



Broadstairs & St Peter's Town Council

26 March 2025

To: Members of Broadstairs & St. Peter's Town Council.

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 31 March 2025 at 7pm.**

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29th July 2024.
- 3. MINUTES**
To approve the minutes of the Council meeting held on Monday 24 February 2025
Attach 1
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**
 - i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.
 - ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.
- 6. PLANNING COMMITTEE**
To receive the draft minutes of the meeting held on Wednesday 3 March 2025 and consider any recommendations therein.
Attach 2
- 7. ALLOTMENTS AND LAND COMMITTEE**
To receive the draft minutes of the meeting held on Monday 10 March 2025 and consider any recommendations therein.
Attach 3
- 8. COMMUNITY ASSETS COMMITTEE**
To receive the draft minutes of the meeting held on Monday 17 March 2025 and consider any recommendations therein.
Attach 4

9. ENVIRONMENT COMMITTEE

To receive the draft minutes of the meeting held on Monday 24 March 2025 and consider any recommendations therein.

Attach 5

10. COMMUNICATIONS

i) To receive the report of the Town Mayor.

ii) To receive the report of the Town Clerk

iii) To receive a request from the Events Administrator.

Attach 6

iv) To receive the response from the Deputy Leader of KCC to the open letter from Council regarding Sarah Thorne Theatre.

v) To receive and consider a request from the Deputy Town Clerk.

Attach 7

vi) To receive and consider a request from TDC to site a walk behind sweeper shed at Pierremont Hall.

11. FINANCE

i) To receive and approve a report concerning payments for the period 25 February 2025 to 26 March 2025

Attach 8

ii) To receive a report concerning receipts for the period 25 February 2025 to 26 March 2025

Attach 9

iii) To receive information about staff salaries for the period

iv) To receive information about works or services authorised between meetings.

v) To receive and approve a report concerning payments for the period 26 March 2025 to 31 March 2025.

12. BEACH SECURITY 2025 SEASON

To receive an update from Cllr Munns and Probe Security on arrangements for the season.

13. LOCAL GOVERNMENT PENSION SCHEME

To resolve that the Town Council wishes to be a participating employer in the Scheme.

Attach 10

14. FINANCIAL REGULATIONS 2025

To receive a summary background document from the Town Clerk

Attach 11

To receive the draft document and consider adopting it

Attach 12

15. EAST KENT JOINT INDEPENDENT REMUNERATION PANEL

To receive a letter regarding the Quadrennial Review and consider responding.

Attach 13

16. CALENDAR OF MEETINGS

To receive and approve the calendar of meeting for the forthcoming civic year.

Attach 14

17. MATERNITY LEAVE POLICY

To receive and review the document

Attach 15

18. PATERNITY LEAVE POLICY

To receive and review the document

Attach 16

19. SHARED PARENTAL LEAVE POLICY

To receive and review the policy

Attach 17

The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.

20. TENANT ISSUES

To receive information on the end of the tenancy at Retort House

ENC 1

21. LEGAL ISSUES

To receive information on future options at Retort House.

ENC 2

To receive information about a regular contractor's work

Members of the public may re-enter the meeting

- 22. DATE OF NEXT MEETING –** The next Council meeting will be held on Monday 28 April 2025 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 24 February 2025 at 7pm in Pierremont Hall, Broadstairs.

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

Town Clerk: Kirsty Holroyd

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

564. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr Orhan.

565. DECLARATIONS OF INTEREST

None received

566. MINUTES

RESOLVED: That the minutes of the Council meeting held on 27 January 2025 can be approved and duly signed as a true record by the Chairman.

567. MATTERS ARISING

Min 561: The Town Clerk reported that payment for the outstanding water bill had still not been received from TDC.

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

A representative from POW Thanet and a local businessman attended and each gave a brief overview of the proposals to be discussed under item 13: Retort House.

The Chairman thanked them for attending and explained each of the proposals would be discussed in closed session later in the meeting. The residents then left the meeting.

569. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 3 February 2025.
RESOLVED: Members agreed to note.

570. EVENTS, LEISURE AND TOURISM COMMITTEE

i) Members received the minutes of the meeting held on Monday 17 February 2025. The Town Clerk explained in more detail the use of Pierremont Hall by Folk Week under the discounted and free of charge arrangement. Taking place over seven consecutive full days (9 – 15 August), the partnership constitutes a significant in-kind contribution from the Town Council. Cllr Garner explained the nature of the activities which would be taking place in Pierremont Hall and grounds, including free to attend workshops and a busking station aimed at younger and more inexperienced performers.

RESOLVED: Members agreed to note.

ii) Members considered the draft Discounted Hire Rate Policy.

RESOLVED: That with the change from "Promote *sport* in young people" to "promote *activity* in young people" the policy can be adopted.

571. COMMUNICATIONS

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

ii) The Town Clerk reported the sad news of the passing of two local residents who had strong connections with the Town Council. She also informed members of a Police Surgery scheduled for 19 March at Broadstairs Library from 2pm until 4pm.

The Town Council has also been invited to have a pitch at the forthcoming Thanet Extravaganza on 29 June at Manston Airport. A large area will be made available for representatives from all Broadstairs organisations in order to showcase the best of what the town can offer.

RESOLVED: That the Town Council pay the £150 pitch fee and invite other groups to join.

572. FINANCE

i) Members received a report concerning payments for the period 28 January 2025 to 18 February 2025 (see attached).

RESOLVED: That the payments be approved

ii) Members received a report concerning receipts for the period 28 January 2025 to 18 February 2025. (see attached)

RESOLVED: That the report be noted.

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

- £1450 plus VAT to Top Branch to undertake remedial tree works highlighted in recent Picus report.
- £420 plus VAT to SLCC for membership fees 2025-6
- £155 to Brian Jarman for new locks at Retort House bin store (now used by Town Team gardening group to store their equipment)
- £79.56 plus VAT to Westgate Security for replacement fire panel batteries
- £19.99 plus VAT to the RBLI for VE Day commemoration flag
- £925 to Alan's removals for Town Council office move

- £10,000 transferred from Unity Trust Reserve account to Unity Trust Current Account.

RESOLVED: That the payments be approved.

iv) Members received a summary of staff salaries totalling £27,747 for the month of December.

RESOLVED: Members agreed to note.

v) Members received and approved a report concerning payments for the period 18 February 2025 when the agenda was sent out until 24 February 2025.

RESOLVED: That the payments be approved.

573. DEMENTIA AWARENESS PROJECT

Members received a report on progress from the Deputy Town Clerk. Cllr Joanne Bright also added in details of a drop-in event due to take place at Pierremont Hall on 19 March and informed members that the project had been discussed at the recent School Forum creating much interest from attendees.

RESOLVED: Members agreed to note.

574. EQUALITY AND DIVERSITY POLICY

Members received and reviewed the policy and noted that no updates to the previous version had been necessary.

RESOLVED: That the policy be approved.

575. HEALTH AND SAFETY POLICY

Members received the updated policy and noted that there two minor changes.

RESOLVED: That the updated policy be approved.

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

576. RETORT HOUSE

i) Members receive an update from the Town Clerk outlining what meetings had taken place with TDC officers since the Council last met.

RESOLVED: Members noted that no formal offer to sell the building back to TDC had yet been made. The following two proposals could therefore be noted this evening, but no decisions could be made since the opportunity for members of the public to express an interest in the future of the building had not been widely publicised.

ii) Members received and considered an art proposal via Cllr Bright. A member of POW had already given a verbal presentation (as at minute 568) and members now considered a written document.

RESOLVED: That members like the idea of the project in principle but will call for expressions of interest once the future of the building is decided.

iii) Members received and considered a commercial proposal via Cllrs Nichols and Rusiecki. The proposer had already given a verbal presentation at minute 568 and councillors now considered a written document.

RESOLVED: Members agreed to note but will call for expressions of interest once the future of the building is decided.

20.30 Cllr Hobson left the meeting

577. LEGAL ISSUES

The Town Clerk reported that after a period of non-communication Brachers had been in contact about finalising the end of the tenancy at the former Escapement.

20.36 Cllr Moore left the meeting

RESOLVED:

- i) That the invoice for £3540 plus VAT is paid.**
- ii) That no further assistance in this matter is required until the future of the building is decided.**
- iii) That the Town Clerk request legal advice on the pre-emption agreement drawn up at the time of the purchase of Retort House.**

578. STAFF MATTERS

i) Members received and considered the draft minutes of the Staff Management Committee meeting held on Thursday 23 January 2025 and consider any recommendations therein.

RESOLVED: Members agreed to note.

ii) Members were asked to approve the amendment to the Terms of Reference.

RESOLVED: That the updated document be approved.

iii) Members were asked to approve the Volunteer Policy

RESOLVED: That the document be approved.

iv) Members approved the Volunteer Tree Warden's Terms of Reference.

RESOLVED: That the document be approved.

v) Members received and considered a summary of the Town Clerk's appraisal

RESOLVED: That the document be noted and that the Town Clerk receive a one-point salary increment in light of evidenced satisfactory performance.

20.42 Cllr Farooki left the meeting

ii) Members received the actuarial report from Kent Local Government Pension fund and considered whether to join the scheme.

RESOLVED: That the report be noted and that the Town Clerk apply for the Town Council to join the LGPS.

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

579. DATE OF NEXT MEETING

Monday 31 March 2025 at 7pm in Pierremont Hall

Meeting closed at 8.46 pm

Signed _____

Date _____

DRAFT



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 3 MARCH 2025

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

Minutes marked * require a resolution from the Town Council

395 OPENNESS AND TRANSPARENCY

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

396 APOLOGIES FOR ABSENCE

Verbal apologies with reason were received and accepted from: Cllr E Orhan. Cllr Orhan sent an email to confirm her apologies following the meeting.
Apologies were received from the Voluntary Tree Officer.

397 DECLARATIONS OF INTEREST

There were no declarations of interest.

398 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 3rd February 2025.

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

Minute 392 (i) The Deputy Town Clerk informed the Committee that on exploring community asset transfer for the Pierremont Depot, an area can only be transferred as a community asset if it is of social/community benefit and the community has previously had access to it and will continue to have access to it. Therefore, we are unable to pursue this.

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

None

401 CORRESPONDENCE

Members RECEIVED and NOTED the Sea Link February newsletter.

402 CHAIR'S REPORT

None

403 NEIGHBOURHOOD PLAN BUSINESS

i) The Deputy Town Clerk gave the sad news that a community member of the Neighbourhood Plan Sub-Committee had passed away.

ii) The Committee discussed the future V3 Neighbourhood Plan, which is due in 2028. This should include provisos for the size and locations of HMO's.

If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.

404 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

25/0001/GD Buckmaster Memorial Home, 7 Western Esplanade, Broadstairs CT10 1TG
The Committee unanimously recommends SUPPORT for this application.

