



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

**Minutes of the meeting of the Council held on Monday 24 July 2023 at 7pm  
in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), M Garner, J Hobson, C Kemp, C Leys, P Moore, A Munns, J Nichols, E Orhan (until 8.50pm), K Pressland, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr K Bright welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

**224. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllr R Farooki

**225. DECLARATIONS OF INTEREST**

None received

**226. MINUTES**

**RESOLVED:** That the minutes of the Council meeting held on 26 June 2023 can be approved and duly signed as a true record by the chairman.

**227. MATTERS ARISING**

None

**228. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF  
BROADSTAIRS AND ST PETER'S.**

None received

*At this point and with Councillors' approval the Chairman brought forward item 13*

**229. NEW TENANT**

A prospective tenant with an interest in the Music Room gave a brief presentation on his business idea and how he proposed to use the room. He answered questions as to the nature of the business and its suitability for the proposed location. The Chairman thanked him for his time and explained that the proposal would be discussed at the next Community Assets Committee

meeting. In the meantime confirmed costings for the rental of the building would be sent to the client for his information.

**230. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Monday 3 July 2023.

**RESOLVED: Members agreed to note**

**231. ENVIRONMENT COMMITTEE**

i) Members received and considered the draft minutes of the meeting held on Wednesday 5 July 2023.

**RESOLVED: Members agreed to note.**

ii) Members received and approved the draft Terms of Reference

**RESOLVED: that with the removal of the mention of Zoom meetings the document is fit for purpose and can be accepted by Council.**

iii) Members received a copy of the Town Council's HIP

**RESOLVED: That the report be noted but can now return to the responsibility of the committee to research and action the priorities. Any actions requiring additional funding will be brought back to Council.**

**232. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 10 July 2023.

**RESOLVED: (min 108) That £250,000 be transferred from the Unity Trust current account into a Unity Trust instant access deposit account in line with the IIA's recommendation.**

ii) Members received and considered the proposed Preferred Contractors list. Members were asked to declare whether they had any connection to any of the proposed contractors which could constitute a conflict of interest. None were declared.

**RESOLVED: That the list be accepted.**

iii) Members received and considered the proposed amendment to the Financial Regulations.

**RESOLVED: That the amendments be accepted**

iv) Members received and approved the recommended Risk Management Statement.

**RESOLVED: That the document is fit for purpose and can be adopted by Council.**

**233. COMMUNITY ASSETS COMMITTEE**

Members received the draft minutes of the meeting held on Monday 17 June 2023.

**RESOLVED: (Min 95)**

**i) That Cllr J Bright be permitted to establish a youth events committee to encourage better use of Retort House.**

**ii) That £1000 be ring-fenced from the civic events budget to provide start up funding for the project.**

ii) Members considered delegating the purchase and instalment of the bench at St Peter's Court to the Town Clerk

**RESOLVED: That delegated authority to purchase and install a hardwood bench priced at approximately £500-£600 at the site be granted to the Town Clerk.**

## **234. COMMUNICATIONS**

i) The Town Mayor gave an update on all the recent events at which he had represented the Council, including

- The Charles Dickens School Arts and Performance evening
- St Joesph's school fete
- St Peter's safari
- Stone Bay School Air BnB project
- Dane Court School Science Fair.

ii) The Town Clerk updated members on the following items:-

- The Millenium beacon will be reinstated on Thursday 27 July, weather permitting
- The KALC AGM will take place on Saturday 18 November. This is an opportunity for Council to put forward motions upon which NALC can lobby Council. Councillors were invited to think over the summer about potential motions which would need to be agreed by Council in September or October.
- The first meeting of the Civic Group has taken place and the role of the mayoralty was discussed. One more meeting is needed before the draft protocol can be put forward to Council but in the meantime both the Mayor and Deputy Mayor would like to change the ribbons of their respective medals.  
All agreed the ribbons could be any colour the individual chose.

## **235. FINANCE**

i) Members received and approved a report concerning payments for the period 26 June 2023 to 19 July 2023. (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 26 June to 19 July 2023. (see attached).

**RESOLVED: That the report be noted.**

iii) Members received information about works or services authorised between meetings under financial regulation 4.1c, 4.1d and 4.5.

- £2250 to PS TAX for indirect tax consultancy fees (with approval of Cllr K Bright)
- £430 to four Jays for provision of toilets for the Christmas Fair
- £208 to earth Anchors for the provision of a replacement top for the picnic table in Vincent Park

- £600 to Broadstairs Metalcraft in advance for the repairs to the Millenium beacon.
- £1360 additional fees to Ability Decorators for the refurbishment of sash windows which are in a more serious state than first thought.

**RESOLVED: That the information be noted.**

iv) Members received and approved a report concerning payments for the period 19 July 2023 when the agenda was sent out to 24 July 2023 (see attached)

**RESOLVED: That the report be noted.**

v) Members received a summary of receipts and payments for the period 1 April 2023 to 30 June 2023 (Quarter 1) in line with Standing Order 17c.

