



Broadstairs & St Peter's Town Council

24 October 2023

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

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 27 November 2023 at 7pm.**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any requests for approval of 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. MINUTES

To approve the minutes of the Council meeting held on Monday 30 October 2023.

Attach 1

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

5. QUESTIONS AND/OR OBSERVATIONS FROM 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.

6. PLANNING COMMITTEE

To receive and note the draft minutes of the meeting held on Monday 6 November 2023 and consider any recommendations therein.

Attach 2

7. EVENTS, LEISURE AND TOURISM COMMITTEE

i) To receive and note the draft minutes of the meeting held on Monday 13 November 2023 and consider any recommendations therein.

Attach 3

ii) To receive the feasibility study/ risk assessment for the under 18s Party

Attach 4

- 8. COMMUNITY ASSETS COMMITTEE**
 i) To receive and note the draft minutes of the meeting held on Monday 20 November 2023 and consider any recommendations therein. **Attach 5**
 ii) To receive and consider a quote to refurbish two windows **ENC 1**
- 9. 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.
- 10. FINANCE**
 i) To receive and approve a report concerning payments for the period 1 November 2023 to 22 November 2023 **Attach 6**
 ii) To receive and approve a report concerning receipts for the period 21 October to 22 November 2023 **Attach 7**
 iii) To receive a verbal report on works or services authorised between meetings
 iv) To receive and approve a report concerning payments for the period 22 November 2023 to 27 November 2023 (to be presented at the meeting in order to be current)
- 11. COUNCIL VAN**
 To receive and consider options for a replacement electric van for the Town Council's Facilities Team
- 12. VICTORIA GARDENS**
 To receive an update from the Town Clerk
- 13. KALC COMMUNITY AWARDS SCHEME**
 To receive details about the scheme and consider participating **Attach 8**
- 14. POLICIES REVIEW**
 i) To receive and approve the Town Council's Commemorative Plaque (Blue Plaque) Policy **Attach 9**
 ii) To receive and approve the Town Council's Document Management and Archiving Policy. **Attach 10**
- The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.**
- 15. TENANT ISSUES**
 To receive and consider a request from the tenant at Retort House.
- 16. LEGAL ISSUES**
 To receive any updates from the Council's legal advisor

17. STAFF ISSUES

To receive updates from the Town Clerk on the following items:-

- Appointment of a part time temporary events supervisor
- Clerk's Appraisal – to fix a date and appoint an appraiser.
- Nationally agreed pay increment for all staff

ENC 2

Members of the public may re-enter the meeting.

- 18. DATE OF NEXT MEETING –** The next Council meeting will be held on Monday 11 December 2023 at 7pm in Pierremont Hall.