



# Broadstairs & St Peter's Town Council

6 October 2021

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

You are summoned to a meeting of the **Council** to be held in the Council Chamber at Pierremont Hall on **Monday 11th October 2021 at 7pm.**

Kirsty Holroyd  
Town Clerk

## AGENDA

### 1. **APOLOGIES FOR ABSENCE**

### 2. **DECLARATIONS OF INTEREST**

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

### 3. **OPENESS 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.

### 4. **MINUTES**

To approve the minutes of the Council meeting held on 13 September 2021

### 5. **MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

### 6. **QUESTIONS AND/OR OBSERVATIONS FORM 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.

### 7. **COMMUNITY ASSETS COMMITTEE**

i) To receive the minutes of the meeting held on 20 September 2021 and consider any recommendations contained therein

ii) To receive the Fire Safety report and consider any actions identified

iii) To receive the surveyor's report and consider any actions identified.

iv) To receive and consider a message from a tenant

**8. PLANNING COMMITTEE**

To receive the minutes of the meeting held on Monday 4 October and consider any recommendations therein

**9. LEISURE AND TOURISM SUBCOMMITTEE**

To receive an update on the invitation to tender for the licence to operate the bandstand kiosk

**10. 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.

**11. FINANCE**

- i) To receive and approve a report concerning payments for the period 7 September to 6 October 2021.
- ii) To receive information about payments authorised between meetings
- iii) To receive and consider a financial statement detailing income and expenditure year to date
- iv) To consider amending clause 4.1.c to permit the Town Clerk in isolation to authorise smaller purchases.

**12. AUDIT AND ORGANISATION OF THE COUNCIL'S ARTS WORKS AND OTHER ITEMS KEPT IN STORAGE**

To receive an update

**13. REMEMBRANCE SUNDAY EVENT**

To receive details about the proposed event and finalise arrangements

**14. NOVEMBER 5 FIREWORKS**

To receive and consider a request for a fairground to run on Victoria Gardens.

**15. TOWN FORUM**

To discuss the date and format of the next meeting

**16. KALC AGM 13 NOVEMBER 2021**

To receive the agenda and consider appointing two representatives to attend the virtual event.

**17. COUNCILLORS ALLOWANCES**

i) To receive the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances.

ii) To receive the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025

iii) To consider the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and consider councillors' allowances for 2021/22

**The following item to be discussed following a resolution to exclude the public under Standing Order 3d due to the confidential nature of the business.**

**18. STAFF MANAGEMENT COMMITTEE**

i) To receive the draft minutes of the meeting held on Thursday 23 September 2021 and consider any recommendations contained therein.

ii) To receive and approve the job spec and advertisement for the position of Deputy Town Clerk.

**Members of the public may re-enter the meeting**

**19. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 8 November 2021 at 7pm in Pierremont Hall