



Broadstairs & St Peter's Town Council

17 April 2024

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

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 22 April 2024 at 7pm.**

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

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any requests for approval of absence

2. DECLARATIONS OF INTEREST

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 16th July 2012.

3. MINUTES

To approve the minutes of the Council meeting held on Monday 25 March 2024.

Attach 1

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

6. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Monday 8 April 2024 and consider any recommendations therein.

Attach 2

7. ENVIRONMENT COMMITTEE

To receive the draft minutes of the meeting held on Wednesday 27 March 2024 and consider any recommendations therein.

Attach 3

8. FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the draft minutes of the meeting held on Monday 18 March 2024 and consider any recommendations therein.

Attach 4

9. COMMUNICATIONS

- i) To receive such communications as the Town Mayor may desire to lay before the Council.
- ii) To receive such communications as the Town Clerk may desire to lay before the Council.

10. FINANCE

- i) To receive and approve a report concerning payments for the period 26 March 2024 to 17 April 2024 . **Attachs 5&6**
- ii) To receive and approve a report concerning receipts for the period 26 March 2024 to 17 April 2024. **Attachs 7&8**
- iii) To verbally receive information about works or services authorised between meetings under Financial Regulation 4.1
- iv) To receive a summary of staff salaries paid for the period 20 March 2024 to 17 April 2024
- v) To receive and approve a report concerning payments for the period 17 April 2024 to 22 April 2024 (to be presented at the meeting in order to be current)
- vi) To receive and consider a summary report of payments and receipts as to 31 March 2024 (end of Qu. 4) in line with Standing Order 17d **Attach 9**
- v) To receive and note the bank reconciliation report dated 31 March 2024 (end of Qu 4) in line with Fin Reg 2.2. **Attach 10**

11. STANDING ORDERS

To receive the document and consider whether it is fit for purpose. **Attach 11**

12. FINANCIAL REGULATIONS

To receive the document and consider whether it is fit for purpose. **Attach 12**

13. INVESTMENT STRATEGY 2024-25

- i) To receive and approve the draft document **Attach 13**
- ii) To consider moving funds from the Unity Trust Current account to an interest bearing account.

14. PRIVATE MOTION

To receive and consider a motion from Cllr Garner on the Thanet Fairtrade initiative. **Attach 14**

15. SCHOOLS LIAISON COUNCILLOR

To receive Cllr J Bright's report and consider a proposal for a new project. **Attach 15**

16. COMMUNITY FESTIVAL

To receive the risk assessment for the new event and consider whether it is fit for adoption by the Council. **Attach 16**

17. KENT ASSOCIATION OF LOCAL COUNCILS

To receive and approve the annual subscription for 2024-25 membership. **Attach 17**

18. MAYORESS AND MILLENIUM CUPS

To receive a report on previous recipients and elect this year's recipients. **Attach 18**

19. POLICIES

i) To receive and consider an updated Flexible Working/Working from Home Policy

Attach 19

ii) To receive and consider a new Safeguarding Policy

Attach 20

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. TENANCIES

To receive an update on all tenancies

21. LEGAL MATTERS

To receive any relevant information from the Town Clerk

Members of the public may re-enter the meeting.

22. DATE OF NEXT MEETING - Annual Meeting

The next Council meeting will be held on Monday 13 May 2024 at 7pm in Pierremont Hall.

Attach!



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 25 March 2024 at 7pm
in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, J Hobson, C Leys, P Moore, A Munns, K Pressland, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

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

366. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs Kemp, Nicholls and Orhan.

367. DECLARATIONS OF INTEREST

None received

368. MINUTES

RESOLVED: That with an amendment to reflect the fact that Cllr Hobson was present, the minutes of the Council meeting held on 26 February 2024 can be approved and duly signed as a true record by the Chairman.

369. MATTERS ARISING

None

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

The Town Clerk reported that she had received comments from Cllr Garner regarding the consultation on ward boundary changes currently being undertaken by the Local Government Boundary Commission.

RESOLVED: that a working group be established to consider the effect of any changes from a Town Council perspective and submit comments accordingly. Those interested in taking part are to let the Town Clerk know.

371. PLANNING COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 4 March 2024.

RESOLVED: Members agreed to note.

ii) Members received and considered notes on the proposed Neighbourhood Development Plan debrief.

RESOLVED: That the debrief form part of the forthcoming Town Assembly as well as a public drop-in event earlier on the same day.

372. ALLOTMENTS AND LAND COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 11 March 2024.

RESOLVED: Members agreed to note.

ii) Members received the notes of the Victoria Gardens steering group meeting held on Tuesday 19 March 2024. The Town Clerk reported that this had been the final meeting of the steering group which had fulfilled its function of launching the project successfully. Victoria Gardens would now be dealt with by the Allotments and Land committee.

RESOLVED: Members agreed to note.

373. EVENTS, LEISURE & TOURISM COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 18 March 2024.

RESOLVED: Members agreed to note.

374. COMMUNICATIONS

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

ii) The Town Clerk gave a report (see attached)

RESOLVED:

i) That the Town Clerk is granted delegated authority to apply for any small grant or initiative which furthers the Town Council's objectives but whose short time scale does not allow for consideration at a council meeting first.

ii) Any such applications undertaken by the Town Clerk to be recorded and reported by email and at the next appropriate meeting.

iii) That the monies held in the 2024-25 defibrillator budget be ringfenced to assist with the installation of a new community defibrillator in the library/Broadway area.

iv) That the Town Clerk pursue the installation of signage at the three entrances to Pierremont Park with TDC.

v) That after having completed dementia awareness training, those councillors interested in assisting the Town Team to establish Broadstirs and St Peter's as dementia friendly towns will make themselves known to the Town Clerk.

375. FINANCE

i) Members received and approved a report concerning payments for the period 26 February 2024 to 20 March 2024 (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 26 February 2024 to 20 March 2024.

RESOLVED: That the report be noted.

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

- Westgate Security: an additional £169.34 for the heaters in the Music Room – original (approved) spec did not fit.

RESOLVED: That the payment be approved.

iv) Members received a summary of staff salaries totalling £24,735 for the month of March.

RESOLVED: Members agreed to note.

v) Members received and approved a report concerning payments for the period 20 March 2024 when the agenda was sent out until 25 March 2024 (see attached).

RESOLVED: That the payments be approved.

376. DRAFT CALENDAR OF MEETINGS

Members received and considered the draft document.

RESOLVED:

i) That all meetings will commence at 7pm.

ii) That with this amendment the calendar can be adopted and published.

377. INSURANCE RENEWAL

i) Members received a quote for renewal of the Council's policy. The Town Clerk explained that only Zurich had chosen to tender for the contract and the other two brokers she had approached had declined.

RESOLVED:

i) That the Council renew its policy with Zurich at a cost of £7652.87 (3 year agreement).

ii) That the Council pay an additional £50 plus IPT and £25 plus IPT for the additional benefits of Debt Recovery and Contract Disputes cover respectively.

378. VAT

Members received and noted the final analysis of the Council's position taking the backdating of registration to 2003 into account. Members noted that monies had already been ring-fenced for this purpose earlier in the year.

RESOLVED: That the Town Clerk undertake the steps as advised by PS TAX and notify HMRC of the changes.

379. ANNUAL TOWN ASSEMBLY

Members received guidance on the format of the Town Assembly and considered items for discussion.

RESOLVED: That the Assembly will be publicised early members of the public will be invited to suggest topics for discussion. They can also

submit questions in advance, or on the evening itself. Committee reports will be brief and the overall focus will be on the role of local councils and councillors

380. VICTORIA GARDENS

Members received the updated draft licence and considered any issues arising. Members note that the Town Council had not been able to obtain copies of the utility plans as stipulated in the licence from TDC, so they had downloaded their own copies www.lsbud.co.uk as advised by the Open Spaces Manager.

RESOLVED: That the licence can be signed and returned to TDC.

381. INTEGRATION OF FIRE PANELS AT RETORT HOUSE

Members received three quotes for the works to be carried out as agreed by the Community Assets Committee in February.

RESOLVED: That Westgate Security be asked to carry out the works at a cost of £2340 plus vat.

382. SURVEYOR'S REPORT: RETORT HOUSE

Members received a quote to carry out a dilapidations and lease extension survey of works carried out by the tenant at Retort house as agreed by the Community Assets Committee in February.

RESOLVED: That the quote from Blackmore Building Consultancy be accepted at an initial cost of £2500.

Cllr Rusiecki left the meeting at 8pm

383. HOUSEKEEPING/STANDNG ORDERS

i) Members received a note from the Town Clerk reminding them of the procedure for bringing a private proposal to a council or committee meeting.

RESOLVED: Members agreed to note.

ii) Members considered a note from the Town Clerk regarding granting members of the public the right to speak at committee meetings.

RESOLVED:

i) That members of the public will be granted the right to speak at the Chairman's discretion.

ii) It is preferable for the question or comment to be submitted in advance, but questions and comments can be taken on the evening provided they are pertinent to the committee's functions.

384. ANNUAL TOWN ASSEMBLY

Members considered the final running order for the event.

RESOLVED:

i) The meeting will consist of a short presentation on the functions and services of the Town Council delivered by the Mayor and Mayoress, followed by short summaries of the work of the committees delivered by each committee chairman.

- ii) **There will be a debrief on the Neighbourhood Plan referendum and then the meeting will open up to questions and comments from the electorate which can be submitted in advance or on the evening.**
- iii) **Light refreshments will be served.**

385. POLICIES

ii) Members received an updated Grievance Policy and considered whether it is fit for adoption by Council.

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

iii) Members received an updated Disciplinary Policy and considered whether it is fit for adoption by Council.

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

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

386. STAFF MATTERS

Members received the report from the Local Council Consultancy and the draft minutes of the Staff Management Committee meeting held on Thursday 21 March 2024 and considered the recommendations contained within each.

RESOLVED:

i) That the recommendations of the LCC consultant be accepted and the report made public with all sensitive information redacted.

ii) That on the strength of these independent findings the recommendations of the Staff Management Committee may be approved.

387. LEGAL MATTERS

i) Arrangements were discussed concerning the tenant who is vacating their suite this weekend.

ii) The Town Clerk took instruction on payment of the final invoice.

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

388. DATE OF NEXT MEETING

Monday 22 April 2024 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 8.32pm

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 8TH APRIL 2024

Present: Cllrs J Bayford, J Bright (Chair), M Garner, K Pressland, S Roberts.
Deputy Town Clerk – Julie Belsey
Volunteer Tree Warden – Karen McKenzie

Minutes marked * require a resolution from the Town Council

261 OPENNESS AND TRANSPARENCY

Cllr Bright 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

262 APOLOGIES FOR ABSENCE

Apologies with reason were received and approved from Councillor R Farooki, Councillor P Moore and Councillor E Orhan.

263 DECLARATIONS OF INTEREST

None

264 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 4th March 2024. Proposed Cllr K Pressland, seconded Cllr S Roberts. Agreed.

