



# Broadstairs & St Peter's Town Council

20 January 2025

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 27 January 2025 at 7pm.**

*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 29<sup>th</sup> July 2024.

**3. MINUTES**

To approve the minutes of the Council meeting held on Monday 16 December 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 Wednesday 8 January 2025 and consider any recommendations therein.

**Attach 2**

**7. ENVIRONMENT COMMITTEE**

i) To receive the draft minutes of the meeting held on Monday 13 January 2025 and consider any recommendations therein.

**Attach 3**

ii) To receive and consider a nomination for Cllr Munns to join the committee.

- 8. COMMUNITY ASSETS COMMITTEE**  
 i) To receive the draft minutes of the meeting held on Monday 20 January 2025 and consider any recommendations therein. **Attach 4**  
 ii) To receive and note the outstanding risk assessment. **Enc 1**
- 9. COMMUNICATIONS**  
 i) To receive the report of the Town Mayor.  
 ii) To receive the report of the Town Clerk.
- 10. FINANCE**  
 i) To receive and approve a report concerning payments for the period 17 December 2024 to 22 January 2025 **Attach 5**  
 ii) To receive a report concerning receipts for the period 17 December 2024 to 22 January 2025 **Attach 6**  
 iii) To receive information about staff salaries for the period  
 iv) To receive information about works or services authorised between meetings.  
 v) To receive and approve a report concerning payments for the period 22 January 2025 to 27 January 2025.  
 vi) To receive a summary of receipts and payments for the period 1 September to 31 December 2024 (Quarter 3) in line with Standing order 17c. **Attach 7**  
 vii) To receive a bank reconciliation report showing the Council's balances held at the end of quarter 3 as per standing Order 17.c. **Attach 8**
- 11. DICKENS HOUSE MUSEUM**  
 To receive the end of season report from the Tourism Manager TDC **ENC 2**
- 12. CHRISTMAS DECORATIVE LIGHTING**  
 To receive the report of the Deputy Town Clerk **Attach 9**
- 13. BUDGET 2025/26**  
 i) To receive an updated document detailing proposed expenditure and resulting total requirement. **Attach 10**  
 ii) To receive an update showing the effect of any surplus and anticipated income to offset the requirement **Attach 11**  
 iii) To receive a document based on 2024-25 figures which illustrates the effect of any increase on the Council Tax demand upon the Council tax. **Attach 12**
- 14. SCHEME OF DELEGATION**  
 To receive and consider the draft document **Attach 13**
- 15. COMMUNITY ENGAGEMENT POLICY**  
 To receive and consider the draft document **Attach 14**
- 16. TOWN FORUM**  
 To decide upon the format of the next forum to be held on Monday 10 February.
- 17. DEVOLUTION WHITE PAPER**  
 i) To receive the NALC response. **Attach 15**  
 ii) To receive the SLCC response. **Attach 16**  
 iii) To receive the KALC response. **Attach 17**

**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 from the Town Clerk on any issues requiring attention

**19. LEGAL ISSUES**

To receive information on any issues requiring consideration.

**20. COMMUNITY AWARDS**

To receive an update on the nominations for awards

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

**21. DATE OF NEXT MEETING** – The next Council meeting will be held on Monday 24 February 2025 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 16 December 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bright, K Bright, M Garner, J Hobson, C Kemp, C Leys, P Moore, S Roberts & G Rusiecki.

Town Clerk: Kirsty Holroyd

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

**530. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs Bayford, Farooki, Munns, Orhan and Pressland.  
Cllr Nichols was absent.

**531. DECLARATIONS OF INTEREST**

None received

**532. MINUTES**

**RESOLVED:** That the minutes of the Council meeting held on 25 November 2024 can be approved and duly signed as a true record by the Chairman.

**533. MATTERS ARISING**

None

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

None

**535. PLANNING COMMITTEE**

Members received the minutes of the meeting held on Monday 2 December 2024.

**RESOLVED:** Members agreed to note.

**536. FINANCE AND GENERAL PURPOSES COMMITTEE**

Members received the minutes of the meeting held on Monday 9 November 2024.

**RESOLVED: Min 187: That any unspent monies in the Youth Activities budget (cost code 919) be ring-fenced and carried forward into the new financial year.**

ii) Members considered a nomination for Cllr Rusiecki to join the committee.

**RESOLVED: That Cllr Rusiecki be appointed to the F&GP committee with immediate effect.**

### **537. BUDGET 2025-26**

i) Members received a summary document prepared by the Town Clerk and scrutinised by the F&GP working group and subsequently the committee detailing proposed expenditure and resulting total requirement. Members noted a substantial increase to staff costs due to the proposed appointment of two new members of staff, maternity cover and increases to national insurance contributions effective from 1 April 2025. Members also discussed staff membership of the Local Government Pension Scheme as recommended by SLCC and as practiced by other Town Councils. Members agreed they wished to observe best practice.

**RESOLVED: Members agreed to note the draft budget.**

ii) Members received an update showing the effect of any surplus and anticipated income to offset the requirement as already scrutinised by the F&GP committee.

**RESOLVED: Members noted the draft precept demand**

iii) Members received a document based on 2024-25 figures which illustrates the effect of any increase on the Council Tax demand upon the Council tax. The Town Clerk was able to offer an updated document since the draft 2025-26 tax base had been received from TDC that day. Members noted that the proposed draft budget and resulting precept demand would result in a 0% increase for band D households on the current figure. However, there are some figures which will need to be adjusted over the next month, and the tax base needs formal approval at TDC. Consequently, the final budget will be scrutinised in full at the next full Council meeting.

**RESOLVED: Members agreed to note.**

### **538. COMMUNICATIONS**

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

ii) The Town Clerk reported that TDC officers had contacted her to see whether the Town Council had any desire to take on the seafront shelters and the clock tower.

**RESOLVED: That the Town Council has no wish to take over these assets from TDC.**

She also reported on the disappointing Christmas lights display. Officers had done their best to achieve satisfactory results from the contractor, but it was still felt that the invoice should not be paid in full.

**RESOLVED: That the Town Council demand a 30% reduction in the installation bill.**

**A full report is to be considered at the next meeting to decide whether the contract has been breached.**

**539. FINANCE**

i) Members received a report concerning payments for the period 25 November 2024 to 10 December 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received a report concerning receipts for the period 25 November 2024 to 10 December 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:-

- £385 All About Asbestos air monitoring at Escapement
- £338 E. Saunders for EICR at Escapement
- £376.75 E Saunders for external lighting repairs at Pierremont Hall
- £453 Barcham Tree Specialist replacement trees at Mockett's Wood
- £308 High speed training: mandatory training for new staff member
- £96 CS Plumbing & Heating Ltd Service Retort House kitchen water heater.
- £96 CS Plumbing & Heating Ltd Service the Music Room water heater
- £96 CS Plumbing & Heating Ltd Service Stella Maris water heater
- £288 CS Plumbing & Heating Ltd Service Pierremont Hall water heater
- £480 Chaucer Landscape PiCUS testing of tree in Mockett's Wood
- £900 Top Branch for remedial tree works as advised by arboriculturist
- £1454 Cyber Central new and replacement IT equipment for office staff
- £229.32 Westgate security to fix catenary cable link between The Cottage and the main building.
- £188.41 Westgate Security to extend existing intruder alarm into the former Escapement

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

iv) Members received a summary of staff salaries totalling £20,921 for the month of December.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 10 December 2024 when the agenda was sent out until 16 December 2024. (see attached)

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

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

**540. TENANT ISSUES**

The Town Clerk reported that all the current tenants were up to date with all payments. A previous tenant with outstanding debts was being pursued through the small claims court.

The series of inspections and reports on the condition of the former escapement at Retort House had not yet been received. The reports and any decisions regarding the future of Retort House will therefore be discussed at the next Community Assets Committee meeting on 20 January 2025.

**541. LEGAL ISSUES**

No issues which need discussion this evening.

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

**542. DATE OF NEXT MEETING**

Monday 27 January 2024 at 7pm in Pierremont Hall

Meeting closed at 7.54 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

WEDNESDAY 8 JANUARY 2025

Present: Cllrs J Bayford, J Bright, K Pressland, S Roberts (Chair)  
Deputy Town Clerk – Julie Belsey

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

**371 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.

**372 APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from: Cllr R Farooki, Cllr P Moore and Cllr E Orhan.

**373 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**374 MINUTES OF THE LAST MEETING**

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 2<sup>nd</sup> December 2025.

**375 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA**

Item 364: Mr Castle had been in correspondence with Cllr S Roberts regarding community involvement for a piece of unkempt land at Belvedere Road. Cllr Roberts will bring to the appropriate meeting once there is more information.

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

None

**377 CORRESPONDENCE**

- i. Members received and noted correspondence form Cornerstone regarding upgrade to the existing mast at Pysons Road Industrial Estate.
- ii. Peter Lorenzo from the Broadstairs Society has been in contact to inform us that the Society has ceased, however comments would now be uploaded from the CPRE.
- iii. The applicant for 10 Beacon Road, 24/1051/AH, has informed the Deputy Town Clerk that this application is being withdrawn. The Committee therefore will not need to discuss this application.

**378 CHAIR'S REPORT**

None

**379 NEIGHBOURHOOD PLAN BUSINESS**

The next Neighbourhood Plan Sub-Committee meeting will be in Q1 of 2026.