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

24/1472/VKB 74 Stone Road, Broadstairs CT10 1EB
The Committee unanimously recommends NO OBJECTION WITH CONCERNS ensuring that the applicant abides by the conditions set out by Southern Water, Highways and Environmental Health.

25/0047/GD 6-6A Luton Avenue, Broadstairs CT10 2DH
The Committee recommends NO OBJECTION WITH CONCERNS ensuring that the applicant abides by the conditions set out by the Planning Inspectorate. (Majority, one abstention)

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

25/0043/MH 4 The Oaks, Broadstairs CT10 3BT
25/0081/MH 9 The Broadway, Broadstairs CT10 2AD
25/0111/DR Apartment 15 Castle View, Joss Gap Road, Broadstairs CT10 3PE
25/0114/DR 4 Hawkhurst Way, Broadstairs CT10 1SD
25/0065/ML 22 Oaklands Avenue, Broadstairs CT10 2SQ
25/0138/MH Language UK, 17 Queens Road, Broadstairs CT10 1NU
24/1348/DR 8 Boughton Avenue, Broadstairs CT10 1SN
25/0158/DR 46 Carlton Avenue, Broadstairs CT10 1AQ
25/0173/DF 1 Dundonald Road, Broadstairs CT10 1PE
25/0143/ZD 39 Grange Road, Broadstairs CT10 3ER
25/0129/RB 18 Oaklands Avenue, Broadstairs CT10 2SQ

405 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

(i) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.

- Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
 - Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
 - Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
 - It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'* or 'amber list' birds**), permission for the works should be refused unless there are overwhelming reasons for it to be given.
 - No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.
- * House Sparrow, Starling, Song Thrush
** Hedge Sparrow (Dunnock)

TPO/25/0115/MM 39A Grange Road, Broadstairs CT10 3ER
TPO/25/0160/MM 21 Old Green Road, Broadstairs CT10 3BP

406 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 7th April at 7pm

Meeting closed at 19:23
Deputy Town Clerk



Broadstairs & St Peter's Town Council

Attach 3

ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 11th March 2025

Present: Cllrs J Bright (Chair), J Hobson, E Orhan, K Pressland, S Roberts
Deputy Town Clerk: Julie Belsey

95. OPENNESS AND TRANSPARENCY

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

96. APOLOGIES FOR ABSENCE

Not in attendance: Cllr J Nichols

97. DECLARATIONS OF INTEREST

There were no declarations of interest.

98. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 21st October 2024

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

None

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

None

101. BUDGET

The Committee received the budget to date and were given updates of further anticipated monies to be spent prior to year end.

102. NORMAN ROAD & NASH GARDENS ALLOTMENTS

A non-recyclable waste collection took place at the beginning of February with 2.5 van loads removed in total. This is an additional service we provide to the allotment holders which is greatly appreciated each year.

Following our tree surveys carried out in October, Thanet Council's Open Spaces have undertaken the works highlighted in the survey for the trees that line the allotments in St Peter's Recreation Ground.

Vacant allotments have been allocated to people on the waiting lists – two at Norman Road and one at Nash Gardens.

On the recent inspection, it was noted that a few sites are now incorporating small ponds, which encourages additional wildlife to our sites.

103. CULMERS AMENITY LAND

The Civic and Support Officer has sent a proposal to CT10 Charities, who are the landlords of Culmers. This is to incorporate a wildlife meadow and two wild cherry trees to the site. The Civic and Support Officer will take this to the Environment Committee with full information for the Committee should CT10 Charities give their consent.

Long term, the Town Council will need to be able to provide more storage/work areas for the Gardeners (and Woodland Officer) as our equipment requirement increases.

107. RISK ASSESSEMENTS & INSPECTIONS

- i) The Committee received and noted the site inspection outcome reports for the allotments/Culmer's Amenity Land/Mockett's Wood.
- ii) The Committee received and noted the updated risk assessments for the allotments/Culmer's Amenity Land/Mockett's Wood/land under licence from TDC.

108. GROUNDS MAINTENANCE CONTRACT

NJL Boxgreen were successful for the ground's maintenance contract to 31st March 2028. Due to timescales, this was approved at the Community Assets Committee meeting on 20th January 2025.

109. TREE WORKS

Following discussion regarding the two trees located at the Baird's Hill footpath, it was agreed to ask our Contractor for their opinion on the trees before making a decision.

110. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING

Date of next meeting: July/August TBC

Meeting Closed at 19.54
Deputy Town Clerk



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

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

Town Clerk: Kirsty Holroyd

208. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr C Kemp and Cllr A Munns
Cllr J Nichols was absent.

209. DECLARATIONS OF INTEREST

None

210. MINUTES

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

RESOLVED: That with the amendment that Cllr Hobson had given apologies, the minutes be signed as a true record by the Chairman.

211. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

212. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

None

213. VIKING SUITE

The Town Clerk reported that an online meeting had been held with the solicitor on 15 February and the final points of the lease discussed and agreed with councillors present. An email from the solicitor on 17 February had confirmed the points but nothing further had been received despite several follow-up requests from the Town Clerk. On 14 March the solicitor's secretary had confirmed the solicitor had been taken unexpectedly ill and her supervisor would be taking over the case in due course. Members agreed that this was unsatisfactory and the firm of solicitors ought to have arrangements in place for when such circumstances arise.

RESOLVED: The Town Clerk write to the firm requesting an update by the end of the week. If this is not received a formal complaint is to be made.

214. UPDATES FROM THANET DISTRICT COUNCIL

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

- i) War Memorial. Meeting planned for 19 March to discuss development of Heads of Terms for Council's consideration.
- ii) Pierremont Park fountain. TDC officers are satisfied the area is safe due to surrounding fence. Plans are being drawn up to enable the existing flower bed to be cleared and replanted. Structural work is necessary before gardeners can enter. Members agreed they would like the fountain functioning again if possible.
- iii) Water leak. The monies owed by TDC had been received that day.
- iv) Pierremont Park depot. No developments. All agreed to keep the site on the agenda as it would be very useful for the Town Council to acquire in light of future local government restructuring.
- v) Clocktower. Meeting planned for 1 April to discuss works and co-ordinate with Community Payback.
- vi) Toilets summer opening schedule. Yet to be released.
- vii) Summer bins/litter collection. Large bins due in situ over next two weeks. Collection schedule yet to be released.
- viii) Louisa Bay lock-up. No response received on future of TDC using space to store street cleansing equipment. The space is not big enough to accommodate everything now that the Town Council has also taken on Balmoral Gardens.
- ix) Balmoral Gardens and Pierremont Hall drinking taps. A very positive meeting had taken place that day with TDC officers. The Civic and Support officer will update members at next week's Environment Committee meeting.
- x) Uncle Mack plaque box – the plaque will not be removed so the Town Clerk had requested that the box covering it be made good. TDC have now primed it at the Town Council's own staff will paint and finish it with signage to improve the visual aspect.
- xi) Heritage way-markers: The four finger posts around the town are in need of repainting and repositioning. Town Council staff are able to do this but need assistance to remove the "finger" which have rusted in place. TDC have agreed to remove and bring them to Pierremont Hall for refurbishment.
- xii) Viking Bay lift: currently not working but replacement parts on order and should be ready for Easter.

215. LOCAL GOVERNMENT REORGANISATION

Members received a note from the CEO of KALC and noted the work that KALC is doing to ensure Local Councils are consulted and included in the devolution process. Members agreed that the Town Council needs to be involved in the process from the outset, the list above demonstrating how many assets it is already working on in partnership with TDC.

RESOLVED: That the Town Clerk start to make a list of potential future assets and a method of quantifying and prioritising them in terms of whether the Town Council has the capacity and appetite to manage them and what additional resources would be necessary should it wish to do so.

216. PHASE III

- i) The Town Clerk reported that two consultants had still to sign their collateral

warranties. The solicitor drafting the contracts is pro-actively and persistently pursuing those who have yet to sign and the process can be left to follow its course.

RESOLVED: Members agreed to note.

ii) Members discussed plans for the layout of the basement.

RESOLVED: That the broad plan presented by the Town Clerk can be approved. Fire safety and damp-proofing are paramount and fit out will be discussed with the design team in due course according to budget constraints and potential future uses of the building which at this stage are unclear due to the restructuring discussed at minute 215.

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

217. RETORT HOUSE

i) Members received an update from Brachers on the pre-emption agreement. Unfortunately since the same solicitor is dealing with this issue as is dealing with the Viking Suite lease discussed at minute 213, nothing further can be done until contact is made with the supervisor.

RESOLVED: Members agreed to note.

ii) Members received an update from Brachers on the end of tenancy. The Town Clerk had last heard from the solicitor on 9 January. Despite regular chase ups it was not until 21 February that she was informed the solicitor had left the firm. The supervisor was due to pick up the case and the Town Clerk instructed him to send the end of tenancy closing statement to the tenant as agreed by Council. No response received in this matter since 24 February.

RESOLVED: members agreed to note.

ii) Members received an update from TDC on use as a polling station. The Town Clerk has received no confirmation but members reported anecdotally that the building would not be used.

RESOLVED: Members agreed to note.

iii) Members received an update from TDC on future interest in the building. Nothing has been confirmed. The Town Clerk will raise at a forthcoming meeting with TDC officers.

RESOLVED: Members agreed to note.

iv) Members received an update on inviting expressions of interest. Members agreed this cannot be discussed in earnest until the legal position on the future of the building is confirmed.

v) Members held an informal discussion on various future uses of the building.

RESOLVED: that the item be included as an agenda item at the forthcoming Town Assembly.

218. PIERREMONT HALL

Members received information about a new tenant for The Cottage. Heads of Terms were received and will be discussed with the tenant and solicitor shortly.

The Town Clerk also reported that the Town Council staff had moved to the Princess Victoria Suite so that all nine officers could be accommodated in the same suite.

This will improve communication and efficiency.

RESOLVED: members agreed to note.

219. LEGAL UPDATES – none all covered above.

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

**220. DATE OF NEXT MEETING
Monday 12 May 2025 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 20.19

Signed _____

Date _____



Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Minutes of the meeting held at 7pm on Monday 24th March 2025.

Cllrs Present: Chair Joanne Bright, Vice Chair Steve Roberts, Cllr Kevin Pressland.
Cllr Alan Munns, Cllr Mike Garner, Cllr Paul Moore
Officer: Civic and Support Officer: Abi Barton

60. CHAIRS WELCOME: OPENNESS AND TRANSPARENCY

To remind those present of the following:

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

61. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Kemp and Hobson were given and accepted.

62. DECLARATIONS OF INTEREST

None received.

63. MINUTES OF LAST MEETING

RESOLVED: That the minutes of the Council meeting held on 13th January 2025 can be approved and duly signed as a true record by the Chairman.