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

There were no matters arising.

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

None

267 CORRESPONDENCE

None

268 CHAIR'S REPORT

None

269 NEIGHBOURHOOD PLAN BUSINESS

The Deputy Town Clerk informed members that posters and social media posts were being prepared for the Neighbourhood Plan Referendum Debrief to be held on 29th April 2024, with a drop-in session from 3.30pm – 5.30pm and then as a discussion topic at the Town Assembly at 7pm. Posters will be sent out to all Councillors and Community Members of the Sub Committee and displayed in the Town Council's noticeboards. Cllr Garner agreed to contact Academy FM to promote the drop-in session and will also advertise the Town Assembly and the Community Festival.

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.

can nest or roost in any month of the year. We also request that trees are replanted to replace those that have been felled.

TPO/24/0272/MM

1 Rugby Close, Broadstairs CT10 2XA

The Committee unanimously recommends NO OBJECTIONS WITH CONCERNS. BSPTC Tree policy requests a maximum reduction of 20% and 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.

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

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

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

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

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

* House Sparrow, Starling, Song Thrush

** Hedge Sparrow (Dunnock)

TPO/24/0243/MM

11 Upton Grange, Broadstairs CT10 2NS

TCA/24/0305/MM

St Clements Court, Alderney Gardens, Broadstairs CT10 2TS

TPO/24/0349/MM

7 Seven Stones Drive, Broadstairs, CT10 1TW

272 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Tuesday 7th May 2024

Meeting closed at 19:27hrs
Deputy Town Clerk



Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Minutes of the Environmental Committee meeting held 10am on 27th March 2024

Cllrs Present: Chair Joanne Bright, Vice Chair Kevin Pressland, Paul Moore, Mike Garner, James Hobson.

Officer: Abigail Barton – Civic & Support Officer

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

91. 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.

92. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs S Roberts & C Kemp.

Cllrs C Leys, K Bright, A Munns & G Rusiecki were absent.

Adviser Ms. K McKenzie Volunteer Tree Warden was also absent.

93. DECLARATIONS OF INTEREST

None Received.

94. MINUTES OF LAST MEETING

RESOLVED:

That the minutes of the Council meeting held on 22nd November 2023 can be approved and duly signed as a true record by the Chairman.

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

None received.

96. HIGHWAY IMPROVEMENT PLAN

- i. Members received and discussed the 20s plenty campaign pack supplied by the Civic and Support Officer noted that it is important to build links with schools to reduce speeding and idling in school zones.
- ii. Members received an update from the Deputy Town Clerk regarding the community speed watch.

RESOLVED:

- i. **All members agreed that the Civic & Support Officer is to contact local schools to offer one 20s plenty banner per school to be erected on the roadside of the school property. This is to be purchased as requested by the schools who are interested.**
- ii. **Members agreed to note.**

97. OSBORNE ROAD MEADOW PROJECT

- i. Members received three quotes of work, from the Town Council approved contractor Box Green LTD, local contractors P. Lawrance & Son and The Potting Shed LTD. Members noted that the quotes of work were very different in comparison to each other in both price and content, one of the quotes also mentioned use of herbicide.
- ii. An update from the Civic and Support Officer regarding Osborne Road tree planting and meadow project was also received.

RESOLVED:

- i. **Members agreed the works shall be completed by our preferred contractor Box Green LTD, once a new quote without use of herbicide has been supplied to the Council.
The new quote is to be environmentally friendly and in line with the original specification.**
- ii. **Members agreed to give delegated power to the Civic and Support Officer to decide on the quote and get the works started quickly due to changing seasons. Members also agreed to give confirmation to quote via email.
Confirmation of the new quote price will be noted at the next meeting.**

98. TASTY PLANTERS

Members received an update regarding the tasty planters from Cllr J. Bright. Cllr Bright has been liaising with TDC and The Town Team to build a new tasty planter in the Beacon Road Ward near the shops. This has been a lengthy process that has now been postponed. Cllr Bright will update the committee with any movements.

Cllr P. Moore noted that last year a tasty planter was built opposite his property in St. Peter's and has since had a flurry of school aged children throwing vegetables at his house.

RESOLVED:

The Civic & Support Officer is to push the message out to schools that the Town Team will be attending our Community Festival in Pierremont Park on 27th April. This will be an opportunity to push education on important projects within the Town executed by local voluntary groups such as the Town Team.

99. TRAFFIC ISSUES, DUMPTON PARK DRIVE

Members received an update from Cllr J. Bright.

Cllr. J. Bright invited School Principal of Bradstow School Penny Windell, to speak on traffic issues the School are currently experiencing. Penny explained to the members that the driveway leading into their school has poor visibility and opens out onto a main road which is very busy. Recently there has been an incident where a pupil who

ran out of the school gates and into the road into oncoming traffic when a lorry narrowly missed them. Penny requested 3 things from the Town Council:

1. Improved road signs in the area
2. Exclusion signs at the end of the road
3. A safe pedestrian crossing

RESOLVED:

Members agreed to note Pennys concerns and suggestions, it was then agreed by all members that this is a matter for Kent County Council, however the Town Council will support the school to get the information they require. Cllr Joanne Bright will contact Cllr Rosalind Binks of KCC to contact Penny.

100. TREE PLANTING

Cllr Bright and Pressland discussed tree planting suggestions which had arisen from the recent Town Forum meeting. After extensive discussions it was noted that Cllr Bright & Pressland had been in correspondence with TDC who are in the process of curating a tree policy that includes a memorial tree project and a Tree planting project where they are looking to replace 2 trees for every 1 tree cut down.

RESOLVED:

- i. All members agreed that Cllr Pressland is to compile a list of areas in Broadstairs for replacement trees and bring back to the committee next meeting.**
- ii. All members agreed that the Civic & Support Officer is to contact TDC officers to find out more information about their Memorial Tree Project and report findings back to the committee next meeting.**

10:52am Cllr James Hobson leaves the meeting

101. REFILL/TAPS PROJECT

- i. Members received an update from the Civic & Support Officer from TDC regarding the ongoing taps project.
- ii. Refill Project: members received an update from the Civic and Support Officer who had been approached by the Town Team to get involved in a town wide refill project to get local businesses to sign up as refill stations offering free water to the public.

RESOLVED:

i. It was agreed by all members that the location of the tap suggested by TDC is good and that the purchase of the tap can now be made by the Civic and Support Officer.

It was agreed by all members that the Town Council will publicise their involvement of the new tap installation on social media and on local radio to make members of the public aware of free water locations in the town and promote use of reusable water bottles.

ii. It was agreed by all members that the Town Council will support the Town Team with a town wide campaign for businesses to sign up for the refill project, working with local organisations such as the Chamber of Commerce and local businesses. Councillors agreed to give their time to the Town Team to visit local businesses. It was agreed that the Civic and Support Officer is to order a campaign pack.

102. BROMSTONE LAND

Members received a report from Cllr Garner & Pressland for the proposal that the Town Council

are to support the Bromstone land project again by taking on the maintenance of the piece of land opposite Bromstone School. Cllr Garner had attended a meeting with Riverside Housing who are very eager to lease this asset. Cllr Garner has also spoken with several local groups and schools who are interested in volunteering on the land.

Cllr Moore noted the potential costing this may entail such as land management, legal costing for the lease ongoing maintenance costing.

RESOLVED:

It was agreed by all members that The Town Council are to support this project with the interjection of town council officers.

It was agreed by all members that a meeting be set up with officers, Cllr M. Gardner and Cllr K. Pressland to discuss the project going forward.

103. WE ARE WATCHING YOU

Cllr J. Bright updated the committee on the project so far. It was reported that the signs had made no difference to the dog excrement in the area. Cllr Bright told Council that she had been receiving lots of messages online regarding dog excrement in her ward and had been directing people online to send her pictures and locations via message and email. It was noted by members that Cllr Bright should not feel this pressure on her shoulders, and this should be a shared concern.

RESOLVED:

It was agreed by all members that the Civic and Support Officer is to contact the TDC Dog Warden for a freedom of information request regarding the number of fines issued in the past year to those dog owners who do not clear up after their dog.

It was agreed by all members that the Civic & Support Officer is to create a campaign on social media and a form for members of the public to report dog mess in their area.

The Civic and Support Officer is to forward a curated version of the forms to the dog warden to show the areas where the offences are occurring.

104. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting Wednesday 1st May 2024.

Members agreed for soft fruit tree planting in play areas to be discussed at the next meeting.

**Civic & Support Officer
Meeting closed at 11:13am**

Signed _____

Date _____



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 15 March 2024 at 7pm in The Council Chamber, Pierremont Hall

Present: Councillors J Bright, R Farooki, M Garner (Chairman), C Leys & S Roberts.

Town Clerk: Kirsty Holroyd

146. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs K Bright, J Hobson, C Kemp & E Orhan were received and accepted.

147. DECLARATIONS OF INTEREST

None received.

148. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 12 February 2024.

RESOLVED: that the minutes be approved as a true record of the meeting and signed by the chairman.

149. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE none

150. BUDGET AND ACCOUNTS

i) Members reviewed a summary of council income and expenditure for 2023-24 by cost centre. The Town Clerk reported that the underspend had been less than anticipated when drawing up the 2024-25 budget, but that income had been more than anticipated and therefore it still balances.

RESOLVED: Members agreed to note.

ii) Members considered amendments to the 2024-25 in light of the final position of each cost code in 2023-24.

RESOLVED:

a) That monies be vired between cost codes within each cost centre to accommodate minor amendments as per the Town Clerk (RFO's) suggestions.

Members noted the underspend in cost code 24: Town Mayor. It was noted that this is the Mayor's personal allowance which could have been drawn down for his personal use if so wished. Cllr K Bright had instead asked for it to be carried forward to use for youth projects in 2024-25.

b) That the underspend in the cost code 24: Town Mayor be ringfenced and carried forward to 2024-25 under cost code 919 Youth Events.

Members noted the Civic Events budget was overspent in 2023-24 and funds are not available to top it up from within the cost code.

RESOLVED: That £1000 be vired from cost code 39: Community Payback in 2024-25. This cost code can be topped up if necessary later in the year.

151. BUDGETS AND ACCOUNTS 2024-25

i) Members considered allocating monies to recently agreed projects as identified by the Events, Leisure and Tourism committee after the 2024-25 budget had been agreed.

RESOLVED: That £6000 be taken from the reserve entitled Memory Bench which is no longer needed in order to stage the five projects.

ii) Members received and considered an invoice from TDC for the surveyors' fees incurred in drawing up the licence for Victoria Gardens.

RESOLVED: That the Town Clerk request the fee be waived in light of the fact the Town Council will be saving the District Council considerable sums in taking over the management of the flower beds at Victoria Gardens.

iii) Members received an update on the grant for the Broadstairs History Walkers. The Town Clerk reported that invoices had been received for the elements of the project for which the group had applied for funding. Since the group had no bank account of its own, the Town Clerk requested permission to pay the invoices direct to the suppliers on behalf of the group.