*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.*

### **380 PLANNING APPLICATIONS**

RESOLVED that the applications be dealt with as detailed below:

- i) **No Comment** was made on all other applications on the weekly lists (all unanimous):
- |            |  |
|------------|--|
| 24/1319/RB | 38 Church Street, Broadstairs CT10 2TT                           |
| 24/1354/DR | 31 Lanthorne Road, Broadstairs CT10 3NH                          |
| 24/1362/AH | 16 Wortham Road, Broadstairs CT10 1QG                            |
| 24/1377/AH | Hewden Hire Centre, 22 St Peters Park Road, Broadstairs CT10 2BL |
| 24/1392/DF | 11 Lyndhurst Road, Broadstairs CT10 1DD                          |
| 24/1268/GD | Yorkstones, Cliff Promenade, Broadstairs CT10 3QY                |
| 24/1338/ZD | 47 Cedar Close, Broadstairs CT10 3BU                             |
| 24/1408/ZD | 75 Stone Road, Broadstairs CT10 1EB                              |
| 24/0721/RB | St Peter's Memorial Hall, High Street, St Peter's CT10 2TH       |
| 24/1396/ZD | 10 The Paddocks, Broadstairs CT10 3AJ                            |
| 24/1415/RB | Swallows, Bairds Hill, Broadstairs CT10 3AA                      |

### **381 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS**

RESOLVED that the applications be dealt with as detailed below:

(i) 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/24/1347/MM Magdalen Court, Broadstairs

Unconfirmed Planning Minutes 8 January 2025

Subject to Confirmation

TPO/24/1366/MM	43A Callis Court Road, Broadstairs CT10 3AU
TPO/24/1369/MM	The Manor Cottage, Bromstone Road, Broadstairs CT10 2HT
TPO/24/1370/MM	76 Bromstone Road, Broadstairs CT10 2HT
TPO/24/1353/MM	15 The Oaks, Broadstairs CT10 3BT
TPO/24/1409/MM	Elim Oasis Church, Ranelagh Grove, Broadstairs CT10 2TE

**382 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING**

Next meeting: Monday 3<sup>rd</sup> February 2025 at 7pm

Meeting closed at 19:06  
Deputy Town Clerk



# Broadstairs & St Peter's Town Council

## ENVIRONMENTAL COMMITTEE

### Minutes of the meeting held at 7pm on Monday 13 January 2025.

Cllrs Present: Chair Joanne Bright, Vice Chair Steve Roberts, & Kevin Pressland.  
Cllr Alan Munns was also present, although not yet officially appointed to this committee

Officer: Kirsty Holroyd – Town Clerk

**46. 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.

**47. APOLOGIES FOR ABSENCE**

Apologies with reason from Cllrs Kemp, Hobson, Garner & Moore were given and accepted.

**48. DECLARATIONS OF INTEREST**

None received.

**49. MINUTES OF LAST MEETING**

**RESOLVED:** That the minutes of the Council meeting held on 18th November 2024 can be approved and duly signed as a true record by the Chairman.

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

None received.

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

None received.

**52. HIGHWAYS IMPROVEMENT PLAN UPDATE**

Members received an update regarding the meeting which had taken place on 17 December 2025. KCC officers are working on the feasibility of the 20mph project and will be in touch once they have estimated costs.

**RESOLVED: Members agreed to note.**

**53. TRAFFIC COMMUNITY OUTREACH**

Members received an update from Cllr Bright concerning sharing resources between KCC and local schools. A meeting had taken place on 8 January 2025 at which various ways of working better had been discussed. It is hoped that KCC

officers will attend the Youth Forum on 29 January and the Community Festival on 24 May.

**RESOLVED: Members agreed to note.**

**54. FOSTERS AVENUE MEADOW PROJECT**

Members received an update on the project so far. The tree planting and cultivation licence have been completed and the temporary structures licence will be submitted shortly.

**RESOLVED: Members agreed to note.**

**55. LAND AT FAIRFIELD ROAD AND RUMFIELDS ROAD**

Members received a report regarding services at the site and potential safety risks arising.

**RESOLVED:**

- i) **That the site is unsuitable for cultivation by volunteers.**
- ii) **That the possibility of meadowing a portion of the site be discussed with the Council's appointed horticulture contractor**

**56. TREE PLANTING PROJECT WITH THANET DISTRICT COUNCIL**

Members received an update regarding the successful planting day on 19 December. A total of fifty trees of varying species have been planted in the Memorial Recreation ground with an further twenty to be planted on other sites in Broadstairs and St Peter's.

**RESOLVED: Members agreed to note.**

**57. SWIFT MONITORING ACTION GROUP**

Members received information from a local resident on the proposed new project. Once it is up and running councillors will be invited to join in. The project may be eligible for grant funding from the Council. Members agreed to contact Dane Court School to establish whether the Council's own swift box was being used yet.

**RESOLVED: Members agreed to note.**

**58. MAKING SPACE FOR NATURE – KENT WIDE NATURE RECOVERY STRATEGY**

Members received information on the project. The KCC led report is due to be published imminently. The Town Council has registered its interest and will be updated accordingly.

**RESOLVED: Members agreed to note.**

**59. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING**

Date of next meeting 7pm Monday 24 March 2025

Meeting Closed at 19:46



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 20 January 2025 at 7pm in the Council Chamber, Pierremont Hall**

Present: Cllrs J Bright, K Bright (Chair), M Garner, C Leys, A Munns & S Roberts.

Town Clerk: Kirsty Holroyd  
Facilities Manager: David Bassett

### **194. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllr C Kemp  
Cllrs J Nichols and J Hobson were absent.

### **195. DECLARATIONS OF INTEREST**

None

### **196. MINUTES**

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

**RESOLVED: That the minutes be signed as a true record by the Chairman.**

### **197. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

Min 191: the Town Clerk reported that she had held a productive meeting with a TDC surveyor at which it had been established exactly which parts of the bandstand area the Town Council was responsible for. This entails the kiosk, the bandstand itself and the performance/audience space. It does not include the storage and disabled toilet block. Although the lease expired in 1997, because neither party has formally given notice, a rolling agreement still exists.

### **198. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE**

None

### **199. VIKING SUITE**

The Town Clerk reported that the drawing up of the lease has been moved to Brachers after a period of inactivity with the previous solicitor. A lease report has been produced which will be shared with the legal group for comment and if all appears in order the final lease will be produced for Council's approval.

**RESOLVED: Members agreed to note**

### **200. UPDATES FROM THANET DISTRICT COUNCIL**

The Town Clerk reported that she had held several meetings with TDC officers to discuss various assets in the town.

- i) War Memorial. The Town Council already cultivates the flower beds under licence from TDC and TDC would be willing to transfer the asset to the Town Council so that it can be properly maintained. This is subject to the Town Council's acceptance of terms. Heads of Terms are currently being drafted by TDC and will be presented to Council for scrutiny as soon as possible.
- ii) Pierremont Park fountain. The Town Council had made enquiries about whether the fountain could be made operational again. This appears unlikely but works will take place to make it safe. Once this is done the bed can be properly planted and litter picking can take place safely.
- iii) Water leak. The bill for the leak has been received and passed to TDC upon whose land the leak happened. It is expected that TDC will pay the bill shortly and works can then begin to separate the two supplies.
- iv) Pierremont Park depot. Enquiries had been made about the possibility of the Town Council acquiring the depot to aid the work of the gardeners and the facilities team. However it is understood TDC are duty bound to obtain market value for the asset and had applied for planning permission on the site to assist the appeal of the sale. The application had been publicised that day.

## **201. RISK ASSESSMENTS**

- i) Members received the 2025 schedule of risk assessments to be undertaken by officers.

**RESOLVED: members agreed to note.**

- ii) Members received the updated risk assessments for Pierremont Hall.

**RESOLVED: Members agreed to note.**

## **202. PHASE III**

The Town Clerk reported that only two consultants had still to sign their collateral warranties. The Facilities Manager agreed to call TMD the following day to find out what was causing the delay.

**RESOLVED: Members agreed to note.**

*The following business was undertaken in accordance of the provision of standing order 3d with a resolution made to exclude the public due to the confidential nature of the business.*

## **203. RETORT HOUSE**

- i) Members received a summary of recent inspections undertaken.

**RESOLVED: Members agreed to note.**

- ii) Members received and considered reports from third party professionals. Members noted estimated figures for the proposed works received from the surveyor and weighed the potential costs against the current usage of the building and the resultant income.

**RESOLVED:**

- i) **That the building be closed while the Town Council considers its options with no further bookings being accepted.**
- ii) **That essential works to secure the building be carried out.**

- iii) **That Thanet District Council officers and councillors be invited to a site meeting to discuss future options for the building.**

**204. THE COTTAGE**

Members received current rental valuations on the property and considered fixing a rental fee for marketing purposes.

**RESOLVED: That officers take an average of what the recent valuations advised and compare this against other similar office rentals in the area. This figure to be offered and marketing of the property to be undertaken as soon as possible.**

**205. GROUNDS MAINTENANCE CONTRACT**

i) Members received and noted the evaluation criteria against which each application was marked.

**RESOLVED: Members agreed to note.**

ii) Members received details of the successful applicants with their overall scores and noted the officers' recommendation.

**RESOLVED: that Box Green be awarded the contract at a total cost of £37,390 over three years for Pierremont Hall grounds and Culmer's amenity land.**

**206. LEGAL UPDATES**

Members received information on various issues from the Council's solicitors. The Town Clerk reported that the small claim was ready to be submitted imminently. She also explained the latest invoice for the end of tenancy at the Escapement was being reviewed. A clear plan of next steps and anticipated associated costs had been requested and will be presented to Council for approval in advance.

**RESOLVED: Members agreed to note.**

*Members of the public, had any been present, were permitted to re-enter the meeting.*

**207. DATE OF NEXT MEETING**

**Monday 17 March 2025 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 20.07

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
976	26/12/2024		Nat West Current Ac		water machines	Water Wellbeing Ltd	S	67.59	13.52	81.11
1077	27/12/2024		Unity Trust	receipt 480	Stripe Transaction Fee	Stripe	E	0.28		0.28
1080	30/12/2024		Unity Trust	see receipt 482	Stripe Transaction Fee	Stripe	E	0.50		0.50
1081	19/12/2024		Unity Trust	see receipt 465	Stripe Transaction Fee	Stripe	E	0.50		0.50
1082	24/12/2024		Unity Trust	see receipt 483	Stripe Transaction Fee	Stripe	E	0.50		0.50
1083	19/12/2024		Unity Trust	see receipt 463	Stripe Transaction Fee	Stripe	E	0.50		0.50
1087	17/12/2024		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.15		0.15
1088	27/12/2024		Unity Trust	see receipt 470	Stripe Transaction Fee	Stripe	E	0.65		0.65
1090	19/12/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	256.59	51.32	307.91
1091	19/12/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
1092	19/12/2024		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	106.69	21.34	128.03
1093	19/12/2024		Nat West Current Ac		electricity - music room	Ecf	S	201.67	40.34	242.01
1094	19/12/2024		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	50.00		50.00
1095	19/12/2024		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	60.00		60.00
1096	19/12/2024		Unity Trust		water supply	Business Stream	S	26.65	5.32	31.97
1097	19/12/2024		Unity Trust		Subscription	The National Allotment Soc	S	55.00	11.00	66.00
1098	19/12/2024		Unity Trust		tree works	Chaucer Consultancy Servi	S	480.00	96.00	576.00
1099	19/12/2024		Unity Trust		asbestos survey	All About Asbestos	S	425.00	85.00	510.00
1100	19/12/2024		Unity Trust		change locks	Jarman Locksmiths	Z	75.00		75.00
1101	19/12/2024		Unity Trust		Works	John Couzens Roofing Com	S	500.00	100.00	600.00
1102	19/12/2024		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
1102	19/12/2024		Unity Trust		security	Probe Security	S	750.00	150.00	900.00
1103	19/12/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	2,965.00	593.00	3,558.00
1103	19/12/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	125.00	25.00	150.00
1103	19/12/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	135.00	27.00	162.00
1103	19/12/2024		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	836.25	167.25	1,003.50
1104	19/12/2024		Unity Trust		insurance - bandstand kiosk	Thanet District Council	S	192.43	38.49	230.92
1105	19/12/2024		Unity Trust		Supplies	Page & Sons	S	619.30	123.86	743.16
1106	19/12/2024		Unity Trust		expenses	Mia Tillett	Z	7.20		7.20
1107	19/12/2024		Unity Trust		expenses	David Bassett	Z	9.95		9.95
1107	19/12/2024		Unity Trust		expenses	David Bassett	Z	31.95		31.95
1108	20/12/2024		Unity Trust	see receipt 475	Stripe Transaction Fee	Stripe	X	1.01		1.01
1109	31/12/2024		Unity Trust		bank charges	Unity Bank	Z	18.30		18.30
1113	31/12/2024		Nat West Current Ac		mobile phones	02	S	195.96	39.19	235.15

