



Broadstairs & St Peter's Town Council

11 February 2025

To: Members of the Events, Leisure and Tourism Committee:
Chair Cllr M Garner, Vice chair J Bright, Cllrs J Hobson, C Kemp, C Leys, A Munns, S Roberts.

Notice is given of a meeting of the **Events, Leisure & Tourism Committee** on **Monday 17 February 2025 at 7pm in the Council Chamber, Pierremont Hall**

Kirsty Holroyd
Town Clerk

1. CHAIRMAN'S 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.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To receive declarations of interest in accordance with the Code of Conduct adopted by the Council on 29th July 2024.

4. MINUTES

To receive and approve the minutes of the meeting held on Monday 11th November 2024

Attach 1

5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

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

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.

7. FOLK WEEK

To receive a proposal to use Pierremont Hall for the duration of the festival under the Community Groups' free of charge offer.

ENCs 1-3

8. GRANTS

- i) To receive an update on grants allocated to date 2024-2025
- ii) To receive an update on grants allocated to date 2025-2026
- iii) To receive new applications

Attach 2

Attach 3

- East Kent College – Broadstairs - £7896 for purchase of Ridan food waste composter **Attach 4**
- Broadstairs Cricket Club - £1800 for school coaching sessions **Attach 5**
- Pie Factory Music - £5000 for staffing youth sessions **Attach 6**
- Broadstairs Water Gala - £8000 for costs of staging the event **Attach 7**
- Broadstairs Summer Fireworks - £11500 for costs of staging the events **Attach 8**
- Neurodivergent Friends CIC - £5810 for costs piloting Creative Connections Club **Attach 9**
- Sarah Thorne Theatre- £3500 for costs of staging less commercial productions **Attach 10**
- Dickens Festival - £3500 for costs of staging the event **Attach 11**
- Visitor Information Kiosk **Attach 12**

9. COUNCIL EVENTS 2025

To receive and consider a report from the Events Administrator

Attach 13

10. COMMERCIAL EVENTS UPDATE

To receive and consider a report from the Events Supervisor.

Attach 14

11. FIREWORKS

To reconsider the timings for the event in light of comments received.

12. DATE OF NEXT MEETING – T.B.A

Attach!



Broadstairs & St Peter's Town Council

Events, Leisure & Tourism Committee

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

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

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

114. CHAIRS WELCOME/OPENNESS AND TRANSPARENCY

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

115. APOLOGIES FOR ABSENCE

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

116. DECLARATIONS OF INTEREST

None were received.

117. MINUTES

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

118. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None were received.

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

None.

120. TEAM EVENTS UPDATE

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

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

bookings manager's maternity leave.

Members agreed to note and welcomed Simone to the team.

121. UNDER 18'S HALLOWEEN

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

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

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

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

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

122. BANDSTAND

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

RESOLVED: The following was agreed by all members:

Band budget-

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

Afro Latino festival-

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

Bookings extended-

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

Members noted the current list of bands.

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

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

123. PUNCH AND JUDY

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

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

124.COMMUNITY FESTIVAL UPDATE

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

RESOLVED:

The following was agreed by all members:

Community stalls:

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

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

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

On the day:

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

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

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

125. FIREWORK NIGHT

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

RESOLVED:

The following was agreed by all members:

On the Day-

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

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

Road Closures -

Councillors agreed to road closures again for 2025 and for marketing to be in place again to encourage the local community to walk and use public transport.

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

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

Budget-

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

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

Toilets-

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

126. REMEMBRANCE SUNDAY EVENT

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

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

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

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

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

127. CHATTY CAFÉ AND PUZZLE EXCHANGE

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

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

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

RESOLVED:

Members agreed to note.

128. CHRISTMAS LIGHTS AND TREE

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

RESOLVED: All lights are now being installed for this year. The Town Council are waiting for the load testing to be undertaken by KCC for the 8 motif columns in St Peter's as they are over 4kg.
Christmas tree has been ordered and we are awaiting delivery date.

129. CHRISTMAS MARKET

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

RESOLVED:

Councillors are happy with the event plans.

Officer to form a report after the event ready for F&GP budget for 2025 – Review to be given in February meeting and planning to start following this review.

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

130. VE DAY

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

RESOLVED:

Councillors happy with times.

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

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

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

Update to be given in February meeting.

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

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

131. SUMMER THEATRE

Members received a verbal update from the Events Manager.

RESOLVED:

Councillors agree to work with Applause for a second year.

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

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

Update and decision to be given in February meeting.

132. JENNIFER VYVYAN CENTENARY

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

RESOLVED:

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

The partnership will involve support with marketing the event, alongside the theatre and the council agreeing to cover a financial shortfall, at the agreed surplus of £500.00. Budget to be taken from cost code 402 to cover shortfalls (if any)

133. COMMERCIAL EVENTS UPDATE

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

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

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

RESOLVED:

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

134. BUDGET

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

- **Community Festival** - £3000.00
- **Bandstand**- £16,500.00
- **Summer Theatre** - TBC Next Meeting, recommended £5000.00- £6000.
- **Miscellaneous events** - £1000.00 (£500 to JENNIFER VYVYAN)
- **Punch & Judy**- £3000.00 Aim for 10 dates
- **November Firework**- £7500.00 with the option of donation boxes, Ideal -£10,000
- **Next year's budget toward VE**- £2500.00
- **Christmas Market**- £1500.00

135.DATE OF NEXT MEETING

7pm, 17th February 2024

Meeting Closed at 21:07pm

GRANT APPLICATION SUMMARY 2024 - 2025															
Organisation	Grant awarded 2023-24	Monitoring received	A/Cs received	Any conditions	approved E,L&T Nov 23	approved F&GP Jan 2024	approved F&GP Feb 2024	approved at ELT 18 March 2024	Approved at F&GP 22 July 2024	Approved at F&GP 14 Oct 2024	Approved at F&GP 9 Dec 2024	For consideration ELT 17 Feb 2025	Purpose of Grant	Power used	notified?
1 Bowls Club	6000	yes	yes	1600 extra if left in April	5100	5100	1600	1600	7060	7060	£ 1,800.00	£ 1,800.00	corner steps, repair edging, lawn treatment, sponsorship	s.19	05/04/2024
2 Cricket club	500	yes											School coaching sessions	GPC	
3 Food Festival - October	4000	yes					4000		500				To stage the event	s.144	
4 Food Festival - Spring	2000						3000						Cream tea	s.144	
5 Broadstairs Society	500	yes	yes	none	1200		9500						To stage the event	GPC	18/12/2023
6 Broadstairs Summer Fireworks	8500	yes					10000						Measures to attract a younger membership	s.144	
7 Dickens Festival	3500	yes			3500								To stage the event	s.144	
8 Folk Week	7500	yes											Managing and staging the festival	s.144	
9 GAP	2000												To stage the event	s.144	
10 POWI Thanet	0	n/a	yes		3000										
11 Sarah Thorne	3000	yes	yes		3000								To subsidise less commercial productions	s.145	
12 St Peter's Memorial Hall	3000	yes	yes	No removal of trees	2000								Upgrade to men's toilets	s.19	
13 Sea Scouts	2900	yes									£ 1,000.00		Tractor and storage container	s.19	£16,000 requested
14 Thanet wanderers	500	yes											School coaching	GPC	
15 Twinning Society	n/a	n/a		none	250		4000	700					Costs associated with staging annual dinner	s.144	18/12/2023
16 Water Gala	3000	yes					2000						To stage the event	s.144	£700 for Viking theme
17 Visitor Information Group	4000	yes	yes										Operating costs	s.144	
18 Crampton Tower	1500	yes	yes					2500			£		Repairs to roof and driveway	s.19	more detail required
19 Town Team gardening group	5000	yes	yes		3200								Phase 3 Crampton Community Garden renovation	s.144	
Town Team	n/a	n/a	yes	none	3000			1200					Litter pick tools and equipment	GPC	
Zone Youth Club 1	n/a	n/a	yes										To subsidise costs of trips for young people	GPC	
Zone Youth Club 2	n/a	n/a	no				298				£ 5,000.00		PLI & publicity materials	s.144	
Broadstairs History Walks	n/a	n/a	yes				3000						camping equipment	s.19	
14 Broadstairs Scouts	n/a	n/a	yes								£	£	food waste composter	GPC	£7896 requested £2000
East Kent College	n/a	n/a									£	£ 7,896.00			
24 Thanet Disabled Riding Centre		n/a									£ 2,000.00		Riding and therapy sessions	GPC	approved by KH and MG after meeting.
Ramsgate and Broadstairs Sea Cadets		n/a									£ 610.00		Laptop, projector etc for training	s.19	
Powers used	57400				9650	14600	32500	9298	500	7060	£ 8,610.00	£ 9,696.00			91914
<i>Local Government Act 1972</i>															
<i>Section 144 - Power to contribute to organisations encouraging tourism</i>															
<i>Section 145 - Provision of entertainment and support of the Arts</i>															
<i>Local Government (Misc. Provisions) Act 1976 - Section 19 - Power to provide and equip buildings for use having athletic, social or recreational objectives</i>															
<i>GPC - General Power of Competence</i>															



Broadstairs & St Peter's Town Council

Attach 4

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

EKC GROUP BROADSTAIRS COLLEGE

Grant amount requested:

£6580.00P + VAT = £7896.

<i>FOR OFFICE USE ONLY</i>	
Date form received	25 Oct '24
Accounts Enclosed	Yes
Copy of Constitution
Grant Approved / Declined	Rejected 9/12/24

24-25
25/12/24

1. Contact Name

SARAH BENFIELD

2. Position

ASSITANT PRINICIPAL, SUSTAINBILITY LEAD

3. Address

RAMSGATE ROAD, BROADSTAIRS, KENT

Postcode CT10 1PN

4. Telephone

01843 605 040

5. email

SARAH-JAYNE.BENFIELD@EASTKENT.AC.UK

6. Website

[We aim to help everyone achieve their goals | Broadstairs College](#)

7. Name & address
Of TREASURER

STEVE MARGETTS GROUP HEAD OF FINANCE
ADDRESS AS ABOVE

"Steve Margetts" Steve.Margetts@eastkent.ac.uk

8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?