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

It was noted by the Civic & Support Officer that since the last meeting, minute 56. TREE PLANTING PROJECT WITH THANET DISTRICT COUNCIL.

TDC coms team have used Town council owned pictures to promote the TDC Tree planting project that the Town council donated £10,000 to, without any mention of the Town Council's help with funding this project.

RESOLVED:

All members expressed their disappointment.

Civic & Support officer is to complain to the department head of TDC to rectify this issue.

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

None received.

66. LAND AT FAIRFIELD

Members received an update regarding the meeting with Contact Box Green NJL to quote for meadowing the land.

RESOLVED:

Members agreed with Officers recommendation with knowledge supplied by contactor and Cllr Pressland that due to the high levels of ground elder, Alexander and other fast spreading plant varieties such as ivy and limited options/ budget available for removal, this land is not appropriate for a wildflower meadow due to its cost implications.

67. LAND AT FOSTERS AVENUE

Members received an update that the Tree planning application for this land had been rejected by KCC due to number of cables above the land and below. KCC did however approve the cultivation licence.

On approval of the cultivation licence, it was noted that the C&S Officer and Operations Officer visited the site for a H&S inspection and to understand why the trees had been rejected when there had previously been trees planted in the location and removed.

It was noted that it appeared BT had done further works to the area, creating new trenches on the pathways and adding more phone lines to the pole above, creating a safety issue.

On inspection of the grass areas that had been granted the cultivation licence to meadow, it was noted that where the grass had stopped being maintained by KCC. Ground elder and several weed varieties, that were not present during the Town Council's initial site visit during the summer, had taken over the land. As noted by our contactor during a meeting at Fairfield, ground elder would prove difficult to meadow over, therefore this plot of land would only be suitable for grass which requires continuous maintenance.

RESOLVED:

Prior to the meeting the C & S Officer discussed the changes on the land with the Town Clerk and Chair of the Committee. Due to time sensitivity that the cultivation of the plot of land was now the responsibility of the Town Council. It was decided that this would not be good use of Town Council budget and the cultivation licence be rejected and structures licence not applied for as this is no longer a viable project.

A new site was to be investigated. This did not affect the agreed contactor's planting contract, as the section was referred to as "new meadow land" in agreed quote.

Members agreed to note.

68. NEW MEADOW PROJECT – CULMERS

Members received a planting proposal sent to landlords of Culmers Amenity Land, CT10 Charities that includes a planting fruit or nut trees, a wildflower meadow and planting native bulbs as a community project in the autumn months.

CT10 Charities have confirmed they would be happy with the creation of a meadow and bulbs to be planted in the woodland area. Tree planting is to be discussed at their next meeting in April.

RESOLVED:

Members agreed that the proposal is to be approved and further funding for the bulb planting project is to be allocated. Purchasing will be at the officer's discretion.

It was agreed that the bulb planting day should be a collaboration with the Youth forum, local schools and other volunteers.

C&S officer is to confirm with CT10 Charities and the contractor, the start of this project and to purchase bulbs for this land and a community project is to be organised to plant in the autumn months.

69. BROADSTAIRS IN BLOOM

The C & S officer has been looking at refreshing the current In Bloom Campaign with new projects and rethinking old projects for better community engagement, to come in line with the Town Council's current action plan and motivations.

i. Business baskets to family planting day:

Whilst last year was our highest number of hanging basket orders for businesses (selling all 120 baskets), it was also the highest number of unpaid, broken and stolen baskets the Town Council has witnessed.

Members received a proposal for the new hanging basket project, creating a fun, new family friendly activity, which promotes gardening and uses our space at Pierremont Hall. This would also guarantee a return on the budget spent on baskets.

ii. Rubbish to Roots:

Members received a proposal for Broadstairs & St. Peter's Town Council to team up with Broadstairs Town Team to encourage local residents to use items they would usually see as rubbish and turn them into planting vessels to create a metre of beauty in their homes and gardens. With key message that anything can be a planter. The proposal included that the Town Council fund this pilot project supplying seeds, climbing canes and compost if necessary. The Town Team would lend a helping hand to promote this project, supplying some locally grown seeds and using their seed drives to hand out the seed packs.

The Town Council will create a social media campaign showing their own 'Roots to Rubbish' and encourage members of the public to get involved with their own items.

iii. Gardening Grants:

Members received a new poster for the current in bloom grants project. Members were asked to consider continuing this project to give grants to schools, care homes and organisations.

RESOLVED:

- i. That the family planting day is approved by all members as it is more economical and supports healthy eating and education. Two ticket prices are to be available to members of the public, one that includes a free mocktail making session and one without.**

Members agreed that this project is to be advertised to local women's groups/ men's groups, brides and hens of Pierremont Hall, local care homes, schools and youth groups.

It was noted that the Town Council could offer a basket delivery service for those who attend with accessibility issues.

- ii. All members agreed that the proposal for the 'Roots to rubbish' Project be approved. £500 from the in-bloom grants budget can be used to purchase necessary items.**

- iii. To promote this project to local schools in the first instance.**

To continue this project alongside the in-bloom projects, continuing to promote to schools, care homes and organisations.

70. REFILL/ TAPS PROJECT.

i. Refill project:

C&S Officer and Town Clerk had a meeting with TDC heads and managers of departments following a proposal for a new tap site sent by the C& S officer.

The meeting was positive, with discussions of multiple options for a new water tap site, including Balmoral Gardens, Pierremont Park, Broadstairs Promenade and Victoria Gardens.

It was agreed by all parties that Broadstairs and Sr. Peter's Town Council could pay for the tap unit and install. However, the maintenance and water costs would be covered by TDC.

TDC are to investigate the disabled toilet next to the bandstand at Victoria Gardens as the install location. TDC operatives will be surveying this area to make sure this is a viable location; the unit would then be installed during TDC's toilet renovation project to minimise cost.

TDC are to send the Town Council a quote for install ASAP.

ii. Refill project:

The first few stickers have been handed out to businesses. The C&S Officer will continue to push this campaign.

RECOMMENDATION

- i. It was agreed by all members that the remaining environmental initiatives budget of £4307 left is to be ringfenced and added to the budget heading of "environmental initiatives" in the 2025-26 budget for purchasing of the tap unit and install costs and signs.**

- ii. Members agreed to note.**

71. HIP AND TRAFFIC INITIATIVES

i. HIP:

The C&S Officer has chased KCC for updates relating to the HIP and Speed watch. The following response has been received from KCC:

"Unfortunately, I don't have an update for you as yet but these priorities are with P&A awaiting their assessments. Both Planning & Advice and Design & Delivery Teams work on Crash Remedial Measure schemes as a priority for some months of the year and this has been the case so far, but I hope that they will be back to working on parish schemes as soon as possible."

ii. Speed watch:

The Deputy Town Clerk who is leading speed watch and the C & S Officer has chased Speed watch to identify roads that would be viable to start a campaign. No useful response has been received yet.

iii. Working with KCC and Schools:

As reported at the previous council meeting in January, The C&S Officer and Schools Liaison councillor, Cllr Bright attended a virtual meeting where there were many positive discussions of working collaboratively with KCC. Since this meeting the C & S Officer has invited the safer roads team to attend the community festival on 24th May.

Cllr Bright has attended the youth forum to discuss working with school heads. It was noted during the meeting with KCC that the C&S officer/ Cllr Bright would contact school leadership teams to attend an event/workshop at Pierremont Hall to educate schools to help them fill out their own action plans and discuss road safety measures near their schools. This is still to be organised and will be pursued in the coming months. As discussed at minute 53. TRAFFIC COMMUNITY OUTREACH on 13th January 2025.

RESOLVED:

- i. The C & S Officer will continue to pursue KCC and Speed watch.**
- ii. C&S officer is to organise a meeting with Kent Speed watch and KCC speed up process and identify roads. Once the roads have been identified, the C & S Officer is to promote a volunteer drive. The C&S Officer is to research quotes from speed watch equipment to purchase and to lease.**
- iii. Members agreed to note.**

72. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting TBC on approval of calendar of meetings.

Meeting Closed at 20:28

Decision required by Events Administrator

Community Festival 2024

Budget: £3,000.00

Spent: £2,248.49

Income: £873.92 (Stalls and Bar)

Remaining in budget: £1,625.43

Community Festival 2025

Budget: £3,000.00

Committed Spend: £1,786.60

Income: £390.00 (Stalls – more available)

Remaining: £1,603.40

This would mean currently **£1,600** is available in budget. (Bar takings and further stalls booked will also increase income.)

Option 1

£1,200 - 2x Game stalls, 1 child's ride - free to public

£60 - **paid to BSPTC** for catering unit

Option 2

£500 - 1 child's ride - free to public

£120(TBC) - **paid to BSPTC** for 2 games stalls - chargeable by festival amusements

£60 - **paid to BSPTC** for catering unit

Other options could be agreed, for example we could request 1x Family Ride and 1x Childs ride.

Decision required: Do Councillors wish to offer free children's rides and if so, how much of the £1600 anticipated underspend are they prepare to commit?

Christmas Tree Lights at Broadstairs Library

BSPTC currently have Christmas lights located within the tree at Broadstairs Library. The tree belongs to the library and requires work to be carried out to reduce some of the height and length of branches as it is causing damage to the library. As such, we have been requested to remove the lights so that this work can be undertaken.

It is the Town Council's choice to place the lights within this tree, which creates an entrance into the Town at Christmas.

The stripping of lights would ideally be carried out in May/June or before.

We have received a quote from our contractors, SparkX, as follows:

Broadstairs library tree strip & redress

Strip - £750 exVAT

Redress - £900 exVAT

Quotation based on using the same lights as removed, subject to condition.

Decision required:

- a. To accept the full quote**
- b. To accept the lights to be stripped and not replaced**
- c. To request that Broadstairs Library pay for the works.**

Officer's recommendation is option a or b.