Attach 5

# Broadstairs & St. Peter's Town Council

22 January 2025 (2024-2025)

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1114	03/01/2025		Unity Trust		water supply	Business Stream	Z	172.68		172.68
1115	03/01/2025		Unity Trust		container hire	Lawrence Container Hire L1	S	44.33	8.87	53.20
1116	03/01/2025		Unity Trust		container hire	Lawrence Container Hire L1	S	88.66	17.73	106.39
1117	03/01/2025		Unity Trust		Cleaning	Total Cleaning Services	S	796.61	159.32	955.93
1118	03/01/2025		Unity Trust		Cleaning	Total Cleaning Services	S	212.50	42.50	255.00
1119	03/01/2025		Unity Trust		Grant	Ramsgate & Broadstairs St	Z	610.00		610.00
1120	03/01/2025		Unity Trust		Grant	Thanet Wanderers Rugby F	Z	1,000.00		1,000.00
1121	03/01/2025		Unity Trust		Grant	Thanet Disabled Riding Ce	Z	2,000.00		2,000.00
1122	03/01/2025		Unity Trust		load testing	Kent County Council	S	950.00	190.00	1,140.00
1123	03/01/2025		Unity Trust		Decorative Lighting	SparkX Ltd	S	11,165.00	2,233.00	13,398.00
1124	03/01/2025		Unity Trust		Furniture	Strictly Tables and Chairs	S	1,480.65	296.13	1,776.78
1125	03/01/2025		Unity Trust		Equipment	Cyber Central	S	1,147.92	229.58	1,377.50
1126	03/01/2025		Unity Trust		laundry	Star Laundry	S	61.00	12.20	73.20
1127	03/01/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
1128	03/01/2025		Unity Trust		Water	Business Stream	Z	159.43		159.43
1129	03/01/2025		Unity Trust		Works	Westgate Security & Electr	S	229.32	45.86	275.18
1131	27/12/2024		Unity Trust		Stripe Transaction Fee	Stripe	E	0.50		0.50
1150	27/12/2024		Nat West Current Ac		rent - culmers land	CT10 Parochial Charities	Z	1,741.90		1,741.90
1151	31/12/2024		Nat West Current Ac		bank charges	NATWEST	Z	6.30		6.30
1152	13/01/2025		Unity Trust		Paint	Screwfix	S	14.99	3.00	17.99
1153	13/01/2025		Unity Trust		audit fee	Forvis Mazars LLP	S	1,680.00	336.00	2,016.00
1154	13/01/2025		Unity Trust		fire risk assessment - escapem	EK Fire Protection	S	495.00	99.00	594.00
1155	13/01/2025		Unity Trust		lighting repair	E. Saunders Ltd	S	175.90	35.18	211.08
1156	13/01/2025		Unity Trust		rent of land	CT10 Parochial Charities	Z	221.01		221.01
1157	13/01/2025		Unity Trust		tree works	Top Branch Tree Services	S	300.00	60.00	360.00
1158	13/01/2025		Unity Trust		tree works - nash gardens	Top Branch Tree Services	S	250.00	50.00	300.00
1159	13/01/2025		Unity Trust		stationery & equipment	VKING DIRECT	S	79.92	15.98	95.90
1160	13/01/2025		Unity Trust		van service	Grand Garage Limited	S	66.66	13.33	79.99
1161	13/01/2025		Unity Trust		electricity - music room	Grand Garage Limited	L	259.97	18.90	278.87
1162	16/01/2025		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	4.57	0.92	5.49
1163	16/01/2025		Lloyds Corporate Cre		Refreshments	CO-OP	Z	4.50		4.50
1164	16/01/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	7.27	1.45	8.72
1165	16/01/2025		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	10.58	2.12	12.70
1166	16/01/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	8.80	1.76	10.56

**Broadstairs & St. Peter's Town Council**

**PAYMENTS LIST**

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1167	16/01/2025		Lloyds Corporate Cre		office kettle	ASDA	Z	26.45		26.45
1168	16/01/2025		Lloyds Corporate Cre		mower repair	Agwood Ltd	S	67.45	13.49	80.94
1169	16/01/2025		Lloyds Corporate Cre		bar supplies	CO-OP	Z	1.60		1.60
1170	16/01/2025		Lloyds Corporate Cre		bar supplies	CO-OP	Z	6.75		6.75
1171	16/01/2025		Lloyds Corporate Cre		bar supplies	CO-OP	Z	1.75		1.75
1172	16/01/2025		Lloyds Corporate Cre		bar supplies	access lock & key	S	18.00	3.60	21.60
1173	16/01/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	5.03	1.01	6.04
1174	16/01/2025		Lloyds Corporate Cre		bar supplies	CO-OP	Z	6.00		6.00
1175	16/01/2025		Lloyds Corporate Cre		ipad storage	Apple.com	S	7.49	1.50	8.99
1176	16/01/2025		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	15.41	3.08	18.49
1177	16/01/2025		Lloyds Corporate Cre		Fee	Lloyds commercial cards	Z	3.00		3.00
1178	16/01/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	10.19		10.19
1191	17/01/2025		Nat West Current Ac		salary p10	Colin Kemp	Z	120.00		120.00
1194	17/01/2025		Unity Trust		laundry	Star Laundry	S	40.00	8.00	48.00
1195	17/01/2025		Unity Trust		water supply	Business Stream	S	125.67	25.13	150.80
1196	17/01/2025		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
1196	17/01/2025		Unity Trust		security	Probe Security	S	770.00	154.00	924.00
1197	17/01/2025		Unity Trust		Supplies	Trade Gateway Ltd	S	100.83	20.16	120.99
1198	17/01/2025		Unity Trust		asbestos monitoring	All About Asbestos	S	385.00	77.00	462.00
1199	17/01/2025		Unity Trust		fire services	EK Fire Protection	S	22.07	4.41	26.48
1200	17/01/2025		Unity Trust		fire services	EK Fire Protection	S	220.49	44.10	264.59
1201	17/01/2025		Unity Trust		fire services	EK Fire Protection	S	14.38	2.88	17.26
1202	17/01/2025		Unity Trust		fire services	EK Fire Protection	S	13.69	2.74	16.43
1203	17/01/2025		Unity Trust		Supplies	Total Supplies Ltd	S	82.50	16.50	99.00
1204	17/01/2025		Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
1205	17/01/2025		Unity Trust		Payroll	Batchelor Coop Ltd	S	536.15	107.23	643.38
1206	17/01/2025		Unity Trust		Supplies	VIKING DIRECT	S	24.94	4.99	29.93
1207	17/01/2025		Unity Trust		expenses - mocketts wood	Karen McKenzie - Tree Wai	Z	34.97		34.97
1209	20/01/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	106.99	21.40	128.39
1210	20/01/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	260.44	52.09	312.53
1211	20/01/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
1212	20/01/2025		Nat West Current Ac		Electricity	Edf	L	275.97	13.80	289.77
1213	20/01/2025		Nat West Current Ac		Electricity	Edf	S	2,612.74	522.55	3,135.29
1214	17/01/2025		Nat West Current Ac		electricity - music room	British Gas	L	265.59	13.28	278.87
1216	14/01/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	217.10	43.42	260.52

**Broadstairs & St. Peter's Town Council**

**PAYMENTS LIST**

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1217 Stripe Fee	03/01/2025	Receipt Voucher No. 508	Unity Trust	Receipt #1508-01:	Stripe Transaction Fee	Stripe	E	0.50		0.50
1218 Stripe Fee	03/01/2025	Receipt Voucher No. 509	Unity Trust	Receipt #1103-47:	Stripe Transaction Fee	Stripe	E	0.44		0.44
1219 Stripe Fee	02/01/2025	Receipt Voucher No. 510	Unity Trust	Receipt #1292-04:	Stripe Transaction Fee	Stripe	E	0.44		0.44
1220 Stripe Fee	08/01/2025	Receipt Voucher No. 511	Unity Trust	Receipt #1185-37:	Stripe Transaction Fee	Stripe	E	0.68		0.68
1221 Stripe Fee	10/01/2025	Receipt Voucher No. 512	Unity Trust	Receipt #1539-29:	Stripe Transaction Fee	Stripe	E	0.35		0.35
1222 Stripe Fee	12/01/2025	Receipt Voucher No. 513	Unity Trust	Receipt #1583-24:	Stripe Transaction Fee	Stripe	E	0.35		0.35
1223 Stripe Fee	12/01/2025	Receipt Voucher No. 514	Unity Trust	Receipt #1586-60:	Stripe Transaction Fee	Stripe	E	0.32		0.32
1224 Stripe Fee	11/01/2025	Receipt Voucher No. 515	Unity Trust	Receipt #1223-77:	Stripe Transaction Fee	Stripe	E	0.32		0.32
1225 Stripe Fee	14/01/2025	Receipt Voucher No. 516	Unity Trust	Receipt #1075-36:	Stripe Transaction Fee	Stripe	E	0.32		0.32
1226 Stripe Fee	15/01/2025	Receipt Voucher No. 517	Unity Trust	Receipt #1394-04:	Stripe Transaction Fee	Stripe	E	0.58		0.58
1227 Stripe Fee	03/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.10		0.10
1228 Stripe Fee	04/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.20		0.20
1229 Stripe Fee	09/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.20		0.20
1230 Stripe Fee	11/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.05		0.05
1231 Stripe Fee	12/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.05		0.05
1232 Stripe Fee	13/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.10		0.10
1233 Stripe Fee	15/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.05		0.05
1234 Stripe Fee	16/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.10		0.10
1235 Stripe Fee	17/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.10		0.10
1236 Stripe Fee	19/01/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.03		0.03
<b>Total</b>								<b>40,780.51</b>	<b>6,742.02</b>	<b>47,522.53</b>