[Family of six community-based colleges in East Kent | EKC Group](#)

ALL THE INFORMATION REGARDING GOVERNANCE, ALONG SIDE OUR POLICY AND REPORTING STRUCTURE CAN BE FOUND ON OUR WEBISTE USING THE LINK ABOVE.

9. What are the aims / objectives of your organisation?

THE EKC GROUP IS A FAMILY OF SIX COLLEGES AND NINE TRAINING CENTRES ACROSS EAST KENT. OUR MISSION IS TO PLAY A LEADING ROLE FOR EAST KENT IN DEVELOPING THE ECONOMIC AND SOCIAL PROSPERITY OF THE DIVERSE COMMUNITIES WE SERVE.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

BROADSTAIRS COLLEGE IS CENTRAL TO THE COMMUNITY OF BROADSTAIRS AND ST PETER, AND THE WIDER THANET AREA, WITH 1208 LEARNERS FROM 14YRS UPWARDS CURRENTLY ON ROLE. WE WORK CLOSELY WITH A WIDE RANGE OF LOCAL EMPLOYERS AS TIER 1 AND 2 STAKEHOLDERS, WHO INFORM OUR CURRICULUM, ACT AS GUEST SPEAKERS TO ENRICH THE STUDENT EXPERIENCE AND PROVIDE WORK EXPERIENCE. TWICE A YEAR BROADSTAIRS COLLEGE UNDERTAKES PLANNED "SOCIAL ACTION" WHERE STUDENTS ENGAGE IN PROJECTS WITHIN THE LOCAL COMMUNITY. THIS RANGE FROM TREE PLANTING, LITTER PICKING, BUILDING SENSORY GARDENS AND PLAY AREAS FOR SCHOOLS ETC. AS AN ORGANISATION WE EMPLOY MANY LOCAL PEOPLE AT THE COLLEGE AND IN THE YARROW HOTEL, WHICH FORM PART OF OUR CAMPUS. TWICE A YEAR WE OPEN OUR CAMPUS TO THE LOCAL COMMUNITY WITH FREE EVENTS WITH THE INTENTION OF SUPPORTING LOCAL FAMILIES. IN NOVEMBER (21ST THIS YEAR FROM 5 – 7PM) WE OFFER A FREE COMMUNITY EVENT FOR FAMILIES TO EXPERIENCE OUR LIGHT SWITCH ON WHERE FAMILIES CAN VISIT SANTA FOR FREE AND RECEIVE A GIFT, FREE FACE PAINTING AND CRAFTING, WITH A LANTERN PARADE AND FREE TEA & COFFEE AND MINCE PIES AND DISCO AND IN APRIL (23RD) WE RUN THE PARK LIFE EVENT IN CONJUNCTION WITH TDC.

11. Approximately how many people benefit from the activities of your organisation?

Members: 1400	Non-members: 1000s over the year	Broadstairs & St. Peter's Residents: IN THE 1000S	Visitors: IN THE 100S
Approximate overall TOTAL: AVERAGE PREDICTION 5000 PER ANNUME			

12. Amount of grant being requested
An amount must be stated

£7,896.00

13. For what purpose will the grant be used? Please be specific.

LIKE MOST LARGE ORGANISATIONS THE EKC GROUP HAVE A STRATEGIC FOCUS ON SUSTAINABILITY. AT BROADSTAIRS COLLEGE WE TAKE A LEAD ON THIS AND HAVE BEEN AWARDED A WILDER KENT GOLD AND THE TRAILBLAZER GREEN SCHOOL AWARD FROM SEK THIS YEAR FOR THE WORK WE DO ON CAMPUS. WITH OVER 1400 STUDENTS AND STAFF ON SITE, WITH A THRIVING CATERING DEPARTMENT, ONSITE NURSERY AND THE YARROW HOTEL, WE GENERATE A SIGNIFICANT AMOUNT OF FOOD WASTE. THIS IS NOT ONLY COSTLY (OVER £1000 PER YEAR) TO PROCESS BUT MORE SIGNIFICANTLY, VERY DAMAGING TO THE ENVIRONMENT THROUGH THE RANGE OF GASES INCLUDING CARBON DIOXIDE RELEASED FROM LANDFILL. WHILE WE WORK CLOSELY WITH COUNTRY STYLE WASTE MANAGEMENT, IT IS ESTIMATED THAT 11.8 MILLION TONNES OF FOOD WASTE ENDS UP IN LANDFILL IN THE UK, ANNUALLY. WITH UK SCHOOLS AND COLLEGES THROWING AWAY OVER 80 TONNES OF FOOD WASTE A YEAR, ALL CONTRIBUTING TO CLIMATE CHANGE. WE WOULD LIKE A MORE SUSTAINABLE PROCESS THAT BENEFITS THE COLLEGE AND THE LOCAL COMMUNITY. I HAVE BEEN WORKING WITH RIDAN, AN INNOVATIVE ECO COMPANY THAT PROVIDE BETTER SOLUTIONS FOR RECYCLING FOOD WASTE INTO COMPOST. [Eco food waste recycling - Ridan Food Waste Composters](#). BY USING THE RIDAN COMPOSTING SYSTEM WE WILL REDUCE OUR CARBON FOOTPRINT, SAVE ON WASTE MANAGEMENT COSTS, BE ABLE TO TEACH OUR LEVEL 1 FOREST SCHOOL AND INCLUSIVE LEARNING STUDENTS ABOUT BIO-DEGRADABLE MATTER AND LIFE CYCLES AS WELL AS CLIMATE CHANGE AND SUSTAINABILITY, ALONG SIDE KEY LIFE SKILLS NEEDED TO RUN AND MAINTAIN THIS SYSTEM, MAKE OUR OWN COMPOST TO REDUCE OUR RELIANCE ON PEAT BASED PRODUCTS WITH THIS QUICK AND EFFICIENT METHOD THAT REQUIRES NO POWER INPUT AND PRODUCES PEAT FREE COMPOST WITHIN WEEKS. WITH THE COMPOST CREATED, WE WOULD LIKE TO USE THIS ON CAMPUS AND SHARE THE EXCESS WITH THE LOCAL COMMUNITY FREE OF CHARGE, THROUGH THE LOCAL COUNCIL. WE ALREADY HAVE AN ARRANGEMENT WITH A LOCAL COMPANY WHO PROVIDE US WITH FREE WOODCHIPS, WHICH WILL BE USED IN A RATIO OF 1:1 WITH THE FOOD WASTE IN THE RIDAN SYSTEM. THEREFORE, NO FURTHER ADDITIONAL COSTS ARE NEEDED. HISTORICALLY, WE WOULD HAVE SORT PAYMENT/FUNDING FOR ITEMS LIKE THIS FROM PRIVATE FUNDING STREAMS. HOWEVER, AS ALL FURTHER EDUCATION COLLEGES NOW SIT UNDER PUBLIC SECTOR FUNDING (DFE), THIS IS NO LONGER POSSIBLE AND PUBLIC SECTOR FUNDING IS VERY LIMITED. AS I AM SURE YOU APPRECIATE, MOVING TO CARBON NEUTRALITY BY 2050 IS A HUGE CHALLENGE AND VERY COSTLY. AS A GROUP WE ARE COMMITTED TO THIS TARGET AND HAVE INVESTED HEAVILY IN TECHNOLOGIES ACROSS THE OTHER 6 CAMPUSES LIKE SOLAR PANELS AND HEAT SOURCE PUMPS ETC AS PART OF OUR ONGOING COMMITMENT TO SUSTAINABILITY BUT THIS TYPE OF SMALL-SCALE ACTIVITY IS VERY SPECIFIC TO BROADSTAIRS AS WE HAVE THE YARROW HOTEL, ONSITE NURSERY AND LARGE STUDENT BODY WITH A LARGE CATERING DEPARTMENT.

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

WE HAD THE PLEASURE OF MEETING THE PREVIOUS MAYOR CLLR KIRSTAIN BRIGHT AND THE MAYORESS LAST YEAR WHO VISITED BROADSTAIRS CAMPUS TO SHARE THE COUNCILS "CLEANER, SAFER, KINDER" INITIATIVES WITH STAFF AND STUDENTS. THIS PROJECT FITS WELL WITHIN THE "CLEANER" AND "KINDER" ASPECTS OF THE BROADSTAIRS TOWN ACTION PLAN. FROM A CLEANER PERSPECTIVE, OUR FOOD WASTE WILL NO LONGER NEED TO BE COLLECTED BY COUNTRY STYLE BI-WEEKLEY, REMOVING TWO LARGE WASTE-MANAGEMENT TRUCKS FROM THE ROADS OF BROADSTAIRS AND ST PETERS AND HELPING TO REDUCE CONGESTION IN THE AREA. WE ALSO KNOW THAT BY USING THE RIDAN SYSTEM WE CAN RECYCLE THE FOOD WASTE INTO COMPOST, REDUCING THE AMOUNT GOING TO LANDFILL AND CONTRIBUTING TO HARMFUL GAS RELEASE AND GLOBAL WARMING. THIS WILL ALSO SUPPORT THE TOWN COUNCILS PLAN OF STRATEGIC PLANTING AND RE-WILDING BY PROVIDING PEAT FREE COMPOST, FREE OF CHARGE TO KEY LOCAL GROUPS. THE LOCATION OF THE RIDAN AND MATURATION BOXES IS IN AN OPEN ACCESS PART OF THE COLLEGE, MEANING THAT SELECTED LOCAL GROUPS CAN ACCESS THE SITE TO COLLECT THE FREE NUTRIENT RICH COMPOST. FOR THE KINDER PERSPECTIVE, OUR YOUNG PEOPLE AT THE COLLEGE ENJOY WORKING ON COMMUNITY BASED SOCIAL ACTION EVENTS AND WILL WORK WITH THE LOCAL COUNCIL TO PROVIDE THE COMPOST TO SUITABLE LOCATIONS. OUR YOUNG PEOPLE CAN DEVELOP VITAL EMPLOYABILITY SKILLS CARRYING OUT ACTIVITIES LIKE THIS AND DEVELOP A STRONGER SENSE OF SELF WORTH, WITH THE DEEP UNDERSTANDING THAT THEY ARE POSITIVELY CONTRIBUTING TO THE REDUCTION IN CLIMATE CHANGE AND DEVELOPING KEY KNOWLEDGE ABOUT CIRCULAR ECONOMIES AND THE SUSTAINABLE DEVELOPMENT GOALS 2, 4, 11, 12, 13 AND 15 [THE 17 GOALS | Sustainable Development](#).