Broadstairs & St. Peter's Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1276 Office sundries	26/02/2025		Nat West Current Ac		water hygiene	Culligan Water	S	60.00	12.00	72.00
1390 Office contingencies	25/02/2025		Unity Trust		expenses	David Bassett	Z	30.60		30.60
1390 Travel and Subsistence	25/02/2025		Unity Trust		expenses	David Bassett	Z	19.20		19.20
1391 Office contingencies	25/02/2025		Unity Trust		expenses	Julie Belsey	Z	7.45		7.45
1391 Travel and Subsistence	25/02/2025		Unity Trust		expenses	Julie Belsey	Z	3.60		3.60
1392 Defibrillators	25/02/2025		Unity Trust		defibrillator supplies	Hopkins	S	1,772.00	354.40	2,126.40
1393 Window cleaning	25/02/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
1395 Water rates	25/02/2025		Unity Trust		water heater service	C.S. Heating & Plumbing Lt	S	96.00	19.20	115.20
1396 Water rates	25/02/2025		Unity Trust		water heater service - viking st	C.S. Heating & Plumbing Lt	S	344.79	68.96	413.75
1397 Water rates	25/02/2025		Unity Trust		hot water cylinder service - pie	C.S. Heating & Plumbing Lt	S	288.00	57.60	345.60
1398 Water rates	25/02/2025		Unity Trust		water heater service - music ro	C.S. Heating & Plumbing Lt	S	96.00	19.20	115.20
1399 Water rates	25/02/2025		Unity Trust		water heater service - cottage	C.S. Heating & Plumbing Lt	S	96.00	19.20	115.20
1400 Annual maintenance schedule	25/02/2025		Unity Trust		water heater service - retort	C.S. Heating & Plumbing Lt	S	96.00	19.20	115.20
1401 Stripe Fee	25/02/2025	Receipt Voucher No. 577	Unity Trust		Stripe Transaction Fee	Stripe	E	0.65		0.65
1402 Stripe Fee	26/02/2025	Receipt Voucher No. 578	Unity Trust		Stripe Transaction Fee	Stripe	E	0.56		0.56
1406 Phones and Internet	28/02/2025		Nat West Current Ac		mobile phones	02	S	115.40	23.08	138.48
1407 Town Mayor	03/03/2025		Unity Trust		charity donation from town ma	Inspiration Creative	Z	1,000.00		1,000.00
1408 Town Mayor	03/03/2025		Unity Trust		charity donation from town ma	Thanet Wanderers Rugby Lt	Z	1,000.00		1,000.00
1409 Town Mayor	03/03/2025		Unity Trust		Grant	Broadstairs Cricket Club	Z	1,800.00		1,800.00
1410 Fire alarms and emergency light	03/03/2025		Unity Trust		Works	Westgate Security & Electr	S	79.56	15.91	95.47
1411 Professional Fees	03/03/2025		Unity Trust		Legal fees	Brachers LLP	S	3,504.00	700.20	4,204.20
1412 Bathroom items	03/03/2025		Unity Trust		Supplies	Total Supplies Ltd	S	105.00	21.00	126.00
1413 Cleaning	03/03/2025		Unity Trust		Cleaning	Total Cleaning Services	S	293.60	58.72	352.32
1414 Office contingencies	03/03/2025		Unity Trust		Fee	Classic Music & Motors	Z	150.00		150.00
1415 Training & Subscriptions	03/03/2025		Unity Trust		Training	NALC	S	65.00	13.00	78.00
1416 Victoria Gardens	03/03/2025		Unity Trust		Supplies	B&Q	S	40.00	8.00	48.00
1417 Community Payback	03/03/2025		Unity Trust		Supplies	Screwfix	S	60.30	12.06	72.36
1418 Community Payback	03/03/2025		Unity Trust		Supplies	B&Q	S	178.33	35.67	214.00
1419 Environmental Initiatives	03/03/2025		Unity Trust		Signage	Expression Signs	S	22.50	4.50	27.00
1420 Container hire	03/03/2025		Unity Trust		container hire	Lawrence Container Hire Lt	S	88.66	17.73	106.39
1421 Mocketts Wood	03/03/2025		Unity Trust		container hire	Lawrence Container Hire Lt	S	44.33	8.87	53.20
1422 Office sundries	03/03/2025		Unity Trust		Stationery	VIKING DIRECT	S	55.06	11.01	66.07
1423 Office contingencies	03/03/2025		Unity Trust		expenses	victoria jenkins	Z	53.40		53.40
1424 Electricity	03/03/2025		Nat West Current Ac		Electricity	British Gas	L	52.45	2.62	55.07

Attach 8

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1425 Finance costs	28/02/2025		Nat West Current Ac		bank charges	NATWEST	Z	4.90		4.90
1426 Finance costs	28/02/2025		Unity Trust		bank charges	Unity Bank	Z	20.55		20.55
1427 Stripe Fee	03/03/2025	Receipt Voucher No. 589	Unity Trust	Receipt #1020-66	Stripe Transaction Fee	Stripe	E	1.10		1.10
1428 Stripe Fee	05/03/2025	Receipt Voucher No. 590	Unity Trust	Receipt #1107-68	Stripe Transaction Fee	Stripe	E	0.92		0.92
1429 Stripe Fee	05/03/2025	Receipt Voucher No. 591	Unity Trust	Receipt # 1086-84	Stripe Transaction Fee	Stripe	E	0.56		0.56
1430 Drain Clearance	06/03/2025		Unity Trust		drains	Clear Flow Drainage (Robe	Z	60.00		60.00
1431 Community Payback	06/03/2025		Unity Trust		Paint	B&Q	S	91.67	18.33	110.00
1432 Victoria Gardens	06/03/2025		Unity Trust		Paint	B&Q	S	40.00	8.00	48.00
1433 Community Payback	06/03/2025		Unity Trust		Paint	B&Q	S	240.00	48.00	288.00
1435 Annual maintenance schedule	06/03/2025		Unity Trust		legionnaires testing	Ashford Environmental Ser	S	272.75	54.55	327.30
1436 Events -Bar	06/03/2025		Unity Trust		bar supplies	Page & Sons	S	652.62	130.52	783.14
1437 Planned building works	06/03/2025		Unity Trust		Works	Westgate Security & Electr	S	535.60	107.12	642.72
1438 Planned building works	06/03/2025		Unity Trust		fire doors	Cinque Ports Construction	S	3,800.00	760.00	4,560.00
1439 Culmers Amenity Land	07/03/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	125.00	25.00	150.00
1439 Broadstairs in Bloom	07/03/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	95.00	19.00	114.00
1439 Grounds Maintenance	07/03/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	836.25	167.25	1,003.50
1440 Facilities Team sundry items	07/03/2025		Unity Trust		keys	access lock & key	S	28.00	5.60	33.60
1441 visitor information kiosk	07/03/2025		Unity Trust		Advertising	Brightside Publishing	S	240.00	48.00	288.00
1443 Events Room Hire	07/03/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	1.15		1.15
1453 Councillor Allowances	19/03/2025		Nat West Current Ac		councillor's allowance	Collin Kemp	Z	120.00		120.00
1459 Drain Clearance	14/03/2025		Unity Trust		plumbing	Clear Flow Drainage (Robe	Z	60.00		60.00
1460 Security	14/03/2025		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
1460 Site security	14/03/2025		Unity Trust		security	Probe Security	S	710.00	142.00	852.00
1461 Professional Fees	14/03/2025		Unity Trust		Fees	Brachers LLP	S	1,434.00	286.80	1,720.80
1461 Professional Fees	14/03/2025		Unity Trust		Fees	Brachers LLP	Z	63.00		63.00
1462 November Fireworks	14/03/2025		Unity Trust		Administration fee	Thanet District Council	Z	274.30		274.30
1463 Electricity	14/03/2025		Unity Trust		electricity - music room	Edf	L	209.00	10.45	219.45
1464 IT	14/03/2025		Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
1465 Tree planting budget	14/03/2025		Unity Trust		tree planting	Thanet District Council	R	1,500.00	1,854.66	1,854.66
1466 Summer Theatre	14/03/2025		Unity Trust		entertainment	Applause Rural Touring	Z	110.00		110.00
1467 Window cleaning	14/03/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
1468 Payroll company	14/03/2025		Unity Trust		Payroll	Batchelor Coop Ltd	S	274.85	54.97	329.82
1469 Community Payback	14/03/2025		Unity Trust		Supplies	Screwfix	S	13.30	2.66	15.96
1470 Mocketts Wood	14/03/2025		Unity Trust		Supplies	Screwfix	S	43.32	8.66	51.98
1470 Victoria Gardens	14/03/2025		Unity Trust		Supplies	Screwfix	S	43.32	8.66	51.98

Broadstairs & St. Peter's Town Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1471	14/03/2025		Unity Trust		Supplies	Screwfix	S	5.40	1.08	6.48
1472	14/03/2025		Unity Trust		Water	Business Stream	L	8,228.79	411.44	8,640.23
1473	14/03/2025		Unity Trust		electricity - retort	SSE Energy Solutions	S	1,307.39	261.48	1,568.87
1474	14/03/2025		Unity Trust		photocopier	KCC	S	167.40	33.48	200.88
1475	17/03/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
1476	17/03/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	257.28	51.46	308.74
1477	17/03/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	106.69	21.34	128.03
1478	06/03/2025	Receipt Voucher No. 597	Unity Trust	Receipt #1021-24	Stripe Transaction Fee	Stripe	E	0.65		0.65
1479	17/03/2025		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
1480	14/03/2025		Nat West Current Ac		Waste Services	Business Waste Co UK	S	255.03	51.01	306.04
1481	19/03/2025		Lloyds Corporate Cr€		printing	HP Instant Ink Ltd	S	4.57	0.92	5.49
1482	19/03/2025		Lloyds Corporate Cr€		Postage	Royal Mail Group	Z	2.70		2.70
1483	19/03/2025		Lloyds Corporate Cr€		puncture repair	KwikFit	S	26.62	5.33	31.95
1484	19/03/2025		Lloyds Corporate Cr€		Stationery	EXPRESSIONS	Z	8.95		8.95
1485	19/03/2025		Lloyds Corporate Cr€		Supplies	City Electrical Factors Ltd	S	5.75	1.15	6.90
1486	19/03/2025		Lloyds Corporate Cr€		Refreshments	CO-OP	Z	1.65		1.65
1487	19/03/2025		Lloyds Corporate Cr€		DBS check	Due Diligence Checking	S	12.00	2.40	14.40
1487	19/03/2025		Lloyds Corporate Cr€		DBS check	Due Diligence Checking	Z	21.50		21.50
1488	19/03/2025		Lloyds Corporate Cr€		wreath	Royal British Legion	Z	23.98		23.98
1489	19/03/2025		Lloyds Corporate Cr€		van charge	City Electrical Factors Ltd	S	10.07	2.01	12.08
1490	19/03/2025		Lloyds Corporate Cr€		Refreshments	CO-OP	Z	1.50		1.50
1491	19/03/2025		Lloyds Corporate Cr€		Supplies	Poundland	Z	2.00		2.00
1492	19/03/2025		Lloyds Corporate Cr€		food waste bags	Geeantee Wholesale Ltd	S	14.91	2.98	17.89
1493	19/03/2025		Lloyds Corporate Cr€		food waste bins	Dunelm Mill	S	17.50	3.50	21.00
1494	19/03/2025		Lloyds Corporate Cr€		Supplies	Savers	Z	5.02		5.02
1495	19/03/2025		Lloyds Corporate Cr€		DBS check	Due Diligence Checking	S	12.00	2.40	14.40
1495	19/03/2025		Lloyds Corporate Cr€		DBS check	Due Diligence Checking	Z	21.50		21.50
1496	19/03/2025		Lloyds Corporate Cr€		Training	High Speed Training Ltd	S	276.30	55.26	331.56
1497	19/03/2025		Lloyds Corporate Cr€		printing	HP Instant Ink Ltd	S	15.41	3.08	18.49
1498	19/03/2025		Lloyds Corporate Cr€		printing	HP Instant Ink Ltd	S	4.57	0.92	5.49
1499	20/03/2025		Lloyds Corporate Cr€		ipad storage	Apple.com	S	7.49	1.50	8.99
1500	20/03/2025		Lloyds Corporate Cr€		Fee	Lloyds commercial cards	Z	3.00		3.00
1501	17/03/2025	Receipt Voucher No. 609	Unity Trust	Receipt #1188-70	Stripe Transaction Fee	Stripe	E	0.65		0.65