# Broadstairs & St. Peter's Town Council

22 January 2025 (2024-2025)

Attach 6

## RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	Net	VAT	total
470	Town Mayor	18/12/2024		Unity Trust	Receipt #1752-8: mayor's event tickets	25.00	5.00	30.00
471	Events Room Hire	18/12/2024		Unity Trust	Room Hire	737.50	147.50	885.00
472	Retort House Bookings	18/12/2024		Unity Trust	Room Hire	20.00	4.00	24.00
472	Retort House Bookings	18/12/2024		Unity Trust	Room Hire	120.00	24.00	144.00
473	Events Room Hire	20/12/2024		Unity Trust	Room Hire	54.00	10.80	64.80
473	Events Room Hire	20/12/2024		Unity Trust	Room Hire	54.00	10.80	64.80
473	Events Room Hire	20/12/2024		Unity Trust	Room Hire	54.00	10.80	64.80
474	Events -Bar	19/12/2024		Unity Trust	bar sales	149.29	29.86	179.15
475	Events Room Hire	20/12/2024		Unity Trust	Room Hire	7.50	1.50	9.00
475	Events Room Hire	20/12/2024		Unity Trust	Room Hire	15.00	3.00	18.00
475	Events Room Hire	20/12/2024		Unity Trust	Room Hire	7.50	1.50	9.00
475	Events Room Hire	20/12/2024		Unity Trust	Room Hire	7.50	1.50	9.00
475	Events Room Hire	20/12/2024		Unity Trust	Room Hire	7.50	1.50	9.00
476	Bank Interest	31/12/2024		Nat West Business	bank interest	105.46		105.46
477	Events -Bar	20/12/2024		Unity Trust	bar sales	170.19	34.04	204.23
478	Events -Bar	23/12/2024		Unity Trust	bar sales	178.70	35.74	214.44
479	Events -Bar	23/12/2024		Unity Trust	bar sales	343.62	68.73	412.35
480	Town Mayor	20/12/2024		Unity Trust	mayor's event tickets	4.17	0.83	5.00
481	Town Mayor	20/12/2024		Unity Trust	mayor's event tickets	16.67	3.33	20.00
482	Town Mayor	30/12/2024		Unity Trust	mayor's event tickets	16.67	3.33	20.00
483	Town Mayor	30/12/2024		Unity Trust	mayor's event tickets	16.67	3.33	20.00
484	Events Room Hire	02/01/2025		Unity Trust	Room Hire	15.00	3.00	18.00
484	Events Room Hire	02/01/2025		Unity Trust	Room Hire	15.00	3.00	18.00
484	Events Room Hire	02/01/2025		Unity Trust	Room Hire	15.00	3.00	18.00
484	Events Room Hire	02/01/2025		Unity Trust	Room Hire	15.00	3.00	18.00
485	Town Mayor	19/12/2024		Unity Trust	Receipt #1870-3: mayor's event tickets	16.67	3.33	20.00
490	Christmas Event	18/12/2024		Nat West Current	CASH	315.42	63.08	378.50
491	town maintenance (van cost)	24/12/2024		Nat West Current	ev charge income	9.00	1.80	10.80
493	Events Room Hire	09/01/2025		Unity Trust	refund - cancellation	-45.00	-9.00	-54.00
494	Allotments	31/12/2024		Nat West Current	balancing transaction	-0.01		-0.01
495	Bank Interest	31/12/2024		Unity Instant Acc	Interest	2,791.42		2,791.42
496	Events Room Hire	16/01/2025		Unity Trust	Room Hire	416.67	83.33	500.00
496	Events Room Hire	16/01/2025		Unity Trust	Room Hire	13.33	2.67	16.00

496	Events Room Hire	16/01/2025	Unity Trust	Room Hire	125.00	25.00	150.00
497	Events Room Hire	20/01/2025	Unity Trust	Room Hire	15.00	3.00	18.00
497	Events Room Hire	20/01/2025	Unity Trust	Room Hire	15.00	3.00	18.00
498	Events Room Hire	20/01/2025	Unity Trust	Room Hire	15.00	3.00	18.00
498	Events Room Hire	20/01/2025	Unity Trust	Room Hire	15.00	3.00	18.00
498	Events Room Hire	20/01/2025	Unity Trust	Room Hire	15.00	3.00	18.00
498	Events Room Hire	20/01/2025	Unity Trust	Room Hire	15.00	3.00	18.00
499	Events Room Hire	20/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
499	Events Room Hire	20/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
499	Events Room Hire	20/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
499	Events Room Hire	20/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
500	Events Room Hire	20/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
501	electricity	08/01/2025	Unity Trust	Electricity	855.76	171.15	1,026.91
502	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
502	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
502	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
502	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	30.00	6.00	36.00
503	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	20.00	4.00	24.00
503	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	20.00	4.00	24.00
503	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	20.00	4.00	24.00
503	Retort House Bookings	08/01/2025	Unity Trust	Room Hire	20.00	4.00	24.00
504	Events Room Hire	10/01/2025	Unity Trust	Hall hire	1,187.92	237.58	1,425.50
505	Events Room Hire	14/01/2025	Unity Trust	Room Hire	93.75	18.75	112.50
506	Events Room Hire	14/01/2025	Unity Trust	Room Hire	315.00	63.00	378.00
507	Events Room Hire	20/01/2025	Unity Trust	Room Hire	375.00	75.00	450.00
508	Town Mayor	03/01/2025	Unity Trust	mayor's event tickets	16.67	3.33	20.00
509	Town Mayor	03/01/2025	Unity Trust	mayor's event tickets	16.67	3.33	20.00
510	Town Mayor	02/01/2025	Unity Trust	mayor's event tickets	16.67	3.33	20.00
511	Town Mayor	08/01/2025	Unity Trust	mayor's event tickets	33.33	6.67	40.00
512	Town Mayor	10/01/2025	Unity Trust	mayor's event tickets	8.33	1.67	10.00
513	Town Mayor	12/01/2025	Unity Trust	mayor's event tickets	8.33	1.67	10.00
514	Town Mayor	12/01/2025	Unity Trust	mayor's event tickets	8.33	1.67	10.00
515	Town Mayor	11/01/2025	Unity Trust	mayor's event tickets	8.33	1.67	10.00
516	Town Mayor	14/01/2025	Unity Trust	mayor's event tickets	8.33	1.67	10.00
517	Town Mayor	15/01/2025	Unity Trust	mayor's event tickets	16.67	3.33	20.00
518	Tenants' rent	02/01/2025	Nat West Current	Rent of Office	520.42	104.08	624.50
519	Tenants' rent	02/01/2025	Unity Trust	Rent of Office	590.00	118.00	708.00
520	Tenants' rent	10/01/2025	Unity Trust	Rent of Office	964.00	192.80	1,156.80
521	electricity	17/01/2025	Unity Trust	Electricity	818.12	163.62	981.74
					#####	1,843.62	13,958.69

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

End of Qu 3 '24-'25

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs		0.98	0.98 (98%)	98,450.00	38,124.79	60,325.21 (61%)	60,326.19
Amenities			0.00 (N/A)	36,000.00	21,967.68	14,032.32 (38%)	14,032.32
Civic Costs		199.19	199.19 (19919%)	17,000.00	11,124.01	5,875.99 (34%)	6,075.18
Community		204.26	204.26 (20426%)	39,614.32	24,912.19	14,702.13 (37%)	14,906.39
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked reserves			0.00 (N/A)	300,437.47	16,000.00	284,437.47 (94%)	284,437.47
Events	11,200.00	15,092.64	3,892.64 (34%)	61,500.00	50,784.43	10,715.57 (17%)	14,608.21
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)	100,000.00	76,221.83	23,778.17 (23%)	23,778.17
Income	819,160.00	822,680.30	3,520.30 (0%)		-46.66	46.66 (4666%)	3,566.96
Open Spaces	1,200.00	1,421.56	221.56 (18%)	50,000.00	17,661.06	32,338.94 (64%)	32,560.50
Phase 3 - Basement			0.00 (N/A)	50,000.00	17,333.00	32,667.00 (65%)	32,667.00
Pierremont Annual Maintenance	28,317.29	18,196.80	-10,120.49 (-35%)	72,925.00	56,900.88	16,024.12 (21%)	5,903.63
Pierremont Events	40,000.00	38,416.72	-1,583.28 (-3%)	2,500.00	8,084.98	-5,584.98 (-223%)	-7,168.26
Pierremont Hall	50,500.00	26,011.60	-24,488.40 (-48%)	56,900.00	22,937.76	33,962.24 (59%)	9,473.84
PWLB Loan			0.00 (N/A)	35,824.00	17,911.97	17,912.03 (50%)	17,912.03
Retort House	38,338.50	13,512.75	-24,825.75 (-64%)	18,200.00	15,308.33	2,891.67 (15%)	-21,934.08
Staff Costs			0.00 (N/A)	326,625.00	263,961.00	62,664.00 (19%)	62,664.00
YE Adjustments			0.00 (N/A)			0.00 (N/A)	0.00
<b>NET TOTAL</b>	<b>988,715.79</b>	<b>935,736.80</b>	<b>-52,978.99 (-5%)</b>	<b>1,265,975.79</b>	<b>659,187.25</b>	<b>606,788.54 (47%)</b>	<b>553,809.55</b>
<b>Total for ALL Cost Centres</b>		<b>935,736.80</b>			<b>659,187.25</b>		
<b>V.A.T.</b>		<b>39,867.60</b>			<b>355,350.36</b>		
<b>GROSS TOTAL</b>		<b>975,604.40</b>			<b>1,014,537.61</b>		



**Broadstairs & St. Peter's Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 31/12/2024)**

Voucher	Date	Cheque No.	Description	Total	Bank
786	10/09/2024		Stripe Refund	-5.00	Unity Trust
984	03/12/2024		Drain clearance	50.00	Unity Trust
1008	06/12/2024		electricity - retort	979.99	Unity Trust
1094	19/12/2024		Drain clearance	50.00	Unity Trust
1095	19/12/2024		Drain clearance	60.00	Unity Trust
1096	19/12/2024		water supply	31.97	Unity Trust
1097	19/12/2024		Subscription	66.00	Unity Trust
1098	19/12/2024		tree works	576.00	Unity Trust
1099	19/12/2024		asbestos survey	510.00	Unity Trust
1100	19/12/2024		change locks	75.00	Unity Trust
1101	19/12/2024		Works	600.00	Unity Trust
1102	19/12/2024		security	1,080.00	Unity Trust
1103	19/12/2024		Grounds Maintenance	4,873.50	Unity Trust
1104	19/12/2024		insurance - bandstand kiosk	230.92	Unity Trust
1105	19/12/2024		Supplies	743.16	Unity Trust
1106	19/12/2024		expenses	7.20	Unity Trust
1107	19/12/2024		expenses	41.90	Unity Trust
1224	19/03/2024		tax & ni	6,412.38	Nat West Current Account
<b>Total-----</b>				<b>16,383.02</b>	

**Broadstairs & St. Peter's Town Council****Uncashed receipts/transfers in (All banks)****(Upto 31/12/2024)**

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<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
319	20/09/2024	see 295 & 318	refund - paid twice	-48.48	Unity Trust
485	19/12/2024	Receipt #1870-	mayor's event tickets	20.00	Unity Trust
492	09/12/2024		delete		Nat West Current Account
			<b>Total-----</b>	<b>-28.48</b>	

## Christmas Decorative Lighting Report

As members will be aware, we had several issues with the Christmas decorative lighting which were out of the control of the Town Council.