**RESOLVED: That the information be noted.**

vi) Members received a bank reconciliation report showing the Council's balances held at the end of Quarter 1 as per standing order 17c.

**RESOLVED: That the information be noted.**

### **236. TERMS OF REFERENCE FOR SCHOOLS LIAISON COUNCILLOR**

Members received and considered the draft document.

**RESOLVED:**

- i) That the position should be approved annually at the Annual Council Meeting along with other appointments**
- ii) That with a couple of minor grammatical amendments the document can be accepted.**

### **237. NEW TENANT**

This item had already been discussed at minute 229

### **238. COUNCIL PRIORITIES**

i) Members received a short report from the Chairman on the workshops which took place on Friday 23 June and Friday 14 July and which had concentrated on the setting of goals and objectives over the coming four years.

ii) Members considered how best to formulate the ideas into a strategic plan.

**RESOLVED:**

- i) That the comments and suggestions from groups and organisations at the Town Forum will assist councillors in deciding priorities.**
- ii) After this projects will be agreed and allocated to committees who may decide to appoint a working group to deliver specific projects.**

iii) Members discussed and agreed a vision/mission statement

**RESOLVED:**

- i) That the pillars of Cleaner, Safer, Kinder form the strategic framework for future goals and objectives.**

ii) That all the Council's work will be underpinned by strategies to reinforce efficiency.

**239. TOWN FORUM 31 July 2023**

Members discussed the set up and the format of the forthcoming Town Forum.

**RESOLVED: That there will be no formal agenda. The Mayor will introduce the Council's priorities and present the Council's aims and objectives so far. Attendees will then be invited to contribute to round table discussions at three separate stations, - Cleaner, Safer, Kinder. Facilitators will report back briefly at the end of the evening and there will be opportunity for informal discussion with councillors over refreshments before the meeting closes at 9pm.**

**240. PRIVATE MOTION FROM COUNCILLOR GARNER**

Members received and considered a proposal to explore the possibility of recording meetings and streaming them live to increase accessibility and transparency.

**RESOLVED: That the Town Clerk research the possibility and report back at the next meeting.**

**241. HR ISSUES**

i) Members received legal topic note 81: Predetermination.

The Town Clerk stressed the importance of attending meetings and listening to debate with an open mind and explained the difference between predisposition and predetermination. She also explained that she did not routinely record the way members had voted on an issue but that any member could request that their or all votes be recorded on any issue. Lastly she explained that voting was routinely done by show of hands but that at the request of two or more councillors any vote could be by signed ballot.

**RESOLVED: Members agreed to note.**

ii) Members considered the provision of managerial support to the Town Clerk.

**RESOLVED:**

**i) That Cllr Roberts be appointed staff liaison councillor.**

**ii) That the Town Clerk draw up Terms of Reference for the position.**

**iii) That Cllr Roberts be appointed to the Staff Management Committee.**

**242. POLICIES REVIEW**

Members received and reviewed the Town Council's Transparency Policy

**RESOLVED: That the document be accepted as fit for purpose.**

ii) Members received and reviewed the Town Council's GDPR Data Protection Policy.

**RESOLVED: That the document be accepted as fit for purpose.**

**243. IT SUPPORT**

Members received and considered an offer of some internal workshops from

the Civic and Support Officer to assist with email and GDPR compliance in particular.

**RESOLVED: That the offer be noted and councillors will contact the Officer as necessary.**

#### **244. THANET DISTRICT COUNCIL**

Members received copies of the responses received from the Deputy Technical Services Manager.

*Cllr Orhan left the meeting at 8.50pm*

**RESOLVED:**

**i) That the response given are acceptable and the £50,000 can formally be pledged (subject to ii below)**

**ii) That the reinstatement of the CCTV camera remains a condition of funding. Members concede another location may be more suitable but the camera must remain in Broadstairs.**

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

#### **245. TENANT ISSUES**

Members received and considered information concerning recent issues. Tenants have now been informed about the move to in-house invoicing for monthly rents, electricity and parking and have been largely supportive of the move. Service charges remain the responsibility of Henderson Setterfield although payment will be directly to the Council.

**RESOLVED: Members agreed to note.**

#### **246. LEGAL ISSUES**

Members received and considered information concerning recent issues.

**RESOLVED: Members agreed to note and reaffirmed their intention to recover all monies owed.**

#### **247. COMMERCIAL BOOKINGS**

Members discussed the circumstances in which discounted rates could be applied. The Events and Bookings Manager has been given delegated powers through the Town Clerk to maximise bookings and revenue, but she requires guidance on how to treat enquiries from staff and councillors.

**RESOLVED:**

**i) That Members of staff benefit from a 20% reduction in hire fees. No further discounts may apply**

**ii) That councillors do not benefit from any discount on hire fees, or any further discount.**

*Members of the public were permitted to re-enter the meeting.*

#### **248. DATE OF NEXT MEETING**

Monday 25 September 2023 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 21.15

Signed \_\_\_\_\_

Date \_\_\_\_\_

DRAFT