15. Has your organisation previously received a grant from the Town Council? YES / NO
If YES, how much during the past financial year and when ?

£	Date(s)
---	---------

16. How was this money spent?

N/A

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Ridan Pro-400	£4650.00
3 x Maturation Boxes (£480 each)	£1440.00
Delivery, assembly, installation and training	£490.00
	£6580.00 + VAT
	£
	£
Total Project Costs This should match the Total funding required for your project	£7896.00

Please provide the following details from your most recent annual accounts. "Steve Margetts" Steve.Margetts@eastkent.ac.uk	
Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

You should **also enclose the most recent set of accounts**. (See checklist on front page)

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?	
Yes: *	No:
Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?	
NO	
I am an Employee: Please record your job title, department and line-manager.	
My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.	
I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.	
SIGNED: <i>Sarah Benfield</i>	DATE: 25/10/24

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
 Broadstairs & St. Peter's Town Council
 Pierremont Hall
 Broadstairs
 CT10 1JX**

town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Broadstairs Cricket Club

Grant amount requested:

£1800

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i> 9/1/25
<i>Accounts Enclosed</i> ✓
<i>Copy of Constitution</i> ✓
<i>Grant Approved / Declined</i>

24-25.

9. What are the aims / objectives of your organisation?

To provide an opportunity for children and adults throughout East Kent, and Thanet in particular, to participate in recreational cricket at all levels.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

It is the only club in the Thanet area offering youth coaching on a consistent basis for children of ages ranging from 5-15 and providing a sustainable route into the sport. The club also hosts a pétanque club and through its recently-upgraded clubhouse, a venue for social events and a home for Cliftonville Hockey Club during the winter months.

11. Approximately how many people benefit from the activities of your organisation?

Members: 50	Non-members: 300	Broadstairs & St. Peter's 300 Residents:	Visitors: 200
850			
Approximate overall TOTAL:			

12. Amount of grant being requested
An amount must be stated

£ 1800

13. For what purpose will the grant be used? Please be specific.

To support a structured schools cricket programme in local secondary schools. Over the mid- to long-term, this will introduce a wide range of local children to the sport through expert coaching. In so doing, it will provide a high quality pathway into the sport and ensure the sustainability of cricket in Thanet. In the short-term, this will attract a greater number of children to participate in the winter coaching programme the club currently runs as a loss-making activity. The current numbers attending mean that the club is unable to cover its costs associated with hire of the indoor hall at St Lawrence College. Nonetheless, the club is committed to running this event and so the use of these funds to attract more children into the sport will help to ensure the future viability of this winter programme.

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

This project will enable children to participate in a sport with expert guidance so that they can be confident they are in a safe and supportive environment. The team aspects of the sport engenders a greater sense of mutual respect and children's involvement will help to build better community cohesion. As a result, participants in the activity will play their role in making the area of Thanet a kinder a safer environment for children.

15. Has your organisation previously received a grant from the Town Council? YES / NO
If YES, how much during the past financial year and when ?

£	Date(s)
N/A	

16. How was this money spent?

Previous grants have been used to upgrade our playing/training facilities, in particular, a new surface for the net practice area

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs

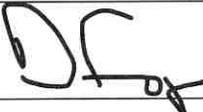
Expenditure (eg Equipment, Transport etc)	£
Time to deliver a 10-week course across 4 schools with two experienced coaches. 2h per session, £15 per hour per coach. 80h total	£ 1200
Time and cost to travel to each of the 40 sessions and set-up time £15 per session	£ 600
	£
	£
	£
	£
Total Project Costs This should match the Total funding required for your project	£ 1800

Please provide the following details from your most recent annual accounts.	
Total Income	£ 29407
Less Total Expenditure	£ 43439
Surplus / Loss	£ 14032
Savings (Reserves, Cash, Investments)	£ 27107

You should also enclose the most recent set of accounts. (See checklist on front page)

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? <p style="text-align: center;">No</p>	
I am an Employee: Please record your job title, department and line-manager.	N/A
My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.	N/A
I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.	
SIGNED: 	DATE: 09/01/2025

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
 Broadstairs & St. Peter's Town Council
 Pierremont Hall
 Broadstairs
 CT10 1JX**

town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Pie Factory Music

Grant amount requested:

£5,000

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i>	11-12-24
<i>Accounts Enclosed</i>	✓
<i>Copy of Constitution</i>	✓
	25-26

1. Contact Name	Luis Dawber
2. Position	Programme Manager
3. Address	<p style="text-align: center;">Ramsgate Youth Centre High Street, St. Lawrence Ramsgate</p>
Postcode	CT11 0QG
4. Telephone	01843 596777
5. email	luis@piefactormusic.com
6. Website	www.piefactormusic.com
7. Name & address Of TREASURER	

**8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?**

Our charity has a board of Trustees, with overall responsibility for the charity, which appoints a Senior Management team to oversee the day-to-day running of the organisation. We have a Memorandum and Articles of Association, incorporated on 27 November 2002.

9. What are the aims / objectives of your organisation?

We are a youth and music-based charity, working primarily to support young people between the ages of 8 and 19, although we do work with some young people until age 25.

We believe in a world where every young person has a good quality of life with equal access to creative opportunities and a community of support.

Pie Factory Music exists to provide creative opportunities and a community for young people through youth work, music and creative arts, pastoral support and sector development.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

We have a number of youth work sessions that we run at our centre throughout the week, where we offer a safe space for young people between the ages of 8 and 25 meet friends, explore their creativity, be active and try new things. Although we are based in Ramsgate, we currently have 21 members who live in Broadstairs and travel over to attend our sessions.

We have professional youth workers on hand to build trusted relationship with young people and to provide the support that they need, both during and outside of our session times.

11. Approximately how many people benefit from the activities of your organisation?

Members: ...438....	Non-members:	Broadstairs & St. Peter's Residents: ...21....	Visitors:
Approximate overall TOTAL:438.....			

12. Amount of grant being requested
An amount must be stated

£ 5,000

13. For what purpose will the grant be used? *Please be specific.*

The grant will be used to support our work with young people. We currently run youth work sessions every weekday evening for young people aged 8 to 25. These sessions provide young people with a safe space to meet their friends, try new things and develop their sense of identity. We provide them with food during sessions to ensure they are fed, and offer activities that challenge and inspire them. We have professional youth workers, musicians and other workers to support them. As of April this year, we lost the funding to run our youth club sessions and so we are running them without any external funding. The money from Broadstairs Town Council will help to pay to staff our youth sessions for 42 sessions.

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

The funding will help to meet two of the Town Council's Cleaner, Safer, Kinder initiatives: (1) Young people afraid to go out, and (2) Young people blamed for ASB but have little diversion.

Our service gives young people a space to go, to meet with their peers in a safe environment and we offer plenty of activities that can divert young people away from simply hanging out on the streets.

15. Has your organisation previously received a grant from the Town Council? **NO**
If YES, how much during the past financial year and when ?

£	Date(s)
---	---------

16. How was this money spent?

N/A

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Staffing. This will help with the running of 42 sessions in our centre	£5,000
	£
	£
	£
	£
	£
Total Project Costs This should match the Total funding required for your project	£5,000

Please provide the following details from your most recent annual accounts.	
Total Income	£ 555,768
Less Total Expenditure	£ 475,860
Surplus / Loss	£ 79,908
Savings (Reserves, Cash, Investments)	£ 497,609

You should **also enclose the most recent set of accounts.** (See checklist on front page)

Your Declaration

Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?	
<input type="checkbox"/> Yes:	<input type="checkbox"/> No:
Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? No	
I am an Employee: Please record your job title, department and line-manager.	
My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.	
I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.	
SIGNED:	DATE:

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
 Broadstairs & St. Peter's Town Council
 Pierremont Hall
 Broadstairs
 CT10 1JX**

town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) Please be aware that you will need to complete a grant monitoring and evaluation form once your event or project is finished or complete. See grant criteria for further information.

Your Details

Name of Organisation:

Broadstairs Water Gala 2025

Grant amount requested:

£8000

FOR OFFICE USE ONLY

Date form received 20/1/25

Accounts Enclosed ✓

Copy of Constitution Yes

Grant Approved / Declined

25-26

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

We have a management committee that meets on a regular basis to plan the event. Water Gala has a Constitution that was adopted in 2015. Attached

9. What are the aims / objectives of your organisation?

We aim to keep the traditional day of Water Gala alive, although the type of activities that we are able to put on have had to adapt significantly over the years due to costs, Health & Safety requirements and insurance cover. However the day still has a strong emphasis on beach and water activities, with paddle boarding /surfing try out sessions , water safety , Thanet Coast Project, RNLI boats attendance, sandcastle and beach hut competitions , beach games, etc in conjunction with a full day of children’s events at the bandstand and of course the much loved Teddy Bears Picnic at Lilliput Mini Golf. The day finishes with live music on the bandstand and a firework display.