RESOLVED: That the Town Clerk pay the suppliers direct.

152. FINANCIAL REGULATIONS

i) Members received the NALC LTN 87 Procurement and noted the change in the threshold at which public procurement rules must be observed from £25,000 to £30,000 inc. VAT.

RECOMMENDATION:

i) That the Town Council's Financial Regulations be amended to include the new figure.

ii) That the Town Council's Standing Orders be amended to include the new figure.

ii) Members received a letter from the Council's solicitor containing procurement advice.

RESOLVED: That a full report on the Town Council's procurement process be submitted to Council.

153. INTERNAL AUDIT

Members received and considered an extract from the JPAG Practitioners' Guide and assessed the Town Council's internal audit responsibilities. The Town Clerk (RFO) explained that the Town Council's own internal audit policies and procedures would be reviewed at the next meeting, but that the Practitioners' Guide was the framework against which the Council's own measures are to be assessed.

RESOLVED: Members agreed to note.

154. DATE OF NEXT MEETING: Monday 22 July 2024 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.55 pm

Signed _____

Date _____

DRAFT

BROADSTAIRS & ST PETER'S TOWN COUNCIL
PAYMENTS LIST

Attach 5

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1316	26/03/2024	Receipts Voucher No.568	Unity Trust	Receipt #1371-97	Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35
1319	26/03/2024	Receipts Voucher No.573	Unity Trust	Receipt #1677-41	Stripe Transaction Fee	Stripe	S	0.54	0.11	0.65
1314	26/03/2024	Receipts Voucher No.572	Unity Trust	Receipt #1382-29	Stripe Transaction Fee	Stripe	S	0.54	0.11	0.65
1315	26/03/2024	Stripe Return	Unity Trust	Return	Stripe Transaction Fee	Stripe	S	25.00	5.00	30.00
1317	27/03/2024	Receipts Voucher No.569	Unity Trust	Receipt #1628-25	Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35
1288	28/03/2024	Insurance & Audit	Unity Trust	Insurance	ZURICH MUNICIPAL	Z	7,736.87			7,736.87
1302	28/03/2024	Training & Subscriptions	Unity Trust	Training	High Speed Training Ltd	S	277.20		55.44	332.64
1308	28/03/2024	Council business rates	Unity Trust	business rates - cockerell suite	Thanet District Council	Z	1,354.41			1,354.41
1309	28/03/2024	Council business rates	Unity Trust	business rates - dan mason sui	Thanet District Council	Z	1,786.68			1,786.68
1290	28/03/2024	Council business rates	Unity Trust	business rates	Thanet District Council	Z	24.95			24.95
1291	28/03/2024	Council business rates	Unity Trust	business rates	Thanet District Council	Z	49.90			49.90
1292	28/03/2024	Council business rates	Unity Trust	business rates	Thanet District Council	Z	24.95			24.95
1293	28/03/2024	Council business rates	Unity Trust	business rates	Thanet District Council	Z	24.95			24.95
1311	28/03/2024	Office sundries	Unity Trust	expenses	Kirsty Holroyd	Z	10.49			10.49
1313	28/03/2024	Finance costs	Net West Current Ac	bank charges	NATWEST	Z	9.80			9.80
1297	28/03/2024	Community Payback	Unity Trust	supplies - community payback	Screwfix	S	91.11		18.20	109.31
1298	28/03/2024	Community Payback	Unity Trust	supplies - community payback	Screwfix	S	298.17		59.62	357.79
1299	28/03/2024	Allotments	Unity Trust	water supply	Business Stream	S	21.36		4.27	25.63
1300	28/03/2024	Allotments	Unity Trust	water supply	Business Stream	Z	21.36			21.36
1307	28/03/2024	Rates	Unity Trust	business rates	Thanet District Council	Z	1,757.86			1,757.86
1303	28/03/2024	Unplanned building works	Unity Trust	window repairs	Ramsgate Glass	S	260.00		52.00	312.00
1310	28/03/2024	Rates	Unity Trust	business rates - unit 1, rector h	Thanet District Council	Z	2,495.00			2,495.00
1304	28/03/2024	Facilities Team sundry items	Unity Trust	equipment - facilities	Screwfix	X	21.96			21.96
1289	28/03/2024	Facilities Team sundry items	Unity Trust	Supplies	Total Supplies Ltd	S	41.28		8.26	49.54
1306	28/03/2024	Facilities Team sundry items	Unity Trust	equipment - facilities	Screwfix	S	13.83		2.76	16.59
1305	28/03/2024	Victoria Gardens	Unity Trust	equipment - grounds maintena	Star Laundry	S	38.56		7.71	46.27
1294	28/03/2024	Events - Equipment	Unity Trust	laundry	Star Laundry	S	47.00		9.40	56.40
1295	28/03/2024	Events - Equipment	Unity Trust	laundry	Star Laundry	S	125.00		25.00	150.00
1296	28/03/2024	cleaning	Unity Trust	Cleaning	Total Cleaning Services	S	799.64		159.93	959.57
1301	28/03/2024	Window cleaning	Unity Trust	Window cleaning	G. Piper	Z	110.00			110.00
1320	30/03/2024	Stripe Fee	Unity Trust	Receipt #1019-94	Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35
1321	30/03/2024	Stripe Fee	Unity Trust	Receipt #1710-99	Stripe Transaction Fee	Stripe	S	0.29	0.06	0.35
1312	31/03/2024	Finance costs	Unity Trust	bank charges	Unity Bank	Z	49.80			49.80

BROADSTAIRS & ST PETER'S TOWN COUNCIL
PAYMENTS LIST

17 April 2024 (2023-2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1323 Void Transactions	31/03/2024		Unity Trust		delete	delete	Z			
Total								17,519.37	408.05	17,927.42

BROADSTAIRS & ST PETER'S TOWN COUNCIL

PAYMENTS LIST

17 April 2024 (2024-2025)

Attach 6

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
15 Licences	08/04/2024		Unity Trust		web hosting	Coppard Digital Ltd	S	150.00	30.00	180.00
12 Professional Fees	08/04/2024		Unity Trust		year end health check	Scribe (Shirboard Systems)	S	79.00	15.80	94.80
16 Training & Subscriptions	08/04/2024		Unity Trust		Training	NALC	S	43.37	8.67	52.04
18 Training & Subscriptions	08/04/2024		Unity Trust		Training	High Speed Training Ltd	S	117.00	23.40	140.40
20 Professional Fees	08/04/2024		Unity Trust		data protection	Satswana Limited	S	150.00	30.00	180.00
1 Bandstand entertainment	08/04/2024		Unity Trust		bandstand concert	Darren Robertson	Z	250.00		250.00
2 Bandstand entertainment	08/04/2024		Unity Trust		bandstand concert	A.E. Deavin	Z	200.00		200.00
3 Bandstand entertainment	08/04/2024		Unity Trust		bandstand concert	Decades Showband	Z	350.00		350.00
5 Community Payback	08/04/2024		Unity Trust		Supplies	Trade UK	S	80.95	16.18	97.13
8 Container hire	08/04/2024		Unity Trust		container hire	Lawrence Container Hire Li	S	85.80	17.16	102.96
9 Mocketts Wood	08/04/2024		Unity Trust		container hire	Lawrence Container Hire Li	S	42.90	8.58	51.48
13 Community Payback	08/04/2024		Unity Trust		Supplies	Trade UK	S	99.17	19.83	119.00
14 Community Payback	08/04/2024		Unity Trust		Supplies	Trade UK	S	8.32	1.66	9.98
22 Finance costs	08/04/2024		Unity Trust		Fee	Take Payments Ltd	S	12.50	2.50	15.00
4 VAT liability	08/04/2024		Unity Trust		VAT owing 2003 - 2022	HM Revenue & Customs	R		231,750.73	231,750.73
6 Electricity	08/04/2024		Unity Trust		electricity - music room	Valda Energy	L	261.24	13.06	274.30
7 Cleaning	08/04/2024		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
10 Water rates	08/04/2024		Unity Trust		Water	Business Stream	Z	171.72		171.72
11 Victoria Gardens	08/04/2024		Unity Trust		Supplies	Trade UK	S	38.34	7.66	46.00
17 Community Event	08/04/2024		Unity Trust		land hire	Thanet District Council	Z	326.00		326.00
19 Unplanned building works	08/04/2024		Unity Trust		change locks	Thanet District Council	Z	215.00		215.00
21 Hygiene services	08/04/2024		Unity Trust		hygiene services	Cathedral Leasing Ltd	S	1,351.92	270.38	1,622.30
53 Printer/Photocopier	15/04/2024		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	9.99	2.00	11.99
30 IT	15/04/2024		Unity Trust		alcohol licence - Events	Thanet District Council	Z	350.00		350.00
39 IT	15/04/2024		Lloyds Corporate Cre		Refreshments	Amazon UK Services Ltd	S	16.32	3.26	19.58
50 IT	15/04/2024		Lloyds Corporate Cre		ipad storage	Apple.com	Z	8.99		8.99
34 Office sundries	15/04/2024		Lloyds Corporate Cre		Refreshments	Lloyds commercial cards	Z	1.35		1.35
36 Office sundries	15/04/2024		Lloyds Corporate Cre		Refreshments	CO-OP	Z	1.35		1.35
40 Office sundries	15/04/2024		Lloyds Corporate Cre		first aid kit	Jax First Aid	S	53.79	10.76	64.55
47 Professional Fees	15/04/2024		Lloyds Corporate Cre		DBS check	DDC	Z	18.00		18.00
47 Professional Fees	15/04/2024		Lloyds Corporate Cre		DBS check	DDC	S	12.00	2.40	14.40
43 Office sundries	15/04/2024		Lloyds Corporate Cre		Refreshments	CO-OP	Z	1.35		1.35
46 Office sundries	15/04/2024		Lloyds Corporate Cre		Equipment	Amazon UK Services Ltd	S	19.08	3.81	22.89
48 Office sundries	15/04/2024		Lloyds Corporate Cre		DBS check	Amazon UK Services Ltd	S	29.97	6.00	35.97