The issues commenced on 29<sup>th</sup> November whereby we were informed that there were infrastructure problems with columns in St Peter's – mainly outdated infrastructure and lack of external connection for the braids and motifs. We were also informed that many of the braids had been hardwired into the columns by the previous contractor and on checking were the braids were not viable for use due to age and state of repair.

Our current contractor, SparkX, had removed all decorative lighting at the beginning of 2024, and a list of repairs were sent through in May 2024, with no mention at that time, of the condition of the braids or the column infrastructure from the posts that had the braids on.

SparkX received a complete list of all locations for all decorative lighting in September and were aware that we had requested the siting of 8 motifs within St Peter's. The columns for the motifs required additional load testing. Permits for all locations were received by the beginning of October, except of the columns requiring load testing and three additional columns located by the library which were new additions. These permits were received by 13<sup>th</sup> November.

Following the first receipt of permits, SparkX informed us that these lights had all been put up, and a date of 26<sup>th</sup> November was given for the dressing of the Christmas tree and installation of the motifs in St Peter's and last 3 columns in Broadstairs. At this time, we had not received any communication that there were issues with infrastructure or the braids.

On 26<sup>th</sup> November we checked that the crew would be on site that evening and were informed that due to storm damage elsewhere, we had been rescheduled for 28<sup>th</sup> November.

From the 29<sup>th</sup> November through to the second week of December, following issues with regards to no switch on of the street decorations, confirmation that the infrastructure was non-compliant for the St Peter's columns, issues with the Christmas Tree lights, confirmation that the braids were unusable and a crew being sent to the area for 2 days, it was agreed that the lights would be concentrated to the Hopeville Green area of St Peter's and a full snagging list was sent to SparkX, for which they carried out all requirements.

After speaking to the Director/Owner, and correspondence detailing all the problems we had had, even though SparkX had been fully aware of all of our requirements since 25<sup>th</sup> September, the Director/Owner agreed that they had not provided the requirements set out in the contract and a 30% discount was applied to our bill plus additional Christmas tree lights supplied for the failed ones., on the understanding that we would complete the final year of the contract with them (lights for 2025). This was agreed via email.

A meeting will be held during the beginning of this year to discuss the problems further and to ensure that these do not happen again this year. It is recommended that, due to the cost of new infrastructure required to the columns throughout St Peter's, that again, the decorative lighting will be concentrated to the Hopeville Green area for 2025 and probably ongoing as there are 18 columns which will all require updated infrastructure to allow for decorative lighting at approx. £450 per column.

The contract will go out to tender in 2026 for Christmas 2026 - 2029

Deputy Town Clerk

## Timeline

- 23.5.2024 – Sparkx emailed over the repairs required to lights following testing. Repairs were required to some spheres and also the across street decorations. There was no mention of repairs required to braids used in St Peter’s or infrastructure problems raised following the removal of braids in St Peter’s.
- 6.6.2024 – Sparkx informed of the Christmas fair date of 30.11.2024. Christmas tree and park lights to be switched on from commencement of fair and all other decorative lighting to come on via timer (approximately 3.30pm).
- 25.9.2024 – permit request sent to KCC for attachment of decorative lighting to lamp columns.
- 25.9.2024 – permit request sent to KCC for across street decorative lighting
- 26.9.2024 – permit requests and spreadsheet with all locations for all lighting required send to Sparkx.
- 27.9.2024 – permit for the across street decorations received from KCC and passed to Sparkx
- 1.10.2024 – KCC sent out permit for the attachments to street columns, informing that the new motifs would require load testing of the columns. The permit given had multiple errors, which were raised with KCC and the request that the load testing takes place.
- 2.10.2024 – KCC corrected the errors – permit sent to Sparkx
- 8.10.2024 – KCC confirmed that the engineer had been asked to undertake the load testing
- 10.10.2024 – Sparkx sent out crews to start the install of braids & spheres.
- 6.11.2024 – KCC sent a target date of completion of the load testing for the 8 motifs as 9.11.2024 – Sparkx informed. Sparkx also informed of three additional columns to be added for spheres (3 posts by library).
- 11.11.2024 – Sparkx contact to inform that the tree will be dressed, additional spheres put in places and motifs installed on 26.11.2024.
- 12.11.2024 – Sparkx informed that Christmas tree will be in place 14.11.2024.
- 13.11.2024 – KCC send permits for the load testing for columns holding 8 motifs. Sent to Sparkx
- 18.11.2024 – KCC sent permits for the 3 additional columns for spheres. Permit sent to sparkx – all permits issued.
- 26.11.2024 – Town Council check that Sparkx will be installing in the evening. Informed that due to storm damage elsewhere, crew has been programmed to now come on evening of 28.11.2024. Town Council ask for confirmation that the park lights and Christmas tree will be on by commencement of fair at 11am. Confirmed that crew will be on site from 8am.
- 29.11.2024 – Sparkx inform Town Council that the star to the Christmas tree is not working and that there are issues with the connection of motifs/braids to columns in St Peter’s. Informed that the star will be working by the start of the fair on 30.11.2024. The issues with the columns is down to the infrastructure.
  - Sparkx inform that the previous contractor had hardwired the braids into the columns and that there was not the correct sockets for the braids and motifs.
  - Town Council inform Sparkx that they are disappointed at having only learnt about the infrastructure problems at this stage, especially as they have had the locations since 26.9.2024 and that they had removed decorative lighting from these lampposts in the early part of the year so would have been aware of any issues at this time.

Detailed Budget Summary

		Current Year 2024-2025				Next Year 2025-2026		
		Payments				Receipts	Payments	subtotal
Code	Title	Budget	Actual	Forecast	Total	Budget	Budget	
<b>Admin &amp; Office Costs</b>								
10	Stationery	£ 1,000.00	£ 373.62	£ 186.81	£ 560.43		£ 1,000.00	
11	Printer/Photocopier	£ 1,000.00	£ 967.19	£ 488.17	£ 1,455.36		£ 1,700.00	
12	Licences	£ 7,000.00	£ 7,007.46		£ 7,007.46		£ 7,000.00	
13	IT	£ 4,000.00	£ 2,277.05	£ 700.00	£ 2,977.05		£ 3,200.00	
15	Insurance & Audit	£ 11,000.00	£ 1,420.15	£ 8,500.00	£ 9,920.15		£ 11,500.00	
16	Professional Fees	£ 46,500.00	£ 11,117.35	£ 5,500.00	£ 16,617.35		£ 20,000.00	
17	Training & Subscriptions	£ 5,000.00	£ 3,215.09	£ 400.00	£ 3,615.09		£ 4,000.00	
18	Equipment & Furniture	£ 3,000.00	£ 663.23	£ 2,000.00	£ 2,663.23		£ 3,000.00	
20	Elections	£ 5,000.00		£ 5,000.00	£ 5,000.00		£ -	
84	Office contingencies	£ 1,000.00	£ 255.31	£ 333.32	£ 588.63		£ -	join with office sundries
101	Phones and Internet	£ 7,000.00	£ 4,792.69	£ 2,396.35	£ 7,189.04		£ 7,500.00	
102	Office sundries	£ 1,000.00	£ 1,008.22		£ 1,008.22		£ 2,000.00	
103	Finance costs	£ 1,000.00	£ 136.52	£ 68.26	£ 204.78		£ 1,000.00	
104	Container hire	£ 1,200.00	£ 697.84	£ 354.40	£ 1,052.24		£ 1,200.00	
105	Council business rates	£ 3,750.00		£ 1,250.00	£ 1,250.00		£ 3,750.00	
	<b>SUB TOTAL</b>	<b>£ 98,450.00</b>	<b>£ 33,931.72</b>	<b>£ 27,177.31</b>	<b>£ 61,109.03</b>		<b>£ 66,850.00</b>	<b>£ 66,850.00</b>
<b>Amenities</b>								
4	Bandstand Kiosk	£ 6,000.00	£ 989.04		£ 989.04		£ 2,000.00	Now agreed responsible drains £140
27	Notice Boards	£ 1,000.00	£ 63.53		£ 63.53		£ 1,000.00	
29	Defibrillators	£ 2,000.00	£ 804.75	£ 1,000.00	£ 1,804.75		£ 2,500.00	£500 increase for new defib at jetty
30	Street Furniture	£ 2,000.00	£ 34.98	£ 666.68	£ 701.66		£ 2,000.00	
31	Viking Bay Lift						£ -	
32	Toilet Extended Opening	£ 2,000.00					£ -	
34	Traffic Initiatives (formerly r-a-bout	£ 4,000.00					£ 10,000.00	To become highways issues as agreed by e
35	Decorative Lighting	£ 18,000.00	£ 7,422.00	£ 10,000.00	£ 17,422.00		£ 22,000.00	
37	Flagpole	£ 1,000.00	£ 207.95		£ 207.95		£ 1,000.00	£325 rail inspection
	<b>SUB TOTAL</b>	<b>£ 36,000.00</b>	<b>£ 9,522.25</b>	<b>£ 11,666.68</b>	<b>£ 21,188.93</b>		<b>£ 40,500.00</b>	<b>£ 40,500.00</b>
<b>Civic Costs</b>								
19	Councillor Allowances	£ 9,000.00		£ 9,000.00	£ 9,000.00		£ 9,000.00	
24	Town Mayor	£ 6,000.00	£ 697.03	£ 5,303.00	£ 6,000.03		£ 6,000.00	
25	Civic Events	£ 2,000.00	£ 1,912.28	£ 400.00	£ 2,312.28		£ 2,500.00	
	<b>SUB TOTAL</b>	<b>£ 17,000.00</b>	<b>£ 2,609.31</b>	<b>£ 14,703.00</b>	<b>£ 17,312.31</b>		<b>£ 17,500.00</b>	<b>£ 17,500.00</b>
<b>Community</b>								
38	Neighbourhood Plan	£ 1,000.00					£ -	
39	Community Payback	£ 2,000.00	£ 418.37	£ 209.19	£ 627.56		£ 2,000.00	