10. How does your organisation benefit the local community of Broadstairs & St. Peter’s?

Water Gala is free to attend and the activities are enjoyed by families from Broadstairs & St Peters as well as attracting people from further afield. Businesses in the town also benefit (particularly those close to and along the promenade) as the event is free to attend it means there is a greater likely hood of money being spent with local businesses. The feel-good factor from the day should re-enforce that Broadstairs is a great vibrant place to live that offers its residents quality events and attractions. Visitors will also go away with a positive impression that will hopefully encourage them to return in the future, thereby benefiting the local economy.

11. Approximately how many people benefit from the activities of your organisation?

Members: n/a.....	Non-members: n/a	Broadstairs & St. Peter’s Residents: 6000.....	Visitors: ...4000....
Approximate overall TOTAL: ...Depending upon the weather numbers are estimated at 10,000, the majority of these are from the immediate area 6000.....			

12. Amount of grant being requested

£8000.00

13. For what purpose will the grant be used?

Please be specific.

Although the grant will not cover the total costs it will help us to put on a professionally presented event with the necessary infrastructure in place to ensure the day is well managed, safe and reflects positively on Broadstairs as a family friendly resort that appeals to both local residents and visitors.

Funds will be spent on the following :

Beach activities – Paddle Boarding lessons, beach games, prizes for sandcastle /beach hut competitions , Thanet Coast Project ,story tellers, sea shanty singers, etc

All day bandstand activities, events, entertainment , walkabout characters, live music fees for the evening .

Firework contractor - Viking Fireworks- a local business. TDC land hire, Portaloos hire, public liability insurance, Health & Safety advisor, 2-way radio hire, PA system, live music fees, Margate Ambulance Corps medical cover, SIA security., publicity, posters etc, administration. stationery, annual accountant's fees. volunteer's refreshments.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? Please be specific.

Water Gala is free to attend and the activities are enjoyed by families from Broadstairs & St Peters as well as attracting people from further afield.

Businesses in the town also benefit (particularly those close to and along the promenade) as being free to attend there is a greater likely hood of money being spent with local businesses.

The feel-good factor from the day should re-enforce that Broadstairs is a great place to live and that it offers its residents quality events and attractions. Visitors will also go away with a positive impression that will hopefully encourage them to return in the future thereby benefiting the local economy. Accommodation providers also benefit from overnight or longer stays, we already have had several requests from people asking if we can confirm the 2025 date as they wish to book accommodation.

The Visitor Information Kiosk reports that it is one of its busiest days and this gives the opportunity to promote other local organisations and attractions. Local charities are also invited to have a stall at no charge.

15. Has your organisation previously received a grant from the Town Council? YES
If YES, how much during the past financial year and when ?

£4700

Date(s) 10th June 2024

16. How was this money spent?

Funds were spent on _

Beach activities – Paddle boarding/surf lessons, beach games, prizes for sandcastle /beach hut competitions, Thanet Coast Project , story tellers, sea shanty singers, etc

All day bandstand activities, events, entertainment , walkabout characters, live music fees for the evening and firework display ,including the extra pyrotechnics for the Viking Ship anniversary celebration.

TDC land hire, Portaloos, Public liability insurance, Health & Safety advisor, 2 way radio hire, PA system, live music fees, Margate Ambulance Corps medical cover, SIA security., publicity, posters, signage for the day , administration. annual accountant's fees.

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
Funding will be sought from local businesses and organisations . i.e Chamber of Commerce, Visit Broadstairs to help make up the difference between Town Council funding and the costs of the events. The funfair also makes a valuable contribution of approx.	
Fairground concessions Water Gala & Summer Fair	2500
Fairground concessions May Fair	1700
Trade concessions May Fair/Water Gala	3200
(b) Funding applied for:	Amount requested:
Chamber of Commerce	1000
Thorley Taverns	750
Shepherd Neame	275
Morellis	500
B&StPTC	8000
BTLA	200
(c) Funding being used from Reserves or Fundraising:	Amount
Bucket/collection tins/quiz	500

18. If this would be your only source of funding, please explain why? N/A
--

19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

As previously outlined we actively source funding from other businesses/organisations and individuals.

20. Is your organisation VAT registered? If so, please supply your VAT number:

No

21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Yes see attached policy. Renewal 04/05/25

22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?

We do not have any paid for employees, any professional help that is required (Health & Safety, Security, Medical support, etc) is paid for on a needs must basis for each event.

23. Do you have any volunteers assisting your event or project? If yes, how many volunteers do you have?

We have approx. 24 volunteers that assist with a number of duties, i.e. distributing posters, litter picking, bucket collecting, stewarding.

Broadstairs Chamber also assist with some administrative duties.

24. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on this type of event or project.

Several of the volunteers have been with us for a number of years and are experienced in the event. Some are also involved in other local events (Folk week , Food Festival, Margate Carnival) Our Contracted Health and Safety advisor briefs the volunteers prior to the event

25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:

Broadstairs & St Peters Chamber of Commerce.
BTLA (Visit Broadstairs)

FINANCIAL STATEMENT

Please complete the whole statement – both columns Current year and Next year, giving as much detail as space will allow. The form will be returned for completion if you fail to give enough information, which may delay your application.

You should also enclose the most recent set of audited accounts. (See checklist on front page)

INCOME	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i>	EXPENDITURE	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i>
SUBSCRIPTIONS			STAFF COST		?
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	700	700
BS&StP TC	4700	8000			
BTLA	200	200	FIREWORKS	5300	5500
SPONSORSHIP or DONATIONS					
Orbit housing	1000	500	first aid	750	800
Shepherd Neame	275	250	security	1100	1250
Morellis	500	400	toilets	1750	1900
Chamber of Comm	1000	1000	waste	350	380
Portman	1000	500			
FUND-RAISING:			OFFICE EXPENSES		
Fairground	4950	4950	Telephone/Fax		
Trade	4950	4950	Printing/Stationery	600	650
			Accounts	300	320
FEES & CHARGES			ADVERTISING	325	400
TDC Refunds	1250	1250			
			INSURANCE	1036	1150
			H&S	1100	1200
			VENUE HIRE		
OTHER			TDC	2550	2750
Collections/donatio	935	700	EQUIPMENT		
			Purchase		
			Hire	1345	3000
			OTHER		
			Entertainment	5673	4500
TOTAL: £	20760	22700	TOTAL: £	21790	23500

BANK BALANCES:

Balance at bank at the beginning of last financial year Nov15th	£ 9401.27	BALANCE
+ Add Income during the year	£20760	£30161.27
- Less Expenditure during the year	£21789.51	£8371.76
Balance at the beginning of this financial year Nov 16th	CARRIED FWD	£8371.76
Reserves / Savings	£5643.65	

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: <input type="checkbox"/></p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? No</p>	
<p>I am an Employee: Please record your job title, department and line-manager. N/A</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council. N/A</p>	
<p>I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.</p>	
<p>SIGNED:</p> <p><i>David Hooker</i></p>	<p>DATE:</p> <p><i>13/01/25</i></p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) Please be aware that you will need to complete a grant monitoring and evaluation form once your event or project is finished or complete. See grant criteria for further information.

Your Details

Name of Organisation:

Broadstairs Summer Fireworks x 3 July / August 2025

Grant amount requested:

£11500

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i> 20/1/25
<i>Accounts Enclosed</i> Yes
<i>Copy of Constitution</i> Yes
<i>Grant Approved / Declined</i> 25-26

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

Constitution in place. Attached .

9. What are the aims / objectives of your organisation?

The aims of the organisation are to put on Summer Fireworks combined with live music that have been a key part of the Broadstairs Summer season for several years. These are planned to appeal to both the residents of Broadstairs & St Peters and also people from further afield.
We aim to give people a truly memorable occasion in an enjoyable, safe , family friendly environment that reflects positively upon Broadstairs as a town.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

The summer fireworks are free to attend and are enjoyed by thousands of people from Broadstairs & St Peters, families come out en masse to experience live bandstand music and fantastic displays in the unique setting of Viking Bay.
Businesses also benefit (particularly those close to and along the promenade) by being able to trade late on the event nights, this also gives extra hours to the seasonal workers that are employed. As the events also attract people from further afield it brings a high profile to Broadstairs & St Peters as an area to come back and enjoy on other occasions.

11. Approximately how many people benefit from the activities of your organisation?

Members: n/a.....	Non-members: n/a	Broadstairs & St. Peter's Residents: ...4000 approx.	Visitors: 2000 approx.....
Approximate overall TOTAL: ...Depending upon the weather numbers are estimated at 6,000 per event the majority of these are from the immediate area.			

12. Amount of grant being requested

£11500.00

13. For what purpose will the grant be used? *Please be specific.*

The grant will enable us to put on 3 professionally presented Firework events with the necessary infrastructure in place to ensure that the events are well managed, safe and reflect positively on Broadstairs as a family friendly resort that appeals to both local residents and visitors.

Funds will be spent on the following :

Firework contractor - Viking Fireworks- a Thanet business. TDC land hire, hire of sufficient numbers of Portaloos , large wheelie bins hire, public liability insurance, Health & Safety advisor, 2 way radio hire, live music fees, Margate Ambulance Corps medical cover, SIA security staff, publicity, posters , on site temporary signage, administration, annual accountant's fees.

All costs have increased to stage the events to ensure that we comply with Health & Safety requirements whilst also putting on spectacular displays, hence we are asking for an increase in the Town Council grant for 2025.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

The Summer Firework events are real traditional family nights out and people come to enjoy the whole evening and not just turn up to see the display. We combine quality live bandstand entertainment using local bands. We have a limited number of small " kiddies " rides and stalls on the green which helps to raise funds towards the costs.

Being free to attend the events are greatly appreciated by the large numbers that turn out and we receive many complimentary messages from local residents which reflect positively upon Broadstairs and St Peters Town Council who are acknowledged in all publicity.

