



Broadstairs & St Peter's Town Council

18 February 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 24 February 2025 at 7pm.**

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

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29th July 2024.

3. MINUTES

To approve the minutes of the Council meeting held on Monday 27 January 2025

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 3 February 2025 and consider any recommendations therein.

Attach 2

7. EVENTS, LEISURE AND TOURISM COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 17 February 2025 and consider any recommendations therein.

Attach 3

ii) To receive and approve the draft Discounted Hire Rate Policy

Attach 4

8. COMMUNICATIONS

i) To receive the report of the Town Mayor.

ii) To receive the report of the Town Clerk.

9. FINANCE

- i) To receive and approve a report concerning payments for the period 28 January 2025 to 18 February 2025 **Attach 5**
- ii) To receive a report concerning receipts for the period 28 January 2025 to 18 February 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 19 February 2025 to 24 February 2025.
- vi) To consider viring £400 from the finance costs budget to the training budget to assist mandatory staff training.

10. DEMENTIA AWARENESS PROJECT

Attach 7

To receive an update from the Deputy Town Clerk

11. EQUALITY AND DIVERSITY POLICY

Attach 8

To receive and review the document

12. HEALTH AND SAFETY POLICY

Attach 9

To receive and review the document

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.

13. RETORT HOUSE

- i) To receive an update from the Town Clerk **ENC 1**
- ii) To receive and consider an art proposal via Cllr Bright **ENC 2**
- iii) To receive and consider a commercial proposal via Cllrs Nichols and Rusiecki **ENC 3**

14. LEGAL ISSUES

To receive information on any issues requiring consideration.

15. STAFF MATTERS

- i) To receive and consider the draft minutes of the Staff Management Committee meeting held on Thursday 23 January 2025 and consider any recommendations therein. **ENC 4**
- ii) To approve the amendment to the Terms of Reference. **ENC 5**
- iii) To approve the Volunteer Policy **Attach 10**
- iv) To approve the Volunteer Tree Warden's Terms of Reference. **Attach 11**
- ii) To receive and consider a summary of the Town Clerk's appraisal **ENC 6**
- ii) To receive the actuarial report from Kent Local government pension fund and consider whether to join the scheme. **ENC 7**

Members of the public may re-enter the meeting

- 16. 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 27 January 2025 at 7pm in Pierremont Hall, Broadstairs.

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

Town Clerk: Kirsty Holroyd

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

543. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs Hobson and Kemp. Cllr Pressland was absent.

544. DECLARATIONS OF INTEREST

None received

545. MINUTES

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

546. MATTERS ARISING

None

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

None

548. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 8 January 2025.
RESOLVED: Members agreed to note.

549. ENVIRONMENT COMMITTEE

i) Members received the minutes of the meeting held on Monday 13 January 2025.

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

RESOLVED: That Cllr Munns be appointed to the Environment committee with immediate effect.

550. COMMUNITY ASSETS COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 20 January 2025.

RESOLVED: Members agreed to note.

ii) Members received the risk assessment on Retort House which underpinned the decision to close the building to the public.

RESOLVED: Members agreed to note.

551. COMMUNICATIONS

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

The charity concert at the Sarah Thorne Theatre prompted a discussion about the future of the venue, which is on KCC's disposal list.

RESOLVED: That the Town Clerk draft an open letter to be signed by all councillors and sent to the Leader and Chief Executive of KCC as well as the local MP and the KCC member for Broadstairs.

ii) The Town Clerk reported that she and the Events Supervisor had attended a networking event held by TDC that day to encourage the hospitality industry to work more closely with education providers in order to build the tourism trade in Thanet. Some interesting contacts had been made.

Pierremont Hall has been short listed for a prize at the Kent Wedding Awards. The Events Supervisor and the Events and Bookings Manager will attend a gala dinner on Thursday evening at which the winner will be announced.

The Town Clerk had been successful in applying for a KCC Helping Hands grant for the Town Shed. The money will assist the set up of a new Creative Monday Club which aims to combat isolation, loneliness and mental health issues in older people.

A complaint about the timing of some road works due to be undertaken in the half term holiday and Blues Bash week had been received by many councillors from the Chamber of Commerce. Cllr Binks, KCC Members for Broadstairs had been successful in moving the works to another, less busy week.

552. FINANCE

i) Members received a report concerning payments for the period 17 December 2024 to 22 January 2025 (see attached).

19.42 Cllr J Bright left the room

RESOLVED: That the payments be approved

ii) Members received a report concerning receipts for the period 17 December 2024 to 22 January 2025. (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:-

- £66.67 plus vat To Grand Garage for the first service for the electric van
- £578 plus vat to EK Fire Protection for replacement fire extinguishers
- £470 plus vat to EK Fire Protection for fire extinguishers and fire blankets for Unit 2 Retort House
- £102 to Laines printers for flyers and business cards for Events Supervisor
- £120 to the Old Bakehouse for cupcakes for an under 18s Easter event
- £55 to Amazon for Easter themed decorations
- £100 to Amazon for Easter themed decorations for an under 13 Easter event.

RESOLVED: That the payments be approved.

iv) Members received a summary of staff salaries totalling £28,465 for the month of December.

RESOLVED: Members agreed to note.

19.44 Cllr J Bright re-entered the meeting

v) Members received and approved a report concerning payments for the period 22 January 2025 when the agenda was sent out until 27 January 2024. There had only been one such payment:-

- Stripe transaction fee £1.15.

RESOLVED: That the payments be approved.

553. DICKENS HOUSE MUSEUM

Members received the end of season report from the Tourism Manager at TDC and noted that £5000 had already been allocated in the draft budget as assistance for 2025 as requested. The Town Clerk reported that an informal enquiry had been made as to whether additional funds might be made available.

19.48 Cllr Farooki left the room

RESOLVED: that additional funding would not be made available from the Town Council but that the Tourism Manager should approach the ward councillors to discuss her requirements.

554. CHRISTMAS DECORATIVE LIGHTING

Members received the report of the Deputy Town Clerk.

RESOLVED: Members agreed to note that a discount to reflect the breaches of contract had been and accepted and a meeting to discuss the issues would take place shortly. Cllr Alan Munns agreed to sit in on that meeting.

19.51 Cllr Farooki re-entered the room.

555. BUDGET 2025-26

i) Members received an updated document previously scrutinised by the F&GP working group and subsequently the committee detailing proposed

expenditure and resulting total requirement. The updates included latest amendments following a second forecasting exercise.

RESOLVED: Members approved the budget and noted a total requirement of £1076,933.

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:

i) **Members agreed that anticipated income be used to offset expenditure.**

ii) **Members agreed that anticipated underspend be used to offset expenditure.**

iii) Members received a document which illustrates the effect of any increase on the precept demand upon the Council tax. It was agreed that a small contingency fund ought to be added in light of the urgent works needed at Retort House.

19.54 Cllr Orhan left the meeting.

RESOLVED: Members agreed a total requirement of 892,590 which results in a Band D Council Tax of £84.46. This represents an increase of approximately 2% on the current year or £1.66 per annum on the average Band D property.

Cllr Leys wished to record that he did not support this decision.

556. SCHEME OF DELEGATION

Members received and considered a draft document which had been developed to aid transparency of Town Council's procedures.

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

557. COMMUNITY ENGAGEMENT POLICY

Members received and considered the draft document. The Town Clerk confirmed this will be a plan for the coming year which will see increased engagement and more tangible news and publicity materials.

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

558. TOWN FORUM

Members discussed the format of the next Town Forum, due to take place on Monday 10 February 2025.

RESOLVED: That a short presentation will highlight the main activities of the Council since the last Forum. Groups will then be invited to give a five minute presentation on their own group's news and activities. There would be a session for questions and group discussion, and everyone would be asked what they would like to see on the agenda of the following Forum (September 2025).

559. DEVOLUTION WHITE PAPER

Members received responses to the Government's proposals from NALC, SLCC

and KALC. It was noted that very little information had yet been released and the role of Local Councils had not been made clear. It is hoped there will be more information available by the time of the next Town and Parish Liaison meeting at TDC.

RESOLVED: Members agreed to note.

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

560. TENANT ISSUES

The Town Clerk reported that the final lease for the Viking Suite had been received from the solicitor. This would be shared for approval by the legal group (Cllrs J.Bright, K Bright, Garner, Munns and Orhan).