BROADSTAIRS & ST PETER'S TOWN COUNCIL

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
49	15/04/2024		Lloyds Corporate Cre		Refreshments	CO-OP	Z	1.65		1.65
51	15/04/2024		Lloyds Corporate Cre		Supplies	Poundland	S	23.55	4.70	28.25
52	15/04/2024		Lloyds Corporate Cre		Supplies	CO-OP	Z	1.65		1.65
55	15/04/2024		Lloyds Corporate Cre		bank fee	Lloyds commercial cards	Z	3.00		3.00
23	15/04/2024		Unity Trust		Electricity	Edf	S	3,377.34	675.47	4,052.81
24	15/04/2024		Unity Trust		Water	Business Stream	Z	130.22		130.22
25	15/04/2024		Unity Trust		security	Probe Security	S	920.00	184.00	1,104.00
26	15/04/2024		Unity Trust		Cleaning	Total Cleaning Services	S	149.28	29.86	179.14
27	15/04/2024		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	935.08	187.02	1,122.10
28	15/04/2024		Unity Trust		water hygiene	Ashford Facilities Manager	S	349.25	69.85	419.10
29	15/04/2024		Unity Trust		Cleaning	Total Cleaning Services	S	719.68	143.94	863.62
31	15/04/2024		Unity Trust		Grant	Broadstairs Town Team	Z	100.00		100.00
32	15/04/2024		Unity Trust		Grant	Thanet Wanderers Rugby I	Z	100.00		100.00
33	15/04/2024		Lloyds Corporate Cre		van charge	Lloyds commercial cards	S	9.83	1.97	11.80
35	15/04/2024		Lloyds Corporate Cre		Supplies	Wicks	S	41.67	8.33	50.00
37	15/04/2024		Lloyds Corporate Cre		Supplies	Wicks	S	7.29	1.46	8.75
38	15/04/2024		Lloyds Corporate Cre		Refreshments	CO-OP	Z	8.90		8.90
41	15/04/2024		Lloyds Corporate Cre		Supplies	Toolstoday.co.uk	S	290.83	58.17	349.00
42	15/04/2024		Lloyds Corporate Cre		Supplies	CR Willcocks	S	27.37	5.47	32.84
44	15/04/2024		Lloyds Corporate Cre		van charge	Lancaster Holdings	S	7.45	1.49	8.94
45	15/04/2024		Lloyds Corporate Cre		Equipment	Toolstation Ltd	S	67.45	13.49	80.94
54	15/04/2024		Lloyds Corporate Cre		van charge	Lancaster Holdings	S	7.74	1.55	9.29
Total								11,983.93	233,660.47	245,644.40

BROADSTAIRS & ST PETER'S TOWN COUNCIL

17 April 2024 (2023-2024)

RECEIPTS LIST

Voucher Code	Date	Bank	Description	net	vat	total
556	26/03/2024	Unity Trust	Rent of premises	3,750.00	750.00	4,500.00
557	26/03/2024	Unity Trust	Hall hire	20.00	4.00	24.00
568	26/03/2024	Unity Trust	Receipt #1371-9: Stripe Transaction Fee	8.33	1.67	10.00
572	26/03/2024	Unity Trust	Receipt #1382-2: Stripe Transaction Fee	25.00	5.00	30.00
573	26/03/2024	Unity Trust	Receipt #1677-4: Stripe Transaction Fee	25.00	5.00	30.00
558	27/03/2024	Unity Trust	Hall hire	833.33	166.67	1,000.00
569	27/03/2024	Unity Trust	Receipt #1628-2: Stripe Transaction Fee	8.33	1.67	10.00
558	27/03/2024	Unity Trust	Hall hire	125.00	25.00	150.00
558	27/03/2024	Unity Trust	Hall hire	25.00	5.00	30.00
558	27/03/2024	Unity Trust	Hall hire	125.00	25.00	150.00
558	27/03/2024	Unity Trust	Hall hire	50.00	10.00	60.00
558	27/03/2024	Unity Trust	Hall hire	125.00	25.00	150.00
562	28/03/2024	Nat West Busines	Interest	272.94		272.94
559	28/03/2024	Unity Trust	refund - hall hire	-150.00	-30.00	-180.00
571	30/03/2024	Unity Trust	Receipt #1019-9: Stripe Transaction Fee	8.33	1.67	10.00
561	31/03/2024	Unity Instant Acc	Interest	1,729.77		1,729.77
577	31/03/2024	Nationwide Instar	Interest	10,276.10		10,276.10
576	31/03/2024	Unity Trust	Hall hire			
574	31/03/2024	Unity Trust	Receipt #1710-9: Stripe Transaction Fee	8.33	1.67	10.00
549	31/03/2024	Unity Trust	delete			
575	31/03/2024	Unity Trust	Room Hire			
				17,265.46	997.35	18,262.81

Attach 7

BROADSTAIRS & ST PETER'S TOWN COUNCIL

17 April 2024 (2024-2025)

RECEIPTS LIST

Code	Date	Minute	Bank	Description	net	vat	total
1	08/04/2024		Unity Trust	Room Hire	108.00	21.60	129.60
2	08/04/2024		Nat West Current	cash received - boot fair stall holder	20.00		20.00
3	15/04/2024		Unity Trust	Refund	-150.00	-30.00	-180.00
4	15/04/2024		Unity Trust	Refund	-72.92	-14.58	-87.50
5	16/04/2024		Nat West Current	ev charge income	39.36	7.87	47.23
					-55.56	-15.11	-70.67

Created by  Scribe

Attach 8.

BROADSTAIRS & ST PETER'S TOWN COUNCIL
Summary of Receipts and Payments
Summary - Cost Centres Only

Attach 9.

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs		2,820.16	2,820.16 (282016)	106,026.83	102,633.86	3,392.97 (3%)	6,213.13
Amenities	10,600.00		-10,600.00 (-100%)	39,500.00	25,482.42	14,017.58 (35%)	3,417.58
Civic Costs			0.00 (N/A)	16,000.00	10,659.70	5,340.30 (33%)	5,340.30
Community		141.68	141.68 (14168%)	26,840.00	23,688.23	3,151.77 (11%)	3,293.45
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked reserves			0.00 (N/A)	275,902.26	39,880.03	236,022.23 (85%)	236,022.23
Events		11,735.75	11,735.75 (117357)	55,915.00	46,363.08	9,551.92 (17%)	21,287.67
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants		1,550.00	1,550.00 (155000)	60,000.00	68,000.00	-8,000.00 (-13%)	-6,450.00
Income	741,284.00	759,039.00	17,755.00 (2%)		2,000.00	-2,000.00 (-20000)	15,755.00
Open Spaces	1,200.00	2,209.64	1,009.64 (84%)	44,645.00	26,768.79	17,876.21 (40%)	18,885.85
Pierremont Annual Maintenance		9,735.25	9,735.25 (973525)	63,165.00	74,238.22	-11,073.22 (-17%)	-1,337.97
Pierremont Events	40,000.00	34,213.71	-5,786.29 (-14%)	4,585.00	10,654.77	-6,069.77 (-132%)	-11,856.06
Pierremont Hall	78,817.29	87,798.09	8,980.80 (11%)	54,140.00	35,919.35	18,220.65 (33%)	27,201.45
PWLB Loan			0.00 (N/A)	35,824.00	35,823.94	0.06 (0%)	0.06
Retort House	38,338.50	44,790.84	6,452.34 (16%)	25,500.00	23,519.54	1,980.46 (7%)	8,432.80
Staff Costs			0.00 (N/A)	287,860.00	286,695.05	1,164.95 (0%)	1,164.95
YE Adjustments			0.00 (N/A)		70.69	-70.69 (-7069%)	-70.69
NET TOTAL	910,239.79	954,034.12	43,794.33 (4%)	1,095,903.09	812,397.67	283,505.42 (25%)	327,299.75
Total for ALL Cost Centres		954,034.12			812,397.67		
V.A.T.		88,823.02			62,014.10		
GROSS TOTAL		1,042,857.14			874,411.77		

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Prepared by: Kirsty Hovoyd
Name and Role (Clerk/RFO etc)

Date: 17/4/24

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		1,006,827.14
	ADD Receipts 01/04/2023 - 31/03/2024		1,042,857.14
			2,049,684.28
	SUBTRACT Payments 01/04/2023 - 31/03/2024		874,411.77
A	Cash in Hand 31/03/2024 (per Cash Book)		1,175,272.51
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	19.18	
	Nationwide Instant Saver 31/03/2024	304,001.80	
	Nat West Current Account 31/03/2024	25,000.00	
	Nat West Business Reserve 31/03/2024	234,464.50	
	Unity Trust 31/03/2024	371,072.17	
	Lloyds Corporate Credit card 31/03/2024	0.00	
	Unity Instant Access Savings 31/03/2024	255,335.08	
			1,189,892.73
	Less unrepresented payments		24,776.32
			1,165,116.41
	Plus unrepresented receipts		10,156.10
B	Adjusted Bank Balance		1,175,272.51
	A = B Checks out OK		

BROADSTAIRS & ST PETER'S TOWN COUNCIL**Uncashed payments/transfers out (All banks)****(Upto 31/03/2024)**

Voucher	Date	Cheque No.	Description	Total	Bank
1224	19/03/2024		tax & ni	6,412.38	Nat West Current Accoun
1258	20/03/2024		telephones/wifi	128.09	Nat West Current Accoun
1259	20/03/2024		telephones/wifi	90.60	Nat West Current Accoun
1260	20/03/2024		telephones/wifi	308.39	Nat West Current Accoun
1318	23/03/2024	Receipt #1082-	Stripe Transaction Fee	0.39	Unity Trust
1319	26/03/2024	Receipt #1677-	Stripe Transaction Fee	0.65	Unity Trust
1288	28/03/2024		Insurance	7,736.87	Unity Trust
1289	28/03/2024		Supplies	49.54	Unity Trust
1290	28/03/2024		business rates	24.95	Unity Trust
1291	28/03/2024		business rates	49.90	Unity Trust
1292	28/03/2024		business rates	24.95	Unity Trust
1293	28/03/2024		business rates	24.95	Unity Trust
1294	28/03/2024		laundry	56.40	Unity Trust
1295	28/03/2024		laundry	150.00	Unity Trust
1296	28/03/2024		Cleaning	959.57	Unity Trust
1297	28/03/2024		supplies - community payback	109.31	Unity Trust
1298	28/03/2024		supplies - community payback	357.79	Unity Trust
1299	28/03/2024		water supply	25.63	Unity Trust
1300	28/03/2024		water supply	21.36	Unity Trust
1301	28/03/2024		Window cleaning	110.00	Unity Trust
1302	28/03/2024		Training	332.64	Unity Trust
1303	28/03/2024		window repairs	312.00	Unity Trust
1304	28/03/2024		equipment - facilities	21.96	Unity Trust
1305	28/03/2024		equipment - grounds maintenance	46.27	Unity Trust
1306	28/03/2024		equipment - facilities	16.59	Unity Trust
1307	28/03/2024		business rates	1,757.86	Unity Trust
1308	28/03/2024		business rates - cockerell suite	1,354.41	Unity Trust
1309	28/03/2024		business rates - dan mason suite	1,786.68	Unity Trust
1310	28/03/2024		business rates - unit 1, retort house	2,495.00	Unity Trust
1311	28/03/2024		expenses	10.49	Unity Trust
1320	30/03/2024	Receipt #1019-	Stripe Transaction Fee	0.35	Unity Trust
1321	30/03/2024	Receipt #1710-	Stripe Transaction Fee	0.35	Unity Trust
1323	31/03/2024		delete		Unity Trust
Total-----				24,776.32	

BROADSTAIRS & ST PETER'S TOWN COUNCIL

Uncashed receipts/transfers in (All banks)

(Upto 31/03/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
570	23/03/2024	Receipt #1082-	Stripe Transaction Fee	10.00	Unity Trust
573	26/03/2024	Receipt #1677-	Stripe Transaction Fee	30.00	Unity Trust
559	28/03/2024		refund - hall hire	-180.00	Unity Trust
571	30/03/2024	Receipt #1019-	Stripe Transaction Fee	10.00	Unity Trust
574	31/03/2024	Receipt #1710-	Stripe Transaction Fee	10.00	Unity Trust
575	31/03/2024		Room Hire		Unity Trust
576	31/03/2024		Hall hire		Unity Trust
82379	31/03/2024		Transfer from Nationwide Instant Sav	10,276.10	Nat West Current Accoun
			Total-----	10,156.10	

Broadstairs and St Peter's Town Council
ANNUAL INVESTMENT STRATEGY 2024-25

Approved by F&GP Committee 27 February 2023 minute 74

For consideration by Council 22 April 2024

Introduction:

Broadstairs and St Peter's Town Council (The Council) acknowledges and accepts the importance of prudently investing all funds held on behalf of the community by the Council.

