Bright noted how proud she was of the Events Team for such a successful event.

It was agreed by members that the event is to be replicated next year where more volunteers will be included to work the event, including Councillors.

It was recommended that a safeguarding committee or agenda item is to be considered to the staffing committee.

27. BANDSTAND

Members received a report from the Events & Booking Manager. It was noted that the bandstand is nearly fully booked for 2025.

RESOLVED:

The following was agreed by all members:

Band budget-

A maximum budget of £500 per band is to be used.

Afro Latino festival-

The Town Council Band Budget of £500 max is to include the Afro Latino festival group. If they require more funding, they will be asked to apply for an Event grant.

Bookings extended-

Booking have now been extended to October. Booking timetable is now April to October.

Members noted the current list of bands.

It was suggested that there needs to be more variety and diversity of bands and acts. All ages included.

It was agreed that a battle of the bands type event or talent show at the bandstand is to be organised working with East Kent College and the Pie Factory as an under 18's event.

28. PUNCH AND JUDY

Members received and discussed officer recommendations regarding the contract renewal for summer 2026.

RESOLVED: It was agreed by all members that Professor Ben Bamboozle is to be invited back to perform for the summer season, with the same budget of 10 dates.

29. COMMUNITY FESTIVAL UPDATE

Members received a verbal update from the Events Manager, which include note that the land permissions have now been approved by TDC.

RESOLVED:

The following was agreed by all members:

Community stalls:

Councillors are to email suggestions of invites to the Events Team.

A pitch fee of £20 is to be paid by stall holders, they will also be asked to supply their own Gazebos, with size stands set by the events team.

It was agreed that stalls will first go to CT10 post codes, then out to Thanet wide. There will also be a waiting list if it is booked up.

On the day:

It was agreed that there will be a silent hour with no music again this year in partnership with neurodivergent Thanet.

It was suggested that there needs to be a draw down to the lower park stalls, this is to be a free event working with local groups.

It was agreed that the cleaner, safer, kinder areas are going to be defined with colours this year.

30. FIREWORK NIGHT

Members received a verbal update from the Events & bookings Manager.

RESOLVED:

The following was agreed by all members:

On the Day-

Councillors agreed to 6 pm start for 2025 as this supported the economy of the local businesses.

Councillors would like to invite the same band to play again next year with the change that they would like them to play an hour before and an hour after the fireworks to prevent and stagger people from leaving all at once.

Road Closures -

Councillors agreed to road closures again for 2025 and for marketing to

be in place again to encourage the local community to walk and use public transport.

It was agreed that letters are to be posted through local resident doors to warn them of the road closures, this will include a permit to hand to Probe on the night of the fireworks for residents to be allowed through closures.

Probe is to count spaces in car parks to notify road users not to travel further if there are not spaces.

Budget-

Councillors agreed to an additional ambulance being needed on the other side of the site (The Jetty). Depending on the extended budget request at the next F&GP meeting in December.

It was also suggested that the use of donation buckets is to be investigated.

Toilets-

It was agreed that Retort House is to be kept open for a quite space and use of toilets for members of the public, councillors will be asked to volunteer.

31. REMEMBRANCE

Members received a verbal update from the Civic and Support Officer.

It was discussed that the Event went well and was well received by members of the public due to careful planning and changes made to last year's set up, including the addition of Inspiration Creative Choir who signed the service and an area for guests with accessibility issues making the service more inclusive.

It was noted that the staff did fantastic work in organising the event as well as preparing and cleaning the War Memorial and surrounding area. These staff members include the Civic & Support Officer, Operations officer and Town Council Gardens Team.

The Civic & Support officer has noted that the road closure and parking bay suspensions will be earlier next year to avoid rogue parking next year.

RESOLVED: The event was a success, and councillors were happy with the outcome, Thanks to staff.

32. CHATTY CAFÉ AND PUZZLE EXCHANGE

To receive a verbal update from the Events and Bookings Manager.

It was noted by the events and Booking Manager that despite the Councils best efforts to advertise the Chatty café and Puzzle exchange, the project had been unsuccessful and was no longer viable.

The Events Team have been in contact with Broadstairs library to take over this project and donate the puzzles to them.

RESOLEVED:

Members agreed to note.

33. CHRISTMAS LIGHTS AND TREE

A small update supplied by the Deputy Town Clerk was received by members.

RESOLVED: All lights are now being installed for this year. The Town Council are waiting for the load testing to be undertaken by KCC for the 8 motif columns in St Peter's as they are over 4kg.

Christmas tree has been ordered and we are awaiting delivery date.