Our social media following is large (over 8,000 followers) and that enables us to communicate effectively with the local population. TDC Events attended the displays last year to observe and have reported back to us that they are pleased with the organisational structure we have in place and the running of the events.

As the events are free to attend this results in money being spent with the local businesses (cafes, pubs, restaurants etc) that remain open.

Visitors comment that the evenings are "magical" and that memories are made of occasions like this . We have people enquiring about the dates for 2025 as they wish to plan their holiday stays/ nights off to coincide with the displays.

15. Has your organisation previously received a grant from the Town Council? YES

If YES, how much during the past financial year and when ?

£9500

Date(s) June 2023

16. How was this money spent?

Funds were spent on the following :

Firework contractor - Viking Fireworks a Thanet business. TDC land hire, Portaloos Hire, public liability insurance, health & safety advisor, live music fees, Margate Ambulance Corps medical cover, SIA Security, 2 way radios, publicity, posters, large wheelie bins hire, administration. annual accountant's fees.

However it should be noted that the Town Council grant only part funds the events, the extra money required is sourced through local businesses/organisations fees from the stalls / fair rides, bucket collecting by volunteers, online fundraising and public donations.

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
Funding will be sought from local businesses and organisations and public donations i.e Chamber of Commerce, Visit Broadstairs (BTLA) to help make up the difference between Town Council funding and the costs of the events.	
Fun fair	£1100
Chamber of Commerce	£750
BTLA	£200
(b) Funding applied for: Name of funder:	Amount requested:
BS & St Peters TC Grant	£11500
Business sponsorship	£1000 +
(c) Funding being used from Reserves or Fundraising: Details	Amount
fundraising through online donations & collections	£2200

18. If this would be your only source of funding, please explain why? N/A
--

19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

As previously outlined we actively source funding from other businesses/organisations and public donations.

20. Is your organisation VAT registered? If so, please supply your VAT number:

No

21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Yes see attached policy to be renewed on 04/05/25

22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?

We do not have any paid for employees, any professional help that is required (Health & Safety, Security, Medical support, etc) is paid for on a needs must basis for each event.

23. Do you have any volunteers assisting your event or project? If yes, how many volunteers do you have?

We have approx. 24 volunteers that assist with a number of duties , i.e distributing posters , litter picking, bucket collecting, stewarding.

Broadstairs Chamber of Commerce also assist with some administrative duties.

24. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on this type of event or project.

Several of the volunteers have been with us for a number of years and are experienced in the event. Some are also involved in other local events (Folk week, Food Festival) Our Contracted Health and Safety advisor briefs the volunteers at the start of the season of events.

25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:

Broadstairs & St Peters Chamber of Commerce.
BTLA (Visit Broadstairs)

FINANCIAL STATEMENT

Please complete the whole statement – both columns Current year and Next year, giving as much detail as space will allow. The form will be returned for completion if you fail to give enough information, which may delay your application.

You should also enclose the most recent set of audited accounts. (See checklist on front page)

INCOME	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i>	EXPENDITURE	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i>
SUBSCRIPTIONS			STAFF COSTS		
GRANTS <i>Please specify:</i> BS&StP TC	9500	11,500	VOLUNTEER EXPENSES	700	700
SPONSORSHIP or DONATIONS <i>Please specify:</i> Business	990	1050	PREMISES		
Chamber	750	750	Health and Safety	480	500
Private	1600	0	Security	1960	2060
			Fireworks	9500	10000
			Bands	1050	1200
FUND-RAISING: <i>Please specify:</i> collection/quiz/donations	2480	2200	OFFICE EXPENSES		
			Telephone/Fax		
			Printing/Stationery	220	270
			Postage		
			Accounts	300	320
FEES & CHARGES <i>Please specify:</i> TDC Credit	750	750	ADVERTISING	325	400
outsource credit	1150	1150	INSURANCE	1036	1150
			FIRST AID	750	800
			VENUE HIRE		
OTHER Specify: funfair	995	1100	TDC	1080	1200
			EQUIPMENT		
			Purchase		
			Hire Portaloo Hire	1512	1700
			OTHER <i>Specify:</i> outsource trade	1150	1150
TOTAL: £	18215	18500	TOTAL: £	20063	21450

BANK BALANCES:

Balance at bank at the beginning of last financial year	£ 7740.36	BALANCE
+ Add Income during the year	£18214.16	£25954.52
- Less Expenditure during the year	£20062.77	£5891.75
Balance at the beginning of this financial year	CARRIED FWD	£5891.75
Reserves / Savings		

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: <input type="checkbox"/></p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?</p> <p>No</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.</p>	
<p>SIGNED:</p> <p><i>D Hooker</i></p>	<p>DATE:</p> <p>13/01/25</p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk

**APPLICATION FORM
FOR FUNDING FOR GROUPS AND ORGANISATIONS
PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM**

- a. Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b. Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c. Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d. Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e. If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f. If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g. Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h. Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Name of Organisation:

Neurodivergent Friends CIC

Grant amount requested:

£ 5,810.00

FOR OFFICE USE ONLY

Date form received

24 Jan 2025

Accounts Enclosed

Yes

Copy of Constitution

Yes (A of A)

Grant Approved / Declined

25-26

1. Contact Name

Louis Palfrey

2. Position

Co-Director

3. Address

4. Telephone

07872955163

5. Email

louis@ndft.org.uk

6. Website

ndft.org.uk

**7. Name & address
Of TREASURER**

Lux (Lucie) Chiocchetti

**8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have
constitutional rules?**

NDFT is governed by a team of 3 Neurodivergent Co-Directors who follow the CIC's Articles of Association. They collaboratively lead all strategic decisions, programming, and community initiatives, ensuring management reflects the needs and voices of the Neurodivergent community.

9. What are the aims / objectives of your organisation?

Neurodivergent Friends CIC (trading as Neurodivergent Friends in Thanet or NDFT) purpose is to empower Neurodivergent people to thrive by promoting positive changes in their well-being, fostering a sense of community, encouraging self-acceptance, and facilitating self-advocacy. We recognise the existing gap in resources available to Neurodivergent people and are committed to addressing this by establishing a supportive community where individuals can connect with their peers and engage in activities tailored to their needs. We prioritise the well-being and unique needs of Neurodivergent individuals, fostering a safe and inclusive environment. Our vision is to actively contribute to the creation of a more inclusive and accepting society that embraces Neurodivergent individuals, diminishes stigma and discrimination, and provides comprehensive resources and support for their well-being and flourishing. To achieve these objectives, we organise social meetups and creative workshops that foster a sense of community and well-being.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

Our organisation benefits the local community of Broadstairs and St. Peter's by creating safe spaces for Neurodivergent adults to interact with each other. We run regular social meetups and ad hoc creative events. We regularly use The International Cafe at the Queen Street Baptist Church as a venue for our social meetups, offering a space for Neurodivergent adults to connect through conversation and simple, self-led activities such as board games and crafting. 2 of our Co-Directors and some of our volunteers represented NDFT at the Broadstairs and St. Peter's Community Festival at Pierremont Park in April 2024, spreading the word about our organisation and the work that we do for local residents - this resulted in a boost in meetup attendance and we met several town councillors who expressed an interest in helping to support us in the future.

11. Approximately how many people benefit from the activities of your organisation?

Members: NA	Non-members: N/A	Broadstairs & N/A	Visitors: NA
Approximate overall TOTAL: N/A			
<p>Due to the nature of our organisation (usually serving the whole of Thanet) and the scope of our activities (open to all Neurodivergent adults in Thanet, regardless of the town they live in and the event is being held in), we were advised by Kirsty Holroyd to answer this question slightly differently. We expect our activities to attract between 10-20 participants per session. It would be ideal for us if these same 10-20 people attended each session during the programme as it will enable us to more accurately monitor the programme impact on specific individuals, but if a different 10-20 people attend each of the 6 proposed sessions then this would also be advantageous as it would increase the overall number of participants.</p>			

12. Amount of grant being requested

An amount must be stated

£ 5,810.00

13. For what purpose will the grant be used? Please be specific.

We wish to develop a new programme, the NDFT "Creative Connection Club", as a complementary programme to our regular social meetups, providing a dedicated space for Neurodivergent adults in Broadstairs to engage in diverse creative activities that our community have already expressed an interest in. Over an initial six-month pilot phase, we will host monthly sessions facilitated by professional artists, offering

activities such as zine-making, nature collage, painting, creative writing, fashion upcycling, and ceramics.

This six-month pilot period will enable us to experiment with different formats and styles of delivery to assess participant engagement and gather insights on preferred activities and outcomes, allowing us to tailor future offerings to our community's needs. All sessions will take place in a Neurodivergent-friendly venue in Broadstairs, ensuring accessibility and comfort for our participants. By closely monitoring and evaluating feedback throughout this phase, we aim to refine and expand the Creative Connection Club for a second round in 2025, building a sustainable and impactful programme for meaningful self-expression and connection, that aligns with the interests and aspirations of our community.

The programme budget will cover venue hire, marketing, project management, facilitator fees – with a focus on hiring Neurodivergent artists – and all necessary materials, opting for environmentally friendly and recycled options wherever possible. An NDFT Co-Director will act as Programme Manager and attend each session to gather direct feedback, which will guide future adjustments and ensure that offerings align with community needs and preferences. Moving forward, we aim to continue developing this programme, eventually inviting regular community members to lead workshops, empowering them to share their creative skills and guiding them through the process of running public-facing Neurodivergent-friendly events.

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

Cleaner - we will use recycled and natural materials where possible, and learn about green art practices.

Safer - everyone deserves to feel safe, which is embedded into the core of everything we do as an organisation – addressing the need for trauma-informed, community-led spaces for the local Neurodivergent community. It's why we work hard and use a mixture of our lived-experience and community feedback to create Neurodivergent-friendly spaces for our events.