RESOLVED: Members agreed to note.

561. LEGAL ISSUES

The Town Clerk reported that no response had yet been received from the solicitor dealing with the end of tenancy arrangements at Retort House. She also reported that no response had been received from TDC over the payment of their water bill.

Cllr K Bright agreed to follow this up.

562. COMMUNITY AWARDS

Members received an update on the nominations for awards. A maximum of four groups or individuals can be nominated for a KALC Community Award. Since two of the four original nominees had gone forward at the Thanet Community Champions awards, the other two will now go forward for the KALC awards. Councillors were asked for details of their work for the nomination form.

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

563. DATE OF NEXT MEETING

Monday 24 February 2025 at 7pm in Pierremont Hall

Meeting closed at 8.23 pm

Signed _____

Date _____



Attach 2

Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 3 FEBRUARY 2025

Present: Cllrs J Bayford, J Bright, R Farooki, P Moore, E Orhan S Roberts (Chair)
Deputy Town Clerk – Julie Belsey
13 members of public

Minutes marked * require a resolution from the Town Council

383 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.

384 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from: Cllr K Pressland

385 DECLARATIONS OF INTEREST

There were no declarations of interest.

386 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Wednesday 8th January 2025.

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

None

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

None

389 CORRESPONDENCE

None

390 CHAIR'S REPORT

None

391 NEIGHBOURHOOD PLAN BUSINESS

None

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.

392 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

Unconfirmed Planning Minutes 3 February 2025

Subject to Confirmation

In accordance with Standing Orders 3e, 3f and 3g, Jacquie Darg addressed the Committee on application OL/25/0037/EF – Thanet District Council Depot, Pierremont Park, Broadstairs CT10 1NL

- OL/25/0037/EF Thanet District Council Depot, Pierremont Park, Broadstairs CT10 1NL
The Committee recommends REFUSAL (Majority vote with one abstention):
- Risk to park users due to shared access across protected open space to proposed application area.
 - Overbearing and loss of privacy to neighbouring properties.
 - Inadequate parking provided in relation to property sizes
 - Loss of habitat & trees
 - Loss of visual amenity
 - Increased traffic to area and additional parking on Pierremont Avenue which is already heavily congested.
 - Incorrect information provided: The application is for 3 x 3 bedroom 3 storey houses and 1 x 2 storey 2 bedroom house. However, the planning consultancy statement says that there will be 1 x 3 bedroom house and 3 x 2 bedroom houses.
 - The principle of BNG is to maintain and enhance. It is not acceptable to remove mature trees and replace them with hedges. The government's own example states "A developer cuts down some trees on the site. They must make up for this impact on the habitat, as well as deliver 10% BNG." The survey does not state how this 10% will be achieved.
 - The Town Council also draws attention to Waste & Recycling's comments regarding the private road and that bins will need to be presented at the boundary of the private road and the public Highway where it meets Pierremont Avenue.
 - As this area will be a private highway, street lighting and upkeep of such needs to be taken into consideration, which is not included within the application.
 - We have concerns about the content of the Preliminary Ecological Survey and believe that additional ecological survey works are required"

12 members of public left the meeting.

(Note: The Deputy Town Clerk will explore community asset transfer information).

- ii) The Committee recommends **NO OBJECTION WITH CONCERNS** to the applications listed below:

24/1458/DR 68 Fitzroy Avenue, Broadstairs CT10 3LT
The Committee unanimously recommends NO OBJECTION WITH CONCERNS. The committee recommends screening of the balcony to prevent overlooking into neighbouring property.

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

24/1491/AH Public Conveniences, Eastern Esplanade, Broadstairs CT10 1DU
The Committee unanimously recommends SUPPORT for this application subject to information being provided to the Environment Agency regarding the drainage proposals.

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

24/1452/DR 32 Northdown Hill, Broadstairs CT10 3HU
25/0015/DR 136 Rumfields Road, Broadstairs CT10 2PG
25/0009/DR 37 St Mildreds Avenue, Broadstairs CT10 2BX
24/1447/DR 64 Westcliff Road, Broadstairs CT10 1PY
24/1485/DF South Court, 62 Swinburne Avenue, Broadstairs CT10 2DP

**393 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)

TCA/25/0024/MM	3 St Clements Court, Alderney Gardens, Broadstairs CT10 2TS
TPO/25/0027/MM	Woven, North Foreland Avenue, Broadstairs
TPO/25/0029/MM	2 Callis Court Road, Broadstairs CT10 3AE
TPO/24/1474/MM	53 Ramsgate Road, Broadstairs CT10 2DJ
TCA/25/0050/MM	Apartment 6, Castle View, Joss Gap Road, Broadstairs CT10 3PE

Cllr P Moore asked that the Committee use this opportunity to officially thank Karen McKenzie, the Volunteer Tree Warden, for the work she does in providing the monthly tree report to the Committee, which aid them with additional information regarding tree applications.

394 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 3rd March at 7pm

Meeting closed at 19:37
Deputy Town Clerk



Broadstairs & St Peter's Town Council

Events, Leisure & Tourism Committee

Minutes of the meeting held on Monday 17 February 2025 at 7pm in the Council Chamber, Pierremont Hall

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

Officers: Kirsty Holroyd – Town Clerk Simone Clifford, Events Administrator.

136. CHAIRMAN'S WELCOME/OPENNESS AND TRANSPARENCY

Cllr Garner reminded those present of the following: The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

137. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Leys and Roberts were received and accepted by resolution of the committee.

138. DECLARATIONS OF INTEREST

None were received.

139. MINUTES

RESOLVED: That the minutes of the Council meeting held on Monday 11th November 2024 can be approved and duly signed as a true record by the Chairman.

140. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None were received.

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

None.

142. FOLK WEEK

Members received a proposal to use Pierremont Hall for the duration of the festival under the Community Groups' discounted and free of charge offer.

RESOLVED:

- **That the community discount (weekday rate) be applied over Saturday 9 and Sunday 10 August.**

- **That the fee will be charged from 10am until 8pm to allow set up and clear down times.**
- **That Folk Week will run a commercial bar during these times.**
- **That the Community Free offer will be applied from Monday to Friday.**
- **The Town Council will run a bar Monday to Friday to limit financial loss.**

143. GRANTS

- i) Members received an update on grants allocated to date 2024-2025
RESOLVED: Members agreed to note.
- ii) Members received an update on grants allocated to date 2025-2026
RESOLVED: Members agreed to note.
- iii) Members received new applications
 - East Kent College – Broadstairs - £7896 for purchase of Ridan food waste composter for use and benefit of the whole community.
RESOLVED: That the grant be approved.
 - Broadstairs Cricket Club - £1800 for school coaching sessions
RESOLVED: That the grant be approved and the money released once firm plans with named schools submitted.
 - Pie Factory Music - £5000 for staffing youth sessions
RESOLVED: That the grant be approved.
 - Broadstairs Water Gala - £8000 for costs of staging the event
RESOLVED: That a grant of £5000 be approved.
 - Broadstairs Summer Fireworks - £11500 for costs of staging the events
RESOLVED: That a grant of £10,000 be approved.
 - Neurodivergent Friends CIC - £5810 for costs piloting Creative Connections Club.
RESOLVED: That the grant be approved.
 - Sarah Thorne Theatre- £3500 for costs of staging less commercial productions.
RESOLVED: That the grant be approved.
 - Dickens Festival - £3500 for costs of staging the event.
RESOLVED: That the grant be approved.
 - Visitor Information Kiosk - £3000 towards the cost of providing the service.
RESOLVED: That the grant be approved.

144. COUNCIL EVENTS 2025

Members received and considered a report from the Events Administrator

RESOLVED:

i) Community Festival – 24 May 2025

- That stalls are offered free of charge to community groups
- That traders' stalls are offered at £60 each (50% reduction to CT10 residents)
- Since 20 stalls is the minimum order, any not hired by traders may be offered to community groups.
- Schools to be contacted to attract interest in a Teen market
- Cleaner, safer kinder areas need not be defined: stalls to be positioned according to size and activity

20.25 Cllr Hobson left the meeting.

ii) VE Day Commemorations – 8 May 2025

- That the Thanet Concert band be asked if they could set up and provide use of their PA system earlier in order that schools can perform prior to the main concert. If this is not possible, a longer break be negotiated so that schools can perform.
- That Ramsgate and Broadstairs sea cadets be invited to attend.

iii) Christmas Market – 29 November 2025

- That a service level agreement tightening up on timings, number of personnel and cost be developed with the lighting technician.
- That no fee should be charged for children's visits to Father Christmas.
- That there is no need for a timed switch on of the Christmas tree lights: they should remain on all day and the event finale will be the carol singing.
- That the food and beverage offering be improved.