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								34,866.35	6,255.20	41,121.55
					Total					

Broadstairs & St. Peter's Town Council

Attach 9

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	net	vat	total
577	Community Event	25/02/2025		Unity Trust	Receipt #1972-7 stall - community festival	25.00	5.00	30.00
578	Community Event	26/02/2025		Unity Trust	Receipt #1202-7 stall - community festival	25.00	5.00	30.00
579	Events Room Hire	25/02/2025		Unity Trust	Room Hire	67.50	13.50	81.00
580	Events Room Hire	25/02/2025		Unity Trust	Room Hire	15.00	3.00	18.00
580	Events Room Hire	25/02/2025		Unity Trust	Room Hire	15.00	3.00	18.00
580	Events Room Hire	25/02/2025		Unity Trust	Room Hire	15.00	3.00	18.00
581	Events Room Hire	25/02/2025		Unity Trust	Room Hire	30.00	6.00	36.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
582	Events Room Hire	26/02/2025		Unity Trust	Room Hire	52.50	10.50	63.00
584	Events Room Hire	28/02/2025		Unity Trust	Room Hire	75.00	15.00	90.00
585	Bank Interest	28/02/2025		Nat West Business	bank interest	30.69		30.69
586	Events Room Hire	28/02/2025		Unity Trust	Room Hire	833.33	166.67	1,000.00
587	Events Room Hire	28/02/2025		Unity Trust	Room Hire	54.00	10.80	64.80
587	Events Room Hire	28/02/2025		Unity Trust	Room Hire	54.00	10.80	64.80
587	Events Room Hire	28/02/2025		Unity Trust	Room Hire	54.00	10.80	64.80
587	Events Room Hire	28/02/2025		Unity Trust	Room Hire	54.00	10.80	64.80
588	Events Room Hire	28/02/2025		Unity Trust	Room Hire	200.00	40.00	240.00
589	Community Event	03/03/2025		Unity Trust	Receipt #1020-6 stall - community festival	50.00	10.00	60.00
590	Community Event	05/03/2025		Unity Trust	Receipt #1107-6 stall - community festival	50.00	10.00	60.00
591	Community Event	05/03/2025		Unity Trust	Receipt #1086-8 stall - community festival	25.00	5.00	30.00
592	Defibrillators	05/03/2025		Unity Trust	donation for defibrillator	340.00		340.00
593	Events Room Hire	07/03/2025		Unity Trust	Room Hire	15.00	3.00	18.00
593	Events Room Hire	07/03/2025		Unity Trust	Room Hire	22.50	4.50	27.00
593	Events Room Hire	07/03/2025		Unity Trust	Room Hire	15.00	3.00	18.00
594	town maintenance (van cost	11/03/2025		Nat West Current	ev charge income	8.82	1.76	10.58
595	Events Room Hire	06/03/2025		Unity Trust	Room Hire	15.00	3.00	18.00
595	Events Room Hire	06/03/2025		Unity Trust	Room Hire	15.00	3.00	18.00
595	Events Room Hire	06/03/2025		Unity Trust	Room Hire	15.00	3.00	18.00
595	Events Room Hire	06/03/2025		Unity Trust	Room Hire	15.00	3.00	18.00

596	Events Room Hire	10/03/2025	Unity Trust	Room Hire	160.00	960.00
597	Community Event	06/03/2025	Unity Trust	Receipt #1021-2- stall - community festival	5.00	30.00
598	Events -Bar	11/03/2025	Unity Trust	equipment - events	0.75	4.50
598	Events - Equipment	11/03/2025	Unity Trust	equipment - events	3.00	18.00
599	Events Room Hire	11/03/2025	Unity Trust	Room Hire	3.00	18.00
599	Events Room Hire	11/03/2025	Unity Trust	Room Hire	3.00	18.00
599	Events Room Hire	11/03/2025	Unity Trust	Room Hire	3.00	18.00
599	Events Room Hire	11/03/2025	Unity Trust	Room Hire	3.00	18.00
599	Events Room Hire	11/03/2025	Unity Trust	Room Hire	3.00	18.00
599	Events Room Hire	11/03/2025	Unity Trust	Room Hire	3.00	18.00
600	Events Room Hire	12/03/2025	Unity Trust	Room Hire	19.17	115.00
601	Events Room Hire	17/03/2025	Unity Trust	Room Hire	6.00	36.00
601	Events Room Hire	17/03/2025	Unity Trust	Room Hire	6.00	36.00
601	Events Room Hire	17/03/2025	Unity Trust	Room Hire	6.00	36.00
601	Events Room Hire	17/03/2025	Unity Trust	Room Hire	6.00	36.00
603	Water	17/03/2025	Unity Trust	water charge	8,000.00	8,000.00
604	Tenants' rent	03/03/2025	Nat West Current	Rent of Office	104.08	624.50
605	Tenants' rent	03/03/2025	Nat West Current	Rent of Office	118.00	708.00
606	Tenants' rent	12/03/2025	Nat West Current	Rent of Office	192.80	1,156.80
607	Pierremont service charges	17/03/2025	Nat West Current	Service Charge	247.33	1,483.99
608	Pierremont service charges	18/03/2025	Unity Trust	Service Charge	107.37	644.22
609	Community Event	17/03/2025	Unity Trust	Receipt #1188-7/ stall - community festival	5.00	30.00
614	Events Room Hire	24/03/2025	Unity Trust	Room Hire	50.00	300.00
614	Events Room Hire	24/03/2025	Unity Trust	Room Hire	1.67	10.00
614	Events Room Hire	24/03/2025	Unity Trust	Room Hire	25.00	150.00
614	Events Room Hire	24/03/2025	Unity Trust	Room Hire	1.33	8.00
615	Events Room Hire	21/03/2025	Unity Trust	Room Hire	83.33	500.00
616	Events Room Hire	21/03/2025	Unity Trust	Room Hire	13.50	81.00
617	Events Room Hire	20/03/2025	Unity Trust	Room Hire	25.00	150.00
618	Events -Bar	17/03/2025	Unity Trust	bar sales	42.46	254.73
619	Events -Bar	17/03/2025	Unity Trust	bar sales	35.07	210.43
					16,843.15	1,694.49
						18,537.64



Broadstairs & St. Peter's Town Council

Attach 10

Town Clerk's Office
Pierremont Hall
Broadstairs
Kent CT10 1JX
Tel: 01843 868718
Email: bsptc@broadstairs.gov.uk
www.broadstairs.gov.uk

Formal resolution of Broadstairs and St Peter's Town Council **Local Government Pension Scheme (LGPS) – Kent Pension Fund**

Broadstairs and St Peter's Town Council hereby resolves that –

- It wishes to be a participating employer in the Local Government Pension Scheme (i.e. the Kent Pension Fund administered by Kent County Council), as permitted under the LGPS 2013 Regulations Schedule 2, Part 2 Number 2 and,
- All of its employees are designated as having an entitlement to be members of the LGPS, from 1 April 2025.
- The Fund actuary has certified a contribution rate of 20.2%.
- We wish for our participation in the Kent Pension Fund to be open to new members and understand the implications of this decision.
- In making this resolution Broadstairs and ST Peter's Town Council understands it is resolving to be bound by the statutory provisions of the LGPS and all of the obligations under such, including early retirement strain costs and exit liabilities.

Signed by **Chairman** for and on behalf of Broadstairs and St Peter's Town Council.

.....

Name of above signatory in capitals.....

Signed by **Deputy Chairman** for and on behalf of Broadstairs and St Peter's Town Council.

.....

Name of above signatory in capitals.....

Date.....

[Council looking to join – headed paper]

Formal resolution of the [X Parish/ Town Council] Local Government Pension Scheme (LGPS) – Kent Pension Fund

The [X Parish/ Town Council] hereby resolves that –

- It wishes to be a participating employer in the Local Government Pension Scheme (i.e. the Kent Pension Fund administered by Kent County Council), as permitted under the LGPS 2013 Regulations Schedule 2, Part 2 Number 2 and,
- [All/Some] of its employees are designated as having an entitlement to be members of the LGPS, from [date wish to join]
- The Fund actuary has certified a contribution rate of XX%
- We wish for our participation in the Kent Pension Fund to be [open/ closed] to new members and understand the implications of this decision. [If it is to be closed to new members, please specify the person who has an entitlement to be in the LGPS or the job role itself, whoever may fill this role presently or in the future]
- In making this resolution [X Parish/ Town Council] understands it is resolving to be bound by the statutory provisions of the LGPS and all of the obligations under such, including early retirement strain costs and exit liabilities.

Signed [in real ink] by your **Chairperson** for and on behalf of the [X Parish/ Town Council]

.....

Name of above signatory in capitals.....

Signed [in real ink] by your **Deputy Chairperson** for and on behalf of the [X Parish/ Town Council]

.....

Name of above signatory in capitals.....

Date.....

New Financial Regulations: Report for F&GP committee 22 July 2024

The Town Council's current Financial Regulations were reviewed and approved in April 2024. Almost immediately afterwards NALC and SLCC produced an updated template for consideration and adoption by all Local Councils.

The Town Clerk has cross referenced the old (current) document and the new and found that the content is nearly identical although ordered differently and some phrases have been reproduced in plain English. A couple of new clauses have been inserted primarily to tighten up on risk management and effective completion of the AGAR.

The template allows for various adaptations in order that each Council can tailor the document to its own practices according to size and structure. Some clauses (indicated by curly brackets) can be omitted altogether if they do not apply.

This committee can therefore decide to:

- a) Work through the new document together, tailoring the document according to existing limits and practices as agreed in the current document, or reviewing limits and practices.
- b) Establish a small working party to do the same.
- c) Delegate the task to the Town Clerk who will tailor the document as closely as possible according to existing limits and practices and bring the completed document back to the next committee meeting for approval.
- d) Do nothing - keep the existing document. This is not recommended since any changes in legislation will now refer to the new document.

In any case a recommendation will be made to Council and the final document approved by full Council.

Extract of minutes of the meeting: -

166. FINANCIAL REGULATIONS

Members received a report from the Town Clerk concerning the adoption of new Financial Regulations.