53	Beach Security	£ 25,000.00	£ 23,767.50		£ 23,767.50	£ 25,000.00	
905	Dickens House Matchfunding	£ 5,000.00		£ 5,000.00	£ 5,000.00	£ 5,000.00	
919	Youth Activities	£ 6,614.32	£ 420.76		£ 420.76	£ 1,000.00	plus ringfence unspent for this year
	<b>SUB TOTAL</b>	<b>£ 39,614.32</b>	<b>£ 24,606.63</b>	<b>£ 5,209.19</b>	<b>£ 29,815.82</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>

Events		Payments				Receipts	Payments
Code	Title	Budget	Actual	Forecast	Total	Budget	Budget
40	Bandstand entertainment	£ 16,500.00	£ 13,946.66		£ 13,946.66		£ 16,500.00
41	Summer Theatre	£ 5,000.00	£ 5,000.00		£ 5,000.00		£ 5,000.00
42	Punch & Judy	£ 3,000.00	£ 2,980.00		£ 2,980.00		£ 3,000.00
43	visitor information kiosk	£ 2,000.00	£ 324.91		£ 324.91		£ -
44	November Fireworks	£ 7,500.00	£ 7,170.50		£ 7,170.50		£ 8,500.00
46	Broadstairs in Bloom	£ 20,000.00	£ 9,109.80	£ 6,666.68	£ 15,776.48		£ 20,000.00
401	D Day 80th Anniversary	£ 2,500.00	£ 2,062.77		£ 2,062.77		£ 2,500.00
402	Misc. events	£ 1,000.00	£ 196.69		£ 196.69		£ 1,000.00
912	Christmas Event	£ 1,000.00	£ 2,451.60	£ 2,000.00	£ 4,451.60		£ 1,500.00
916	Community Event	£ 3,000.00	£ 2,215.46		£ 2,215.46		£ 3,000.00
	Event marketing						£ 2,865.00 requested by EBM
	<b>SUB TOTAL</b>	<b>£ 61,500.00</b>	<b>£ 45,458.39</b>	<b>£ 8,666.68</b>	<b>£ 54,125.07</b>	<b>£ 63,865.00</b>	<b>£ 63,865.00</b> all to be approved by committee 11 Nov 20.

Grants		Payments				Receipts	Payments
Code	Title	Budget	Actual	Forecast	Total	Budget	Budget
26	Grants	£ 100,000.00	£ 72,611.00	£ 27,506.00	£ 100,117.00		£ 100,000.00
	<b>SUB TOTAL</b>	<b>£ 100,000.00</b>	<b>£ 72,611.00</b>	<b>£ 27,506.00</b>	<b>£ 100,117.00</b>	<b>£ 100,000.00</b>	<b>£ 100,000.00</b>

Open Spaces		Payments				Receipts	Payments
Code	Title	Budget	Actual	Forecast	Total	Budget	Budget
47	Allotments	£ 2,500.00	£ 452.90	£ 1,000.00	£ 1,452.90	£ 1,336.00	£ 2,500.00 as agreed by A&L committee 21 Oct 24
48	Culmers Amenity Land	£ 10,000.00	£ 4,358.80	£ 2,179.40	£ 6,538.20		£ 10,500.00 as agreed by A&L 21 Oct 24
49	Mocketts Wood	£ 5,500.00	£ 908.20	£ 4,634.00	£ 5,542.20		£ 7,500.00 as agreed by A&L 21 Oct 24
50	Tree Survey & Works	£ 3,500.00	£ 1,575.00	£ 2,000.00	£ 3,575.00		£ 3,500.00 as agreed by A&L 21 Oct 24
51	Tree planting budget	£ 10,000.00		£ 10,000.00	£ 10,000.00		£ 5,000.00 as agreed by env committee 18 Nov
52	Environmental Initiatives	£ 10,000.00	£ 5,502.38	£ 4,500.00	£ 10,002.38		£ 5,000.00 as agreed by env committee 18 Nov
86	town maintenance (van costs)	£ 1,000.00	£ 194.67	£ 97.34	£ 292.01		£ 1,000.00
87	Facilities Team sundry items	£ 2,500.00	£ 1,340.06	£ 670.03	£ 2,010.09		£ 2,500.00
924	Victoria Gardens	£ 5,000.00	£ 2,221.19	£ 3,360.00	£ 5,581.19		£ 6,000.00 as agreed by A&L 21 Oct 24
	<b>SUB TOTAL</b>	<b>£ 50,000.00</b>	<b>£ 16,553.20</b>	<b>£ 28,440.77</b>	<b>£ 44,993.97</b>	<b>£ 43,500.00</b>	<b>£ 43,500.00</b>

Phase 3 - Basement		Payments				Receipts	Payments
Code	Title	Budget	Actual	Forecast	Total	Budget	Budget
925	Professional fees	£ 50,000.00	£ 17,333.00	£ 37,229.96	£ 54,562.96		£ 88,000.00 £68,372 for TMD £20,000 for Brachers
	<b>SUB TOTAL</b>	<b>£ 50,000.00</b>	<b>£ 17,333.00</b>	<b>£ 37,229.96</b>	<b>£ 54,562.96</b>	<b>£ 88,000.00</b>	<b>£ 88,000.00</b>

Pierremont Annual		Payments				Receipts	Payments
Code	Title	Budget	Actual	Forecast	Total	Budget	Budget
601	Algae and gutter clearance	£ 2,500.00	£ 950.00	£ 475.00	£ 1,425.00		£ 1,350.00

602	Bathroom items	£ 1,500.00	£ 595.00	£ 297.50	£ 892.50	£ 1,000.00	
603	Waste removal	£ 3,000.00	£ 1,968.87	£ 984.44	£ 2,953.31	£ 3,000.00	
604	Hygiene services	£ 3,000.00	£ 1,679.52	£ 839.76	£ 2,519.28	£ 2,000.00	
605	cleaning	£ 10,800.00	£ 8,394.56	£ 4,197.28	£ 12,591.84	£ 13,000.00	increase in minimum wage
606	Drain Clearance	£ 2,500.00	£ 1,340.00	£ 670.00	£ 2,010.00	£ 3,310.00	
607	electricity	£ 13,000.00	£ 14,271.96	£ 7,135.98	£ 21,407.94	£ 20,000.00	tenants reimburse for own usage and corn not needed until 2029
608	EICR					£ -	
609	Fire alarms and emergency lighting	£ 2,000.00	£ 1,252.13	£ 626.07	£ 1,878.20	£ 698.90	
610	Fire doors and extinguisher checks	£ 1,500.00	£ 620.00	£ 310.00	£ 930.00	£ 987.00	£267 fire extinguishers £720 doors
611	Fire drills and assessments	£ 3,000.00	£ 2,052.49	£ 1,026.25	£ 3,078.74	£ 595.00	
612	Glass Door maintenance	£ 1,200.00	£ 115.00	£ 57.50	£ 172.50	£ 334.54	£98.54 Intercom £236 door
613	Grounds Maintenance	£ 10,035.00	£ 6,788.83	£ 3,394.42	£ 10,183.25	£ 10,635.00	
614	intruder alarm	£ 500.00		£ 500.00	£ 500.00	£ 673.44	
615	Legionnaires testing	£ 3,000.00	£ 881.00	£ 440.50	£ 1,321.50	£ 839.00	
616	PAT testing	£ 180.00	£ 376.75		£ 376.75	£ 360.00	
617	Roof inspections	£ 1,900.00	£ 500.00	£ 1,000.00	£ 1,500.00	£ 2,000.00	tba
618	Site security	£ 10,950.00	£ 6,570.00	£ 3,285.00	£ 9,855.00	£ 11,000.00	increase in minimum wage
619	Water rates	£ 1,000.00	£ 792.93	£ 396.47	£ 1,189.40	£ 2,000.00	
620	Window cleaning	£ 1,360.00	£ 770.00	£ 440.00	£ 1,210.00	£ 1,800.00	
908	Pierremont service charges						
	<b>SUB TOTAL</b>	<b>£ 72,925.00</b>	<b>£ 49,919.04</b>	<b>£ 26,076.17</b>	<b>£ 75,995.21</b>	<b>£ 75,582.88</b>	<b>£ 75,582.88</b>

#### Pierremont Events

Code	Title	Budget	Payments			Receipts Budget	Payments Budget
			Actual	Forecast	Total		
45	Events - Marketing	£ 2,500.00	£ 1,940.00		£ 1,940.00		
200	Events - Catering		£ 360.00		£ 360.00		
201	Events -Bar		£ 2,439.00		£ 2,439.00		
204	Events - Equipment		£ 1,793.00		£ 1,793.00		
205	Events - Council						
206	Events - Commercial						
903	Events Room Hire		£ 434.00		£ 434.00		
904	Events Room Hire - Deposit		£ 9.20		£ 9.20		
918	Passive room hire						
926	Ticket/Stall						
929	Stripe Fee		£ 49.80		£ 49.80		
930	Stripe Return		£ 16.66		£ 16.66		
	<b>SUB TOTAL</b>	<b>£ 2,500.00</b>	<b>£ 7,041.66</b>		<b>£ 7,041.66</b>	<b>£ 2,500.00</b>	<b>£ 2,500.00</b>

#### Pierremont Hall

Code	Title	Budget	Payments			Receipts Budget	Payments Budget
			Actual	Forecast	Total		
54	Planned building works	£ 30,000.00	£ 3,281.97	£ 7,120.00	£ 10,401.97		
55	Tenants' rent		£ 1,143.12		£ 1,143.12	£ 44,000.00	
56	Tenants' parking					£ 6,500.00	
57	Annual maintenance schedule	£ 10,000.00	£ 3,717.35		£ 3,717.35	£ 5,000.00	CCTV £411.72 Legionnaires £751 Cottages