145. COMMERCIAL EVENTS UPDATE

Members received and considered a report from the Events Supervisor.

RESOLVED: That art classes for under 18s are approved in principle but that schools be contacted to ensure hard to reach young people are able to benefit.

146. FIREWORKS

Members reconsidered the timings for the event in light of comments received.

RESOLVED:

- That the music start at 6pm and the firework display at 7pm to attempt to limit disruption to local residents.
- That the road closure be implemented to safeguard pedestrians.
- That the band be asked to continue playing after the display to help stagger crowd dispersal.

147. DATE OF NEXT MEETING: T.B.C

Meeting closed at 9.10pm.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	Discounted Hire Rate Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL For consideration by Council 24 February 2025

Introduction.

Broadstairs and St Peter's Town Council is committed to maximising use of its buildings by members of the local community. In the interests of transparency, fairness and consistency, the following guidelines for ascertaining which hirers may receive reduced rates were approved at the Community Assets Committee meeting of 19 February 2024 (Minute 145).

1) Community Discount Offer

20% off the normal rate to non-profit-making businesses or organisations offering a service which benefits mainly CT10 residents and meets any **ONE** of the conditions below;

The booker is providing a service to;

- Promote a kinder, safer, cleaner Broadstairs.
- Promote sport in young people aged 18 and below.
- Promote wellbeing and mental health awareness

The booker

- Is a registered charity
- conducts an open-door policy where all are welcome.

2) Community Free Offer

Free venue hires to non-profit making businesses or organisations offering a service which benefits mainly CT10 residents and meets **ALL** of the below criteria.

The voluntary person(s)/organisation needs to;

- offer a free service (i.e. workshop).
- conduct an open-door policy where all are welcome.

The booker needs to be over the age of 18 and provide a copy of their public liability insurance.

For every ten members of the public, there should be one responsible person.

There is no entry fee, activities are free and no pitch fees are charged. The booker's service must directly benefit the residents of Broadstairs and St Peter's and do not provide significant advertising or other commercial benefits to a profit-making business or organisation.

These events will operate as self-opening. There will be no office staff during these bookings. The booker will be the responsible person and required to sign our hire agreement.

3) Commercial

These events provide a commercial benefit to an individual or a profit-making business or operation or are operating as a private event with no benefit to the community.

4) Commercial Regular Booker (Chamber only)

These events provide a commercial benefit to an individual or a profit-making business or operation or are operating as a private event with no benefit to the community, which after 10 bookings may apply for a 10% regular booker discount.

These events are then regularly saved as provisional bookings and BSPTC reserves the right to be cancel or move the booking when an ad hoc full-day booking is requested.

These events will operate as self-opening. There will be no office staff during these bookings. The booker will be the responsible person and required to sign our hire agreement.

Notes

*All our fees are already offered at a lower rate than the competitive market. Fees need to be charged to reflect any staff needed and to maintain the standard of the venues.

In cases where it is unclear whether or not a business or organisation meets the criteria, the final decision will lie with the Chairman and Vice Chairman of the Community Assets Committee.

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
984	30/01/2025		Unity Trust	asset register	Equipment	VIKING DIRECT	S	68.98	13.80	82.78
1239	28/01/2025	Receipt Voucher No. 529	Unity Trust	Receipt #1884-75:	Stripe Transaction Fee	Stripe	E	0.50		0.50
1258	30/01/2025		Unity Trust		Subscription	The National Allotment Soc	S	70.00	14.00	84.00
1259	30/01/2025		Unity Trust		printing	Lanes Printers	Z	37.00		37.00
1260	30/01/2025		Unity Trust		printing	Lanes Printers	S	65.00	13.00	78.00
1261	30/01/2025		Unity Trust		Water	Business Stream	Z	159.43		159.43
1262	30/01/2025		Unity Trust		Survey	Blackmore Building Consult	S	4,500.00	900.00	5,400.00
1263	30/01/2025		Unity Trust		pa hire	Pie Factory Music	Z	200.00		200.00
1264	30/01/2025		Unity Trust		Training	KALC	S	70.00	14.00	84.00
1265	30/01/2025		Unity Trust		venue hire	Sarah Thorne Theatre Cor	Z	200.00		200.00
1266	30/01/2025		Unity Trust		Cleaning	Total Cleaning Services	S	322.60	64.52	387.12
1267	30/01/2025		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	60.00		60.00
1268	30/01/2025		Unity Trust		photocopier	Kent County Council	S	91.37	18.27	109.64
1269	30/01/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
1270	30/01/2025		Unity Trust		Grounds Maintenance	N.L. Boxgreen Ltd	S	95.00	19.00	114.00
1270	30/01/2025		Unity Trust		Grounds Maintenance	N.L. Boxgreen Ltd	S	125.00	25.00	150.00
1270	30/01/2025		Unity Trust		Grounds Maintenance	N.L. Boxgreen Ltd	S	836.25	167.25	1,003.50
1271	30/01/2025		Unity Trust		Cleaning	Total Cleaning Services	S	663.83	132.77	796.60
1272	30/01/2025		Unity Trust		tree works	Top Branch Tree Services	S	900.00	180.00	1,080.00
1273	30/01/2025		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	60.00		60.00
1274	30/01/2025		Unity Trust		website	Coppard Digital Ltd	S	200.00	40.00	240.00
1275	30/01/2025		Unity Trust		legionnaires testing	Astford Environmental Ser	S	426.50	85.30	511.80
1275	30/01/2025		Unity Trust		legionnaires testing	Astford Environmental Ser	S	396.50	79.30	475.80
1275	30/01/2025		Unity Trust		legionnaires testing	Astford Environmental Ser	S	272.75	54.55	327.30
1275	30/01/2025		Unity Trust		legionnaires testing	Astford Environmental Ser	S	440.50	88.10	528.60
1276	30/01/2025		Unity Trust		water hygiene	Culligan Water	S	60.00	12.00	72.00
1278	31/01/2025		Unity Trust		bank charges	Unity Bank	Z	17.40		17.40
1279	31/01/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	0.65		0.65
1280	30/01/2025		Unity Trust		Stripe Transaction Fee	Stripe	Z	1.34		1.34
1281	30/01/2025		Unity Trust		Stripe Transaction Fee	Stripe	Z	0.26		0.26
1282	30/01/2025		Unity Trust		Stripe Transaction Fee	Stripe	Z	0.80		0.80
1283	30/01/2025		Unity Trust		Stripe Transaction Fee	Stripe	Z	0.32		0.32
1291	29/01/2025		Nat West Current Ac		mobile phones	02	S	196.36	39.27	235.63
1292	30/01/2025		Nat West Current Ac		Waste Services	Business Waste Co UK	S	42.29	8.46	50.75

