

COUNCIL MINUTES

Monday 12th July 2021

Present: Cllrs, Bailey, R Binks, R.K. Binks, Buckley, Garner, P Moore, W Moore, Rawf, D Saunders, M Saunders,

Town Clerk: Kirsty Holroyd

Facilities Officer: David Bassett

Civic and Support Officer: Abigail Barton

135. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs B Bayford, J Bayford, Dexter, Parsons and Savage.

136. DECLARATIONS OF INTEREST

None received

137. OPENNESS AND TRANSPARENCY

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

138. MINUTES

Minute 83: Members requested that the minutes reflect the fact that the election of a deputy chairman had been necessitated by the resignation from the position by Cllr Dexter. Both Cllr R.K. Binks and Cllr Garner had been nominated and seconded but Cllr R.K. Binks had received the majority of votes.

RESOLVED: Members approved the minutes of the Council meeting held on 14 June 2021 and they were duly signed as a true record by the chairman with the additional comments as agreed above.

139. MATTERS ARISING

Minute 90: Cllr Bailey noted that there was a vacancy on the board of trustees for the CT10 Parochial Charities and wished to nominate herself for the role.

RESOLVED: That Cllr Ruth Bailey represent the Town Council as a trustee for the CT10 Parochial Charities

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

140. COMMUNITY ASSETS COMMITTEE MEETING

- i) Members received the draft minutes of the meeting held on 21 June and consider any recommendations contained therein.

RESOLVED: Members agreed to note

- ii) Members received the report of the Facilities Officer at the conclusion of his 120 hours fixed term contract.

RESOLVED: Members agreed to note

- iii) Members received the report on the most urgent of the identified works

RESOLVED: Members agreed to note

- iv) Members were due to consider a quote to carry out the first of the remedial works. However, the Town Clerk confirmed that due to the urgency she had already approved a quote for £950 in conjunction with the Chairman of the Committee, Cllr R Binks to remove a small amount of cladding at the side of the building to allow inspection.

RESOLVED: Members agreed to note.

141. STAFF MANAGEMENT COMMITTEE

The chairman brought this item forward so that both items excluding the public could be dealt with together. The Facilities Officer and the Civic and Support Officer left the room for this item.

- i) Facilities Officer

The Town Clerk reported that the Facilities Officer had been employed on a fixed term contract for 120 hours. It had been anticipated that these hours would be spread over a twelve week period but due to the heavy rains some issues had come to light which needed dealing with immediately and had increased the work load. The employment term was therefore due to expire the following day.

The officer had already managed to draft a preventative management schedule, as well as initiate an insurance claim and meet with contractors on site in relation to both urgent and routine issues. It was agreed that the urgent works would need to be supervised and the insurance claim would need to be managed. The post would need to be full time.

RESOLVED: that the existing Facilities Officer be offered a new fixed term contract for 12 months on NJC pay scale point 24 to include a call out fee of £14.90 per hour.

- ii) Town Sergeant

The Town Clerk reported that she had still been unsuccessful in finding someone to fill the vacant post despite changing the title to mayor's PA and targeting the advertisement to certain groups.

- iii) Members considered how to accommodate the Mayor's request to attend functions. Cllr Moore explained that in the short term the Civic and Support Officer had agreed to accompany him and the Mayoress in order to meet the Council's own requirements to wear the Mayor chains. The Town Clerk

confirmed that she was working on a longer term strategy which would allow the Mayor and Mayoress to function more freely without relying on attendants.

RESOLVED: Members agreed to note

Members of the public were permitted to re-enter the meeting: None were present.

The Civic and Support Officer re-entered the meeting

142. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

No member of the public was present.

No question had been received in writing by either the Mayor or the Town Clerk

143. COMMUNICATIONS

i) The Chairman reported that he and the Mayoress were starting to attend functions and events on behalf of the Town Council once again.

He also wished to commend the Civic and Support Officer for her service as interim Mayor's Secretary which came to an end in May. He presented Miss Barton with a voucher from his mayoral fund as a token of his gratitude.

ii) The Town Clerk had only one item: Cllr Bailey had expressed a wish to sit on the planning committee for the civic year 2021/22.

RESOLVED: That Cllr Bailey be appointed to the planning committee which still has a vacancy.

144. FINANCE

i) Members received and approved a report concerning payments for the period 9 June to 7 July 2021.

RESOLVED: That the payments be approved

Cllr D Saunders reported that he was still a bank signatory despite no longer holding one of the approved roles within the council. The Town Clerk reported that she would change the signatories at the bank as quickly as possible.

ii) Members received and considered a financial statement detailing income and expenditure year to date

RESOLVED: Members agreed to note

iii) Members considered extending the time limit on the maximum value of the Town Clerk's delegated authority as stipulated at Financial Regulation 4.1 d. The Clerk confirmed the current extension expired on June 30 2021.

RESOLVED: That the time limit on the maximum value of the Town Clerk's delegated authority be extended to 30 September 2021.

145. NEW ACCOUNTANCY SOFTWARE PACKAGE

Members received and considered a report from the Town Clerk concerning a new software package more suited to the Council's needs.

RESOLVED: Members agreed to note

ii) Members considered the quotes for the new package including accountancy and booking/event management software.

RESOLVED: that Scribe Accounts web-based software and Scribe Bookings be purchased for the Town Council's use at a cost of £4240 in the first year (to include set up and transfer of data) and £3032 for subsequent years.

146. MEDIA POLICY

Members received and considered a draft policy

RESOLVED: that the document be approved.

147. DOCUMENT AND ARCHIVING POLICY

Members received and considered a draft policy

RESOLVED: that the document be approved

148. SOCIAL MEDIA REVIEW

i) Members received and considered a health check recently undertaken by Breakthrough Communications which gave very positive feedback on the Council's social media presence.

RESOLVED: Members agreed to note.

ii) Members received a quote to establish a communications strategy. The Civic and Support Officer reported that she would like to develop the Town council's brand and create more organic content for the Council. Members agreed they saw the value in social media and in engaging better with the community by improved usage of it. All agreed it merited more thought and discussion.

RESOLVED: that the issue be discussed in detail at the next meeting.

149. QUEEN'S PLATINUM JUBILEE

This item – not being urgent – was deferred to the next meeting

150. MOCKETT'S WOOD UPDATE

Members received a draft risk assessment for the volunteer activities at the wood. The Town Clerk explained that the document was not yet finished, but in time would provide a basis for other documents designed to keep volunteers at the site safe.

RESOLVED: Members agreed to note.

The Town Clerk also reported that anti-social behaviour continued at the site with fires and barbeques being lit and some small trees uprooted. She was planning to ask Probe whether they might be able to provide a short-term

patrol to dissuade irresponsible users and would report back to council accordingly.

ii) Members considered appointing a councillor as a point of contact for the group's members. Cllr Moore confirmed that the role is a liaison only between the volunteers and Council.

RESOLVED: That Cllr Savage be asked to undertake the role as the ward councillor living nearest to the site.

151. STAFF MANAGEMENT COMMITTEE

This item had been brought forward and discussed under minute 141.

152. PROPOSED FORWARD AGENDA ITEMS

Organising of Council art work and other items still in storage.

The date of the next meeting will be 12 July 2021 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 20.43