



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## COUNCIL MINUTES

**Monday 7<sup>th</sup> February 2022**

Present: Cllrs R Bailey, B Bayford, J Bayford, R. Binks, Buckley, Garner, P Moore, W Moore, Rawf (from 18.35) D Saunders, M Saunders,

Town Clerk: Kirsty Holroyd

**494. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs R. K Binks, D Parsons, and J Savage. Cllr Dexter was absent.

**495. DECLARATIONS OF INTEREST**

None received

**496. OPENESS 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.

**497. MINUTES**

**RESOLVED: Members approved the minutes of the Council meeting held on 13 December 2021 and they were duly signed as a true record by the chairman.**

**498. MATTERS ARISING**

none

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

No member of the public wished to speak.

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

**500. COMMUNITY ASSETS COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 17 January and considered any recommendations contained therein.

**RESOLVED: Minute 441: that the revised Hirer's agreement will include a £100 refundable deposit to cover damages.**

**That future amendments to the hirers' agreement can be delegated to the Town Clerk and the Events and Bookings Manager**

ii) Members considered a quote to remove the step and threshold of the portico door. The Chairman reported that although five companies had visited the site, only one had provided a viable quote.

**RESOLVED: that Ability Decorators be asked to undertake the work at a cost of £14,250.**

**501. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 24 January 2022.

**RESOLVED: Minute 455 and 456: all grants to be approved as per the committee's recommendation**

ii) Members received the draft budget and considered the recommendations of the committee.

**RESOLVED:**

- i) **That anticipated income be used to offset expenditure**
- ii) **That anticipated underspend be used to offset expenditure.**
- iii) **That unused funds under the grants budget and the environmental initiatives budget be carried forward for 2022/23 expenditure**
- iv) **That reserves are topped up by £106,410**
- v) **That once these factors are applied the total resource requirement is £660,489**

Members noted that inflation had risen significantly in the months since the budget was originally drafted and discussed building in a cushion to aid resilience.

**RESOLVED: That a total resource level of £693,724 be requested which results in a Band D Council Tax of £71.82. This represents a 5% increase on the current year or £3.42 per annum on the average Band D property.**

**502. PLANNING COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 10 January and considered any recommendations contained therein.

**RESOLVED: Members agreed to note**

ii) Members considered a nomination for Cllr Garner to join the planning committee.

**RESOLVED: That Cllr Garner join the committee with immediate effect.**

**503. ALLOTMENTS AND LAND COMMITTEE**

Members received the draft minutes of the meeting held on Monday 31 January 2022 and considered and recommendations therein. The chairman, Cllr J Bayford and the Town Clerk explained the short-listing process and the evaluation criteria which was supported by a summary document.

*Cllr Rawf arrived during the discussion and gave apologies for his late arrival.*

**RESOLVED: That Box Green be asked to undertake the grounds maintenance contract for the next three years. A meeting will take place before the new contract starts to discuss a specific brief on what the council would like to see planted. Cllrs Bailey, Garner and RK Binks to be involved. The solicitor will also be asked to include a review clause in the contract.**

#### **504. COMMUNICATIONS**

The Chairman wished to report that he had represented the Council at the recent Holocaust Memorial Service at Ramsgate.

He also conveyed a message from the former Deputy Town Clerk thanking councillors for her leaving gift.

The Town Clerk was pleased to report that the Civic and Support Officer had completed her Introduction to Local Council Administration qualification and as such would now be clerking the Environment Sub Committee meetings.

She also reported that an email had been received asking for councillors to join a local resident who is a wheelchair user on a walk around the town to help identify the issues encountered by wheel chairs users when trying to get around.

**RESOLVED: That Cllrs Garner and J Bayford will accompany the resident.**

#### **505. NEIGHBOURHOOD PLAN**

Members considered how best to update the community projects and environment sections for the next draft of the neighbourhood plan.

**RESOLVED: A working party of the council members of the neighbourhood plan sub-committee with the addition of Cllr Bailey and the Town Clerk will work on the community projects section of the plan.**

#### **506. FINANCE**

i) Members received and approved a report concerning payments for the period 9 December 2021 to 2 February 2022.