The Council's Investment Strategy complies with the revised requirements set out in the Statutory Guidance on Local Government Investments (third edition) issued by the Department of Communities and Local Government in April 2018 (see attached.)

Investments under £10,000 are not subject to the Guidance but for investments between £10,000 and £500,000 the Council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full. When making investments over £500,000, the Council is required to adopt the Guidance in full and to put an investment strategy into place.

Strategy:

The Council has adopted the Secretary of State's guidance in full.

In accordance with Section 15(1) of the Local Government Act 2003, the Council will, therefore, have regard (a) to such Guidance as the Secretary of State may issue and (b) to such other Guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in this activity.

The Council will monitor the risk of loss on investments by periodically reviewing credit ratings. If an external investment manager is used, he / she will be contractually required to comply with the Strategy.

The Council's Responsible Financial Officer will attend the KALC annual finance conference in order to remain up to date with financial regulations and requirements.

Specified Investments:

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than 12 months. Such short-term investments made with a body or investment scheme of high quality (including the UK Government or a local authority) will automatically be Specified Investments.

For the prudent management of its funds, maintaining sufficient levels of security and liquidity, the Council will use:

Deposits with banks, building societies, UK Government or local authorities.

Non-Specified Investments:

These investments have greater potential risk – examples include investment in the money market, stocks and shares – and professional investment advice may be required.

Liquidity Investments:

The Responsible Financial Officer and the Finance & General Purposes Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Long Term Investments:

All investments by local councils, other than in interest bearing bank and building society accounts, must be identified as long-term investment and treated as capital expenditure. Investments in longer term funds (in excess of 12 months) are by definition long term investments and, thus, deemed to be capital expenditure. Any investment in longer term funds should not exceed the surplus of cash balances above the Council's annual budgeted expenditure reduced by the annual precept.

The Council currently holds no long term investments.

Capital investments:

The Town Council purchased two community assets in 2028 with the intention of providing long-term capital growth alongside much needed community facilities.

Investment Report:

Investment forecasts for the forthcoming financial year are accounted for when the annual budget is prepared. Investments will be reviewed annually following a report from the Responsible Financial Officer to the Finance Committee.

Review and Amendment of Regulations:

The Council's Investment Strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Responsible Financial Officer and presented to the Full Council.

Publication:

The Investment Strategy will be published and available in hard copy and on the Council's website.

2024-25 Investment Plan

The Council has developed a Reserves Policy which was adopted on 26 September 2022 (minute 60ii). At its review in October 2023 the policy identified a total of £1,135,048.88 held in ringfenced funds. This figure was reduced by £216,869.83 over the remainder of the year as funds were transferred into the revenue budget to pay for additional members of staff, the purchase of the electric van and the VAT liability. The Council also holds money for day-to-day running expenses. Together these balances total £1,175,272.51 at 31 March 2024 (once adjusted for unrepresented payments and receipts).

The Council reduces financial risk by spreading its investments over several financial institutions.

Current balances:

Unity Trust	31/03/2024	£371,072.17	
Nat West Business Reserve	31/03/2024	£234,464.50	1.45%
Nat West Current Account	31/03/2024	£25,000.00	
Nationwide Instant Saver	31/03/2024	£304,001.80	4.3%

On the advice of the internal auditor a deposit account with Unity Trust bank was set up in August 2023 and £250,000 was transferred over from the Unity Trust current account in order to benefit from a higher interest rate. (Minute 232).

Unity Trust Instant Access	31/03/2024	£255,335.08	2.75%
----------------------------	------------	-------------	-------

Funds not required for immediate use will be invested in the NatWest Business Reserve Account and the Nationwide Instant Saver Account. Interest rates vary but are competitive with other providers and this spread assists in achieving a greater level of security than using only one bank.

The Finance Committee and the RFO will review the situation on a regular basis as set out above and make recommendations to deal with any changes in circumstances. All recommendations must be approved by Council.

The Council has identified that it will need to access a significant sum of money in 2024-25 as its assessment of its VAT position is finalised and as the completion project (Phase III) of the refurbishment of Pierremont Hall starts. It is therefore not deemed suitable to invest money in any medium to long term investment until the present situation is clear. Likewise it is not anticipated that the use of private sector financial management advisers would benefit the Council at the present time.

The RFO and Chairman of the Finance and General Purposes Committee will attend conferences and training as offered by KALC and other appropriate bodies.

Private Motion proposed by Cllr M Garner for consideration at the council meeting of 22 April 2024

Thanet Fairtrade Initiative

Background

Thanet Fairtrade Initiative is dedicated to raising awareness of Fairtrade and promoting the use of ethical products on the Isle of Thanet in Kent. Thanet Fairtrade Initiative works with a variety of local groups including schools, businesses and voluntary organisations.

Proposal

I am proposing that Broadstairs & St Peter's Town Council supports and promotes the Fairtrade initiative and invites a representative in to meet with us to discuss ways in which we can do this.

School Liaison Councillor Report

This year, in order to improve the Town Council's engagement with young people, I have specifically focussed on building links with our secondary schools.

I have created a PowerPoint presentation to deliver to a young audience which is designed to inform them about local government and the role of a councillor. The idea is to engage them in local democracy from a young age, to hopefully raise awareness and curiosity that will then lead to further conversations at school and at home. The main purpose is to build understanding of the roles and responsibilities of our local councils, to encourage active citizenship, to foster a sense of belonging to a wider community and to encourage a shared responsibility for our local environment.

Cllr Kristian Bright and I have visited and spoken to pupils at Charles Dickens School, Dane Court, East Kent College and St George's. We have shared the council's plan for a Cleaner, Safer, Kinder Broadstairs and have been blown away by the pupils' ideas, enthusiasm and engagement. They are very keen to be involved with volunteering opportunities and community projects and I am keen to facilitate this. For example, litter picks and gardening projects with the Town Team.

School visits so far

Charles Dickens School - *Year 8, Year 11 and Student Voice Team*

Dane Court - *Sixth Form and School Council*

East Kent College - *Inclusive Learning Section, IT students, whole school tour*

St George's Secondary - *Whole school tour, student voice team*

Stone Bay School - *Whole school tour*

We have also had the student voice team from St George's visit the Council Chamber for a presentation, and we had the student voice team from Charles Dickens attend an Environmental Committee meeting.

Council approval required for new project...

The Deputy Head at Charles Dickens is very keen for me to help her coordinate a Broadstairs Youth Forum. This would be similar to a Town Forum but would involve student delegates from each of the secondary schools who would meet at Pierremont Hall and share ideas about town improvements and future collaborative projects and events. This would essentially inform our youth events programme as well as providing an opportunity for local young people and teachers to work together and make new connections. These forums would take place 3 times a year (once per term) and the first is pencilled for 20th May.

Decision required: Are members happy for me to proceed with this?



RISK ASSESSMENT

COVER SHEET

EVENT DATE	27 TH Aril 2024
VENUE	Pierremont
ARENAS OF ACTIVITY	Outside and Inside Pierremont Hall and Pierremont Park
ORGANISE	Broadstairs and St Peter's Town Council
CONTACT	Leanne Hadden Events and Bookings Manager
RA UNDERTAKEN BY	Leanne Hadden Events and Bookings Manager
DATE RA UNDERTAKEN	11.04.2024

OVERALL EVENT RISK ASSESSMENT

Specific hazards have been identified by the council. Where a situation arises which is not identified in this section the council will take the decisions and instigate actions as appropriate.

In the event of a situation arising which requires the instigation of Incident Management Procedures for any or all of the organisations involved they will follow their own agreed procedures.

NOTE: Steps have been taken throughout the planning stage of this event to mitigate the effects of these hazards and continuous monitoring up to and during the event will reduce or eliminate the potential for problems arising as a result of these hazards.

SCOPE OF RISK ASSESSMENT:

- Traffic Management
- Crowd Management
- Event area hazards

KEY ACTIVITIES / VISITOR PROFILE

- Mixed family groups and adults.

RISK ASSESSMENT MATRIX

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																															
4 - Very likely	4 - Multi death/injury	<table border="1"> <tr> <td colspan="5">Probability</td> </tr> <tr> <td>4</td> <td>4.L</td> <td>8.H</td> <td>12.H</td> <td>16.H</td> </tr> <tr> <td>3</td> <td>3.L</td> <td>6.M</td> <td>9.H</td> <td>12.H</td> </tr> <tr> <td>2</td> <td>2.L</td> <td>4.L</td> <td>6.M</td> <td>8.H</td> </tr> <tr> <td>1</td> <td>1.L</td> <td>2.L</td> <td>3.L</td> <td>4.L</td> </tr> <tr> <td colspan="2">Severity</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Probability					4	4.L	8.H	12.H	16.H	3	3.L	6.M	9.H	12.H	2	2.L	4.L	6.M	8.H	1	1.L	2.L	3.L	4.L	Severity		1	2	3	4	LOW - no action required MED - justify/review for each event day HIGH - immediate action/further controls needed
Probability																																		
4	4.L		8.H	12.H	16.H																													
3	3.L		6.M	9.H	12.H																													
2	2.L		4.L	6.M	8.H																													
1	1.L	2.L	3.L	4.L																														
Severity		1	2	3	4																													
3 - Likely	3 - Single death																																	
2 - Unlikely	2 - Specified Injury																																	
1 - Very Unlikely	1 - Minor/First Aid																																	