Attach 5

Broadstairs & St. Peter's Town Council PAYMENTS LIST

18 February 2025 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1293 Finance costs	31/01/2025		Nat West Current Ac		bank charges	NATWEST	Z	12.83		12.83
1295 Loan Repayments	10/02/2025		Net West Current Ac		loan repayment	Public Works Loans Board	Z	17,911.97		17,911.97
1296 Electricity	10/02/2025		Unity Trust		Electricity Charge	British Gas	L	196.10	9.80	205.90
1297 Office contingences	10/02/2025		Unity Trust		expenses	Kirsty Holroyd	Z	5.55		5.55
1297 Travel and Subsistence	10/02/2025		Unity Trust		expenses	Kirsty Holroyd	Z	2.00		2.00
1297 Town Mayor	10/02/2025		Unity Trust		expenses	Kirsty Holroyd	Z	39.34		39.34
1298 Security	10/02/2025		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
1298 Site security	10/02/2025		Unity Trust		security	Probe Security	S	770.00	154.00	924.00
1300 Training & Subscriptions	10/02/2025		Unity Trust		Subscription	Slic	Z	420.00		420.00
1301 Annual maintenance schedule	10/02/2025		Unity Trust		fire alarm	Westgate Security & Electr	S	81.65	16.33	97.98
1302 Annual maintenance schedule	10/02/2025		Unity Trust		fire alarm	Westgate Security & Electr	S	43.80	8.76	52.56
1302 Fire alarms and emergency ligf	10/02/2025		Unity Trust		fire alarm	Westgate Security & Electr	S	304.41	60.88	365.29
1302 Fire alarms and emergency ligf	10/02/2025		Unity Trust		fire alarm	Westgate Security & Electr	S	54.27	10.85	65.12
1303 Annual maintenance schedule	10/02/2025		Unity Trust		fire extinguishers	EK Fire Protection	S	156.36	31.27	187.63
1304 Annual maintenance schedule	10/02/2025		Unity Trust		fire extinguishers	EK Fire Protection	S	470.63	94.13	564.76
1305 Annual maintenance schedule	10/02/2025		Unity Trust		fire extinguishers	EK Fire Protection	S	184.32	36.86	221.18
1306 Fire doors and extinguisher che	10/02/2025		Unity Trust		fire extinguishers	EK Fire Protection	S	315.68	63.14	378.82
1307 Tree planting budget	10/02/2025		Unity Trust		trees	Thanet District Council	Z	9,973.28		9,973.28
1308 Town Mayor	10/02/2025		Unity Trust		security	Marc One Security	S	72.00	14.40	86.40
1309 Container hire	10/02/2025		Unity Trust		container hire	Lawrence Container Hire L	S	80.08	16.02	96.10
1310 Mocketts Wood	10/02/2025		Unity Trust		container hire	Lawrence Container Hire L	S	40.04	8.01	48.05
1311 Training & Subscriptions	10/02/2025		Unity Trust		Training	KALC	S	70.00	14.00	84.00
1312 Travel and Subsistence	10/02/2025		Unity Trust		expenses	Mia Tillett	Z	52.90		52.90
1313 Environmental Initiatives	10/02/2025		Unity Trust		printing	Expression Signs	S	33.00	6.60	39.60
1314 Councillor Allowances	10/02/2025		Unity Trust		allowance	Cllr John Nicholas	Z	480.00		480.00
1315 Community Payback	10/02/2025		Unity Trust		Supplies	B&Q	S	44.33	8.87	53.20
1316 Community Payback	10/02/2025		Unity Trust		Supplies	Screwfix	S	90.22	18.05	108.27
1317 Community Payback	10/02/2025		Unity Trust		Supplies	Screwfix	S	14.99	3.00	17.99
1318 Community Payback	10/02/2025		Unity Trust		Supplies	Screwfix	S	12.91	2.58	15.49
1319 Community Payback	10/02/2025		Unity Trust		Supplies	Screwfix	S	308.25	61.67	369.92
1320 Community Payback	10/02/2025		Unity Trust		Supplies	B&Q	S	250.84	50.16	301.00
1321 Events Room Hire	10/02/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	23.69		23.69
1332 Councillor Allowances	19/02/2025		Unity Trust		councillor's allowance	Colin Kemp	Z	120.00		120.00
1341 Events Room Hire	13/02/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	1.69		1.69
1342 Annual maintenance schedule	14/02/2025		Unity Trust		Works	E. Saunders Ltd	S	376.75	75.35	452.10

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1343	14/02/2025		Unity Trust		Advertising	Sideways Media Limited	S	125.00	25.00	150.00
1344	14/02/2025		Unity Trust		door mainenance	ADMI Doors Limited	S	118.00	23.60	141.60
1345	14/02/2025		Unity Trust		charity donation from town ma	21 Together	Z	550.00		550.00
1346	14/02/2025		Unity Trust		charity donation from town ma	Pie Factory Music	Z	550.00		550.00
1347	14/02/2025		Unity Trust		Grounds Maintenance	NL Boxgreen Ltd	S	95.00	19.00	114.00
1347	14/02/2025		Unity Trust		Grounds Maintenance	NL Boxgreen Ltd	S	125.00	25.00	150.00
1347	14/02/2025		Unity Trust		Grounds Maintenance	NL Boxgreen Ltd	S	836.25	167.25	1,003.50
1348	14/02/2025		Unity Trust		Grant	Thanet District Council	Z	5,000.00		5,000.00
1349	14/02/2025		Unity Trust		Works	Westgate Security & Electr	S	188.41	37.68	226.09
1350	14/02/2025		Unity Trust		support	Cyber Central	S	175.00	35.00	210.00
1351	14/02/2025		Unity Trust		locks	Jarman Locksmiths	Z	145.00		145.00
1352	14/02/2025		Unity Trust		waste clearance	DB Services	Z	690.00		690.00
1353	14/02/2025		Unity Trust		drainage	Clear Flow Drainage (Robe	Z	60.00		60.00
1354	14/02/2025		Unity Trust		drainage	Clear Flow Drainage (Robe	Z	60.00		60.00
1355	14/02/2025		Unity Trust		electricity - retort	SSE Energy Solutions	S	704.42	140.88	845.30
1356	14/02/2025	Receipt Voucher No. 564	Unity Trust	Receipt #1484-64:	Stripe Transaction Fee	Stripe	E	0.65		0.65
1357	14/02/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
1358	14/02/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	257.49	51.50	308.99
1359	14/02/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	107.17	21.43	128.60
1360	14/02/2025		Nat West Current Ac		Electricity	Edf	S	4,431.75	886.35	5,318.10
1361	14/02/2025		Nat West Current Ac		Electricity	Edf	S	325.81	65.16	390.97
1362	13/02/2025		Unity Trust	see 1036	Fee	Exclusive Sounds (Steven I	Z	-325.00		-325.00
1363	17/02/2025		Unity Trust		square fee	Square	Z	5.47		5.47
1364	18/02/2025		Lloyds Corporate Cre		printing	Vinyl Lettering Online Lmitl	Z	18.00		18.00
1365	18/02/2025		Lloyds Corporate Cre		printing	HP Instant Ink Ltd	S	4.57	0.92	5.49
1366	18/02/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	9.84	1.97	11.81
1367	18/02/2025		Lloyds Corporate Cre		awards event tickets	Sideways Media Ltd	Z	213.60		213.60
1368	18/02/2025		Lloyds Corporate Cre		Training	NALC	Z	16.00		16.00
1369	18/02/2025		Lloyds Corporate Cre		Licence	Thanet District Council	Z	21.00		21.00
1370	18/02/2025		Lloyds Corporate Cre		Refreshments	CO-OP	Z	5.15		5.15
1371	18/02/2025		Lloyds Corporate Cre		chair	Office Boffins Furniture	Z	444.43		444.43
1372	18/02/2025		Lloyds Corporate Cre		wheelbarrow	Austen Group Ltd	S	194.96	38.99	233.95
1373	18/02/2025		Lloyds Corporate Cre		Supplies	Screwfix	S	165.07	33.02	198.09
1374	18/02/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	8.90	1.78	10.68
1375	18/02/2025		Lloyds Corporate Cre		Stationery	Morgans Direct Ltd	S	11.80	2.36	14.16

Broadstairs & St. Peter's Town Council PAYMENTS LIST

18 February 2025 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1376	18/02/2025		Lloyds Corporate Cre		Training	NALC	S	13.33	2.67	16.00
1377	18/02/2025		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	11.18	2.24	13.42
1378	18/02/2025		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	11.49	2.30	13.79
1379	18/02/2025		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	14.99	3.00	17.99
1380	18/02/2025		Lloyds Corporate Cre		Refreshments	CO-OP	Z	4.50		4.50
1381	18/02/2025		Lloyds Corporate Cre		Refreshments	CO-OP	Z	1.37		1.37
1382	18/02/2025		Lloyds Corporate Cre		supplies - community payback	Poundland	Z	13.50		13.50
1383	18/02/2025		Lloyds Corporate Cre		ipad storage	Apple.com	S	7.49	1.50	8.99
1384	18/02/2025		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	15.41	3.08	18.49
1385	18/02/2025		Lloyds Corporate Cre		Refreshments	CO-OP	Z	11.90		11.90
1386	18/02/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	9.62	1.92	11.54
1387	18/02/2025		Lloyds Corporate Cre		credit card fee	Lloyds commercial cards	Z	3.00		3.00
1388	18/02/2025		Lloyds Corporate Cre		Supplies	Screwfix	Z	19.48		19.48
Total								59,406.01	4,372.02	63,778.03