34. CHRISTMAS MARKET

Members received a verbal update from the Events and Bookings Manager.

RESOLVED:

Councillors are happy with the event plans.

Officer to form a report after the event ready for F&GP budget for 2025 –

Review to be given in February meeting and planning to start following this review.

Decisions to be made in February meeting on Christmas Market 2025 (date, timings, structure, stalls, price, entertainment).

35. VE DAY

Members received a verbal update from the Events Manager

RESOLVED:

Councillors happy with times.

Events Team to ask the Thanet Concert Band to attend again. Request if there can be a mix of 1940s and modern music.

Council to purchase a VE Day flag for Pierremont and the handheld flags that we gave away for free to residents attending.

Officers to involve local schools with the events – art works to display, poems to read out.

Update to be given in February meeting.

Officers to speak to scouts/ Cadets to do a reading.

Email to be sent to councillors on who they would like to invite.

36. SUMMER THEATRE

Members received a verbal update from the Events Manager.

RESOLVED:

Councillors agree to work with Applause for a second year.

Councillors agree to Wednesday's family shows and Fridays (new time 7 pm) adult shows.

Officers to report on proposed program at next meeting at a budget target of £5000.00 for 8 shows across July and August, and an extra £1000.00 (total £6000.00) for 10 shows across July and August.

Update and decision to be given in February meeting.

37. JENNIFER VYVYAN CENTENARY

Members received a verbal update from the Events and Bookings Manager.

RESOLVED:

Councillors agree to support this event and work in partnership with the Sarah Thorne Theatre.

The partnership will involve support with marketing the event, alongside the theatre and the council agreeing to cover a financial shortfall, at the agreed surplus of £500.00.

38. COMMERCIAL EVENTS UPDATE

Members received a verbal update from the Events and Bookings Manager.

So far, the venue has 29 weddings booked for the year.

It was noted but the Events and Bookings Managers that the cost-of-living crisis has resulted in 3 people in 2025-26 postpone their event until 2026-27. This could have an impact on our targets for 2025-26.

RESOLVED:

Officer to submit a forecast report for the next F&GP to review targets for 2025-26.

39. BUDGET

The following budget recommendations were agreed for F&GP confirmation:

Community Festival - £3000.00

Bandstand- £16,500.00

Summer Theatre - TBC Next Meeting, recommended £5000.00- £6000.

Miscellaneous events - £1000.00 (£500 to JENNIFER VYVYAN)

Punch & Judy- £3000.00 Aim for 10 dates

November Firework- £7500.00 with the option of donation boxes, Ideal - £10,000

Next year's budget toward VE- £2500.00

Christmas Market- £1500.00

40. DATE OF NEXT MEETING

7pm, 17th February 2024

Meeting Closed at 21:07pm



Broadstairs & St Peter's Town Council

NEIGHBOURHOOD PLAN SUB-COMMITTEE MINUTES Thursday 14th November at 12.00pm

Present:

Cllr J Bright, Cllr M Garner (Chair)
Community Members: Peter Lorenzo, Laura Scotney, Sue Wall
Deputy Town Clerk: Julie Belsey

53. 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.

Sue Wall informed the sub-committee that she would be recording.

54. APOLOGIES FOR ABSENCE

Apologies with reason were received from Councillor Kristian Bright and Councillor Colin Kemp.

55. DECLARATIONS OF INTEREST

None received.

56. MINUTES

The minutes of the meeting held on 17th September 2024 were received and approved.

57. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

The Neighbourhood Plan page has been reformatted and the local green spaces have been updated.

58. TERMS OF REFERENCE

The terms of reference were discussed, and it was agreed that there should be no cap on the amount of community members on the sub-committee as it would be seen as a success if we were to have more community members.

Draft terms of reference to be approved at Council.

59. COMMUNITY MEMBERS CRITERIA

The next review and update of the Neighbourhood plan is 2028.

It was agreed that the process will commence in Q1 of 2026, whereby the sub-committee will reconvene. Discussion will include an information sharing and gathering event, similar to the Town Forum format, to be held to generate enthusiasm, start promoting and creating interest, with a continued campaign to access a cross section of the community. Councillors and members of the sub-committee would be invited to talk/take part.

Members will be informed of the need to disclose interests and the signing of the code of conduct adopted by the Council. The sub-committee would agree the roles of the community members.

Discussion will also take place regarding the funding requirements for the next phase – paying for the review/consultants (Town Planner)/funding streams etc.

