



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

MONDAY 25 April 2022

Present: Cllrs Bayford, R Binks, J Buckley, M Garner, D Saunders & M Saunders,

Town Clerk: Kirsty Holroyd

647. APOLOGIES FOR ABSENCE

Apologies were offered and accepted from Cllr R. K. Binks & Cllr D Parsons

648. DECLARATIONS OF INTEREST

None received

649. OPENNESS 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.

650. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on the 24 January 2022

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

651. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

RESOLVED: It was agreed that a review of grant application criteria is necessary with benefit to the town more accurately recorded and assessed. This process can begin at the next Leisure and Tourism sub-committee meeting and finalised prior to setting the budget and starting the grant application process for 2023.

652. BUDGET AND ACCOUNTS

i) Members reviewed a summary of Council income and expenditure for 2021-22 by cost centre.

RESOLVED: Members agreed to note

ii) Members received and considered the Pierremont Hall payment budget in detail.

RESOLVED: Members agreed to note

iii) Members received and considered the Pierremont Events payment budget in detail.

RESOLVED: Members agreed to note

iv) Members considered amending 2022-23 cost code budgets as necessary.

RESOLVED: That £2000 be moved from Office Contingencies budget to IT budget.

v) Members considered a request from a community group for a reduced hire fee.

RESOLVED: A reduced fee is not possible. Since the small grants application scheme has recently re-opened, the group is to be encouraged to apply for a grant to make up the short fall.

653. BANDSTAND EVENTS

i) Members received and considered a list of current bookings and considered any additional activities or entertainment to mark the jubilee with the additional budget allocation

RESOLVED: That the programme is nearly full with just a few time slots still to allocate. Once this is done the unallocated funds will be negligible and additional bookings are not necessary.

ii) Members received and considered a risk assessment for the events. The Town Clerk recommended that two additional columns be added to the document to explain who was at risk of each identified hazard and who was responsible for carrying out the mitigating actions. She also recommended a meeting with the licensee at the kiosk to draw up roles and responsibilities at the events.

RESOLVED: That the risk assessment be noted

iii) Members received and considered the sample booking confirmation

RESOLVED: That the booking form is fit for purpose.

iv) Members received and reviewed the site map for the event

RESOLVED: That the map is fit for purpose.

654. 5 NOVEMBER FIREWORKS

Members received a note from the insurer and considered an addition to the annual insurance premium. The documents for this year's events had not yet been submitted but the insurer had received the 2021 documents and was satisfied.

RESOLVED: That the additional premium of £1092 be paid to Zurich to cover the event.

655. RISK MANAGEMENT STATEMENT

i) Members received the Town Clerk's report on risk management

RESOLVED: Members agreed to note

ii) Members received a blank copy of the AGAR which details the statements to which both the IIA and the Council must be confident in asserting "yes".

RESOLVED: members agreed to note

iii) Members received and reviewed the Council's Fixed Asset and Asset Valuation policy last reviewed in 2017.

RESOLVED: That the policy is current and fit for purpose

iv) Members received a draft document from the town clerk and considered recommending it to Council

RECOMMENDATION: That the document be approved by Council and used as a basis for a more robust suite of risk management documents to be developed over the coming year.

656. DATE OF NEXT MEETING Monday 30 May at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 20.30

Signed _____

Date _____