60	Water											
61	Rates	£ 6,500.00		£ 5,000.00	£ 5,000.00			£ 4,500.00				
62	Unplanned building works	£ 5,000.00	£ 2,813.34	£ 1,406.67	£ 4,220.01			£ 4,000.00				
64	Licence	£ 400.00	£ 523.36		£ 523.36			£ 550.00				
85	Landscaping and planting	£ 4,000.00	£ 1,925.00		£ 1,925.00			£ 4,000.00		as agreed at A&L 21 Oct 24		
88	Furniture/equipment	£ 1,000.00	£ 37.50	£ 962.50	£ 1,000.00			£ 1,000.00				
203	Electricity		£ 2,829.78		£ 2,829.78			£ 1,000.00		For Music Room		
906	Waste services		£ 1.10		£ 1.10			£ -				
911	EVCP											
	<b>SUB TOTAL</b>	<b>£ 56,900.00</b>	<b>£ 16,272.52</b>	<b>£ 14,489.17</b>	<b>£ 30,761.69</b>			<b>£ 30,050.00</b>	<b>£ 30,050.00</b>			
			<b>Current Year 2024-2025</b>					<b>Next Year 2025-2026</b>				
<b>PWLB Loan</b>												
			<b>Payments</b>						<b>Receipts</b>	<b>Payments</b>		
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Total</b>			<b>Budget</b>	<b>Budget</b>			
75	Loan Repayments	£ 35,824.00	£ 17,911.97	£ 17,911.97	£ 35,823.94			£ 35,824.00				
	<b>SUB TOTAL</b>	<b>£ 35,824.00</b>	<b>£ 17,911.97</b>	<b>£ 17,911.97</b>	<b>£ 35,823.94</b>			<b>£ 35,824.00</b>	<b>£ 35,824.00</b>			
			<b>Current Year 2024-2025</b>					<b>Next Year 2025-2026</b>				
<b>Retort House</b>												
			<b>Payments</b>						<b>Receipts</b>	<b>Payments</b>		
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Total</b>			<b>Budget</b>	<b>Budget</b>			
66	Retort House Bookings					£ 4,000.00						
67	Retort House Tenants					£ -						
68	Utilities	£ 4,000.00	£ 2,571.23	£ 1,285.62	£ 3,856.85			£ 4,000.00				
69	Rates	£ 2,750.00						£ 2,750.00				
70	Annual maintenance schedule	£ 4,000.00	£ 2,661.71		£ 2,661.71			£ 4,000.00		£917 Fire alarm, emergency lights, CCTV, intruder alarm £180		
72	Licences	£ 1,000.00	£ 299.62		£ 299.62			£ 500.00				
73	Cleaning	£ 2,000.00	£ 1,903.86	£ 951.93	£ 2,855.79			£ 2,500.00				
81	Unplanned building works	£ 3,000.00	£ 490.00		£ 490.00			£ 3,000.00				
83	Equipment	£ 500.00	£ 263.27		£ 263.27			£ 500.00				
915	Security	£ 950.00	£ 750.00	£ 375.00	£ 1,125.00			£ 1,250.00		increase in minimum wage		
927	Electricity - Retort		£ 3,640.74		£ 3,640.74			£ 6,000.00				
	<b>SUB TOTAL</b>	<b>£ 18,200.00</b>	<b>£ 12,580.43</b>	<b>£ 2,612.55</b>	<b>£ 15,192.98</b>			<b>£ 24,500.00</b>	<b>£ 24,500.00</b>			
			<b>Current Year 2024-2025</b>					<b>Next Year 2025-2026</b>				
<b>Staff Costs</b>												
			<b>Payments</b>						<b>Receipts</b>	<b>Payments</b>		
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Forecast</b>	<b>Total</b>			<b>Budget</b>	<b>Budget</b>			
21	Salaries	£ 230,121.00	£ 159,592.49	£ 94,796.00	£ 254,388.49			£ 273,000.00				
22	Pension	£ 14,056.00	£ 11,147.76	£ 5,573.88	£ 16,721.64			£ 54,110.00		nest pension is 7% additional £35,000 near		
23	NI & Tax	£ 80,748.00	£ 62,610.70	£ 34,305.00	£ 96,915.70			£ 91,000.00				
76	Travel and Subsistence	£ 200.00	£ 210.11	£ 50.00	£ 260.11			£ 300.00				
78	Payroll company	£ 1,300.00	£ 606.55	£ 606.00	£ 1,212.55			£ 1,300.00				
79	Eye tests and glasses	£ 200.00						£ 200.00				
	Employer NI							£ 35,352.00		Previously budgetted with tax		
	<b>SUB TOTAL</b>	<b>£ 326,625.00</b>	<b>£ 234,167.61</b>	<b>£ 135,330.88</b>	<b>£ 369,498.49</b>			<b>£ 455,262.00</b>	<b>£ 455,262.00</b>			
<b>TOTAL</b>		<b>£ 1,265,975.79</b>						<b>£ 1,076,933.88</b>				

Attach 11

2025-6

Budget requirement	£ 1,076,933.00	Agreed at F&GP Oct 2024 no top ups needed
top up reserves	£ -	

**Total requirement** £ 1,076,933.00

Minus anticipated underspend 24-25 £ 54,635.00

Minus anticipated income 25-26 £ 143,636.00

**Precept demand** £ 878,662.00

**Anticipated income**

Retort House rent	£ -
Retort House bookings	£ -
Pierremont Hall rent	£ 48,000.00
Pierremont Hall Service charge	£ 20,000.00
Pierremont Hall parking	£ 6,500.00
Pierremont Hall bookings	£ 40,000.00
Bandstand kiosk licence	£ 11,800.00
Bank interest	£ 15,000.00
B in Bloom business baskets	£ 1,000.00
Allotments	£ 1,336.00
	<b>£ 143,636.00</b>

<b>Anticipated</b>	<b>underspend</b>	<b>overspend</b>	
Admin and Office costs	£ 37,332.00		
Amenities	£ 13,000.00		new defib £700 inc
Civic costs	£ -	£ 312.00	
Community	£ 9,799.00		
Events	£ 7,375.00		
Grants	£ -		??
Open Spaces	£ 5,007.00		
phase 3		£ 4,562.00	
PAM	£ -	£ 3,070.00	
Pierremont Hall	£ 22,939.00		Cott. roof £3200 inc
Retort House	£ -		
staff		£ 32,873.00	
	<b>£ 95,452.00</b>	<b>£ 40,817.00</b>	
surplus	<b>£ 54,635.00</b>		

Attach 12

Precept £	% increase	Increase £	Total Precept	Tax Base	Total Income	Increase £
82.80	0	0.00 £	82.80	10,568.71	875,089.19	0
82.80	1	0.83 £	83.63	10,568.71	883,840.08	8,750.89
82.80	2	1.66 £	84.46	10,568.71	892,590.97	17,501.78
82.80	5	4.14 £	86.94	10,568.71	918,843.65	43,754.46
82.80	6	4.97 £	87.77	10,568.71	927,594.54	52,505.35
82.80	7	5.80 £	88.60	10,568.71	936,345.43	61,256.24
82.80	8	6.62 £	89.42	10,568.71	945,096.32	70,007.14
82.80	9	7.45 £	90.25	10,568.71	953,847.21	78,758.03
82.80	10	8.28 £	91.08	10,568.71	962,598.11	87,508.92
82.80	15	12.42 £	95.22	10,568.71	1,006,352.57	131,263.38
82.80	20	16.56 £	99.36	10,568.71	1,050,107.03	175,017.84
82.80	25	20.70 £	103.50	10,568.71	1,093,861.49	218,772.30

Band D Council tax 2023-24 £75.41	Band D Council tax 2024-25 £82.80	av UK £85.89 2024-25
£739,195 requested	£818,940 requested	increase of 8.5%
Previous tax base 9802.23	Tax base 9890	

Provisional tax base from TDC subject to approval.

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>SCHEME OF DELEGATION</b></p> <hr/> <p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>For consideration by Council on Monday 25 January 2025</b></p>
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## 1. THE POWER TO DELEGATE

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

### **Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities**

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Town Council has delegated its powers and the authority to spend.

## **2. DELEGATION TO OFFICERS**

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

### **Responsible Finance Officer**

The Responsible Finance Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

### **Proper Officer**

The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office
- To receive and record notices disclosing personal and prejudicial interests
- To grant dispensations
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of by-laws made by the local authority
- To certify copies of by-laws made by the Council
- To sign summonses to attend meetings of the Council
- To arrange insurance

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- The day-to-day administration of services, together with routine inspection and control
- Day to day supervision and control of all staff employed by the Council
- The day-to-day administration and oversight for organised events and activities
- Authorisation of expenditure within the agreed budget up to £2000 (Financial Regulations. 4.1b)
- Authorisation of expenditure within the agreed budget up to £10,000 in conjunction with the Chairman of Council or the Chairman of the appropriate committee (Financial. Regulations. 4.1c)

- Emergency expenditure up to £2,000 outside the agreed budget (Financial Regulations. 4.5)
- To apply for grants and other funding to meet the Council's objectives
- Matters specifically delegated by Council or Committee

In the absence of the Town Clerk, the Deputy Town Clerk will assume the same.

### **3. COUNCIL**

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- Approval of the budget
- Setting the precept
- Approval of the Annual Return and Audit of Accounts
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £10,000 (Financial Regulations 4.1a)
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £500. (Financial Regulations 14.2 and 14.5)
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land). Financial Regulations 14.3 and 14.4
- Approval of the virement of unspent and available amounts to other budget headings or reserves at the end of the financial year.
- Approval of changes in earmarked reserves as part of the annual budgetary process
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of orders under any statutory powers
- Matters of principle or policy
- Appointment of Standing Committees
- Approval of Terms of Reference for any committee or sub-committee
- Appointing Council Representatives to outside bodies
- All other matters which must, by law, be reserved to the full Council

### **4. COMMITTEES**

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. They must be exercised in accordance with the law, the

Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees are authorised to:

- Approve the Minutes of the last meeting of the Committee
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve to the sum of £10,000
- Make recommendations to spend money from budget headings under the Committee's remit up to the limit of the budget and/or named reserve over the sum of £10,000.
- Make recommendations on the budget requirement for the Committee for the coming Financial Year.
- Delegate any of their functions to a Sub Committee or Officer of the Council.

## **5. WORKING GROUPS AND SUB-COMMITTEES**

Working Groups and sub-committees may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

# **Broadstairs and St Peter's Town Council**

## **Community Engagement Policy**

### **1 Introduction**

1.1 This document forms Broadstairs and St Peter's Town Council's Community Engagement policy.

It sets out:

- the role of community engagement and its importance
- how Broadstairs and St Peter's Town Council engages the wider community and identifies the needs and aspirations of the community
- how the Town Council can improve community engagement.

1.2 The objectives of the policy are to;

- Encourage effective local community engagement
- Ensure that, embedded throughout the council, there is clear understanding of the need to engage with communities about decisions that affect them
- Enable aspirations and suggestions obtained from the community engagement to have an impact on decision making and the way services are being delivered.
- Identify how the council could enhance its profile by improving engagement with the wider community with specific reference to hard-to-reach groups

### **2 Community Engagement: an overview**

2.1 Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations and other public sector bodies.