60. DATE OF NEXT MEETING

Next meeting to be announced – Q1 2026

Meeting closed: 12.32pm
Deputy Town Clerk

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
DRAFT TERMS OF REFERENCE FOR
THE NEIGHBOURHOOD PLAN SUB-COMMITTEE**

MEMBERSHIP

- The Neighbourhood Plan Sub-Committee shall consist of a minimum of four Councillors and a minimum of three Community Members.
- All Neighbourhood Plan Sub Committee members shall have full voting rights on the sub-committee as this is an advisory committee.

PROCEDURES

- At the first meeting of the Neighbourhood Plan Sub-Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The quorum for the sub-committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The sub-committee will submit minutes of their meetings to the next meeting of the Planning Committee and seek approval for recommendations made.
- The annual budgeting process will allocate funds to the Neighbourhood Plan Sub-Committee to be spent on the implementation and updates of the Neighbourhood Plan.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Sub-committee.

FREQUENCY OF MEETINGS

- The sub-committee will normally meet as and when required. Notification of the meetings will be sent out by the Deputy Town Clerk.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

COMMITTEE FUNCTIONS

The sub-committee shall undertake the initial implementation and subsequent updates of the Broadstairs and St Peter's Neighbourhood Development Plan, including utilising data from background documents, evidence, and consultation. The Sub-Committee is an advisory Committee which reports to the Planning Committee



Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Minutes of the Environmental Committee meeting held 7pm on 18th November 2024.

Cllrs Present: Chair Joanne Bright, Vice Chair Steve Roberts, Kevin Pressland, Mike Garner, Paul Moore.

Officer: Abigail Barton – Civic & Support Officer

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

32. CHAIRS WELCOME OPENNESS AND TRANSPARENCY

To remind those present of the following:

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.

33. APOLOGIES FOR ABSENCE

Apologies with reason were given by Cllr Kemp and Hobson, these were accepted by resolution of the committee

34. DECLARATIONS OF INTEREST

None received.

35. MINUTES OF LAST MEETING

That the minutes of the Council meeting held on 16th September 2024 can be approved and duly signed as a true record by the Chairman.

36. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

None received.

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

None received.

38. TRAFFIC WORKING MEETING

Members received an update from the Civic & Support Officer regarding the Traffic working Party Meeting that took place with KCC, TDC and Kent Speed watch on 4th November 2024. It was noted that the meeting went well, and conversations were positive. Members also received the Power Point presentation showed to KCC, TDC and Speed watch, breaking down the top 5 areas and traffic issues. Members were asked to consider the next steps offered to the Town Council by KCC and Speed watch.

RESOLVED:

HIP ADDITIONS:

It was agreed by all members that they are to support a HIP bid of a "20 MPH Scheme" in Broadstairs, in the following 5 areas highlighted to KCC and speed watch:

Area 1- Beacon RD. Reading ST. Callis CT. Grange Rd. Nth Dwn Hill RD.

Area 2- Brassey Av. Rosemary Av. Ramsgate RD.

Area 3- Broadstairs General (Town)

Area 4- Church St. Vicarage ST. Nth Dwn RD

Area 5- Luton Ave. Seafield. Osbourne. Swinburn Ave. The Vale.

It was agreed by all members that the 2nd HIP bid will be the addition of a request for 20 MPH zones in Broadstairs, creating temporary 20MPH zones during school times only. The first road to be investigated is Broadstairs Road.

Investigating Traffic issues:

It was agreed by all members that the Town Council is to continue working with Speed Watch and KCC to investigate issues further and explore solutions. The Town Council is to contact local resident groups and volunteers who have shown interest in facilitating speed watch.

The Town council is to investigate if KCC have any "heavy goods" restrictions for narrow roads.

39. TRAFFIC COMMUNITY OUTREACH

Members received the following update from the Civic & support officer; it was noted that during the Traffic Working Party meeting, the Town Council expressed their concerns regarding the number of accidents involving children around schools in Thanet. Council officers had undertaken some research before the meeting by contacting local teachers in Thanet to ask if they teach traffic safety at their schools; they were surprised to hear they did not. KCC expressed their own concerns that local schools do not respond to them when they reach out with resources.

Following discussions, it was agreed that the Town Council and Cllr J Bright would use the connections Cllr J Bright has created in her role as the Schools Liaison Councillor, to reach out to the local community and schools to help spread the word of KCC resources. As part of this outreach, the Town Council will contact all the members of the community who filled out the TIDS form, for an update.

RESOLVED:

Members agreed that Cllr Bright is to engage with schools and liaise with KCC to share resources.

The Civic and Support officer is to chase KCC Officer Adrian for resources and to draft a letter to residents to update them on the TIDS project and speed watch.