RESOLVED: That the Town Clerk tailor the new document to reflect the clauses and limits on the old document and bring it to Council for approval.

March 2025: Town Clerk's note: Final version never presented to Council due to confusion over procurement. 13 March 2025 – new Fin Regs received from NALC updated to reflect The Procurement Act 2023 and The Procurement Regulation 2024 coming into force.

Changes to 5.4, 5.7 and 5.11 have been amalgamated into the working document for Council's approval.



Attach 13

Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax:
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk

To: Town/Parish Clerks

Contact: Kate Batty-Smith
Direct line: (01304) 872303
e-mail: democraticservices@dover.gov.uk
Our ref: EKJIRP/KBS
Your ref:
Date: 12 March 2025

Dear Town/Parish Clerk

QUADRENNIAL REVIEW OF PARISH COUNCIL ALLOWANCES 2025-2029

I am writing to you on behalf of the East Kent Joint Independent Remuneration Panel to seek your views ahead of its next Quadrennial Review covering the period 2025–2029.

The East Kent Joint Independent Remuneration Panel was formed by Canterbury City Council, Dover District Council and Thanet District Council and, in addition to making recommendations on the allowance schemes for these three authorities, is also responsible for making recommendations in relation to the town and parish councils within the respective city or district administrative areas.

The Panel does this by undertaking a review every four years, setting out recommendations to cover the period until the next review. These recommendations, whilst non-binding, should be considered by the town/parish council if it chooses to exercise its discretionary powers to set levels for Parish Basic Allowance, Parish Chairman’s Basic Allowance and travel and subsistence allowances.

The recommended levels from the last review (2021-2025) were as follows:

	Band A	Band B	Band C
	Parish	Parish	Parish
	(Electorate	(Electorate of	(Electorate
	of 15,000	10,000 to	of 1 to
	plus)	14,999)	9,999)
Parish Basic Allowance	£600.00	£300.00	£150.00
Parish Chairman’s Basic Allowance	£1,200.00	£600.00	£300.00

The Panel also recommended that any increases in these allowances over the four-year life of the review should be index-linked to the officer pay award for that town/parish council.

The recommendations in respect of travel allowance were that this allowance should be paid in accordance with the approved HMRC (HM Revenue & Customs) levels (also known as AMAP or Approved Mileage Allowance Payments). At that time, these were as follows:

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

It should be noted that the recommendations of the Panel do not affect the right of a parish council to pay the chairman/mayor a civic allowance under the Local Government Act 1972.

Whilst the Panel acknowledges that many town and parish councils will not be paying allowances to its members, it is required to form new recommendations for the period 2025–2029, and is seeking the views of the towns and parishes in respect of the current recommended levels for the Parish Basic Allowance, Parish Chairman’s Basic Allowance and travel and subsistence allowances.

I should emphasise that the Panel has specifically requested that town and parish clerks consult **all** their members when forming a response to this letter which will then be considered when the Panel meets to make its new recommendations.

I would be grateful to receive your comments, which can be emailed to democraticservices@dover.gov.uk, by no later than **Friday, 30 May 2025**.

In the meantime, if you have any questions, please feel free to contact me on 01304 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours faithfully

Kate Batty-Smith
Democratic Services Officer
Dover District Council


BROADSTAIRS & ST PETER'S TOWN COUNCIL CALENDAR OF MEETINGS MAY 2025 – MAY 2026

All meetings are open to the public and press.

Agendas available at www.broadstairs.gov.uk

May 2025		Time
Mon 5	NO MEETING BANK HOLIDAY	7pm
Tues 6	Planning	7pm
Mon 12	Community Assets	7pm
Mon 19	Annual Council meeting	7pm
Mon 26	NO MEETING Bank Holiday	
June 2025		
Mon 2	Planning Committee	7pm
Mon 9	Environment	7pm
Mon 16	Events, Leisure and Tourism	7pm
Mon 23	No meeting AB holiday: JB and KH Powershift London	7pm
Tues 24	Allotments and Land	7pm
Mon 30	Council	7pm
July 2025		
Mon 7	Planning Committee	7pm
Mon 14	Community Assets	7pm
Mon 21	F&GP	7pm
Mon 28	Council	7pm
Aug 2025		
Mon 4	Planning Committee	7pm
Mon 11	Events Leisure and Tourism	7pm
Mon 18	Community Assets	7pm
Mon 25	NO MEETING Bank Holiday	
Sept 2025		
Mon 1	Planning Committee	7pm
Mon 8	Community Assets	7pm
Mon 15	Town Forum	7pm
Mon 22	Environment	7pm
Mon 29	Council	7pm
Oct 2025		
Mon 6	Planning Committee	7pm
Mon 13	F&GP budget	7pm
Mon 20	Allotments and land	7pm
Mon 27	Council	7pm

Nov 2025		Time
Mon 3	Planning Committee	7pm
Mon 10	Events, Leisure & Tourism	7pm
Mon 17	Environment	7pm
Mon 24	Council	7pm
Dec 2025		
Mon 1	Planning Committee	7pm
Mon 8	F&GP BUDGET	7pm
Mon 15	Council	7pm
Mon 22	NO MEETING Christmas break	
JAN 2026		
Mon 12	Environment	7pm
Wed 14	Planning Committee	7pm
Mon 19	Community Assets	7pm
Mon 26	Council	7pm
FEB 2026		
Mon 2	Planning Committee	7pm
Mon 9	Town Forum	7pm
Mon 16	Events, Leisure and Tourism	7pm
Mon 23	Council	7pm
MAR 2026		
Mon 2	Planning Committee	7pm
Mon 9	Allotments & Land	7pm
Mon 16	Community Assets	7pm
Mon 23	Environment	7pm
Mon 30	Council	7pm
April 2026		
Mon 6	No Meeting – Easter Bank Holiday	7pm
Tues 7	Planning Committee	7pm
Mon 13	F&GP	7pm
Mon 20	Annual Town Assembly	7pm
Mon 27	Council	7pm
May 2026		
Mon 4	NO MEETING Bank Holiday	
Tues 5	Planning Committee	7pm
Mon 11	Community Assets	7pm
Mon 18	Annual Council Meeting	7pm
Mon 25	NO MEETING Bank holiday	

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Maternity Policy</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL ADOPTED: 10th October 2022 Reviewed: TBC</p>

1. INTRODUCTION

Broadstairs & St Peter's Town Council (BSPTC) will ensure supportive and fair treatment of employees during pregnancy, maternity leave and upon return to work.

This policy sets out the statutory rights and responsibilities of employees, including arrangements for antenatal care, pregnancy related illness and maternity leave and pay.

2. OBJECTIVES

The objectives of this policy are to ensure that:

- a) Maternity is managed fairly and consistently.
- b) The requirements of the Work and Families Act 2006 are adhered to.
- c) The health & wellbeing of the employee and her baby are maintained.
- d) Written clarification is provided of the process to be followed for maternity leave.
- e) The principles of work life balance are considered for employees wishing to return to work following maternity leave.

3. SCOPE

These arrangements apply to all female employees regardless of grade or hours worked, where the expected week of childbirth begins on or after the 1 July 2008 and providing the employee has followed the Council's maternity policy & procedure.

Fixed term and temporary contracts.

Contracts which are due to expire during the period of maternity leave, will be extended to the end of any paid maternity leave period.

NB The expected week of childbirth means the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth.

4. LEGAL RESPONSIBILITIES

Legislation

The following legislation is relevant and has been taken into account in the drawing up of this policy;

- a) Work and Families Act
- b) Employments Rights Act 1996
- c) Employment Relations Act 1999
- d) Sex Discrimination Act 1975
- e) The Fixed-term Employees (Prevention of Less Favourable treatment) Regulations 2002.
- f) The Part-time workers (Prevention of Less Favourable Treatment) Regulations 2000
- g) Management of Health & Safety at Work Regulations 1999
- h) Health, Safety & Welfare Regulations 1992.

5. ROLES AND RESPONSIBILITIES

The Town Clerk will;

- a. Make suitable arrangements to ensure the implementation of this policy & its associated procedure, in a timely manner.
- b. Undertake appropriate risk assessments.
- c. Take appropriate action, as recommended, to eliminate/reduce risks.
- d. Act fairly, consistently and openly in all maternity situations.
- e. Ensure reasonable contact is maintained and apart from discussing return to work, employees should also be kept informed of other issues such as job vacancies, significant workplace developments and training opportunities.
- f. Discuss with the employee the concept of 'keeping in touch' days and how these can benefit both parties.

The Council will;

- a) Provide training, guidance and support to staff in implementing this policy.
- b) Provide advice to staff throughout all maternity situations.
- c) Formally advise staff of the Council's maternity provisions.
- d) Keep accurate records, to enable the Council to fulfil its duties under the Work and Families Act 2006.
- e) Monitor compliance with the Work and Families Act 2006, in relation to employees' maternity rights.

Employees will;

Ensure they comply with this policy and its associated procedure.

6. MATERNITY ENTITLEMENTS

6.1 Maternity Leave

Maternity Leave falls into 3 categories (compulsory, ordinary and additional)
The law requires all employees to take a minimum of 2 weeks maternity leave immediately after the birth of the child.

6.2 Ordinary Maternity Leave (OML)

All pregnant employees whose expected week of childbirth begins on or after 1 July 2008 are entitled to take up to 26 weeks ordinary maternity leave, followed by up to 26 weeks additional maternity leave, making a total of 52 weeks. This is regardless of the number of hours they work or their length of service.

Ordinary maternity leave can start any time after the beginning of the 11th week before the employee's expected week of childbirth (unless her child is born prematurely before that date, in which case it will start earlier).

Maternity leave will start on whichever date is the earlier of

- The employee's chosen start date.
- The day after the employee gives birth or
- The day after any day in which the employee is absent for a pregnancy related reason in the 4 weeks before the expected week of childbirth.
- During the period of ordinary maternity leave, the employee's contract of employment continues and she is entitled to receive all her contractual benefits, except for salary.

6.3 Additional Maternity Leave (AML)

Additional maternity leave begins on the day after ordinary maternity leave ends.

During the period of additional maternity leave, the employee's contract of employment remains in force, but only some terms of the contract will continue to apply. Normal contractual benefits will be suspended and the only terms that apply during additional maternity leave are:

- Contractual notice provided by BSPTC.
- Contractual notice to BSPTC.
- Implied obligation of trust and confidence.
- Redundancy payment in the event of redundancy.
- Disciplinary and grievance procedures.
- Implied obligation of good faith to BSPTC.
- Terms relating to disclosure of confidential information, the acceptance of gifts or other benefits and the restrictions on participation on any other employment.