RISK ASSESSMENT

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Slip, Trips and Falls	Injury	Public Employees Volunteers Participants	4	2	8H	<ul style="list-style-type: none"> Car park surface are regularly maintained and check for damage, potholes and debris etc. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. Temporary traffic cones appropriately placed, if necessary. Clear pathways with no obstructions Regular walk arounds to review pathways 	3	1	3L	LOW
Collisions and impacts	Injury, fatality	Public Employees Volunteers Participants	4	3	12H	<ul style="list-style-type: none"> Crowd/vehicle segregation During setup marshalling of cars will take place 	2	2	4L	LOW
Fall from heights	Injury	Public	2	3	6M	<ul style="list-style-type: none"> No activity taking place at height Limited street furniture at height Marshalls 	1	2	4L	LOW
Ill Health	Illness	Public Employees Volunteers Participants	2	2	4L	<ul style="list-style-type: none"> Local medical provision Marshalls Short event duration 	1	2	2L	LOW
Crowds/public	Overcrowding	Public Employees Volunteers Participants	3	3	9H	<ul style="list-style-type: none"> Open all areas access to the event. Marshalls at the main entrances and working around view. Participants(stall holders/vendors) to act as Marshalls as well. 	2	3	6M	Med
Manual Handling	Injury	Employees Participants	2	2	4L	<ul style="list-style-type: none"> Manual handling restricted to laying out of barriers and gazebo by trained staff Participants (stall holders/vendors) to carry out own RA when setting up and taking down their own goods 	1	2	2L	LOW
Adverse Weather	Illness/Injury	Public Employees Volunteers Participants	3	2	6M	<ul style="list-style-type: none"> Trained staff on-site to manage any ice/snow on the ground with salt bags. Risk is low due to seasonal weather. Marshalls to look out for any flooding areas. 	3	1	3L	LOW



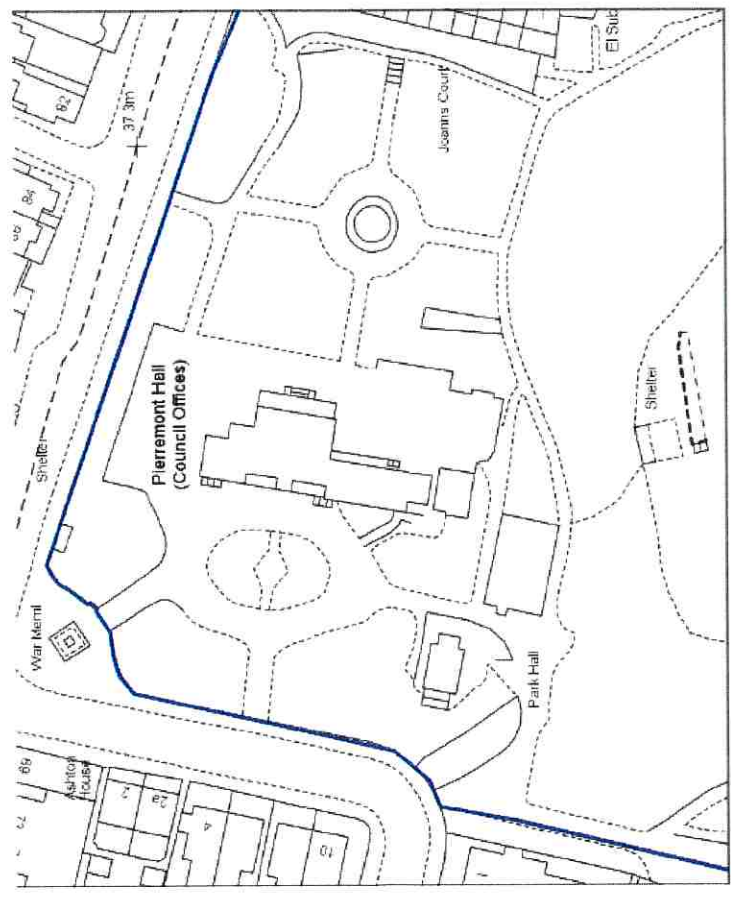
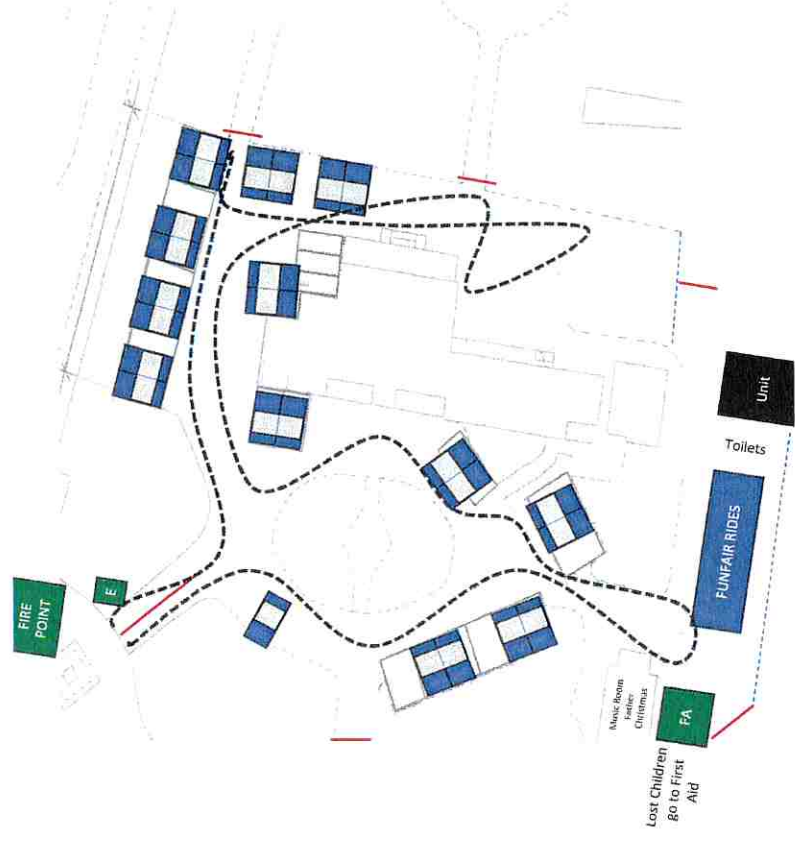
RISK ASSESSMENT

Violence/behavioural issues	Injury, fatality	Public Employees Volunteers Participants	3	1	3L	<ul style="list-style-type: none"> Marshals and Stallholders are to be advised to check the weather and provide their own sun-PPE. Indoor to be used as an emergency shelter for Participants and staff. Event to finish by 4pm before it gets dark. Police presence In-house security will be on call and on-site within 5-10 minutes. Marshals 	1	1	1L	LOW
Access/egress	Long Queues Overcrowding Emergency Vehicle Access constraints	Public Employees Volunteers Participants	4	3	12H	<ul style="list-style-type: none"> Slow crowd build-up Large viewing area Barriers in place Numerous entrances/exits Marshals 	2	1	2L	LOW
Traffic Management	Injury, fatality	Public Employees Volunteers Participants	4	4	16H	<ul style="list-style-type: none"> Car park closure Barriers in place to segregated from traffic at front entrance and around the site to stop access unless emergency services. Marshals drop offs and pickups. All cars off site by 9am and not on site until after 4pm or all public gone. One Way System and organised timings of stalls/vendors setting up 	1	4	4L	LOW
Poor lighting	Injury, fatality	Public Employees Volunteers Participants	3	3	9H	<ul style="list-style-type: none"> Event will finish before sunset 	1	4	4L	LOW



COMMUNITY FESTIVAL

RISK ASSESSMENT



Approval Date:



RISK ASSESSMENT

**COMMUNITY
FESTIVAL**

Contact List

Name	Organisation/Role	Contact Details
Leanne Hadden	Broadstairs Council – Events and Bookings Manager	01843263609
Probe	Security	07398364999
Kieron LAWFORD	Police - Kieron Lawford PC 46014212	07976776895
	Kent Rescue and Fire	
	Medial Provider	
	Facilities Team	
Luke Hooker	Lighting	

RISK ASSESSMENT BROADSTAIRS PORTICO BANDS - 2024

Description: Community Festival

Potential Hazard	Persons at Risk	Severity Rating	Likelihood Rating	Risk Rating	Control Measures	Who responsible?
Fire	Public, band members	3	1	3	Outbreak of Fire (Low to Medium Risk): Immediately evacuate the portico area. The roof of the portico is combustible, though electrical equipment could cause fire. Evacuate to War Memorial.	Safe Officer – Leanne Hadden
Access	As above	2	1	2	Trips, Falls (Low to Medium risk) All routes in and out of the portico to be kept clear of obstruction. Advocate use of ramped access or use of stair rail.	Band members
Electric Shock	As above	3	1	3	Electrocution (Low Risk) Electricity supply should be isolated when connecting and disconnecting from electrical supply on bandstand.	Band members
Security	As above	1	1	1	Injury, Loss of Property (Low Risk) As bandstand area is quite large and lit in the evening, crowding is generally not a problem.	Public
Manual Handling	As above	1	1	1	Personal injury (Low Risk) Equipment used by bands tends to be small but correct procedure on lifting to be used for large items.	Band members
Motor Vehicles	As above	1	1	1	Personal Injury (Low Risk) No moving vehicles to be allowed on site during the event. Care used in loading and unloading of equipment on public roads must be in effect.	Band members
Slips, Trips & Falls	As above	2	1	2	Any uneven or damaged surfaces noticed by the Safety Officer to be reported to the Town Council as soon as possible. Regular site visits by the town Council to note any defects. Barrier to be placed around hazard if repairs are not immediate.	Town Council staff,
Weather Issues	As above	1	1	1	Licenses to cancel entertainment if there is extreme weather.	Safe Officer – Leanne Hadden
Natural Hazards	As above	1	1	1	Regular site visits to ensure the area does not contain any natural hazards such as dangerous plants or wasp/bee nests.	Town Council staff,

Severity Rating	Low=1	Slightly harmful eg cuts bruises, minor damage
	Medium=2	Harmful eg fracture, unconsciousness, serious strain
	High=3	Very harmful eg serious injury , death
Likelihood Rating	Low=1	Highly Unlikely
	Medium=2	Unlikely
	High=3	Likely

EMERGENCY PROCEDURE IN EVENT OF AN EMERGENCY

- Shout "Fire" or "Emergency" or use PA system if available to inform all those present.
- Ensure the Safety Officer is aware of the problem. They will notify the appropriate emergency service.
- If necessary, ensure all members of the public evacuate to the War Memorial, by the nearest exit. Where possible the public should be encouraged to take their personal items with them, but this should not significantly delay their exit.
- Participants should turn off any electrical equipment before leaving.
- Once the emergency has been resolved, liaise with the Safety Officer as to whether the event should continue.