40. FOSTERS AVENUE MEADOW PROJECT

Members received the following update from the Civic and Support Officer; Unfortunately, following several meetings with TDC and investigations into the services, TDC have informed the town council (at the point when the licence conditions were being agreed) that the land does not belong to them, but is KCC owned. It appears there was a mistake with their mapping. The Town Clerk is currently in discussions with KCC regarding alternative sites. The C & S Officer is also looking to work further with TDC to find another site that they own which is appropriate to plant on.

Resolved:

All members agreed the Civic and support Officer is to contact KCC to continue pressuring Fosters Avenue as a planting location.

It was noted that the nature of communications with KCC are to be left to the officer's discretion.

41. TAPS PROJECT With TDC

Members received the following update from the Civic and Support Officer, TDC have informed The Civic & Support Officer that they have not yet completed the project. They have a further fountain left to install in Margate and Ramsgate and there will be no funding remaining after this, meaning any new projects will need to be budgeted for and

investigated outside of this initial project. TDC have been informed that the Town Council do have a budget for a new unit.

It is noted that TDC are to update the Town Council once they have finished the agreed six installations, hopefully by end November.

It was discussed at the last meeting that the boardwalk on Viking Bay needed to be extended as the design is making it difficult for beach users to wash without getting covered in sand again. Due to this, users were then using our new water tap to wash their feet.

TDC have responded to the C & S Officers query, that there are costs for a board walk extension, however they will add the boardwalk to their end of year review to investigate for next season.

Resolved:

Members agreed to note the above.

Members noted that the Town Council is not to give further funds to the board walk extension as this is an issue TDC have caused and will need to rectify.

42. LAND AT FAIRFILED AND RUMFIELDS / RIVERSIDE

Members received two draft documents supplied by the Town Clerk, documents to support the investigation and viability of this project, a Risk Analysis and a Full Risk Assessment.

Members also received land surveys detailing gas and electric under the land. The main concern at this time is the possibility of electrical cables under the land, which could cause danger to those who will work on the land if the Town Council is to take it on.

RESOLVED:

Members agreed to note and are happy to adopt the documents with further information regarding the colour coding.

The Civic & Support officer is to investigate further electrical services such as fibre, under this site.

43. BROADSTAIRS IN BLOOM CONTACT

Members received Box Greens updated contact that was agreed for approval. Members noted they are happy for the contract to be signed with amendments to be made.

RESOLVED:

That the contract be signed with the following amendments made: removal of "when the use of the above is deemed necessary", and that mention of Forsters Avenue is generalised and moneys ring fenced for use of another meadow site once approval is granted.

44. BUDGET

The following budget recommendations were agreed for F&GP confirmation:

Broadstairs in Bloom - £20, 000

Tree Planting Budget - £5,000

Environmental initiatives £5,000

Traffic initiatives - £10,000

45. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting 7pm Monday 13th January 2024