6.4 Maternity Pay

Statutory maternity pay (SMP) is payable for up to 39 weeks during maternity leave. An employee is entitled to SMP if:

- a) She has been continuously employed for at least 26 weeks at the end of the qualifying week and she is still employed during that week. (Qualifying week means the 15th week before the expected week of childbirth).
- b) Her average weekly earnings in the 8 weeks up to and including the qualifying week are not less than the lower earnings limit for National Insurance contributions.
- c) She is still pregnant 11 weeks before the start of the expected week of childbirth (or has already given birth).
- d) She provides a MAT B1 form stating her expected week of childbirth and
- e) She gives FTC proper notification of her pregnancy in accordance with the Councils maternity policy & procedure.

For the first 6 weeks the employee will be paid an amount equal to 90% of the employees' average weekly earnings. SMP is paid for the remaining 33 weeks (or less if the employee returns to work sooner). SMP is paid at a rate set by the Government for the relevant tax year. Providing the employee has completed 1 years continuous Local Government service by the start of their maternity leave, they will be entitled to Occupational Maternity Pay, this is an additional amount of pay, which tops up statutory pay in the following way:

- For the first 6 weeks an amount which together with statutory maternity pay will equal 90% of normal pay.
- For the following 12 weeks, an amount equal to 50% of normal pay plus statutory maternity pay, providing that both payments do not exceed normal salary. This entitlement must be requested and would be required to be paid back if the employee fails to return to work after maternity leave for a minimum period of 3 months. (This will either be paid on a monthly basis with the Statutory Maternity Pay or as a lump sum following return to work).
- 21 Weeks SMP

If the employee becomes eligible for a pay rise between the start of the original calculation period and the end of their maternity leave (whether Ordinary Maternity Leave or Additional Maternity Leave) the higher or standard rate of SMP will be recalculated to take account of the employee's pay rise regardless of whether SMP has already been paid. This means that the employee's SMP will be recalculated and increased retrospectively, or that she may qualify for SMP if she did not previously. The employee will be paid a lump sum to make up any difference between SMP already paid and the amount payable as a result of the pay rise.

SMP is treated as earnings and is therefore subject to PAYE and NI deductions.

Payment of SMP cannot start prior to the 11th week before the employees expected week of childbirth.

a) SMP can start from any day of the week in accordance with the date the employee starts her maternity leave.

b) SMP is payable whether or not the employee intends to return to work after her maternity leave.

c) Employees who are not entitled to SMP may be entitled to receive Maternity Allowance payable by the Government and will be provided with Form SMP1 by the Payroll Consultant.

7. Premature Birth

Where an employee's baby is born alive prematurely, the employee will be entitled to the same amount of maternity leave and pay as if her baby was born at full term.

When an employee's baby is born before the 11th week before the expected week of childbirth and the employee has worked during the actual week of childbirth, maternity leave will start on the first day of the employee's absence.

Where an employee's baby is born before the 11th week before the expected week of childbirth and the employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the birth.

Where an employee's baby is born before the 11th week before the expected week of childbirth and the baby remains in hospital, the employee may split her maternity leave entitlement, taking a minimum period of 2 weeks leave immediately after the childbirth and the rest of her leave following her baby's discharge from hospital.

8. Still Birth

If a pregnancy ends in a still birth after the 24th week of pregnancy, the employee is entitled to maternity leave and pay.

9. Miscarriage

Where an employee has a miscarriage before the 25th week of pregnancy, normal compassionate or sick leave provisions will apply as necessary.

10. Time off for antenatal care

Once an employee has advised BSPTC that she is pregnant, she will be entitled to take reasonable paid time off work to attend antenatal appointments, as advised by her doctor, registered midwife or registered health visitor.

Antenatal care may include relaxation and parent craft classes that the employee's doctor, midwife or health visitor had advised her to attend, in addition to medical examinations.

If requested to do so, employees should provide evidence of appointments for antenatal care. The employee should endeavour to give her line manager as much notice as possible and try to arrange them as near to the start or end of the working day.

11. Sickness absence

If an employee is absent from work during pregnancy, owing to sickness, she will receive normal statutory or contractual sick pay in the same manner as she would during any other sickness absence, providing that she has not yet begun ordinary maternity leave.

If, however, the employee is absent from work due to a pregnancy related illness after the beginning of the 4th week before her expected week of childbirth, her maternity leave will start automatically on the first day of sickness.

12. Annual Leave & Bank Holidays

Annual leave continues to accrue, in accordance with an employees contract of employment, whilst employees are on Maternity Leave.

Employees are encouraged to take any outstanding leave due to them before the commencement of ordinary maternity leave. Employees are reminded that leave must be taken in the year that it is earned and therefore if the leave year is due to end during maternity leave, the employee should take the full years entitlement before starting her maternity leave.

Annual leave accrued during maternity leave can either be added to the end of the maternity leave or paid to the employee on their return.

If an employee requests to reduce their hours on returning to work, then all accrued annual leave must be taken prior to the employee reducing their hours or have the leave paid to them.

Bank holidays continue to accrue in line with BSPTC's annual leave arrangements and the employees contract of employment and can either be added to the end of the maternity leave or paid to the employee on their return.

If an employee requests to reduce their hours on returning to work, then all accrued bank holiday leave must be taken prior to the employee reducing their hours or have the leave paid to them.

13. Pension

Pension contributions by the employer and employee will continue to be made, whilst the employee is in receipt of pay.

Contributions due during any period of unpaid maternity leave can be made up upon return to work. Provisions can be made to repay this in reasonable instalments.

14. Returning to work

An employee who intends to return to work at the end of her full 52 weeks maternity leave will not be required to give any further notification to BSPTC.

If she is unable to attend work at the end of her maternity leave due to sickness or injury, BSPTC's normal procedures for sickness absence will apply.


In any other case, late return without prior authorisation will be treated as unauthorised absence.

On resuming work after maternity leave, the employee is entitled to return to the same job as she occupied before commencing maternity leave, on the same terms and conditions of employment, as if she had not been absent.

If it is not reasonably practicable for BSPTC to allow the employee to return to the same or similar job following additional maternity leave, BSPTC may offer the employee suitable alternative employment, on terms & conditions that are no less favourable than would have applied if she had not been absent.

If an employee wishes to return to work on different hours or work pattern, BSPTC has a duty to facilitate this wherever possible.

NB If an employer declines to allow an employee to make changes to her work patterns following her return from maternity leave, this may amount to indirect sex discrimination contrary to the Sex Discrimination Act 1975. This is regardless of whether or not the employer has duly complied with the statutory procedure for consideration of a flexible working request. In practice, employers will need to consider properly any requests made in line with operational requirements and, if they are declined, be able to establish that there is a sensible business justification requiring that employees work for set hours, at set times or on the company's premises.

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Paternity Leave Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL ADOPTED: 10th October 2022 Reviewed: TBC

1. Introduction

Broadstairs & St Peter's Town Council recognises that employees may wish to take time off work to support the mother of a baby or look after the baby.

2. Scope

The scheme applies to all Town Council employees.

3. Authority

The Town Clerk is accountable for the proper application of the Paternity Leave Scheme.

3.1 Legal Framework

These provisions take account of the framework of statutory rights as set out in the Employment Rights Act 1996, as amended by the Employment Relations Act 1999 and the Employment Act 2002. The details of these rights are set out in supporting regulations: The Paternity and Adoption Leave Regulations 2002, as amended by the Paternity and Adoption Leave (Amendment) Regulations 2006, The Children and Families Act 2014 and The Paternity and Adoption Leave (Amendment) (no 2) Regulations 2014.

Provisions

The Council provides one type of paternity leave, Ordinary Paternity Leave of 1 – 2 weeks.

3.2 Ordinary Paternity Leave

To be eligible for Ordinary Paternity Leave an employee must:

- Have, or expect to have responsibility for the child's upbringing.
- Be the biological father of the child or the mother's husband, wife or partner
- Have worked continuously for the Council for 26 weeks leading into the 15th week before the baby is due and be employed continuously during the pregnancy up to the actual date the baby is born.

Employees may choose to take leave any time up to 8 weeks after the date of birth. The leave is based on the employee's normal working week, pro rata for part time employees.

4. Process

Employees must complete the Application for Ordinary Paternity Leave Form (Appendix 1) and return it to by the 15th week before the Expected Week of Childbirth (EWC). The Town Clerk will confirm authorisation of leave.

If the baby is born early the employee can choose to take their leave any time between the actual date of birth and the end of an 8-week period running from the Sunday of the week the baby was originally due.

Where the employee has chosen to start his/her leave on the date the child is born, and he/she is at work on this date, his/her leave will begin on the following day.

The employee must notify the Town Clerk of the date the child was born, as soon as is reasonably practicable.

The employee may change the proposed date providing 28 days' notice is given.

5. Payment

Employees will receive Statutory Paternity Pay for each up to two weeks Paternity Leave. This will be the lower of 90% of average weekly earnings or the current SPP rate. The employee must have average weekly earnings which are no less than the current National Insurance lower earnings limit in the 8 weeks prior to the qualifying week.

6. Shared Parental Leave

Shared Parental Leave (SPL) is a new legal entitlement for eligible parents of babies due, or children placed for adoption, on or after 5 April 2015. It provides both parents with the opportunity to consider the best arrangement to care for their child during the child's first year.

The amount of leave available is calculated using the mother's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

7. Time Off for Ante-Natal Appointments

An expectant father or partner of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to two of her ante-natal appointments.

Employees and qualifying Agency Workers (workers are required to have been doing the same kind of job for the Council for at least 12 weeks) are entitled to time off to accompany an expectant mother to her ante-natal appointments if they are:

- The baby's father
- The expectant mother's spouse, her civil partner, or partner (of either sex) in an enduring relationship;
- Intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child.

Employees are entitled to unpaid leave for 1 or 2 appointments. The time off is capped at 6.5 hours for each appointment.

The employee is not required to provide evidence of such appointments, as they are considered the property of the expectant mother attending the appointment. However, the employee should complete the attached declaration (Appendix 2) stating the date and time of the appointment, that they qualify for the unpaid time through their relationship with the mother or child and that the time off is for the purpose of attending the ante-natal appointment.

There is no qualifying period for employees – they are entitled to receive this entitlement from day one, providing they meet the qualifying criteria in paragraph 10.2.

8. Contractual benefits

You are entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary throughout your paternity leave. You may however be entitled to SPP for this period.

You will continue to remain bound by any obligations arising under your contract of employment

9. Return to work after paternity leave

You are entitled to return to the same job following no more than two weeks' paternity leave. If, however, you take two or more consecutive periods of statutory leave (which could include additional adoption leave or parental leave of more than four weeks), you will be entitled to return to the job in which you were employed before your absence or, if that is not reasonably practicable for the Council, then to return to another job which is both suitable and appropriate in the circumstances.

You have the right to return:

- with your seniority, and similar rights
- on terms and conditions not less favourable than those which would have applied if you had not been absent.

You will not be subject to any detriment by the Council because you took or sought to take paternity leave.