Broadstairs & St. Peter's Town Council

18 February 2025 (2024-2025)

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Receipt No	Description	net	vat	total
542	Events - Equipment	31/01/2025		Unity Trust	Room Hire		8.33	1.67	10.00
542	Events Room Hire	31/01/2025		Unity Trust	Room Hire		583.33	116.67	700.00
542	Events Room Hire	31/01/2025		Unity Trust	Room Hire		125.00	25.00	150.00
542	Events Room Hire	31/01/2025		Unity Trust	Room Hire		120.00	24.00	144.00
542	Events Room Hire	31/01/2025		Unity Trust	Room Hire		125.00	25.00	150.00
542	Events - Equipment	31/01/2025		Unity Trust	Room Hire		41.67	8.33	50.00
542	Events - Equipment	31/01/2025		Unity Trust	Room Hire		83.33	16.67	100.00
542	Events Room Hire	31/01/2025		Unity Trust	Room Hire		50.00	10.00	60.00
543	Events Room Hire	31/01/2025		Unity Trust	Room Hire		54.00	10.80	64.80
543	Events Room Hire	31/01/2025		Unity Trust	Room Hire		54.00	10.80	64.80
543	Events Room Hire	31/01/2025		Unity Trust	Room Hire		54.00	10.80	64.80
544	Community Event	31/01/2025		Unity Trust	stall - community festival		25.00	5.00	30.00
545	Community Event	30/01/2025		Unity Trust	stall - community festival		50.00	10.00	60.00
546	Town Mayor	30/01/2025		Unity Trust	mayor's event tickets		4.17	0.83	5.00
547	Town Mayor	30/01/2025		Unity Trust	mayor's event tickets		33.33	6.67	40.00
548	Town Mayor	30/01/2025		Unity Trust	mayor's event tickets		8.33	1.67	10.00
550	Events Room Hire	29/01/2025		Unity Trust	Room Hire		67.50	13.50	81.00
551	Events Room Hire	29/01/2025		Unity Trust	Room Hire		105.00	21.00	126.00
551	Events Room Hire	29/01/2025		Unity Trust	Room Hire		105.00	21.00	126.00
552	Events Room Hire	29/01/2025		Unity Trust	Room Hire		264.17	52.83	317.00
553	Bank Interest	31/01/2025		Nat West Business	Interest		64.16		64.16
560	Community Event	28/01/2025		Unity Trust	Receipt #1753-5- stall - community festival		25.00	5.00	30.00
561	Events - Equipment	10/02/2025		Unity Trust	Room Hire		33.33	6.67	40.00
561	Events - Equipment	10/02/2025		Unity Trust	Room Hire		13.33	2.67	16.00
561	Events Room Hire	10/02/2025		Unity Trust	Room Hire		916.67	183.33	1,100.00
561	Events Room Hire	10/02/2025		Unity Trust	Room Hire		8.33	1.67	10.00
561	Events Room Hire	10/02/2025		Unity Trust	Room Hire		41.67	8.33	50.00
561	Events Room Hire	10/02/2025		Unity Trust	Room Hire		41.67	8.33	50.00
561	Events Room Hire	10/02/2025		Unity Trust	Room Hire		125.00	25.00	150.00
561	Events Room Hire	10/02/2025		Unity Trust	Room Hire		125.00	25.00	150.00
562	Events Room Hire	13/02/2025		Unity Trust	Room Hire		15.00	3.00	18.00
562	Events Room Hire	13/02/2025		Unity Trust	Room Hire		22.50	4.50	27.00
562	Events Room Hire	13/02/2025		Unity Trust	Room Hire		15.00	3.00	18.00
562	Events Room Hire	13/02/2025		Unity Trust	Room Hire		7.50	1.50	9.00

Attach 6

562	Events Room Hire	13/02/2025	Unity Trust	Room Hire	18.00	3.00	18.00
562	Events Room Hire	13/02/2025	Unity Trust	Room Hire	9.00	1.50	9.00
563	Town maintenance (van cost 31/01/2025		Net West Current	ev charge income	29.53	4.92	29.53
564	Community Event	11/02/2025	Unity Trust	Receipt #1484-6- stall - community festival	30.00	5.00	30.00
565	Events Room Hire	17/02/2025	Unity Trust	square payment	312.50	52.08	312.50
566	Events -Bar	05/02/2025	Unity Trust	Room Hire	160.00	26.67	160.00
566	Events - Equipment	05/02/2025	Unity Trust	Room Hire	70.00	11.67	70.00
566	Events - Equipment	05/02/2025	Unity Trust	Room Hire	30.00	5.00	30.00
566	Events - Equipment	05/02/2025	Unity Trust	Room Hire	150.00	25.00	150.00
566	Events Room Hire	05/02/2025	Unity Trust	Room Hire	24.00	4.00	24.00
566	Events Room Hire	05/02/2025	Unity Trust	Room Hire	150.00	25.00	150.00
566	Events -Bar	05/02/2025	Unity Trust	Room Hire	18.00	3.00	18.00
566	Events - Equipment	05/02/2025	Unity Trust	Room Hire	25.00	4.17	25.00
566	Events Room Hire	05/02/2025	Unity Trust	Room Hire	100.00	16.67	100.00
566	Events Room Hire	05/02/2025	Unity Trust	Room Hire	150.00	25.00	150.00
567	Events Room Hire	06/02/2025	Unity Trust	Room Hire	18.00	3.00	18.00
567	Events Room Hire	06/02/2025	Unity Trust	Room Hire	18.00	3.00	18.00
567	Events Room Hire	06/02/2025	Unity Trust	Room Hire	18.00	3.00	18.00
567	Events Room Hire	06/02/2025	Unity Trust	Room Hire	18.00	3.00	18.00
568	Events -Bar	06/02/2025	Unity Trust	bar sales	8.85	1.48	8.85
569	Events -Bar	10/02/2025	Unity Trust	Room Hire	150.00	25.00	150.00
569	Events -Bar	10/02/2025	Unity Trust	Room Hire	108.00	18.00	108.00
569	Events -Bar	10/02/2025	Unity Trust	Room Hire	30.00	5.00	30.00
569	Events - Equipment	10/02/2025	Unity Trust	Room Hire	50.00	8.33	50.00
569	Events - Equipment	10/02/2025	Unity Trust	Room Hire	16.00	2.67	16.00
569	Events Room Hire	10/02/2025	Unity Trust	Room Hire	136.50	22.75	136.50
570	Events Room Hire	10/02/2025	Unity Trust	Room Hire	36.00	6.00	36.00
570	Events Room Hire	10/02/2025	Unity Trust	Room Hire	36.00	6.00	36.00
570	Events Room Hire	10/02/2025	Unity Trust	Room Hire	36.00	6.00	36.00
570	Events Room Hire	10/02/2025	Unity Trust	Room Hire	36.00	6.00	36.00
571	Events Room Hire	12/02/2025	Unity Trust	Room Hire	36.00	6.00	36.00
572	Events Room Hire	12/02/2025	Unity Trust	Room Hire	339.00	56.50	339.00
Total					7,081.94	1,169.65	5,912.29

Dementia Friendly Town Project

Deputy Town Clerk's Update for Council 24 February 2025

Broadstairs & St Peter's Town Council and the Broadstairs Town Team have been working in conjunction with businesses and organisations to make Broadstairs & St Peter's more accessible to those living with dementia. Councillors Joanne Bright and Mike Garner have been leading with this project, along with the Deputy Town Clerk.


A scheme has been set up and piloted. Once this is fully launched, those who sign up to the scheme will receive a sticker to display in their windows showing that they are dementia friendly. There will also be a QR code which directs to our dementia page on the Town Council website.

The website page has been set up and gives details of our scheme, providing the scheme forms, showing places for support and listing those businesses within the area that have signed up.

