



# Broadstairs & St Peter's Town Council

## FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

**MONDAY 22<sup>nd</sup> MARCH 2021**

Present: Cllrs, Bailey, B Bayford, J Bayford, R Binks (Chair), R. K. Binks, Dexter, Garner, Rawf, D Saunders, M Saunders, Savage, P. Moore, W. Moore, Parsons.

Town Clerk: Kirsty Holroyd

Deputy Town Clerk: Christine Chappell

### **457 APOLOGIES FOR ABSENCE**

Cllr Parsons was unable to attend the meeting due to technical difficulties

### **458 DECLARATIONS OF INTEREST**

None received

### **459 OPENESS AND TRANSPARENCY**

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

### **460 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Members considered the minutes of the meeting held on the 15th February 2021

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

### **461 MINUTES OF SUB-COMMITTEES and WORKING PARTIES**

None had been held since the last meeting

### **462 CHAIRMAN'S REPORT**

Cllr R Binks reported on a series of anti-social behaviour involving eight individuals in the High Street over a period of several days. Ward councillors had been made aware and Cllr Binks was liaising closely with Kent Police to resolve the issue.

### **463 CORRESPONDENCE and CONSULTATION RESPONSES**

Town Clerk gave the following updates.

- A short report from the Events Manager detailing an very encouraging increase in bookings and the commencement of works to enhance the garden area to the rear of Pierremont Hall.

**RESOLVED: All agreed to note the report and to congratulate Ms Hadden on her hard work.**

- Statement of Community Involvement; The Town Clerk drew members' attention to the consultation currently underway within TDC which sets out how the Council will consult on planning policy issues, planning applications and neighbourhood plans. The item will be on the forthcoming Planning Committee agenda but other

councillors were encouraged to respond to the proposals individually if they wished before the closing date of April 9.

**RESOLVED: Members agreed to note.**

- VE Day commemorations: The Town Clerk reported that commemorations would take place on 8 May and asked if members would like to consider purchasing a "Tommy" figure from the Royal British Legion. All agreed the silhouetted figures are very nice and considered various locations.

**RESOLVED: That the Town Clerk purchase a figure if she can identify a suitable location**

#### **464 BROADSTAIRS FOOD FESTIVAL**

Members were due to receive a presentation from the Food Festival representatives in order to make a decision regarding their grants request for 2020 and 2021. However the representatives were unable to attend due to technical issues. They had produced a document in response to councillors' questions which had been circulated prior to the meeting and this was duly considered.

**RESOLVED: That a grant of £2000 be made in respect of activities undertaken in 2020. A further grant of £5000 is available for this year's festival, but as with other event grants, this will only be payable once it is certain the event is going ahead.**

#### **465 FINANCIAL MATTERS AND ACCOUNTS FOR PAYMENTS**

- Members received the periodic financial report for the period 13th February to 19 March 2021.

**RESOLVED: Members agreed to note.**

- Members received the budget comparison for the period 1 April 2021 to 19 March 2021.

**RESOLVED: Members agreed to note.**

#### **466 REVIEW OF FINANCIAL REGULATIONS**

- Members were due to undertake the Annual Review. However due to the difficulties in analysing such a complex document remotely, it was agreed that this would take place later in the year.

- Members considered the addition of an extra clause to facilitate the running of the Council. The Town Clerk explained the clause would formalise an extra layer of internal checks which she had implemented to safeguard the Council's finances during the period of social distancing and remote meetings.

**RESOLVED: That the following amendment be made to Financial Regulation 5.2**

**5.2i) During periods of remote meetings or reduced number of meetings the following amendment will be acceptable by prior agreement of the Town Clerk/RFO/ the Chairman of the Council and the Chairman of the Finance and General Purposes Committee:**

**The Town Clerk will authorise set up of payment for invoices received and send them electronically to the Senior Administrator in small regular batches. The Senior Administrator will input them into the accountancy system and send a schedule of payments along with an electronic copy of the invoices to two bank account signatories. The signatories will authorise payment by means of an email. The Senior Administrator will then load the payments onto the banking system and then authorise**

**payment. This will happen as regularly as necessary to ensure invoices are paid on time but batches are kept to a manageable size.**

The Town Clerk explained that this last section will be amended once the Unity Trust Bank account is set up and electronic authorisation is available. At that point the Senior Administrator will set up payment on the banking system but it will be authorised by the signatories. This will provide an extra layer of internal audit.

**RESOLVED: Members agreed to note.**

Members noted the change to regulation 4.1d as recommended by the Community Assets Committee at minute 456 which extends the delegated authority of the Town Clerk to approve expenditure up to £5000 until the end of June.

**RESOLVED: that the authority be extended until the end of May at which point the new council can decide how it would like to proceed.**

**467 ASSET REGISTER\***

Members received the updated asset register and analysed it for anomalies, or omissions. The Town Clerk recorded her thanks to the Senior Administrator for undertaking this complex piece of work.

**RESOLVED: That the register is current and can be accepted by Council for inclusion in the AGAR 2020/21.**

**468 KIOSK LICENCE**

Members were due to agree a final licence for the 2021 season but decided to defer the matter to the next meeting.

**469 BEACH SECURITY FOR THE SUMMER SEASON**

Members discussed requirements and whether to proceed with hiring in security staff. It was agreed that although there was a budget set aside for this purpose the service offered must be additional to what TDC were providing, not seen as an alternative.

**RESOLVED: That Probe Security be asked to provide beach security from Easter weekend onwards. The Town Clerk to arrange a programme of cover within the agreed budget with the manager of the company.**

**470 RECIPIENTS OF ANNUAL CUPS AND TROPHIES\***

Members considered who should receive the Mayoress Cup and Millennium Cup at the ACM.

**RESOLVED: That the Tree Warden, Karen McKenzie and her husband should receive one cup and St Peter's food bank should receive the other.**

**471 CALENDAR OF MEETINGS\***

Members were due to discuss and make a recommendation to the ACM of the draft calendar of meetings for the 2021-2022 Civic Year. However, the Town Clerk explained that although she could simply refresh the existing calendar with 2021/22 dates she wondered whether this might be an opportunity to review the current structure and set up.

**RESOLVED: that this item be discussed at the next meeting and all councillors be asked to consider any changes to assist the effective running of the Council.**

#### **472 PROPOSED FORWARD AGENDA ITEMS**

The date of the next meeting will be the Annual Town Council Meeting Monday 17th May 2021 at 7pm.

Town Clerk  
Meeting closed at 7.53 pm

Meeting was recorded: ~~yes~~/no  
Members of the public were present: ~~yes~~/no  
Members of the press were present: ~~yes~~/no