Risk Calculation: To calculate the risk rating, multiply the severity rating by the likelihood rating

Attach 17



Serving Parish & Town Councils in Kent

Kent Association of Local Councils
Dover District Council Offices, White Cliffs Business Park, Whitfield, Dover Kent, CT16 3PJ
01304 820173
kalc@kentalc.gov.uk
www.kentalc.gov.uk
VAT Registration No.: 509750927

Invoice 9251

INVOICE TO

Broadstairs and St Peters Town Council

DATE
01/04/2024

PLEASE PAY
£2,244.98

DUE DATE
01/04/2024

DATE	SERVICE	QTY	RATE	VAT	AMOUNT
	As agreed at the 2023 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2025, is based on the published tax base figures for 2023/2024 in the Parish/Town/Community Council at 74.5p per 23/24 tax base unit, to a maximum of £1700 plus a standing charge of £65 (all subject to VAT). As in previous years, your Council is an exception to the rule above. The Council's subscription is based on the NALC fee of 7.94p per elector (capped at £2037) plus the tax base figure x 2.5p plus Standing Charge and VAT	1	1,870.82	S	1,870.82

SUBTOTAL	1,870.82
VAT TOTAL	374.16
TOTAL	2,244.98

TOTAL DUE **£2,244.98**

THANK YOU.

TAX SUMMARY

RATE	TAX	NET
VAT @ 20%	374.16	1,870.82

Please make cheques payable to "KALC", or direct credit to:

Metro Bank
Sort Code: 23-05-80
Account Number: 33633408

Millennium Cup Criteria

For a person or persons who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

Mayoress Cup Criteria

For an organisation or group who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

Recipients

Mayoress Cup

2001	n/a
2002	n/a
2003	n/a
2004	n/a
2005	n/a
2006	St Peter's viallge Tour
2007	Dickens Festival
2008	Folk Week
2009	Twinning Association
2010	The Victorians
2011	5 November family Event
2012	St Peter's Old Boys and Community Association
2013	Bowls Club
2014	Water Gala
2015	Food Festival
2016	Town Team
2017	Harbour and Seafront Group
2018	Crampton Tower Museum
2019	Libarary Bank Project
2020	None
2021	None
2022	Food Bank
2023	Broadstairs Fireworks

Millenium Cup

Mrs Pat Armstrong (posthumously) Horse Show
Joyce Smith, Jack Tullet, Keith Wragg (Broadstairs Society)
Mrs Ivy Clarke
Mr Peter Shaw
Joyce Smith & Brian Sleightholm
Jack Tullet
Michael Bon
Lee Ault
June Hodgson
Ian date
Bill Peppiatt
Nora Setterfield (Riding for the Disabled)
Horace
Frank Thorley
Janet Thomas
Jerry Dillon
Mark Strand
Victoria Suchak
Laura Scotney, Sue Wall & Peter Lorenzo
None
None
Karen Mackenzie
Sue Henderson

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	Flexible working/ Working from Home Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL
	Adopted: 26th March 2018
	Reviewed: December 2023
	Approved: TBC

1. Aims and objectives

1.1 This policy is intended to provide guidance and good practice to enable employees to work from home effectively and safely.

1.2 The policy is intended to assist both managers and employees in implementing working from home by highlighting areas for consideration and providing practical advice and information.

1.3 The policy recognises that for the majority of employees, working from home will be on an occasional basis and with prior agreement from the manager.

1.4 The policy should be considered alongside the Town Council's other strategies and policies, in particular those relating to:

- ICT
- Health and Safety
- Lone Worker
- Web and Media
- General Data Protection

2. Background

2.1 Broadstairs & St. Peter's Town Council aims to create and provide modern and efficient ways of working for employees. This includes reducing accommodation and travel costs, and tailoring working hours to better support the needs of the service, its employees and customers.

3. Procedure

3.1 The prospect of working from home may be raised by managers or employees; either individuals or groups or it be set out in law. Please refer to Appendix 1 in the first instance if an employer or employee is considering working from home.

3.2 Consideration should be given to the guidance within this policy to ensure that everything is in place. Particular attention is drawn to matters relating to health and safety, ICT, confidentiality, contact, training and support and the contract of employment.

3.3 Consideration should be given to different approaches to managing employees who are working from home, such as managing outputs and deliverables. This relies on collaborative working between the employee and the Town Clerk and regular review of performance targets and workload levels. The existing supervision and performance and development reviews process can be used in this process, in conjunction with the Competency Framework as detailed in the checklist in Appendix 2.

4. Health and Safety and Risk Management

4.1 Employees and managers need to understand and comply with the Council's policy regarding health and safety requirements for working from home, and complete a 'Self Assessment Checklist' prior to commencing any working from home arrangements. This form is attached as Appendix 2.

4.2 The checklist should be completed initially on the set up of working from home and thereafter if there is a change in circumstances. The Town Clerk and employee should

review this form at least once a year at Performance and Development Reviews. The checklist should also be reviewed by the Town Clerk for new and expectant mothers/fathers. Any accident or ill health directly related to the working from home arrangements, should also prompt a review and be reported using existing Town Council procedures.

5. Equipment

5.1 Equipment will be provided by the employer to the employee so that they can undertake the job safely and effectively at home. The equipment required for each individual will be identified from the Appendix 2 Assessment.

5.2 The employee must ensure that all equipment provided is used in accordance with instructions, safe methods and systems of working and must be returned at the end of employment, or at the end of the working from home arrangements.

5.3 Electrical equipment used when working from home will need portable appliance testing, as per the Electrical Equipment part of the checklist in Appendix 2. The employee and the Town Clerk will need to make appropriate arrangements for this testing to take place, prior to any working from home arrangements being agreed.

5.4 Regular trips to the Town Council offices should allow the employee to stock up on, for example, paper, printer cartridges and other stationery. Or, the employer might prefer/need to arrange a delivery to the employee in special circumstance.

6. Confidentiality

6.1 It is the responsibility of the employee and Town Clerk to ensure the confidentiality of all Town Council information whilst the employee is working from home. Consideration should be given to storing any Town Council documents safely and securely. Reference should be made to the GDPR Policy.

6.2 In order to maintain confidentiality and data security, the Town Council documents and equipment (laptops etc) must not be left in employees' vehicles when unattended.

7. Insurance Implications

7.1 In general, working from home should not give rise to any special difficulties from a risk management or insurance point of view. The guiding principle is that good practice should reduce or eliminate the possibility of injury or loss to employees, the Town Council or others. Insurance by itself does not prevent injury or loss, and good risk management techniques are required.

7.2 It is vital that employees and managers adhere to this working from home policy and associated guidelines, in order to maintain the validity of this insurance provision.

7.3 Liability insurance protects the Council and its employees jointly for accidental death, injury and loss of property where the Council has been negligent. This insurance will operate in respect of employees who are working at home with the knowledge and consent of the Town Clerk, subject to the appropriate risk, health and safety assessments, training and support being in place.

7.4 Personal accident insurance will apply to employees working at home including whilst travelling on Town Council business. This does not include commuting to work from home except where the home has been formally designated as the work base, in which case all journeys will be made whilst on duty.

7.5 Property insurance cover is provided by the Town Council. This will only apply to all items provided for use by the employee working at home with the knowledge and consent of their manager. The employee has a duty and responsibility to look after the Town Council's property. There is no insurance cover for theft if there is no forcible

entry to the property and only laptops or computers are covered in this instance. Losses arising from unattended vehicles are not covered.

7.6 Employees' own insurance policies are unlikely to be affected by working from home. However, employees are advised to consider whether they need to inform their insurers or inform others such as their landlord, mortgage company or loan company of the working from home arrangements, within the terms of any agreements. If in doubt the employee should let the insurance company know, as nondisclosure may sometimes invalidate any policy.

8. Financial considerations

8.1 It is considered that working from home is mutually beneficial and that the costs and benefits of working from home will cancel each other out, due the reduction in travelling to work costs which would be paid by the employee. Consequently, a working from home allowance will not be paid. However, expenses will be paid at the current rate set by Government, relating to electricity, broadband usage and other utilities.

8.2 An employee's home address will not be stated as their work address and therefore all tax implications will be the responsibility of the Town Council

8.3 Travel arrangements will be in accordance with national and local conditions of service. Where the office is the employee's work base, travel between home and the contractual work base will not attract travel allowances, whereas other business-related journeys will, as per the employee's contract of employment. If the employee's home is the work base, all business-related journeys will attract travel allowances as per the employee's contract of employment.

9. Other Considerations

9.1 Possible legal restrictions – employees need to check that there is no legal obstacle to them working from home, e.g. a restrictive covenant attached to the lease or deeds of the property forbidding non-domestic activity. If the property is rented, the landlord's agreement to the arrangements for home working may be necessary. If there is a mortgage on the property, it may be necessary for the lender to be informed or to give permission.

10. Other useful links

Display screen equipment (DSE) workstation checklist

<https://www.hse.gov.uk/pubns/ck1.pdf>

Gov Expenses and benefits: homeworking

<https://www.gov.uk/expenses-and-benefits-homeworking>

Protect Home Workers

<https://www.hse.gov.uk/toolbox/workers/home.htm#stress-mental-health>

Home working guide for employers

<https://archive.acas.org.uk/media/3905/Homeworking---a-guide-for-employers-and-employees/pdf/Homeworking-a-guide-for-employers-and-employees.pdf>

Employment Income Manual

<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim01472>

Other expenses: home: working from home

<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim32760>

Appendix 1

Guidance for Working from Home where home is the designated Work Base - ('Home worker' work style profile)

In addition to the guidance already outlined in the policy, the following areas are particularly relevant where the employee's home is their designated work base:

1. The importance of a Trial Period.

1.1 Where home is to be the employee's work base, it is particularly important that a trial period is undertaken before any permanent arrangement is confirmed (for detailed guidance please refer to Sections 5 and 7 in the policy above). The use of a trial period should ensure that both the duties of the job concerned and the employee are suitable for these arrangements.

2. Employment Contracts

2.1 During trial periods, no permanent changes will be made to employment contracts. The agreed temporary arrangements for the trial period will, however, be formally recorded and signed by both Town Clerk and employee. When a move to a permanent pattern of home working is agreed, contracts of employment may need to take account of the specific working arrangements.

2.2 Base – this specifies the usual place of work or base for administrative purposes, usually the employees work address. Where the employee does not have a work address, this will be the employee's home.

2.3 Hours of work – the level of contracted working hours is not changed by moving to working from home arrangements, including the use of Flexitime where applicable and adherence to Working Time Regulations. However, greater flexibility over when the contracted hours are worked may be possible in some circumstances, subject to agreement between employee and Town Clerk, and as long as the required level of service to customers is not disrupted or reduced. The working hours when the employee should be contactable and the attendance requirements for onsite meetings and other office-based duties should be agreed and defined as appropriate, and communicated to other team members.

2.4 Absence - procedures for reporting sickness absence and for requesting annual leave are unaffected and should be in line with existing Town Council procedures.

2.5 Should it be necessary to change or cease the working from home arrangements, employment contracts should be discussed and amended as required.

3. Communication

3.1 Employees based at home should receive the same level of information, with the same frequency, as their office-based colleagues. Contact needs to be two-way, so it is important that open channels of communication are set up and maintained. Regular contact will also allow the Town Clerk to pick up on early warning signs if something is going wrong, and offer appropriate support.