We have had several meetings with businesses, organisations and those within the dementia care services. The Town Council are acting as facilitators, and we hope those who attend our meetings will be able to help in spreading the word, investigate setting up of a café and provide guidance and knowledge regarding dementia and the Dementia Friendly Town Scheme. We would also hope that businesses will be able to sign up to the scheme to make Broadstairs and St Peter's dementia friendly towns. Ideally, a dementia café will be in place by Dementia Friendly Week (13th – 19th May 2025), which will be run by a local organiser.

A drop-in session is currently being organised for those living with dementia and carers of those living with dementia, to pass on their thoughts, listing ideas that would help them around Broadstairs & St Peter's. Staff from Dementia & Me, Holy Trinity Dementia Café and Caremark have all offered to be involved on the day.

We will fully launch the Dementia Friendly Town Scheme after we have had feedback from the event which will hopefully be prior to Dementia Friendly Week.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Equalities and Diversity Policy</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 25th September 2017 Reviewed & Amended: 11th January 2023 Reviewed: TBC</p>

1. Introduction

1.1 Broadstairs & St. Peter's Town Council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010.

1.2 Broadstairs & St. Peter's Town Council wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the Town Council will work to combat discrimination and to ensure that prospective and present employees and those who may use or wish to use any of its services are not treated less favourably on the following grounds which are the Protected Characteristics as identified in the Equality Act.

1.3 The Protected Characteristics are:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

Age

1.4 Individuals of any age or apparent age are protected from discrimination. Less favourable treatment of a person because of age is not lawful. From 6 April 2011, retirement of an employee constitutes age discrimination unless it can be justified as a proportionate means of achieving a legitimate aim. There are some key exemptions: minimum wage levels, benefits of service provisions – such as holiday entitlement and statutory redundancy pay.

Disability

1.5 Section 6 and Schedule 1 to the 2010 Act relates – a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (for example using a telephone, walking, lifting and reading). An impairment is long-term if:

- It has lasted for at least 12 months,
- It is likely to last for at least 12 months, or
- It is likely to last for the rest of the life of the person affected.

Regulations, issued pursuant to the 2010 Act came into force on 1 October 2010. The 2010 Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability.

1.7 The 2010 Regulations confirm a number of exemptions of groups of people who do not fall within the category of disabled. These include, for example, people suffering from an addiction to alcohol or nicotine. Notably pursuant to section 13(3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person **more favourably** than a non-disabled person, this does not constitute direct discrimination.

1.8 The Equality Act 2010 protects disabled persons from discrimination. This includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled employee with a back condition.

1.9 Broadstairs & St. Peter's Town Council, as the Employer, has a duty to make reasonable adjustments but can decline to make adjustments that it considers to be unreasonable, for example:

- Will the proposed adjustment resolve the problem?
- Is it a practical solution?
- How much will the overall cost be in making the change and is it affordable?

1.10 The reasonable adjustments may include some of the following:

- Making adjustments to premises - For example, structural or other physical changes such as: widening a doorway, providing a ramp or moving furniture for a wheelchair user; relocating light switches, door handles or shelves for someone who has difficulty reaching; providing appropriate contract in décor to help the safe mobility of a visually impaired person.
- Altering the person's working hours – This could, for example, include allowing the disabled person to work flexible hours to enable additional breaks to overcome fatigue arising from the disability, or changing the disabled person's hours to fit with the availability of a carer.
- Allowing the person to be absent during working hours for rehabilitation, assessment or treatment – For example, if a person were to become disabled, the employer might have to allow the person more time off during work, than would be allowed to non-disabled employees, to receive physiotherapy or psychoanalysis or undertake employment rehabilitation.
- Acquiring or modifying equipment – For example, an employer might have to provide special equipment (such as an adapted keyboard for a visually impaired person or someone with arthritis), or an adapted telephone for someone with a hearing impairment or modified equipment.
- Providing supervision – For example, this could involve the provision of a support worker, or help from a colleague, in appropriate circumstances, for someone whose disability leads to uncertainty or lack of confidence.

Gender Reassignment

1.11 Section 7 of the 2010 Act, gender reassignment, is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex (by physiological or other attributes of sex).

1.12 Section 16 of the 2010 Act provides that it is discrimination against transsexuals to treat them less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than if they were absent because they were ill or injured.

Race Equality

1.13 Broadstairs & St. Peter's Town Council seeks to:

- Eliminate unlawful racial discrimination;
- Promote equal opportunity
- Promote good race relations between people of different racial groups.

Religion or Belief

1.14 Section 10(1) of the Act refers. It does not make reference to a particular religion but it also relates to a lack of religion. The act does mean that people's faith must be taken into account so that they are not expected to act in contradiction to their beliefs. The belief must be:

- Genuinely held.
- A belief not simply a viewpoint or an opinion.
- Relevant to a weighty and substantial aspect of human life and behaviour.
- Able to attain a certain level of cogency, seriousness, cohesion and importance.
- Worthy of respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others.

Sex

(i) A reference to a person who has a particular protected characteristic is a reference to a man or to a woman.

(ii) A reference to persons who share a protected characteristic is a reference to persons of the same sex.

1.15 An example is that to discriminate against a breastfeeding woman is unlawful and she could breast-feed in the office and in meetings.

Sexual Orientation

1.16 Section 12 of the Act protects a person's sexual orientation towards:

(i) People of the same sex as him/her/them (i.e. a gay man or a lesbian).

(ii) People of the opposite sex from him/her/them.

(iii) People of both sexes.

Marriage and Civil Partnership

1.17 Section 8 of the 2010 Act affords protection to people who have or share the characteristics of being married or being a civil partner. By contrast, a person who is engaged, a divorcee or a person whose civil partnership has been dissolved are not protected under the 2010 Act.

Pregnancy & Maternity

Pregnancy and Maternity

1.18 Section 17 of the 2010 Act deals with the treatment of pregnant people in non-work situations and covers the period of their actual pregnancy and for the ensuing period of 26 weeks commencing on the day of delivery. Notwithstanding other employment provisions which attach to pregnancy and maternity, e.g. leave etc, Section 18 confirms that a person discriminates against a woman if, in the protected period as identified above, he/she/they treats them unfavourably because of:

- The pregnancy.
- Illness suffered as a result.

- The exercising of her rights to compulsory, ordinary or additional maternity leave.

1.19 The 2010 Act and the National Joint Council terms and conditions deal with a partner's eligibility to paternity pay and leave.

2. Types of Unlawful Discrimination

2.1 Direct discrimination – is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving legitimate aim.

2.2 Indirect discrimination – is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not and it cannot be shown to be a proportionate means of achieving a legitimate aim.

2.3 Harassment – is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

2.4 Associative discrimination – is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

2.5 Perceptive discrimination – is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have a protected characteristic.

2.6 Third Party harassment – occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

2.7 Victimisation – occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she/they made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she/they is suspected or doing so. However, an employee is not protected from victimisation if he/she/they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

3. Public Sector Equality Duty

3.1 Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public authorities (which, as specified in Schedule 19, includes principal authorities, parish councils and

parish meetings without a separate parish council) in the exercise of their functions a duty to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

3.2 The protected characteristics of marriage and civil partnership are not covered by the provisions of section 149.

4. Equal Opportunity

4.1 Broadstairs & St. Peter's Town Council is committed to achieving equality of opportunity both for those who use its services and for the employees who provide them.

4.2 Equal opportunities, fairness in the workplace and providing good quality services to member Councils are all inter-linked. It is the Town Council's aspiration to promote good relations, equality of opportunity and to tackle unlawful discrimination in all of its forms.

4.3 This new and comprehensive statement is to demonstrate Broadstairs & St. Peter's Town Council's wholehearted commitment to action in tackling inequality. Such action is the responsibility of all elected members and all employees of the Town Council.

5. Commitment

- To provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all member Councils.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all types of discrimination.
- Encourage partnership and participation in the development and application of Broadstairs & St. Peter's policy and practices.

6. Policy into Practice

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of Broadstairs & St. Peter's Town Council activity.

- Recruit and value a diverse workforce.
- Ensure all employees understand the values and expectations of Broadstairs & St. Peter’s Town Council and the standards of behaviour that is expected from each of them.
- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees so that they can actively put this policy into practice.
- Provide equal access to all service users and potential service users according to need.
- Give people who use or might use Broadstairs & St. Peter’s Town Council services the opportunity to influence the way their needs are met.
- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law.
- Develop a well-defined complaints procedure in dealing with alleged contraventions.