**RESOLVED: That the payments be approved**

ii) Members received information about payments authorised between meetings. The Town Clerk read out the payments approved under financial regulation 4.1c, 4.1d and 4.5.

- Mobile phone contract for four members of staff Aerial Direct @48 per month.
- Window film for entrance door at Retort House to obscure view Drake Blinds £100
- Repair to ceiling in Dickens Room Cinque Ports Construction £540
- Urgent repairs to the roof of the bandstand kiosk David Atkins £475
- Replace distribution Board in the Music Room (first identified twelve months ago) to prevent regular tripping E Saunders £1039.23
- Electrical Installation Condition report (EIC) for the Bandstand kiosk E Saunders £228

**RESOLVED: Members agreed to note.**

iii) Members received information about the Unity Bank payment card which would remove the need for staff to use their own credit cards for Council purchases.

**RESOLVED: that the Council apply for a card with a maximum monthly limit of £1000.**

iv) Members considered the virement of funds from Admin and Office costs to cost centre Pierremont Hall in line with Financial Regulation 4.2

**RESOLVED: that £10,000 be transferred in order to meet the unexpected costs which have arisen this year.**

v) Members considered transferring funds into the Unity Bank account so that it can be used for the payment of invoices in line with fin reg 6.4

**RESOLVED: That £50,000 be transferred for this purpose.**

**507. PLATINUM JUBILEE**

Members received a project proposal from the Events and Bookings Manager and considered any additional celebrations.

**RESOLVED: That although members like the proposal in principle, it needs some development. The Town Clerk will finalise the proposal with the Events and Bookings Manager and email round for Council approval.**

**508. VINCENT CLOSE PARK**

Members received and considered a proposal from Cllr Garner to purchase picnic benches in the park, as requested by local residents.

**RESOLVED: That Cllr Garner and the Town Clerk would work up a fully costed proposal with permissions from TDC for consideration at the next meeting.**

**509. TOWN FORUM**

Members discussed the forthcoming Town Forum and discussed possible focus topics.

**RESOLVED: that the next Town Forum will take place on 28 February with the focus topics of Broadstairs in Bloom and the Platinum Jubilee.**

**510. ANNUAL TOWN ASSEMBLY**

Members confirmed the date and discussed potential speakers or special invitees. The Town Clerk confirmed that this meeting was a statutory one which allowed members of the public to come and ask questions of their elected representatives. She suggested also inviting grant recipients to attend and talk about what they had spent their grant money on, thereby providing publicity for the grants, the Town Council and the organisations themselves.

**RESOLVED:**

**i) That the Annual Town Assembly take place on 14 March 2022 at Retort House, if it is ready. At St Peter's Church Hall if it is not.**

**ii) That the original format of a forum at which members of the public hold council to account is followed with no additional invitees or speakers this time.**

**511. BROADSTAIRS IN BLOOM**

Members received a report from the working group comprising an account of how the campaign was currently run and a vision of how it could be run better

**RESOLVED: That the Broadstairs in Bloom campaign be run under the umbrella of the Environment Sub-Committee.**

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

**512. FACILITIES OFFICER WORKING GROUP**

Members received and considered the findings and recommendations of the group.

**RESOLVED:**

**i) That Council does not concur with the findings of the group and cannot approve making the role of Facilities Officer permanent.**

**ii) That the need for such a role has not yet been proven and should be reassessed after the recruitment of a second caretaker.**

**iii) That the Staff Management Sub Committee be asked to consider and approve the prepared job specification for a second caretaker.**

**iv) That the Facilities Officer be offered a six month extension to his contract.**

**513. FOLK WEEK**

Members were due to discuss the new lease for the Music Room but it was agreed this needs further discussion at the Community Assets Committee first.

**514. DAN MASON**

Members were due to consider various aspects of the new lease and tenant for the office but it was agreed this needs further discussion at the Community Assets Committee first.

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

**515. DATE OF NEXT MEETING**

The date of the next meeting will be the Annual Town Assembly on Monday 14 March at 7pm. Venue tbc

The next Council meeting will be held on Monday 11 April 2022 at 7pm in Pierremont Hall.

Town Clerk  
Meeting closed at 20.35