3.2 There should be clarity about the times in which an employee working from home should be available for contact, and about any requirement for the employee to make regular contact with the office. These should be established and agreed with the Line Manager, and communicated to the team.

3.3 Any visits to the employee's home must be made by prior arrangement and during agreed working hours e.g. Health and Safety reviews, equipment installation. It is

expected that all routine meetings e.g. Supervision and Employee Performance and Development Review (EPDR) will take place at the office base or virtually using video conferencing software. Meetings with Service Users or other employees must not be held at the employee's home, an appropriate office base should be used.

3.4 It is essential that the Self-Assessment Checklist (Appendix 2 in the policy) is completed as stipulated, by both the employee and line manager in order to minimise risk.

3.5 External mail should be directed to Council offices and not to the employee's home address. Employees should, where the facility is available, forward their telephone calls to a work mobile or other device, using existing phone.

4. Performance and support

4.1 Working from home arrangements require a high degree of trust, together with open and honest communication. The most effective way of managing the performance of the employee working from home is to concentrate on outputs and deliverables. This relies on collaborative working between the employee and the line manager and regular review of performance targets and workload levels.

4.2 Regular supervision meetings, team meetings and EPDRs should be available to employees based at home, in accordance with the Council's policies and guidelines, and carried out in an appropriate office base.

5. Working Hours and Patterns

5.1 The Town Clerk and employee should agree working patterns and times when commencing the working from home arrangements, and communicate these to the team. Generally, recording methods should not differ from other colleagues eg Completion of timesheets or flexi-sheets.

5.2 The Town Clerk will need to consider whether a Lone Working Monitoring System needs to be used.

6. Stress and Mental Health

6.1 Home working can cause work-related stress and affect people's mental health. Being away from managers and colleagues could make it difficult to get proper support. Employers should be approachable, have consistent contact with employees and organise group meetings to avoid feelings of isolation.

<https://www.hse.gov.uk/stress/signs.htm>

Appendix 2

WORKING FROM HOME HEALTH AND SAFETY AND WELLBEING SELF ASSESSMENT CHECKLIST (SR48)

Please complete this checklist prior to commencing a working from home arrangement (and review at least once a year at the EPDR) or if there are any changes e.g. Moving house; changes to the equipment/furniture or any health/wellbeing issues arise). The completed form should be given to the Town clerk and will help the County Council to ensure that your working conditions at home are safe and healthy. **Please write in the form where new equipment needs to be supplied by the employer.**

Name:

Date:

Address:

Details of the work to be carried out at home:

Details of room / space used for working from home:

Detail Town Council equipment supplied, if any:

Will your job involve any of the following whilst working from home?
(please tick):-

Computer use

Manual handling

Use of electrical equipment

Workstation and Home Office (- where applicable)	Yes	No	Comments
Is the room/area separate from other living areas in the home?			
Is the room/area used accessible without climbing a ladder?			
Is there enough space to safely accommodate all necessary furniture and equipment?			

Are walkways clear of tripping hazards, such as trailing cables?			
Is there a source of heating to maintain a comfortable temperature?			
Does the room have an opening window for ventilation?			
Is there adequate light to comfortably see documents and your computer screen?			https://www.hse.gov.uk/msd/dse/index.htm
Can you reach storage shelves without having to stretch over the desk?			
Do you generally find your workstation comfortable to use?			
Do you know how your workstation should be arranged to achieve the most comfortable posture?			https://www.hse.gov.uk/toolbox/workers/home.htm
Do you have somewhere secure to store confidential Town Council documents in order to maintain Data Protection Act?			Guidance on Protecting Confidential Information.

Safe use of computers	Yes	No	Comments
Do you use a computer/laptop at home for work purposes?			

Do you have to use a computer/laptop intensively on a regular basis when working from Home?			
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Electrical Equipment	Yes	No	Comments
Does your electrical equipment have any signs of damage?			Look for obvious faults such as loose cables, cracked plugs, split covering to leads etc. This is a visual inspection only - you should not open plugs or take covers off the equipment.
If you have any items of Town Council equipment at home, are they marked to show they have received a portable appliance test?			There should be a label on the equipment showing the date it was checked.
When was this equipment last checked?			
Do you know how to safely use the equipment you use to work from home?			

Emergencies	Yes	No	Comments
Do you have an escape plan in case of fire?			
Do you have a smoke alarm fitted?			It is strongly recommended that you fit a smoke alarm. This should be tested weekly to ensure that it is working.
Do you know what to do in the event of having an accident at home?			

Wellbeing	Yes	No	Comments
If your job involves lifting and handling at home, have you received training to do it safely?			Health and Safety Learning and Development
Do you have regular supervision with The Town Clerk?			
Do your working hours at home comply with the current Working Time Regulations?			Working Time Regulations
Does the Town Clerk review your working from home arrangements with you at supervision or at EPDR (Employee Performance and Development Review)?			
Are you aware of the requirement of the Council's Attendance Procedure that requires you to report any sickness, whether working from home or at any other work base?			
Do you have the opportunity to contact and meet with other team members as appropriate ('Home worker' work style employees only)?			

Do you have any other comments about your working conditions or any other health and safety concerns?

Employees signature:

Date:

Town Clerks Name:

Town Clerks Signature:

Date:

Please detail the action that is to be taken, if any, to address any issues highlighted in the assessment.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Safeguarding Policy</p> <hr/> <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL ADOPTED: TBC</p>
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Policy Statement

This policy will enable Broadstairs & St Peter's Town Council to demonstrate its commitment to keeping safe both adults who may be at risk and children and young people in the community.

The policy is in place in order for councillors and officers to work to prevent abuse and know what to do should a concern arise. They will enable Broadstairs & St Peter's Town Council to:

- Promote good practice and work in a way that can prevent harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported.

Definitions

Child

"Anyone who has not yet reached their 18th birthday". Children Act 1989.

Adults at Risk

An individual who "Have needs for care and support, is experiencing, or at risk of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect". Care Act 2014.

Related Policies

This policy will need to be read in conjunction with the following Town Council policies: Equality and Diversity, Data Protection, Volunteer, Complaints Procedure and any others deemed appropriate.

Responsibilities of the Town Council

- To accept the moral and legal responsibility to implement procedures, to provide a Duty of Care for children, young people and adults at risk of abuse, safeguard their wellbeing and protect them from abuse.
- To raise awareness of safeguarding to ensure that everyone can play their part in preventing and identifying and responding to abuse and neglect.
- To ensure that all councillors, volunteers and any paid members of staff are familiar with the policy and any associated procedures.
- To work with other agencies within the framework of both the TDC Community Safety Safeguarding team and both the Kent Safeguarding Children Board (KSCB) and Kent and Medway Safeguarding Adults Board (SAB).

- To act within its confidentiality policy and will usually gain permission from adults before sharing information about them with another agency. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent.
- To make a safeguarding referral to TDC Safeguarding Officer as appropriate i.e. if there is an immediate danger or the child/adult is at risk of harm contact Kent Police.
- To ensure that all new Councillors are provided with a copy of the safeguarding policy.
- To ensure all contractors/partners working directly with the Town Council meets the safeguarding standards as expected by the Town Council (A copy of the safeguarding policy must be given to any contractor/partner).
- To require all Councillors/volunteers and anyone paid to adopt and abide by this safeguarding policy and to understand their responsibilities therein.
- To monitor and evaluate the policy annually or in the light of any changes to Government legislation and guidance.
- To ensure there is a designated lead person for safeguarding in the Town Council.
- To ensure that the designated safeguarding lead undertakes LSCB/SAB endorsed safeguarding children and safeguarding adults training for this role and that they attend refresher training every three years.
- To ensure as far as is reasonably practicable that everyone is safe and secure in any facility or environment it provides or facilitates.
- DBS checks will be required if any Councillor, volunteer or paid member of staff is required to teach, train, instruct, care for or supervise children or provides advice, guidance to children and/or is carrying out health care, personal care, assisting with cash, bills or shopping or with affairs or transportation for any adult.
- To ensure records are kept of any referrals and any notes, records of conversations concerning that referral are kept in the folder and that it is stored in a secure place with limited access to designated people.

Responding to Abuse or an Allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Do not promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him/her safe.
- Comply with the Town Council's Data Protection Policy.

Writing a Report of an Allegation

- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.

Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

Allegations Made Against a Councillor/Volunteer/Paid Member of Staff

This should be reported to the designated safeguarding lead. If appropriate, the designated safeguarding lead will consult with/make a referral to the LADO (Local Authority Designated Officer). The procedures for LADO referrals can be found on the TDC website.

<https://www.thanet.gov.uk/info-pages/safeguarding-policy/>

Duty

By law, the Town Council has a duty to refer certain information to the DBS, this includes:

- If the Council has dismissed an individual because he or she has harmed, or may harm a vulnerable adult or child
- If an individual has resigned from employment with the Council in circumstances where there is a suspicion that he or she has harmed, or may harm a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the Council can take appropriate action)
- If the Council has suspended an individual and has reason to think the employee has engaged in "relevant conduct" or has harmed, or may harm a vulnerable adult or child, or has received a caution or a conviction for a relevant offence.

Procedure

The Town Council must remain vigilant at all times of the risk to the community of abusive behaviour from different sources including members of their family, others in the community and employees.

If any Councillor, Officer or Volunteer believe that an individual in the community have been subjected to abuse, this should be referred with the circumstances explained to the Town Clerk. If the alleged perpetrator of abuse is an employee, the circumstances will be investigated fully through the Human Resources Committee. If necessary, the Council will refer details of the circumstances to the DBS.

Making a Referral

Please dial 999 if the person is in immediate danger.

For Concerns about a Child

If you have a concern about a child or a young person, you will need to complete and submit a report using the Kent Safeguarding Children Multi-Agency partnership portal:

<https://www.kscmp.org.uk/guidance/worried-about-a-child>

The Kent Safeguarding Children Portal is an easy to use, secure space where you can complete and send reports directly to the right children's services team. The first time you complete a report you will be asked to create a new portal account. It is quick and easy to register for an account. To make sure the information you send to us is secure, you will need to log into this account every time you access the portal. There are user guides and instruction videos available if you need help using the portal.

[View Kent children's portal user guidance](#)

<https://www.youtube.com/watch?v=zganVVc5-bY>

If you need to make contact out of working hours please call the Out of Hours Service on 03000 419191.

For Concerns about an Adult

If you have a concern about an adult and wish to make a safeguarding referral you will need to contact the Kent and Medway Safeguarding Adults Board or Kent County Council. The link for the Kent County Council website page for the contact details is:-

<https://www.kent.gov.uk/social-care-and-health/report-abuse>

If you or someone you know needs help at home, or a family carer needs extra support you can access information for health/care and social care support via this link to the Kent County Council website:-

<https://www.kent.gov.uk/social-care-and-health/care-and-support>

<https://www.kent.gov.uk/social-care-and-health/health>