Meeting Closed at 20:15pm

DRAFT

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Attach 7

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
876	04/11/2024		Unity Trust		Supplies	Total Supplies Ltd	S	84.15	16.83	100.98
877	04/11/2024		Unity Trust		Electrical Metering Services	SMS Energy Services Ltd	S	908.00	181.60	1,089.60
878	04/11/2024		Unity Trust		fee - audit	David Buckett	Z	679.70		679.70
879	04/11/2024		Unity Trust		Grant	Broadstairs Town Team	Z	630.00		630.00
880	04/11/2024		Unity Trust		Concert	BAE Systems Band	Z	350.00		350.00
881	04/11/2024		Unity Trust		laundry	Star Laundry	S	65.00	13.00	78.00
882	04/11/2024		Unity Trust		road closure	Thanet District Council	Z	185.00		185.00
883	04/11/2024		Unity Trust		halloween event	Steve Hurn	Z	175.00		175.00
884	04/11/2024		Unity Trust		contribution towards boardwalk	Thanet District Council	S	16,000.00	3,200.00	19,200.00
885	04/11/2024		Unity Trust		vat repayment	HM Revenue & Customs	R		4,124.78	4,124.78
886	31/10/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	107.90	21.58	129.48
887	31/10/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	258.73	51.75	310.48
888	31/10/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
889	31/10/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	172.66	34.53	207.19
890	30/10/2024		Nat West Current Ac		hygiene services	Cathedral Leasing Ltd	S	675.96	135.19	811.15
891	31/10/2024		Nat West Current Ac		bank charges	NATWEST	Z	6.65		6.65
893	31/10/2024		Unity Trust		bank charges	Unity Bank	Z	23.40		23.40
894	28/10/2024		Unity Trust		Receipt #1012-19: Stripe Transaction Fee	Stripe	E	0.28		0.28
895	28/10/2024		Unity Trust		Receipt #1325-78: Stripe Transaction Fee	Stripe	E	0.26		0.26
896	29/10/2024		Unity Trust		Receipt #1077-18: Stripe Transaction Fee	Stripe	E	0.26		0.26
897	30/10/2024		Unity Trust		Receipt #1429-74: Stripe Transaction Fee	Stripe	E	0.28		0.28
898	30/10/2024		Unity Trust		Receipt #1597-58: Stripe Transaction Fee	Stripe	E	0.35		0.35
899	30/10/2024		Unity Trust		Receipt #1447-91: Stripe Transaction Fee	Stripe	E	0.28		0.28
900	30/10/2024		Unity Trust		Receipt #1447-91: Stripe Transaction Fee	Stripe	E	0.28		0.28
901	30/10/2024		Unity Trust		Receipt #1947-83: Stripe Transaction Fee	Stripe	E	0.28		0.28
902	31/10/2024		Unity Trust		Receipt #1608-16: Stripe Transaction Fee	Stripe	E	0.56		0.56
903	31/10/2024		Unity Trust		Receipt #1176-95: Stripe Transaction Fee	Stripe	E	0.30		0.30
904	31/10/2024		Unity Trust		Receipt #1257-82: Stripe Transaction Fee	Stripe	E	0.43		0.43
905	28/10/2024		Unity Trust		Receipt #1153-88: Stripe Transaction Fee	Stripe	E	0.35		0.35
906	11/11/2024		Unity Trust		Grounds Maintenance	NDL Boxgreen Ltd	S	125.00	25.00	150.00
906	11/11/2024		Unity Trust		Grounds Maintenance	NDL Boxgreen Ltd	S	836.25	167.25	1,003.50
907	11/11/2024		Unity Trust		Cleaning	Total Cleaning Services	S	293.60	58.72	352.32
908	11/11/2024		Unity Trust		printing	Sharp Printing Services	Z	81.26		81.26
909	11/11/2024		Unity Trust		laundry	Star Laundry	S	67.50	13.50	81.00

Broadstairs & St. Peter's Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
910	11/11/2024		Unity Trust		Supplies	YOUNG'S NURSERIES	S	286.67	57.33	344.00
911	11/11/2024		Unity Trust		first aid cover - nov 5th	BM Ambulance Service Ltd	S	951.00	190.20	1,141.20
912	11/11/2024		Unity Trust		toilet hire	Fourjays Ltd	S	400.00	80.00	480.00
913	11/11/2024		Unity Trust		Fireworks Display	Viking Fireworks	S	4,000.00	800.00	4,800.00
914	11/11/2024		Unity Trust		bandstand concert	W.R. Jones (The SuperMid)	Z	75.00		75.00
915	11/11/2024		Unity Trust		Works	Westgate Security & Electr	S	779.31	155.86	935.17
916	11/11/2024		Unity Trust		printing	Sharp Printing Services	Z	115.43		115.43
917	11/11/2024		Unity Trust		Grant	Broadstairs & St. Peter's Bx	Z	7,060.00		7,060.00
918	11/11/2024		Unity Trust		Cleaning	Total Cleaning Services	S	885.12	177.02	1,062.14
919	11/11/2024		Unity Trust		Hire	Lawrence Container Hire L1	S	85.80	17.16	102.96
920	11/11/2024		Unity Trust		Hire	Lawrence Container Hire L1	S	42.90	8.58	51.48
921	11/11/2024		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
922	11/11/2024		Unity Trust		market stalls for christmas eve	Ray Linze Market Stalls Ltd	S	1,890.00	378.00	2,268.00
923	11/11/2024		Unity Trust		equipment servicing	R&R Audio Visual Ltd	S	150.00	30.00	180.00
924	11/11/2024		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
924	11/11/2024		Unity Trust		security	Probe Security	S	770.00	154.00	924.00
925	11/11/2024		Unity Trust		Grant	Broadstairs Food Festival C	Z	500.00		500.00
926	11/11/2024		Unity Trust		expenses	David Bassett	Z	26.60		26.60
926	11/11/2024		Unity Trust		expenses	David Bassett	Z	16.80		16.80
926	11/11/2024		Unity Trust		expenses	David Bassett	Z	29.99		29.99
927	11/11/2024		Unity Trust		Drain clearance	Clear Flow Drainage	Z	50.00		50.00
928	08/11/2024		Unity Trust	Receipt Voucher No. 407	Stripe Transaction Fee	Stripe	E	0.35		0.35
929	10/11/2024		Unity Trust	Receipt Voucher No. 408	Stripe Transaction Fee	Stripe	E	0.65		0.65
930	11/11/2024		Unity Trust	Receipt Voucher No. 409	Stripe Transaction Fee	Stripe	E	0.28		0.28
946	14/11/2024		Nat West Current Ac		Waste Services	Business Waste Co UK	S	226.14	45.22	271.36
947	18/11/2024		Unity Trust		Supplies	Page & Sons	S	324.58	64.92	389.50
948	18/11/2024		Unity Trust		pa hire	Kent PA Hire	Z	245.00		245.00
949	18/11/2024		Unity Trust		Supplies	Nisbets	S	63.48	12.69	76.17
950	18/11/2024		Unity Trust		Supplies	Nisbets	S	227.93	45.59	273.52
951	18/11/2024		Unity Trust		Catering	Clare's Home Catering	Z	360.00		360.00
952	18/11/2024		Unity Trust		Maintenance	Westgate Security & Electr	S	746.60	149.32	895.92
953	18/11/2024		Unity Trust		Supplies	VIKING DIRECT	S	33.44	6.69	40.13
953	18/11/2024		Unity Trust		Supplies	VIKING DIRECT	S	116.17	23.23	139.40
954	18/11/2024		Unity Trust		pat testing	E. Saunders Ltd	S	376.75	75.35	452.10
955	18/11/2024		Unity Trust		Works	Astford Facilities Manager	S	823.00	164.60	987.60