It provides an opportunity for local people to talk to the council about their aspirations and needs in their community. It allows the council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well it's performing.

2.2 The term "stakeholder" refers to a wide range of people and groups. These might include residents, visitors, businesses, local government, voluntary organisations and public service organisations, all of which have an interest in the council services and projects.

"Hard to reach" groups refer to those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, those with a physical disability, a language barrier, financial constraints, cultural differences or social expectations. The Town Council will put effort into seeking their views, but it also recognises that sometimes they have excluded themselves through personal choice.

2.3 The key aspects of community engagement include:

- Development of a network of relationships between council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups
- Listening and understanding from a range of people to identify aspirations, needs and problems of local people and groups

2.4 Effective and meaningful community engagement can provide several benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities and services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections and standing for council.

### **3 Broadstairs and St Peter's Town Council and Community Engagement**

3.1 The Town Council will facilitate community engagement in the following ways:

- Make available information on what decisions are being considered and how residents can influence or contribute to the discussions in good time. Methods used to ensure engagement will be through the town council's website, notice boards, social media and the annual report.
- All meetings of the Town Council and its committees are open to the public and press and there is a period set aside for residents to speak in line with the council standing orders

Residents can access agendas for meetings by the town council website and notice boards. Public agendas are also made available at the meetings of the council and its committees.

The Town Council website explains the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written or verbal reports or present petitions to councillors.

- Planning applications are considered at town council meetings held monthly. The opportunities for people to speak applies equally to those agenda items. Equal opportunities given to applicants, supporters, objectors and local community groups.
- Town Council staff are required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support. This neutral involvement will allow more flexibility in the service and the

personal element of the contact will hopefully encourage more involvement from the hard-to-reach members of the community

- Details of how to contact the Town Council's office will be displayed on notice boards, council websites, and social media platforms. Details of how to contact councillors will be displayed on notice boards and on the town council website.
- A list of annual council and committee dates including the start times of the meetings and agenda distribution dates can be found on the council website
- The Town Council will be open and accountable in its dealings with new residents and the community. It will make information on its policies and procedures freely available. The town council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known, not only to the Town Council but to other organisations. This may be by including an item for discussion on an agenda or allowing the local group to put their opinions into an official report undertaken by the Town Council.
- The Town Council will operate a "gateway" service from its office to ensure local people and communities are referred to the correct organisation officer or Town Councillor where the Town Council cannot resolve their issue directly, and make sure public are aware of the ways they can use relevant systems to make their views known.
- Town Councillors will continue to represent the council on various outside bodies to ensure that they are kept informed of the community's needs

## **4 Communication**

4.1 Broadstairs and St Peter's Town Council is committed to improving its community engagement by:

- Continuing all of the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Being proactive and willing to consider any reasonable opportunities that support its purpose of making information available and increasing contributions from the community, especially those difficult to reach.
- Consider holding of a public meeting when dealing with the controversial issues that affect the community.
- Consider holding consultations and surveys when necessary and appropriate, and make results available
- Continuing to work in partnership to review community led policies such as the neighbourhood plan, it will also ensure that priorities from such policies including aspirations are built into its own action plan
- Identifying and embracing opportunities to work with other local community groups when the need arises

- Publicising the positive results that have been achieved from working relationships between council and other community groups in order to encourage new relationships and partnerships to be formed and to raise community spirit.
- Promoting elections and the importance of the democratic process and the value of being a councillor.
- Promoting the value to the town of volunteering.
- The Town Council will review its community engagement strategy on an annual basis to ensure that it remains relevant.

## **5 Freedom of Information**

5.1 in accordance with the Freedom of Information Act 2000 this document will be posted on the council website and copies will be available from the Town Council office.

## **6 Outcomes**

The outcomes which we are striving for and against the success of this policy will be measured as:

- improved communication through the establishment of new channels of engagement
- more residents understanding the role of councillors and getting the best effect
- improved engagement with local communities with more people feeling they are involved in decision making and a higher percentage of people involved in volunteering
- improve satisfaction with services provided by the council

## NALC CALLS FOR STRONGER NEIGHBOURHOOD GOVERNANCE IN RESPONSE TO ENGLISH DEVOLUTION WHITE PAPER

Today, we have welcomed the government's English Devolution White Paper but emphasised the importance of nurturing neighbourhood governance to ensure its success.

Parish and town councils have already demonstrated their ability to deliver on key government priorities at the local level. With the proper devolution framework, they can achieve even more. Successful examples of their contributions include:

- Building community resilience — Supporting local people during crises such as the COVID-19 pandemic and flooding.
- Supporting economic growth — Investing in local businesses and fostering community enterprises.
- Reducing NHS pressure — Promoting good health, creating green spaces, and addressing loneliness through age-friendly and dementia-friendly initiatives.
- Securing affordable housing — Using neighbourhood planning to identify and develop suitable housing sites.

During ongoing discussions about the white paper and its implications, we will advocate for several critical measures to enhance neighbourhood governance:

- Investment in neighbourhood governance — Building local capacity enables parish and town councils to address community needs effectively.
- Easier establishment — Simplifying processes to set up parish and town councils in areas without them.
- Promoting civility and respect — Attracting more community involvement by strengthening standards regimes.
- Modernised processes — Allowing hybrid council meetings where local communities see fit.
- Fair access to funding — Simplifying grant procedures and ensuring communities are compensated for new financial burdens, such as increased national insurance costs.
- A tailored audit framework — Developing an audit system suitable for small authorities that reflects local spending changes.

Effective devolution must recognise the role of England's 10,000 parish and town councils as the community tier of local government. They can be a strong voice for our most local neighbourhoods and help address fears of remote government resulting from any larger unitaries set up. By strengthening their role, the government can ensure that devolution delivers tangible benefits for communities nationwide.

Cllr Keith Stevens, NALC chair

# SLCC Welcomes English Devolution White Paper but Calls for More Clarity for Local Councils

17 December 2024

SLCC has welcomed the publication of the *English Devolution White Paper – Power and Partnership: Foundations for Growth*, which was presented to Parliament on Monday 16 December 2024.

This White Paper is designed to embed devolution into the country's constitution. It will, in the government's own words, achieve 'growth, more joined-up delivery of public services, and politics being done with communities, not to them.'

Commenting on the White Paper, SLCC Chair, Adam Keppel-Green FSLCC said: 'We welcome these proposals and their intent, but the White Paper lacks detail on how this will empower ultra-local communities, and it is vital that its message is carried through to the most local level.'

'We are promised a rewired relationship between local councils and their principal councils. This is really needed. Town and parish councils are the first tier of local government and can empower communities from within, with accessible political leadership and dedicated community-based staff. Our message is that devolution cannot stop with Strategic Authorities, it must reach down to the ultra-local level.'

SLCC will be consulting with its partners in the sector and responding to government. Amongst the issues SLCC will want to highlight are:

- That there are no proposals to require 'Strategic Authorities' to further devolve – even though that could improve their strategic focus and remove organisational constraints to the delivery of bespoke, local services.
- The elimination of discretionary funding pots, though removing uncertainty for principal councils, does nothing for our sector, if it is replaced by an integrated financial settlement that doesn't reach town and parish councils.
- If planning becomes top-down at the regional level – it risks undermining neighbourhood planning.
- The role of local councils in making byelaws and the need to have enforcement mechanisms for these shouldn't be overlooked.

- The potential for powers being devolved to the most local level on issues such as creating public rights of way, public space protection orders and tree preservation orders.
- More detail is needed on how 'ultra-local communities' will be engaged. There are generalities about parish and town councils, but no commitments to structural changes to devolve specific responsibilities – or to mechanisms to empower local communities in urban settings that aren't currently parished.

The White Paper's outline proposals for changes in the Standards regime are welcome. Proposals for reform of local council audit need to be proportionate and well founded. There is a risk of introducing additional bureaucracy with 'local accountability' to Strategic Authorities. SLCC is looking forward to detailed consultation on both sets of proposals in due course.

The government's commitment to workforce development is welcome and should include the local council sector, which faces its own recruitment and retention challenges.

The White Paper promises a more unified approach to English Devolution, which will bring a managed redistribution of governance from Whitehall to the English regions, but it mustn't stop there. There remain significant opportunities to rebalance local government in England and to reinvigorate the first tier of community representation to strengthen, 'expectations on engagement and community voice'.

## Kent's Leaders Back Devolution Bid: What Could It Mean for the County?

The leaders of Kent County Council (KCC) and Medway Council, Cllr Roger Gough and Vince Maple, have formally expressed Kent's interest in joining the Devolution Priority Programme. Following unanimous support from the KCC cabinet on 9th January, a joint letter was sent to central government with the covering letter signed by all 14 councils.

In addition to this, KCC will be requesting permission to defer the upcoming May elections, paving the way for significant changes to Kent's local government structure.

### What Will This Mean for Kent?

If accepted into the Devolution Priority Programme, Kent will undergo a transformative restructure of its local government. This could involve:

- Significant changes to, or abolition of KCC, Medway Council, and the 12 district/borough councils.
- The creation of new unitary authorities, which will assume the roles and responsibilities currently spread across these councils.
- A directly elected mayor alongside a new Mayoral Strategic Authority, with the first mayoral elections potentially as early as 2026.
- Unitary authority elections, proposed for 2027/2028.

This restructuring is part of the government's broader devolution agenda, designed to bring decision-making closer to local communities. For Kent, devolution could mean access to new powers and additional funding, with the promise of improved services for taxpayers.

### The Road Ahead

The next key milestone in this process is the week beginning 27th January, when the government will announce whether Kent has been accepted into the Devolution Priority Programme. If the bid is successful, KALC plans to hold an Extraordinary General Meeting (EGM) with Kent County Council and Medway Council present to discuss the next steps.

However, much remains uncertain at this stage, particularly regarding the boundaries of the proposed unitary authorities and how the restructuring will impact residents and local services.

### Stay Informed

KALC will be closely monitoring developments and keeping our member councils informed throughout this process. KALC has produced a Devolution page [Devolution | Kent Association of Local Councils](#) where we will keep you updated.

We are maximising the power of collaboration by working closely with other County Associations, including Suffolk ALC. Together, we're pooling our expertise and resources to ensure that we can effectively support you, our member councils, throughout the upcoming changes.

Our collective efforts are focused on key areas such as parishing unparished areas, navigating asset transfers while ensuring financial resilience, and advocating the vital role of town and parish councils during the reorganisation process.

As part of this partnership, we're also working on dedicated events. Scheduled for 17th February, the first event will feature Chippenham Town Council sharing their invaluable experiences with devolution. Further details will follow soon. We look forward to providing opportunities for learning and discussion on these important topics.