



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Broadstairs and St. Peter's Town Council
Annual Town Assembly Report 16 March 2020
Council Report by the Mayor Cllr Paul Moore

i) Councillors

Broadstairs and St. Peter's Town Council has 15 elected Councillors. This Civic Year marked the first year of a new term of office and saw the election of 4 new Councillors.

The political split of the Council is as follows:

Conservative: 11

Labour: 1

Green Party: 1

Thanet Independents: 1

Independent: 1

ii) Committee and sub-committee structure:

The Town Council has:

3 main committees that report to the Council: The Finance and General Purposes Committee, the Planning Committee and the Community Assets Committee. This year has seen the formation of the VE Day Working Party and due to begin in April, the Victoria Gardens Kiosk Working Party.

The Town Council has 6 sub-committees, and a Town Forum which is made up of community groups and organisations.

Allotments and Land Sub-Committee

Assets and Budget Review Sub-Committee

Staff Management Sub-Committee

Leisure & Tourism Sub-Committee

Internal Audit Effectiveness Review Sub-Committee

Neighbourhood Planning Sub-Committee (which reports to the Planning committee)

To date during the current civic year the Council has met 6 times with one further meeting planned at the end of March.

iii) Staff

The Town Council has the following staffing structure

Office staff: Town Clerk, Deputy Town Clerk, Senior Administrator, Mayors Secretary/Administrator and an Events and Bookings Manager who started at the beginning of 2020. It is hoped that a part-time, 10 hours per week Facilities Administrator will join the Council in the coming months to look after the assets now owned by the Town Council. All staff including the Town Clerk are part-time.

Other staff include a Town Sergeant and Caretaker.

In the next few months will see the retirement of two long-serving staff members.

The Town Council is committed to staff training and sees this as an essential component in delivering the best services for the town. This year one member of staff continues to work towards their NVQ Level 3 in business administration and another member of staff has received their Personal Licence. The Council is up-to-date with statutory workplace training.

iv) Council Tax:

The Town Council has RESOLVED to instruct Thanet District Council to collect a precept of £661,452 (£68.40 per year for a household paying Council Tax Band D).

In addition to raising the precept, the Town Council will be drawing from reserves to finance part of the 2020-2021 Budget.

v) Town Council Activities, Projects and Services

The Town Council has the following functions:

Statutory:

Convene public meetings

Town Council Website

16 Town Council Notice boards

Allotments: Norman road and Prospect Sites

Accounts and Audit

Civic and Mayoral:

Civic Events, Civic Service, Remembrance Service, Annual Town Assembly, Annual Council meeting and Mayor-Making.

Mayor's promotional activities e.g. community events, official visits to other towns.

Non Statutory:

The Town Council now owns two bookable event spaces in Pierremont Hall, these are available for community bookings and two further bookable meeting rooms will be available in the coming months.

It is expected that the Retort House sports building in the Albion Street Car Park, also now owned by the Town Council, will be open for sports bookings towards the summer months.

The Town Council also provides organisational funding and grants for local organisations and groups, which can cover every day running costs and event funding.

vi) Policies and Business Plan

The Town Clerk has continued to work hard over the year updating and reviewing its working policies.

During the 2019-20 civic year the Town Council has updated and adopted new Financial Regulations, a new Transparency policy and the Councillor Gift and Hospitality Register. All other policies are reviewed annually as part of the Council's Internal Audit and Effective review processes.

The Town Council will begin to work towards the production of a new 5-year business plan at the beginning of the next Civic Year.

vii) Newsletter

The Town Council now has a quarterly Newsletter and the publication of the ninth edition will be published in the next week. Copies of the newsletter are available to collect from Pierremont Hall and it can also be downloaded from the Town Council website.