Broadstairs & St. Peter's Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
955 Annual maintenance schedule	18/11/2024		Unity Trust		Works	Asiford Facilities Manager	S	272.75	54.55	327.30
955 Legionnaires testing	18/11/2024		Unity Trust		Works	Asiford Facilities Manager	S	440.50	88.10	528.60
956 Travel and Subsistence	18/11/2024		Unity Trust		expenses	Kirsty Holroyd	Z	3.00		3.00
956 Travel and Subsistence	18/11/2024		Unity Trust		expenses	Kirsty Holroyd	Z	87.30		87.30
956 Office sundries	18/11/2024		Unity Trust		expenses	Kirsty Holroyd	Z	1.65		1.65
957 Phones and Internet	18/11/2024		Net West Business R		mobile phones	02	S	195.96	39.19	235.15
961 Insurance & Audit	18/11/2024		Net West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
962 Electricity	18/11/2024		Net West Current Ac		Electricity	British Gas	Z	39.03		39.03
963 Town Mayor	14/11/2024	Receipt Voucher No. 429	Unity Trust	Receipt #1166-38;	Stripe Transaction Fee	Stripe	E	0.35		0.35
964 Town Mayor	15/11/2024	Receipt Voucher No. 430	Unity Trust	Receipt #1623-17;	Stripe Transaction Fee	Stripe	E	0.32		0.32
Total								44,773.00	10,906.43	55,679.43