Kinder - forming communities and encouraging new friendships among Neurodivergent residents. Spreading our message of tolerance, awareness and acceptance of ourselves and others.

"Discovering a community that shares my experiences has transformed my self-perception. Offering mutual support within our group is a lifeline."

– Quote from a community member

15. Has your organisation previously received a grant from the Town Council?

NO

If YES, how much during the past financial year and when ?

£	N/A	Date(s)	N/A
---	-----	---------	-----

16. How was this money spent?

N/A

Did you acknowledge the Town Council grant on your publicity ?

N/A

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Facilitation Staff	£2,964.00
Overheads (venues, materials, refreshments)	£828.00
Programme Management	£1,808.00
Programme Management Contingency	£210.00
Internal Core Cost Including: <ul style="list-style-type: none">• <i>Project's Marketing</i>• <i>Project's HR Management</i>• <i>Project's Accounting & Financial Reporting</i> COST NOT APPLIED FOR IN GRANT	£2,016.00
Total Project Costs	£7,826.00

Full Expenditure Breakdown: please see spreadsheet attached to application.

<i>Please provide the following details from your most recent annual accounts.</i>	
<i>Total Income</i>	<i>£16,382</i>
<i>Less Total Expenditure</i>	<i>£16,570</i>
<i>Surplus / Loss</i>	<i>£188</i>

Savings (Reserves, Cash, Investments)	£142
--	-------------

You should also enclose the most recent set of accounts. (See checklist on front page)

2023/2024 accounts attached.

Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes</p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?</p> <p>No</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p> <p>N/A</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p> <p>N/A</p>	
<p>I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.</p>	
<p>SIGNED:</p> 	<p>DATE: 23/01/2025</p>

Please return the completed form – together with all appropriate attachments:

The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX
town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) Please be aware that you will need to complete a grant monitoring and evaluation form once your event or project is finished or complete. See grant criteria for further information.

Your Details

Name of Organisation:

The Sarah Thorne Theatre Company CIC

Grant amount requested:

£3,500

<i>FOR OFFICE USE ONLY</i>	
Date form received	29-1-25
Accounts Enclosed	✓
Copy of Constitution	on file
Grant Approved / Declined	

25-26

1. Contact Name

Michael Wheatley-Ward

2. Position

Director

3. Address

Theatre Office, Fordoun Road, Broadstairs

Postcode CT10 2BN

4. Telephone

01843 863701 or 07971 630288

5. email

wheatleyward@btinternet.com or
bookings@sarahthornetheatre.co.uk

6. Website

www.sarahthornetheatre.co.uk

**7. Name & address
Of TREASURER**

Matthew Weston FCCA,

APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

We have on the Committee, the Theatre Director, Accountant and a Company Secretary.

9. What are the aims / objectives of your organisation?

To keep professional and community based affordable theatre alive for the benefit of the local Broadstairs Community and East Kent in general.

Our main landlords KCC are expected to offer the site for auction when Adult Education vacate but we have been offered a 5 year lease. Currently we are working with the Town Council to bring about a more positive future.

We have added to our budget a contingency item to cover us in case we have extra expenditure with the lease from KCC.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

We are the only live community theatre in Broadstairs and Thanet. We are home to many local community groups including our own in-house community drama and musical society. We also work with and stage shows for the Blues Bash, Broadstairs Dickens Festival, Canterbury Festival, Broadstairs Food Festival, Power of Womens Festival, Broadstairs & St. Peter's Chamber of Trade, Broadstairs Folk Week, Thanet Music and Drama Adjudications and Awards Night. We also assist in raising funds, including quiz nights, for various local worthy concerns including, Friends of the QEQM Hospital, Yoakley Homes, Local Mayors, Thanet Rotary, Pancreatic Cancer, Demelza House, and various local schools. We are currently in our 18th year of operation.

11. Approximately how many people benefit from the activities of your organisation?

Members: 300+	Non-members:3,000+	Broadstairs & St. Peter's Residents: 25,000+	Visitors: 3,500+
Approximate overall TOTAL: 31,800 plus			

12. Amount of grant being requested

£ 3,500

13. For what purpose will the grant be used? *Please be specific.*

Certain productions (drama, classical music, some local community groups and experimental/try out shows) do not cover our own operating costs from the Box Office so assistance is required to cover the costs of keeping the theatre open for these events.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? *Please be specific.*

The grant will allow us to continue to offer a diverse selection of attractions to suit all tastes and by keeping seat prices affordable will encourage more patrons, including holiday makers, to attend the theatre. We also keep our on-line booking fees very low and do not charge personal callers to the Box Office.

15. Has your organisation previously received a grant from the Town Council? YES
If YES, how much during the past financial year and when ?

£ 3,000

Date(s) April 2024

16. How was this money spent?

The grant was therefore used for various productions that did not make enough to sustain as outlined in Question 13.

Managing your Event or Project

17. Is anyone else financially contributing to your event or project? If yes, please give the details below:

(a) Funding secured:
Name of funder:

Amount secured:

A local supporter gives us a private donation.

£1,000

(b) Funding applied for:

Name of funder:

Amount requested:

(c) Funding being used from Reserves or Fundraising:

Amount

Details

We receive various small donations from local shows.

£500

18. If this would be your only source of funding, please explain why?

Unlike some theatres we like to be self supporting but we will apply for one of project grants for equipment etc .,

19. If you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

Question 18 answers this.

20. Is your organisation VAT registered? If so, please supply your VAT number:

No

21. Do you have public liability insurance of not less than £5million to cover the event or project? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Yes for £10 million.

22. Do you employ anyone to help with your event or project? If yes, how many people do you employ?

The Director receives an Honorarium and we pay technical staff as and when on a freelance basis. The front of house staff are volunteers.

23. Do you have any volunteers assisting your event or project? If yes, how many volunteers do you have?

We have a core 10 people.

24. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on this type of event or project.

The Director has 60 years of professional theatre experience. Full career details are printed in the book "Surviving in the Theatre" by Michael Flagg.

25. Is your event or group affiliated to any national or local support organisation? If yes, please provide full details:

No

FINANCIAL STATEMENT

Please complete the whole statement – both columns Current year and Next year, giving as much detail as space will allow. The form will be returned for completion if you fail to give enough information, which may delay your application.

You should also enclose the most recent set of audited accounts. (See checklist on front page)

INCOME	Current Year Estimated	Next Year Estimate	EXPENDITURE	Current Year Estimated	Next Year Estimate
SUBSCRIPTIONS			STAFF COSTS	11,800	12,800
GRANTS <i>Please specify:</i>			VOLUNTEER EXPENSES	1,500	1,230
BTC	3,500	3,500			
SPONSORSHIP or DONATIONS <i>Please specify:</i>			PREMISES		
Sponsorship	1,300	1,000	Rent inc. Light/Heat	1,800	1,800
Donations	600	600	Rates n/a		
			Services		
			Maintenance	2,000	3,000
			Licenses/Fees	1,174	1,200
FUND-RAISING: <i>Please specify:</i>			OFFICE EXPENSES		
<i>Piano Concert</i>			Telephone/Fax	753	900
			Printing/Stationery	400	400
			Postage	20	20
			Accountants/Bank	1,850	1,850
FEES & CHARGES <i>Please specify:</i>			ADVERTISING/Web	900	800
			INSURANCES	1,450	1,500
			Depreciation	2,700	2,300
OTHER Specify:			Lease Provision	8,000	8,000
Box Office	78,000	79,000	EQUIPMENT		
			Purchase	3,000	3,000
Bar Sales	15,000	17,000	Hire		
			Bar Purchases	7,500	8,500
			OTHER Specify:		
			Production Costs	53,553	53,800
TOTAL: £	98,400	101,100	TOTAL: £	98,400	101,100

BANK BALANCES:

Balance at bank at the beginning of last financial year	£ 369	BALANCE
+ Add Income during the year	£ 98,400	£ 98,769
- Less Expenditure during the year	£ 98,400	£ 98,400
Balance at the beginning of this financial year	CARRIED FWD	£ 369
Reserves / Savings	£ nil	

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: No:

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

NO

I am an Employee: Please record your job title, department and line-manager.

n/a.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

n/a.

I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up-to-date copy of the constitution or rules of the organisation and the latest audited accounts.

SIGNED:

Michael Wheatley-Ward

DATE:

24.1.2025

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town Council

EVENT FUNDING APPLICATION FORM

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) If you have run the event before, then please attach any press reports, feedback or evaluation reports which have been written after the event has taken place (n.b. this will cease to be a requirement from the 31st November 2017, as all future grant applications will need to complete a grant monitoring and evaluation form, see grant criteria for further information)

Your Details

Name of Organisation:

Broadstairs Dickens Festival

Grant amount requested:

£3500

<i>FOR OFFICE USE ONLY</i>	
<i>Date form received</i> 7/2/25
<i>Accounts Enclosed</i> Yes
<i>Copy of Constitution</i> Requested
<i>Grant Approved / Declined</i>

1. Contact Name

Michael Wheatley-Ward

2. Position

Chairman

3. Address

Postcode CT11 9DF

4. Telephone

01843 580389 or 07971 630288

5. email

wheatleyward@btinternet.com or
info@broadstairsdickensfestival.co.uk

6. Website

www.broadstairsdickensfestival.co.uk

**7. Name & address
Of TREASURER**

Janet Thomas

EVENT SPONSORSHIP APPLICATION FORM

1. What is the name of your event? A working title is acceptable.

Broadstairs Dickens Festival

2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land?

In and around Broadstars plus,

TDC for events for Victoria Gardens.

Bleak House for Garden Fete.

Bandstand for Schools and music.

Sarah Thorne Theatre for play.

3. Which date(s) will your event be held on?

13th to 15th June 2025

If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.