BROADSTAIRS & ST PETER'S TOWN COUNCIL
Application for Ordinary Paternity Leave

Please complete the form in BLOCK CAPITALS.

Title: Mr / Mrs / Miss / Ms _____

First Name _____

Surname _____

Job Title _____

Home Address _____

Tel Number (Work) _____

Tel Number (Home) Mobile: _____

I wish to inform you that I intend to take Ordinary Paternity Leave as follows:

Expected date paternity leave period to commence* _____

Expected return to work date ** _____

Partner's Expected Week of Childbirth (EWC) or expected date of placement for adoption:

*Your paternity leave cannot begin prior to the baby's birth/date of placement for adoption, but you can state that you wish your paternity leave to start on the day your child is born.

**Ordinary paternity leave must be taken in blocks of either one or two weeks

I declare that I:

- am the baby's biological father / married to the mother / living with the mother in an enduring family relationship, but am not an immediate relative (please delete as applicable)
- will have responsibility for the child's upbringing
- will take time off work to support the mother or care for the child.
- have provided a copy of my partner's MAT B1/matching certificate with this form

Signed: _____

Date: _____

This form must be returned to the Town Clerk 15 weeks before your baby's due date, or within 7 days of receiving a matching certificate for adoption.

Section to be completed by Town Clerk

Approved Date: _____

Employee informed of approval: _____

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Shared Parental Leave Policy</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL ADOPTED: 10th October 2022 Reviewed: TBC</p>

1. What this policy covers

This policy outlines the statutory right to take Shared Parental Leave (SPL) to care for a child following its birth or placement for adoption. It also outlines notification requirements before a period of SPL and entitlement to pay during SPL.

SPL gives employees with caring responsibilities for babies or newly adopted children the opportunity to share up to 52 weeks' leave should they wish to do so. Parents taking SPL can take leave in separate blocks, returning to work in between blocks, and both parents can be on leave at the same time. Eligible employees are entitled to submit up to three 'period of leave' notices and are entitled to take SPL on those dates if a continuous period of leave is requested.

2. Your entitlements

Qualifying for Shared Parental Leave To be entitled to SPL you must:

- a) be the mother, father, or main adopter of the child, or the partner of the mother or main adopter (each will be referred to in this policy as a parent)
- b) have (or share with the other parent) the main responsibility for the care of the child
- c) have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week')
- d) still be in continuous employment until the week before any SPL is taken. In addition, the other parent must:
- e) have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week
- f) have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week

If the other parent meets those conditions, but does not qualify for SPL, you may be entitled to the whole SPL period.

You must also follow the statutory notification and information requirements detailed in this policy.

3. Amount and timing of Shared Parental Leave

SPL must be taken in weekly blocks and within a one year period beginning with the date of the baby's birth or the child's placement for adoption.

The maximum of 52 weeks' SPL will be reduced by the number of weeks' maternity or adoption leave that has already been taken by the mother or main adopter (or the number of weeks' Statutory Maternity/Adoption Pay or maternity allowance already taken if the mother or main adopter is not entitled to Statutory Maternity/Adoption Leave).

After the birth of a child it is compulsory for the mother to take two weeks' maternity leave (four weeks for new mothers who work in a factory), so in the majority of cases working parents will have the opportunity to split 50 weeks of SPL.

SPL is in addition to the statutory right to two weeks' paternity leave for fathers and partners. If you wish to take paternity leave you must do so before you take any SPL.

4. Benefits during Shared Parental Leave

During SPL, you are entitled to receive all your normal contractual benefits, including annual holiday entitlement, with the exception of your normal pay.

5. Shared Parental Pay

In addition to the requirements regarding entitlement to leave outlined above, if you wish to claim Shared Parental Pay (ShPP) you must have average weekly earnings equal to or above the Lower Earnings Limit over the eight week period ending with the relevant week.

A maximum of 39 weeks' ShPP is payable, and this will be reduced by the number of weeks' Statutory Maternity/Adoption Pay or maternity allowance already taken by the mother or main adopter. ShPP is a standard weekly rate (or 90% of your normal weekly earnings if this is lower) which is set by government each tax year.

You must follow the statutory notification and information requirements detailed below.

6. Holiday entitlement and Shared Parental Leave

Annual holiday entitlement will continue to accrue during the whole of your SPL. You must discuss and agree with the Council, in advance, when your accrued holiday entitlement can be taken.

Holiday entitlement cannot be taken simultaneously with SPL. Accrued holiday can only be taken either before the beginning of the leave, after the end of the leave or in between blocks of leave. Authorisation must be obtained from the Council in the normal way prior to your accrued holiday being taken.

7. Contact during Shared Parental Leave

The Council may make reasonable contact with you during your SPL. In addition, you may work for up to 20 days without bringing the SPL to an end, but work during SPL will not have the effect of extending your SPL period. These days are referred to as Shared Parental Leave In Touch (SPLIT) days. If you do work, you will be paid your normal rate of pay inclusive of any ShPP entitlement. You are under no obligation to work during SPL, and the Council is under no obligation to offer work.

The 20 SPLIT days available during SPL are in addition to the 10 "Keeping in touch" days available during Maternity and Adoption Leave.

8. Procedure

Employees and managers should where possible have an informal discussion prior to employees giving formal notification of intention to take SPL so that statutory entitlements to other types of leave and pay can be discussed, and to ensure that plans for any discontinuous periods of leave can be considered as early as possible.

9. Notice of entitlement and intention to take SPL and ShPP

You must notify the Council in writing at least eight weeks before the start date of the first period of SPL. The written notice must contain the following information:

- a) your name and the other parent's name
- b) the start and end dates of the mother's or main adopter's maternity/adoption leave (or the start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave)
- c) the expected date of birth/placement and the actual date of birth/placement if the written notice is given after the birth/placement
- d) the amount of SPL and ShPP available and an indication of how much each parent intends to take (this may be varied by a subsequent written notice signed by both parents)
- e) an indication of the start and end dates of the periods of SPL and ShPP that you intend to take. This indication is not binding and can be amended at a later date
- f) a signed declaration that you meet the conditions for entitlement to SPL, that the information provided is accurate and that you will notify the Council immediately if you cease to meet the conditions for entitlement
- g) a signed declaration from the other parent containing:
 - o their name, address and National Insurance number
 - confirmation that they meet the employment and earnings conditions
 - confirmation that, at the time of the birth, they will share the main responsibility for the care of the child
 - their consent to the amount of leave the employee intends to take
 - confirmation that they will immediately inform you if they cease to satisfy the employment and earnings conditions

10. Notice of curtailment of Statutory Maternity/Adoption Leave and payments

At the same time that a notice of entitlement and intention to take SPL is submitted, the mother/main adopter must give the Council a leave and pay curtailment notice giving 8 weeks' notice of the date on which Maternity/Adoption Leave and Pay is to end (or the date on which Maternity/Adoption Pay is to end if they are not entitled to Maternity/Adoption Leave). If the mother is only entitled to maternity allowance (and not Maternity Leave) her notice of curtailment must be submitted to Jobcentre Plus. Her maternity allowance cannot be reinstated, so she is in effect giving consent for her partner to take the whole of any ShPP entitlement.

A notice of curtailment is usually binding, but may be revoked in the following circumstances:

- a) if it becomes apparent that neither parent is entitled to SPL or ShPP; or
- b) if the curtailment notice was given before the birth and is revoked up to six weeks following the birth (in this case another curtailment notice can be submitted); or
- c) if the other parent dies.

11. Notice to take a specific period of SPL and ShPP

The first period of SPL may be identified in the initial notice of entitlement and intention to take SPL. You are entitled to submit a maximum of three formal periods of leave notices.

Each period of leave notice must be given at least eight weeks before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first period of leave notice is given prior to the birth of a child, the notice may express the start date in relation to the date of birth, for example 'starting two weeks after the baby is born for a period of four weeks'.

12. Confirmation of SPL & ShPP

If a continuous period of leave is requested in each period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing.

If more than one period of leave is requested in a period of leave notice, the Council will seek to accommodate the request but this cannot be guaranteed. Your manager will discuss the request with you to determine if it can be accommodated. If it cannot be accommodated, there may be an alternative pattern of leave which can be agreed, or the request may be refused. The Council's decision will be confirmed in writing.

If no agreement is reached within 14 calendar days of the period of leave notice being submitted you can:

- a) take the discontinuous periods of leave requested in one continuous block, beginning on the original start date; or
- b) withdraw the request within 15 calendar days of the request being submitted. If the request is withdrawn in these circumstances it will not count as one of your three requests; or
- c) take the continuous block starting on a new date, as long as the new date is later than the original start date, and you notify the Council of the new date within 19 calendar days.

13. Varying a period of leave

If you wish to vary your period of SPL, you are entitled to submit a request to:

- a) vary the start date as long as the variation is requested at least eight weeks before the original start date and the new start date; or
- b) vary or cancel the amount of leave requested at least eight weeks before the original start date; or
- c) request that a single period of leave becomes a discontinuous period of leave, or vice versa

A variation will count as one of your three periods of leave notices unless:

- a) it is made as a result of the child being born earlier or later than the expected week of childbirth
- b) the Council has requested the variation
- c) the Council has agreed to accept more than three period of leave notices

The usual eight week notice requirement may be modified if your child is born early and the new start date for the period of leave is the same length of time following the birth as

in the original notice. In this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child.

14. Evidence requirements

The Council may request a copy of the child's birth certificate and the name and address of the other parent's employer.

In the case of adoption, the Council may request the name and address of the other parent's employer, along with evidence confirming the following:

- a) the name and address of the adoption agency
- b) the date that the main adopter was notified of having been matched for adoption with the child
- c) the date on which the adoption agency expects to place the child

Any such request will be made by the Council within 14 days of receiving your notice of entitlement and intention to take SPL and ShPP. You must respond to the request for evidence within 14 days (or within 14 days of the birth of the child if our request was made before the child was born).

If a birth certificate has not yet been issued, you must sign a declaration stating that fact along with the date and location of the child's birth. If the other parent has no employer, this must also be declared.

15. Returning from Shared Parental Leave

If you wish to return early from SPL, or extend the period of your SPL, you must notify the Council at least 8 weeks before both the original end date and the new end date.

If you return to work immediately after a period of SPL which (together with any Statutory Maternity/Adoption Leave you may have taken to care for the same child) was 26 weeks or less, you will return to work in the same job that you left.

If you return to work from a period of SPL which (together with any Maternity/ Adoption Leave you may have taken to care for the same child) was more than 26 weeks you will normally be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable, you will be offered a similar role on no less favourable terms and conditions.

You will not lose the right to return to work if you do not follow the correct notification procedures. However, the Council may take appropriate disciplinary action if you fail to return to work at the end of the SPL period.

In the event that you are unable to return to work at the end of the SPL due to ill health, the Council's normal sickness absence rules, procedures and payments will apply.