Broadstairs & St. Peter's Town Council

20 November 2024 (2024-2025)

RECEIPTS LIST

Vouch e	Code	Date	Bank	Receipt No	net	VAT	total
322	town maintenance (van cost)	30/10/2024	Nat West Current	ev charge incon	14.56	2.91	17.47
347	VAT Refund	29/10/2024	Unity Trust	VAT reclaim		2,940.87	2,940.87
385	Bank Interest	31/10/2024	Nat West Busines	Interest	50.66		50.66
386	electricity	31/10/2024	Nat West Current	Electricity	566.36	113.27	679.63
387	Pierremont service charges	31/10/2024	Nat West Current	Service Charge	1,236.67	247.33	1,484.00
387	Pierremont service charges	31/10/2024	Nat West Current	Service Charge	-361.75	-72.35	-434.10
388	Retort House Bookings	28/10/2024	Unity Trust	Room Hire	40.00	8.00	48.00
388	Events Room Hire	28/10/2024	Unity Trust	Room Hire	100.00	20.00	120.00
389	Events Room Hire	28/10/2024	Unity Trust	Room Hire	40.00	8.00	48.00
389	Events Room Hire	28/10/2024	Unity Trust	Room Hire	100.00	20.00	120.00
390	Events Room Hire	31/10/2024	Unity Trust	Room Hire	54.00	10.80	64.80
390	Events Room Hire	31/10/2024	Unity Trust	Room Hire	54.00	10.80	64.80
390	Events Room Hire	31/10/2024	Unity Trust	Room Hire	54.00	10.80	64.80
391	Youth Activities	28/10/2024	Unity Trust	Receipt #1012-1: Under 18s	4.17	0.83	5.00
392	Youth Activities	28/10/2024	Unity Trust	Receipt #1325-7: Under 18s	4.17	0.83	5.00
393	Youth Activities	28/10/2024	Unity Trust	Receipt #1077-11: Under 18s	4.17	0.83	5.00
394	Youth Activities	28/10/2024	Unity Trust	Receipt #1429-7: Under 18s	4.17	0.83	5.00
395	Youth Activities	28/10/2024	Unity Trust	Receipt #1597-5: Under 18s	8.33	1.67	10.00
396	Youth Activities	30/10/2024	Unity Trust	Receipt #1447-9: Under 18s	4.17	0.83	5.00
397	Youth Activities	30/10/2024	Unity Trust	Receipt #1032-0: Under 18s	4.17	0.83	5.00
398	Youth Activities	30/10/2024	Unity Trust	Receipt #1947-8: Under 18s	4.17	0.83	5.00
399	Youth Activities	31/10/2024	Unity Trust	Receipt #1176-9: Under 18s	4.17	0.83	5.00
400	Youth Activities	31/10/2024	Unity Trust	Receipt #1257-8: Under 18s	12.50	2.50	15.00
401	Town Mayor	31/10/2024	Unity Trust	Receipt #1608-11: mayor's event t	25.00	5.00	30.00
402	Town Mayor	28/10/2024	Unity Trust	Receipt #1153-8: mayor's event t	8.33	1.67	10.00
403	Tenant's rent	01/11/2024	Unity Trust	Rent of Office	590.00	118.00	708.00
404	Civic Events	08/11/2024	Nat West Current	donation re wire	20.00		20.00
405	Void transactions	08/11/2024	Nat West Current	delete			
406	Tenant's rent	04/11/2024	Nat West Current	Rent of Office	520.42	104.08	624.50
407	Town Mayor	08/11/2024	Unity Trust	Receipt #1595-7: mayor's event t	8.33	1.67	10.00
408	Town Mayor	10/11/2024	Unity Trust	Receipt #1641-1: mayor's event t	25.00	5.00	30.00

Attach 2

9,007.00 19,641.34

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Private motion from Cllr Alan Munns

During the summer season Probe security were employed by BSPTC to ensure the beaches were safe and no antisocial behavioural issues developed. However, there were a number of serious breaches of the PSPO on the Broadstairs coastline that Probe Security teams could not enforce because they are not warranted to do so. TDC did not provide enough support to Probe from their own warranted offices to deal with these breaches of the PSPO.

Proposal: -

- i) That BSPTC lobby TDC so that for the next season Probe security can have greater powers of enforcement and TDC provide greater support for dealing with the more serious breaches of the PSPO.

- ii) That BSPTC consider arranging a meeting with the Chief Inspector (Ian Swallow) to see how Probe and BSPTC can work closely with the police during the summer season to proactively deal with serious breaches of the PSPO.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.

- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a ‘listening ear’ for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief

officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.


False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Dignity at Work Policy</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: TBC</p>

Broadstairs & St Peter's Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Broadstairs & St Peter's Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Broadstairs & St Peter's Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by officers and all employees engaged to work at Broadstairs & St Peter's Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Broadstairs & St Peter's Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Deputy Chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Broadstairs & St Peter's Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property

- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equalities and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:

If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying:

If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff:

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the Town Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the

investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Civility and Respect Pledge: background information

Monday 10 October 2022: Discussed at Full Council

83. NALC AND SLCC CIVILITY AND RESPECT PLEDGE

Members received information on a nationwide pledge to bring an end to bullying and harassment within the local council sector.

RESOLVED: That the Town Council sign the pledge.

Monday 14 November 2022: Discussed at Full Council

108. NALC AND SLCC CIVILITY AND RESPECT PLEDGE

The Town Clerk updated members on the initiative to which Council agreed at the October meeting. There are some training and governance issues which need to be implemented before the Council can sign the pledge. This will be dealt with by the Staff Management Committee.

Town Clerk's note: two years ago the available training was scant and only in-person. Councillors were unable to commit. Today the training is more relevant, targeted and can be done in Councillors' own time, online.

Meanwhile, the Council continued to support initiatives to support the pledge agenda.

Monday 12 December 2022: Discussed at Full Council

124. NALC AND SLCC CIVILITY AND RESPECT PLEDGE

i) Members received information concerning an Early Day Motion to support Civility and Respect

RESOLVED: Members agreed to note

ii) Members considered writing to the MP to request he sign the EDM

RESOLVED: Members agreed that the Town Clerk should write to the MP using the template supplied by SLCC.