Please state the start date and time:

Afternoon of the 13th June 2023

Please state the end date and time:

9.30
pm on Sunday, 18th June 2023

4. Is your event open to the public? If not, your event will not qualify for funding.

Yes

5. Please provide a general description of your event. Include things like where will your event be held, how it will be promoted and who you expect to attend.

A celebration of the life and times and works of Charles Dickens with events to include the Festival play, competitions, live entertainment, music, family activities and Dickensian characters about the town. Areas used are the Bandstand, Bleak House and Victoria Gardens.

6. How many times have you previously held this event? Is this the first time this event has been held?

88 years

7. Please confirm how your event will be promoted/ marketed?

Website, posters, social media, flyers, local press and radio.

8. Please describe how you will meet our funding criteria:

(i) How does your event take into account the needs of the community?

We involve many local people in the Festival. It attracts many visitors to the town which boosts the local economy

(ii) Please explain how the event links to Sports, Health or Well-being?

It makes people happy.

(iii) And/or: How does the event have a clear link to Culture, Arts or Music?

Festival Play, school and youth performances are all part of the Festival

(iv) And/or: How does the event have a clear link to Broadstairs & St. Peter's Heritage?

Charles Dickens is the clear link to the town

9. Why do you think the council should sponsor your event?

(i) How is the event going to support and promote Broadstairs & St. Peter's?

This annual event attracts many visitors, including some from overseas. We now have a regular party of around 35 from Bloomberg in Germany. It is an established part of the summer season and is also enjoyed by many local people.

(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?

It brings an increase in trade to the town.

Managing your Event

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Funding secured:	
Name of funder:	Amount secured:
Busy Bees.	£700
(b) Funding applied for:	
Name of funder:	Amount requested:
Private Sponsor for play.	£500
(c) Funding being used from Reserves or Fundraising:	Amount
Details	
Money in Dickens Festival account	£2,800
Fundraising Target for this year.	£1,000

<p>11. If this would be your only source of funding, please explain why?</p> <p>Additional funding through our own fundraising events and we are in discussion for some private sponsorship.</p>

12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

Each year we seek business sponsorship, organise fund raising events, we hold collections/tombola during the festival and also charge for stall holders.

13. Is your organisation VAT registered? If so, please supply your VAT number:

No

14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Yes

15. Do you employ anyone to help with your event? If yes, how many people do you employ?

We are 99% volunteer lead but some contractors are paid, in particular security, fences etc.,

16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

Yes – 20 including committee.

17. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.

All volunteers are briefed on what is expected from them, and in Health and Safety.

18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:

The worldwide Dickens Fellowship

Event Budget

18. Please complete the following budget sheet. Please give as much detail as possible.
When you make your application you should also enclose audited copies of your most recent accounts including the organisation's current Bank or Building Society balances.

TOTAL PROPOSED COST OF EVENT	£ 10,000	
TOTAL CONTRIBUTION REQUESTED FROM THE TOWN COUNCIL	£ 3,500	
Event Expenditure: <i>Please list the costs you will incur in putting on your event – This should include all expenses from security, marquees, music and entertainment, marketing and promotion. Please over-write the sections below providing as much detail as possible.</i>		
PLEASE NOTE YOU MUST ITEMISE ALL EXPENDITURE - DO NOT SUMMARISE COSTS – IF NECESSARY USE A SEPARATE SPREADSHEET OR PAGE		
<i>e.g. Hire of facilities (such as a hall or marquee)</i>	£ 250	
<i>e.g. Hire of services (eg fencing, music, entertainment, PA systems, staging, etc)</i>	£ 1150	
<i>e.g. Security and stewarding costs</i>	£ 1200	
<i>e.g. Marketing and promotion costs:</i>	£ 700	
<i>e.g. Statutory costs – licences, road closures, land hire etc</i>	£ 560	
<i>Other costs – (Please ensure you itemise all expenditure)</i>		
Insurance	£ 450	
Live entertainment	£ 750	
Festival play	£ 3700	
Grand Parade	£ 700	
Contingency Fund.	£ 540	
Total Cost of Event (A)	£10,000	

Event Income: <i>Please outline what income the event will generate and what other sponsorship funds you have been able to secure.</i>		
<i>e.g. Sales of tickets /income from stallholders</i>	£ 5400	
<i>e.g. Sales of merchandise (programmes, t-shirts, etc)</i>	£	
<i>e.g. Sponsorship from the business sector(Mainly adverts)</i>	£ 400	
<i>e.g. Funding from other grant making bodies (Lottery, Arts Council, Sport England etc)</i>	£	
<i>Income generated from your own fund raising activities to support the team:</i>	£ 700	
Total Income Raised (B)	£6500	
Variance between A and B	£3500	

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: No:

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

No

I am an Employee: Please record your job title, department and line-manager.

N/A

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

N/A

I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest audited accounts.

SIGNED:

Michael Wheatley-Ward

DATE:

8th February 2025

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Broadstairs Visitor Information Kiosk

Grant amount requested:

£3000

FOR OFFICE USE ONLY

Date form received 11-2-25

Accounts Enclosed ✓

Copy of Constitution — Requested

Grant Approved / Declined

1. Contact Name

2. Position

Secretary/Treasurer

3. Address

rs
CCLA
GOOD INVESTMENT

4. Telephone

5. email

bandspchamber@aol.com

6. Website

www.broadstairsinfokiosk.co.uk

7. Name & address
Of TREASURER

as above

8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?

The management committee is made up of representatives from Broadstairs & St. Peter's Chamber of Commere, Broadstairs Tourism and Leisure Association and Visit Thanet

9. What are the aims / objectives of your organisation?

To provide an information service for both visitors and locals
 To advertise town events on our display boards

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

We dealt with 9405 enquiries during the 2024 season

The local community benefits from our services – visitors pick up copies of flyers/leaflets provided to us. Busy Broadstairs is hugely popular with the local community. We have whiteboards that are updated daily with tide times/whats on.

11. Approximately how many people benefit from the activities of your organisation?

Members:	Non-members:	Broadstairs & St. Peter's Residents:	Visitors:
Approximate overall TOTAL:9405 visitors during the 2024 season.....			

12. Amount of grant being requested
An amount must be stated

£3000

13. For what purpose will the grant be used? *Please be specific.*

Manager's salary for 8 months
 Licence from TDC for use of site
 Website
 Insurance
 Erection/storage of Kiosk
 Kiosk running expenses – equipment etc
 Volunteer expenses

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

We provide daily information throughout the year on tide times/weather forecast via social media and our website.

Tide times are also displayed at the Kiosk when open. We advise people about local walks and when they should avoid beach walks due to tidal conditions

We also assist people with a variety of enquiries

We offer the opportunity to local people to volunteer at the Kiosk

**15. Has your organisation previously received a grant from the Town Council? YES / NO
If YES, how much during the past financial year and when ?**

£2000**Date(s) April 2024**

16. How was this money spent?

Manager's salary
Licence from TDC
Website
Insurance
Equipment and stationery for Kiosk
Volunteer expenses

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Managers Salary	£5200
Insurance	£250
Licence from TDC	£600
Website	£405
Volunteer expenses	£250
Equipment – Kiosk running costs	£500
Total Project Costs This should match the Total funding required for your project	£7205

Please provide the following details from your most recent annual accounts.	
Total Income	£6160
Less Total Expenditure	£7923
Surplus / Loss	£1763
Savings (Reserves, Cash, Investments)	£3189

You should **also enclose the most recent set of accounts.** (See checklist on front page)

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: <input style="width: 50px; height: 20px;" type="checkbox"/></p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council? No</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.</p>	
<p>SIGNED: <i>Janet D Thomas</i></p>	<p>DATE: 10 February 2025</p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
 Broadstairs & St. Peter's Town Council
 Pierremont Hall
 Broadstairs
 CT10 1JX**

town.clerk@broadstairs.gov.uk

Bandstand

2025 is now fully booked, starting 12th April – 12th October.

The Food festival was unaware that bands were not going to be booked between 18th-21st April. This is inline with Folk Week, Water Gala etc.

Simone & Mia will be contacting and liaising with East Kent college and the Pie Factory about starting some sort of event for under 18's.

Community Festival 24/05/2025

The Water Gala will be hosting their May Fair 24th-26th May. (This includes stalls)

Last year the arrangement was that community stalls bring their own tables and gazebos and have the space for free. The market stalls were charged at £60 with a 50% discount if they are CT10 resident.

From previous minutes it appears that community stalls are to be charged £20, and they bring their own table/gazebo.

It may prove difficult to divide the space into areas (kinder, safer, cleaner). As some community groups need larger areas. – if the decision is made to remove market stalls completely, this would open up the space and resolve this issue.

Decision Needed:

Do we want to be “in competition” with Water Gala or can the two events co-exist? Do we move the event to a different date?

Do we keep the event on the 24th of May but remove the market stalls from the event? There is a minimum order of 20 stalls.

Can we have clarification on the price of stall hire,

Are the community pitches free or £20 (bring your own table)?

Are the market stall pitches £60 (with discount) and a stall is provided?

If we do keep the market stalls, is it okay that areas are not clearly defined?

VE day 08/05/2025

7pm-9pm – Thanet Concert Band

9:15pm – Tribute to be read by the Scouts

9:30pm – Lighting of the beacon

If wanting school involvement (poems, choirs) the timings need to be reconsidered.

Decision needed:

Do we start proceedings earlier to accommodate the school choir/poem readings – this would mean asking Thanet concert band to start earlier so that we can use their PA system (they are charging £25 for us to use it for the tribute)

Christmas Market 29/11/2025

Expenditure

	EXC VAT
Generator and Lighting	£ 665.00
Stalls	£ 1,890.00
Medics	£ 520.00
Waste - Harvey Waste Management	£ 40.00
Santa	£ 400.00
PA and Music Acts	£ 1,300.00
Bar Stock Mulled Wine and Baileys	£ 173.63
Staffing	£ 233.22
Marketing	£ 40.00
Total:	£ 5,261.85

Income

Bar Income - Cash	£ 302.80
Bar Income - Card (-fee)	£ 1,020.64
Income from Stalls	£ 1,788.00
Total:	£ 3,111.44

Exc VAT

-£ 2,150.41

Decision needed:

Do we charge £80 per stall/ £50.00 early bird (31st July)?