6.1 In **employment** the aim is to provide a non-discriminatory working environment where discrimination, harassment or bullying is unacceptable and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job-related requirements.

6.2 In **access to services** the aim is to ensure that all those who receive a service from Broadstairs & St. Peter’s Town Council or wish to use a Town Council service can do so without fear of discrimination or disadvantage.

6.3 All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

7. Employees & Recruitment

7.1 Broadstairs & St. Peter’s Town Council shall provide an environment free from discrimination and harassment and it recognises the contribution made by staff from all backgrounds especially from those within the above Protected Groups.

7.2 Broadstairs & St. Peter’s Town Council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made **before** employment. An employer is not permitted to ask questions about a job applicant’s health before offering work or, where not in a position to offer work, before including the applicant in a pool of applicants from whom the employer intends (when in a position to do so) to select a person to whom to offer work. If an employer does ask health questions before a job is offered and subsequently does not offer the person a job, the burden of proof will be on the employer to prove that there was no discrimination. An applicant cannot bring an action solely on the grounds that a prohibited

question on health was asked. However, the Commission for Equalities on Human Rights (CEHR) has powers under the Equality Act 2006 to enforce a breach of these provisions.

7.3 Advertisements for recruitment will not request applicants from a particular age range; neither will application forms request dates of birth or other age-related details.

7.4 All application forms shall state that Broadstairs & St. Peter's Town Council encourages applications from all, including and especially those from the Protected Groups.

7.5 In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.

7.6 Broadstairs & St. Peter's Town Council will ensure that there is no age discrimination in relation to the dismissal of staff.

7.7 Any age discrimination shown to staff by other Staff, Members or the Public will be treated as a serious offence.

7.8 A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees. Person and job specifications shall be strictly limited to those requirements which are necessary for the effective performance of the job.

7.9 Information about job vacancies must be made available to all sections of the community (except in situations where, in line with relevant employment legislation, external advertising of vacancies is restricted).

8. Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.


The council will take any complaint seriously and will seek to resolve any grievance that it upholds, unless your complaint is both untrue and made in bad faith.

8. Training and Development Opportunities

8.1 Broadstairs & St. Peter's is committed to ensuring equality of opportunity in the development of its staff.

8.2 All employees will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential.

8.3 Where employees with disabilities undertake training and development, appropriate arrangements will be made as necessary to ensure that all opportunities are equally accessible.

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Health & Safety Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 12th November 2018 Reviewed and revised 13 June 2022 Reviewed: TBC

1 Introduction

Broadstairs & St. Peter's Town Council recognises and accepts its responsibility to provide a safe and healthy environment for staff, tenants, service users, contractors and visitors to any of its premises, sites and undertakings and will take all reasonably practicable steps within its power to fulfil this responsibility.

Through the Town Clerk and employees, within the ethos of self-regulation, the Authority undertakes so far as is reasonably practicable:

- a) to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work etc Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare;
- b) to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work;
- c) to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- d) to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons;
- e) to provide appropriate personal protective equipment where necessary;
- f) to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances;
- g) to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees as well as visitors or users of facilities, on its premises, sites and any undertakings;
- h) to bring to the attention of all persons, including regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions;
- i) to ensure that all contractors employed at any premises, sites and undertakings are competent and to ensure that management systems are in place to facilitate close liaison concerning their work activities;

- j) to formulate, and where necessary practise, effective procedures for use in the event of serious risk or imminent danger;
- k) to promote joint consultation and employee involvement in health and safety at work;
- l) to identify, eliminate or reduce hazards which may exist at a place of work through work station risk or job risk assessment and to bring such hazards that remain to the attention of persons at work;
- m) to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters;
- n) to record and investigate accidents and cases of occupational disease, ill health and incidents of violence at work, in order to identify trends and take appropriate remedial and preventative measures;
- o) to provide adequate First Aid facilities;
- p) to monitor health and safety performances on a regular basis with regard to places of work, work activities and, where necessary, contractor activities;
- q) to bring this policy statement and relevant health and safety arrangements to the attention of all employees and, where necessary, other persons affected by the Council's activities;
- r) to review this Statement of Health and Safety Policy and the arrangements for its implementation as often as may be necessary.

2 Organisation Responsibilities

The Town Clerk shall have overall responsibility for deciding and ensuring the implementation of this policy and for securing the health, safety and welfare of all employees of Broadstairs & St. Peter's Town Council and visitors to Council-owned properties.

3 The Town Clerk will:

- a) be aware of their legal duties towards health, safety and welfare at work, ensure that all staff know and understand their duties under Health and Safety legislation and that they fully implement this policy;
- b) ensure that there are adequate resources (including employees, finance, materials etc) to meet health and safety requirements within the Council;
- c) regularly review the effectiveness of the policy and of employees responsible to them for various aspects of health and safety;
- d) promote an interest in and enthusiasm for health and safety throughout the Council, thereby creating a strong safety culture;
- e) provide adequate arrangements for consultation with employees;

- f) ensure appropriate health and safety induction is provided for all new employees;
- g) recommend to the Council the provision of facilities and funding for health and safety matters;
- h) ensure adequate and competent health and safety advice is available to all Managers, Supervisors and employees;
- i) be conversant with current legislation affecting health, safety and welfare of staff and others, and aware of the legal duties towards health, safety and welfare at work;
- j) be responsible for co-ordinating, monitoring and ensuring compliance with the Council's Health And Safety Policy;
- k) will produce an annual summary to the Council on the effectiveness of the Health And Safety Policy as part of the internal audit process;
- l) maintain the Council's Accident Book;
- m) investigate injuries to employees and non-employees as appropriate;
- n) be responsible for the reporting of injuries, diseases and dangerous occurrences to the Health and Safety Executive in accordance with RIDDOR;
- o) be fully conversant with current legislation (including 'best practices') affecting the health, safety and welfare of employees and others, and will inform the Council of new and current legislation advising on the best way to comply;
- p) report to, and liaise with, the enforcement agencies as necessary;
- q) Ensure that formal Risk Assessments (Health and Safety, Fire, COSHH, Display Screens, Noise, etc) for all work activities under their control are undertaken in liaison with the Staff/Union Representatives;
- r) monitor the effectiveness of Risk Assessment control measures;
- s) ensure that any defective plant, equipment, machinery, tools or vehicles are withdrawn from use or operation as soon as is practicable to be repaired or replaced;

4 Employees:

All employees, including members of management, have legal duties placed on them by the Health and Safety at Work etc Act 1974, as well as other Health and Safety legislation to:

- a) take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- b) use all machinery, equipment, materials/substances, transport, personal protective equipment and safety device(s) provided by the Council in accordance with any relevant requirement, training, information or instruction given;

- c) follow any safe systems and procedures put in place by the Council via specific instruction, risk assessment etc;
- d) inform the Town Clerk of any work situation or equipment defect which they would consider to be a serious or immediate danger to a person's health and/or safety and withdraw from danger area;
- e) inform the Town Clerk of any deficiency in the Council's protection arrangements for health and safety.
- f) co-operate with the Council, so far as is necessary to enable the Council to comply with their statutory duties for health and safety;
- g) will be provided with appropriate training, information and instruction to enable them to work in a safe manner;
- h) will be issued with any appropriate personal protective equipment free of charge;
- i) must not remove or interfere with any device provided to protect a person's health and safety;
- j) will ensure that personal protective equipment and tools issued to them are maintained in good condition. (Any defects must be reported promptly.)

5 Contractors:

All Contractors and Sub-Contractors must:

- a) conduct their work in accordance with the current Health and Safety legislation, approved Codes of Practice and Guidance Notes etc, in addition to the contents of the Council's own Safety Policy and/or specific method statements;
- b) **All contractors should report to the Town Clerk, Facilities Manager or other Town Council Officer to inform them that they are on site prior to work commencing;**
- c) adhere to the Town Council's Contractors Policy.
- d) ensure that all their employees are familiar with emergency procedures and evacuation procedures;
- e) provide a copy of their RAMS (risk assessment and method statement) prior to appointment.
- f) provide a copy of their Public Liability Insurance with cover of at least £5 million.