RECOMMENDATION: That BSPTC commit fully to the pledge by agreeing to the statements on the following attachment.

Civility and Respect Pledge: For consideration at Council meeting of 25 November 2024

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.


The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

RECOMMENDATION: To pass a resolution to sign up to the Civility and Respect pledge

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>BIODIVERSITY POLICY</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL For consideration by Council on Monday 25 November 2024</p>
	<p>Adopted: TBA</p>

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the National Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021 Broadstairs and St Peter's Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take consistently with the proper exercise of its functions to further the general biodiverse objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020) biodiversity is the variety of all life on earth it includes all species of animals and plants everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our ecosystems that in turn provide us with a wide range of goods and services that support our economic and social well-being. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the council will aim to improve the biodiversity of the area in the following ways:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practises that will promote biodiversity.
- Support local businesses and council operations in the adoption of low impact / nature positive practises.
- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider what each proposed development might make in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- Carry out a biodiversity audit of all its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- Take special care in the specification of grounds maintenance contracts to ensure that the work whilst reaching acceptable standards does not harm the natural environment. Source sustainable materials when procuring supplies for the Council's use.
- Consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The council will:

- Raise public awareness of biodiversity issues, including through its website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist to make a difference.
- Where feasible, involve the community in biodiversity product projects on its land including for example tree planting, wildflower meadows, bird box making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSI's) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on (XX/XX/XXXX) minute reference xxx and will be reviewed in two years or sooner should legislation dictate. A summary of how the policy has been implemented will be published annually with reference to the original biodiversity audit to show progress

NEWS RELEASE

Thanet District Council and Social Enterprise Kent (SEK) are proud to announce the launch of the Thanet Community Champions Awards 2025.

The awards will celebrate the incredible work of local individuals and organisations dedicated to improving life in Thanet. Funded by the UK Shared Prosperity Fund, these awards highlight the essential role played by the Voluntary, Community, and Social Enterprise (VCSE) sector in enhancing the quality of life for residents across the district.

The Thanet Community Champions Awards aim to highlight and celebrate the people and organisations who go above and beyond in supporting their communities—whether they are volunteers, charity workers, youth leaders, or unsung heroes quietly making a significant impact. Nominations are now open, and the council is calling on residents, local businesses and VCSE organisations to help recognise the extraordinary efforts of our community champions.

Nominations are open until Tuesday 31 December 2024, and the awards will culminate in a special event on Wednesday 12 March 2025. The event will also include networking opportunities for members of the VCSE sector, allowing them to build relationships, share best practice, and foster collaboration for an even greater community impact.

Cllr Ruth Duckworth, Thanet District Council's Cabinet Member for Regeneration and Growth, said: "I am always impressed by the number of people who give their time to community groups and voluntary organisations in Thanet. The work that they do has such an important role to play in improving the lives of local people, in so many ways.

"The Community Champion Awards are the perfect way for us to give them the recognition that they so deserve. I would encourage as many people as possible to submit a nomination; this is our opportunity to show how much we appreciate our local champions."

Rebecca Smith, CEO of Social Enterprise Kent, said:

"We are thrilled to partner with Thanet District Council to deliver the Thanet Community Champions Awards in 2025. This event is not just a celebration but a call to action - encouraging more people to step up and engage with their communities. It's an honour to recognise the dedication and passion of Thanet's community champions."

How to nominate a community champion:

Everyone can make a nomination, whether you are a resident, a member of a VCSE organisation, or a local business owner. If you have been inspired by the work of someone in your community, we want to hear from you. Visit the [SEK website](#) to submit your nomination by the closing date of Tuesday 31 December 2024.

For further information about the Community Champions awards, including criteria and event details, please visit the [SEK website](#).

KALC COMMUNITY AWARDS SCHEME 2025

(SUPPORTED BY KENT COUNTY COUNCIL, THE HIGH SHERIFF OF KENT
and MAYOR OF MEDWAY)

OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The closing date for nominations will be **Friday 7th February 2025**, so that the presentation of the awards can take place at the 2025 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and June 2025. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be, or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by those supporting the Scheme, including the Kent County Chairman/Mayor of Medway, the High Sheriff of Kent and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2025 Annual Meeting. If the Council would like one of the Supporters of the Scheme to participate in the presentation, then please let KALC know so that we can see who would be available to attend. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it.
- b) Achievements or actions of an inspiring nature to the local community.
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people.

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown.
- Any obstacles that had to be overcome.
- The amount of benefit derived by the community.
- The number of people benefited or affected.
- The length of service.
- Such other matters that in the opinion of the Council promote the purpose of the Award.