Electrics/lighting - £665.00 for one contractor only – stall holders complained hook up was slow last year. A second person needed?

Do we ask him to start earlier or ask him to provide his own extra support? Or would it be preferable to arrange our own support and request £500.00 for the booking?

Will Father Christmas still to be free of charge, as presents will need to be bought this year. (Cost in 2023 was £154.50)

Summer Theatre programme 30/07/2025 -29/08/2025

We have not confirmed Lily Ramona and Wellbeing Wells for the 13th and 15th August as this is Folk Week.



Family Programme
2025.pdf



Evening Programme
2025.pdf

YP Programme	Date	Status	Evening Programme	Date	Status
Casbian the Crab	30/07/2025		Three Men in a Boat	01/08/2025	
Aquanauts	06/08/2025		Wasp in a cardigan	08/08/2025	
Wellbeing Wells	13/08/2025	Pending	Lily Ramona	15/08/2025	Pending
Arcade Mini	20/08/2025		Jekyll and Hyde	22/08/2025	
Shed Ache	27/08/2025		The Laurel & Hardy Cabaret	29/08/2025	

Punch and Judy 26/07/2025 – 29/08/2025

Not booked during Folk Week.

Saturday 26th, Sunday 27th, Monday 28th July

Sunday 3rd August

Saturday 16th and Sunday 17th August

Thursday 21st and Friday 22nd August

Monday 25th August

Thursday 28th and Friday 29th August

11 Dates – x3 showings a day

33 Shows

£260.00 per day

£2,860 Total

STAFFING

We currently have four event staff on the books and if required we work with the agency J & J Recruitment.

J & J Recruitment rates **TBC**

I have scheduled through the year when we will need staffing, currently stands at 35 times, this will change as the year goes ahead.

REGULAR BOOKERS

Our Wednesday night Yoga group is extending to the last Friday of every month and have book their first Sunday sound healing workshop at the end of March, all in the Music Room.

Also booked a 6-week dance course on Mondays in the Music Room however booking have ended.

We have booked a pottery class starting the 7th February for 3 sessions ending on the 7th March. All in the Music Room.

We have booked an Art Group in the Chamber Hall on the last Friday of every month.

Mondays CH - Yoga is (Weekly)

Mondays MR – Yoga with Chris King (Weekly)

Tuesdays MR – Pilates (Weekly)

Wednesdays MR – Yoga (Weekly)

Fridays MR – Hartbeeps (Term times)

Fridays CH – Art Group (Last Friday of every month)

Fridays MR – Yoga & Sound Healing (Last Friday of each month)

COMMERCIAL EVENTS

Coastal Venue Trail – 1st & 2nd March – We have joined with the Turner Contemporary as part of the GATHER 25. We will be included in the printed and digital map to guide the attendees through the trail, and we have received promotional assets to share our involvement. This has been shared over our social media.

The aim of the trail is to showcase the beauty of coastal venues and drive more interest in the local community.

The Event Supervisor will run both the days from 10am-2pm as an open/viewing day with brochures and business cards for people to take home. All three venues will be open.

Commercial Report

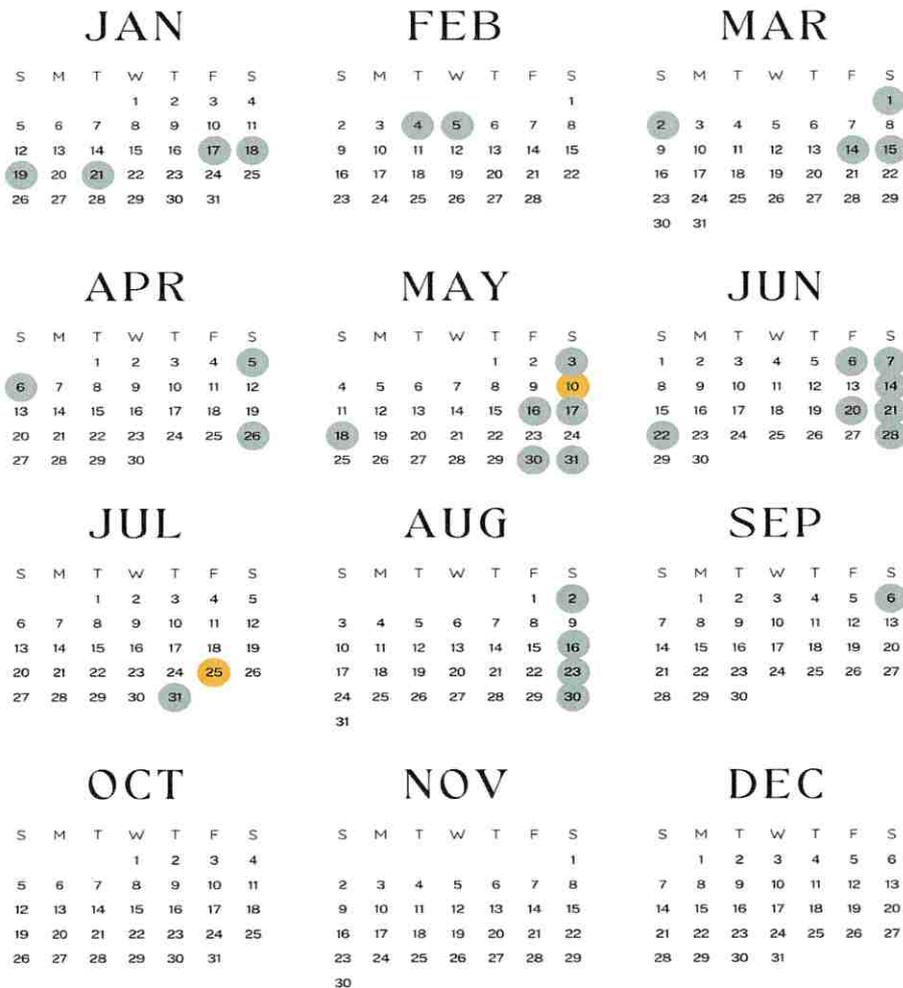
- Music Room – Ceremony Style
- Camber Hall – Ceremony/sit down meal
- Mayors Parlour – Bridal Suite/Conference.

Wedding Fayre – 6th April – We are working with LK Wedding Fayres to put on a day for couples. We will have local vendors and a Pierremont Hall information desk plus we will showcase our venue as a perfect place to get married. This is a marketing event, and we aim for this day is to boost our wedding bookings for 2025/2026.

Bookings - We currently have 18 weddings booked in with a target of 28 and 28 events total for commercial bookings.

We have had 1 event reschedule for 2027 and 6 events cancel due to cost of living and ill health.

Here are the bookings so far for 2025. Blue are confirmed and yellow are provisional.



UNDER 18S

First Aid Youth Classes – We have two free first aid classes one for Safe Spring on the 10th of April the other for Safe Summer on the 7th August meant to take place at Retort now taking place in the Chamber Hall. The sessions will have two DBS checked staff members and a guestlist will be created.

Easter Crafternoon – We are putting on two sessions on the 19th of April.

Session one is Basket Decorating for ages 4+, this is a free event with a guestlist required due to limited spaces. This session will run 11am-1pm with water and juices available.

Two DBS checked staff member will be on site during this time and one parent per child will be allowed in the venue.

I have set a budget of £200 for this event however after calculations it will cost £100.03 (may differ depending on price inflations when ordering)

Session two is Cupcake Decorating for ages 13-17 years old, this will be £5 a ticket and run from 2pm-4pm. The cupcakes & buttercream will be made by The Old New Bake House where we will work under their license.

Each child will get 2 cupcakes each and we will supply all the decorations, water and juices for the event. Two DBS checked staff will be on site during these hours.

I have budgeted £400 for this event however after a budget sheet, the total will be £221.13 (may differ on price inflation at the time of ordering)

UNDER 18'S EVENTS
This event is brought to you by Broadstairs and St Peter's Town Council



EASTER CRAFTERAFTERNOON

Decorate your own easter baskets

here at Pierremont Hall

We will provide a white card basket filled with colourful tissue paper and small chocolate eggs plus all the decorations needed to make them Easter ready!

Guestlist required - Email in at events@broadstairs.gov.uk

Saturday 19th April
11pm-1pm
Ages 4+
limited spaces available



UNDER 18'S EVENTS
This event is brought to you by Broadstairs and St Peter's Town Council



EASTER CRAFTERAFTERNOON

CUPCAKE DECORATING

here at Pierremont Hall

Two cupcakes per child, a bag of buttercream and a table full of cake decorations required to decorate your perfect sweet treats.

Saturday 19th April
2pm-4pm Ages 13-17
Limited spaces available
SCAN QR CODE TO BOOK



£5



Commercial Report

October – Halloween Kids Party and 13 – 17s – After the success of last year we would like to put the Halloween Party again for the two different groups. It will follow the Halloween trick-or-treat trail in the high street by using the Chamber Hall as a party space for young kids after the trail from 16:30 – 17:30. Then host a disco in the evening for £5.00 per ticket for 13- to 17-year-olds from 19:00 – 21:00.

This event is to be confirmed, I will contact Chamber of Commerce in May-June time to start putting the event together.

Art Group classes – We have contacted Kent Talents Art Studio, she charges £100 per hour and will need 2 hours for each group (7-12 years & 13-17 years), 4 groups in total (2 in June and 2 in December) plus any charges for Art Supplies.

Total costs for the events will be around £1000.

This is to be confirmed by councillors whether to go ahead or not.