6 Disabled Persons:


- a) The Council recognises its responsibility to people with a disability and will, so far as is reasonably practicable, carry out alterations etc to the workplace and public areas to ensure the health and safety of such employees, members of the public etc. Where alterations cannot be carried out, safety procedures will be implemented in respect of identified hazards. However, due to the old style properties and constraints imposed under listed buildings legislation, restricted access to some

areas will be necessary in the interests of health and safety.

b) Please refer to the Town Council's Equalities and Diversities Policy.

7 Visitors:

- a) All visitors should report to the Town Clerk, Facilities Manager or other Town Council Officer to inform them that they are on site before entering the 'non-public' areas.
- b) Unless accompanied by a Council employee, all visitors must make themselves familiar with emergency and evacuation procedures.
- c) All visitors must wear appropriate safety clothing and personal protective equipment when entering designated hazardous areas. (These items will be made available [free of charge] by the Council for the duration of the visit.)

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	VOLUNTEER POLICY
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL For consideration by Staff Management Committee January 2025
	Adopted: TBA

Introduction

Broadstairs and St Peter's Town Council (the Council) recognises the contribution made by volunteers. This policy seeks to protect and support volunteers working for the Council and to set down the Council's responsibilities to comply with its own employment and insurance obligations.

Who is a volunteer?

The Council defines a volunteer as any individual who undertakes unpaid activities of their own free choice to benefit the community, the environment or individuals outside their immediate family.

Roles and Responsibilities

The volunteer role is based on trust and mutual understanding. There is no contractual obligation for the volunteer to attend or to undertake particular tasks. However, there is a presumption of mutual support and reliability and a reciprocal set of expectations:

Volunteers can expect:

- To have clear information about what is and is not expected of them
- To receive adequate support and training
- To be insured and to volunteer in a safe environment
- To be treated with respect and in a non-discriminatory manner
- To receive reimbursement for reasonable expenses
- To have opportunities for personal development
- To be recognised and appreciated
- To be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- To know what to do if something goes wrong

The organisation expects volunteers:

- To be reliable, open and honest
- To uphold the organisation's values and comply with organisational policies
- To make the most of opportunities given, e.g. for training
- To contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- To carry out tasks within agreed guidelines

Training and scope of work

All volunteering work must be agreed by the Town Clerk before commencing. Volunteers must be adequately trained to be able to carry out the role required. A risk assessment will be undertaken to identify any risks that might be faced and how they will be managed. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (e.g. the degree of supervision)
- The tools and/or equipment being used
- Training requirements

Where appropriate, volunteers will be provided with any necessary PPE, tools and training to enable them to carry out agreed tasks. If volunteers use their own tools, they do so at their own risk. The Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools. Volunteers should only carry out tasks that have the prior approval of the Town Clerk. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

Confidentiality

All volunteers are bound by the same requirements for confidentiality as staff.

The Council is bound by the Data Protection Act to ensure that volunteer information is treated with respect. Only staff who need to see information for purposes related to volunteer involvement will be able to access it. We will not pass information on without permission.

Expenses

The Council will reimburse relevant volunteers' expenses against the production of receipts or proof of travel payments.

Problem-solving Procedure

The Council acknowledges that sometimes problems do arise. In the first instance, any volunteer with a complaint or concern should bring it up with the Town Clerk or the Chairman of the Council. If the issue cannot be resolved by informal discussion, then it can be taken up formally through the complaints' procedure.

Health and Safety

The Council appreciates that all staff and volunteers have the right to work and volunteer in a safe environment. Therefore, all staff and volunteers must carry out their duties in line with the Council's Health and Safety Policy whilst engaged in their work/volunteering activity.

The Council expects that:

- Volunteers always follow the Health and Safety Policy and procedures.
- Volunteers will understand their duty to take care of themselves and others who might be affected by their actions.
- Volunteers will not undertake work that has not been agreed by the Council

- Volunteers will report all accidents for recording in the accident book.

Volunteers are covered by the Council's Public Liability Insurance and Employer's Liability Insurance whilst carrying out agreed works on behalf of the Council.

Equality and Diversity

The Council operates an Equal Opportunities Policy in respect of both paid staff and volunteers. Volunteers are expected to have an understanding of and a commitment to the Equal Opportunities policy.

Terms of reference: Volunteer Tree Warden

For approval by Council 24 February 2025

Purpose and Aim

As part of a range of measures to assist in achieving its aims of a cleaner, safer, kinder Broadstairs and St Peter's, the Town Council has appointed a Volunteer Tree Warden.

The appointment of the Volunteer Tree Warden will be made annually at the Annual Council Meeting, at the discretion of the Council. The post may be held by a non-councillor. The same person may be re-elected.

For civic year 2025-26 _____ has been appointed. (minute xxx).

Roles and responsibilities

The role of the Volunteer Tree Warden is to assist the Council in improving and increasing the provision of trees and hedges in the Town in line with the Town Council's Action Plan.

The Volunteer Tree Warden is invited to attend Planning Committee meetings and Environment Committee meetings in an advisory capacity.

Scope and functions

- To bring to the attention of the Council's Planning Committee, applications in Broadstairs and St Peter's which may adversely affect the trees.
- To work with the Town Council on tree related issues, identifying risks and opportunities for the benefit of the whole community.
- Identify locations for new plantings
- Maintain a watching brief on trees and hedges in BSP on behalf of the Town Council including advising on TPOs.

Other initiatives may follow on from this or may be suggested by other members of the Council.

Decision making

The Volunteer Tree Warden does not have any decision-making powers and is not authorised to represent the Council with any third party.

Spending/budget

No specific budget has been made established, although funds may be available for Council approved projects from the tree planting budget and the environment initiatives budget.

Available Resources

Reasonable expenses incurred whilst undertaking the role of Tree Warden may be reimbursed by prior agreement with the Town Clerk.

Whilst undertaking approved works on behalf of the Town Council, the Volunteer Tree Warden will be covered by the Town Council's insurance policy.

The Volunteer Tree Warden will be allocated an official @broadstairs.gov.co.uk email address which may only be used for Town Council approved correspondence and in accordance with the Town Council's policies and procedures.

Risks and restraints.

The Volunteer Tree Warden should not advise on the safety or health of a tree unless qualified to do so but may offer suggestions.

The Volunteer Tree Warden is not empowered to agree actions or enter into any financial commitment on the Council's behalf.

When corresponding or liaising with third parties or using social media in the role of Volunteer Tree Warden, only the corporate views of the Council may be expressed.

The Volunteer Tree Warden must abide by the Town Council's policies and procedures including but not limited to its Code of Conduct, Web and Social Media Policy, Media Policy, Public Relations Policy and Health and Safety Policy.

Success factors, evaluation, outcomes, outputs

To be considered by Council

The LGPS is a Defined Benefit scheme rather than a Defined Contribution scheme. The risks and ultimately the liability lie with the Employer rather than the employee unlike most Defined Contribution schemes (that you may be more used to seeing).

You are right in that the employer contribution rate has been set at 20.2% of payroll. This is subject to change during each triennial valuation the date of which the next one is 31 March 2025. Therefore we anticipate that rates will be certified for the next three years. This means a new rate may be payable from 1 April 2026. The rate can go up or down.

By payroll we mean applied to the pensionable pay of the employee. Pensionable pay is usually the gross pay figure before any deductions like tax and NI. The employee contribution will also be based on this figure.

As well as the contribution rate the council will be liable to other charges such as strain costs (when an employee is made redundant and are over 55) which can be expensive.

There is a risk that once all the active members leave the scheme and a cessation valuation is carried out then the council may see a deficit position which they will be liable to pay on exit. By having an open scheme the risk of the council leaving unexpectedly is much reduced and costs of exit can be managed.

The LGPS can be more expensive for councils than a typical pension scheme but there is a wide range of employee benefits. Parish and Town councils are not obligated to join.

I am happy to answer any questions you or your councillors may have. I'm on leave next week but if you would like to schedule a call or simply reply to this email, I will pick it up the week following.

Hope that all makes sense and apologies if I've not covered everything you expected.

Kind regards,

Senior Pension Fund Finance Officer: Employer Governance and Compliance