



Broadstairs & St Peter's Town Council

8 November 2023

To: Members of the Leisure and Tourism Committee:
Cllrs J Bright, K Bright, M Garner (Chairman), J Hobson, C Kemp, C Leys, A Munns, J Nicholls, S Roberts, G Rusiecki

Notice is given of a meeting of the **Events, Leisure & Tourism Committee** on **Monday 13 November 2023 at 7pm in the Council Chamber, Pierremont Hall**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive declarations of interest in accordance with the Code of Conduct adopted by the Council on 16th July 2012.

3. MINUTES

To receive and approve the minutes of the meeting held on Monday 21 August 2023.

Attach 1

4. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

5. 5th NOVEMBER FIREWORKS.

To receive a debrief on the event from the Events and Bookings Manager

6. REMEMBRANCE SERVICE SUNDAY 12 NOVEMBER

To receive a debrief on the event from the Civic and Support Officer

7. CHRISTMAS EVENT

i) To receive a progress report

Attach 2

ii) To discuss having a BSPTC presence to assist with Community Engagement

iii) To discuss volunteer help on the day

Attach 3

8. UNDER 18s EVENTS AT RETORT HOUSE

- i) To receive a progress report from Cllr J Bright **Attach 4**
- ii) To consider a proposal to keep all Friday evenings free of bookings for Youth events

9. SUMMER EVENTS PROGRAMME

To decide which of the summer events the council would like to stage next year. **Attachs 5&6**

10. DICKENS HOUSE MUSEUM

To receive a debrief from TDC on this summer's activity and a request for funding in 2024 **ENC**

11. FUTURE EVENTS

- i) 80th Anniversary of the D-Day landings: To consider whether the Council should mark the occasion. **Attach 7**
- ii) To consider any further events which Council might wish to consider hosting.

12. GRANTS

- i) To receive and note the criteria for the awarding of grants. **Attach 8**
- ii) To receive applications for grant funding from local organisations. **All application forms sent electronically.**
 - a) Broadstairs and St Peter's Twinning Society:
Costs associated with hosting the Annual Dinner
 - b) The Sarah Thorne Theatre Company:
Costs associated with staging productions.
 - c) Broadstairs Town Team:
Phase 3 Crampton Community Garden renovation
 - d) The Zone Youth Club:
To subsidise costs of trips for young people.
 - e) St Peter's Memorial Hall:
Stage II of memorial garden.
 - f) The Broadstairs Society:
Measures to attract a younger membership

13. DATE OF NEXT MEETING – Monday 18 March 2024 at 7pm in Pierremont Hall



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

LEISURE AND TOURISM SUB-COMMITTEE

Minutes of the meeting held on Monday 21 August 2023 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs K Bright, M Garner J Hobson, C Leys, G Rusiecki (from 19.03)

In attendance: Cllr J Bright

Officer: Kirsty Holroyd, Town Clerk

**29. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE 2023-24
CIVIC YEAR**

RESOLVED:

- i) That Cllr Garner be appointed chairman of the committee**
- ii) That Cllr Hobson be appointed vice chairman of the committee**

30. APOLOGIES FOR ABSENCE

Apologies with reason were given by Cllrs Kemp, Roberts and Nicholls and accepted by resolution of the committee.

7.03pm Cllr Rusiecki entered the meeting

31. DECLARATIONS OF INTEREST
none

32. TERMS OF REFERENCE

- i) Members received the document which had been slightly amended to reflect the fact this is non longer a sub-committee but a committee.

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

- ii) Members considered changing the name of the committee to include "Events"

RESOLVED: That this be considered at the end of the meeting.

33. MINUTES

Members received the minutes of the meeting held on Monday 21 March 2023.

RESOLVED: That the minutes be signed as a true record of the meeting by the chairman.

34. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

The Town Clerk advised members that the lease with TDC for the bandstand and kiosk was outdated and needs attention although it functions well enough at present.

35. 5th NOVEMBER FIREWORKS.

i) Members noted that the organisation of the event was well underway and was being led by the Finance Officer.

ii) Members received an email proposal from Broadstairs Fireworks offering either to take the 5 November event back in house and to run a fun fair on Victoria Gardens at the same time, or simply to run a fun fair alongside the Town Council's event. Such an arrangement provides an opportunity to raise money to fund the summer fireworks events.

RESOLVED:

i) That the proposal is not accepted this year since Councillors prefer to offer a completely free to attend event. There are also concerns over fairground music competing with the live music on the bandstand.

ii) Alternative arrangements may be considered in the future, once the Council's own events team is fully established.

36. CHRISTMAS LIGHT PROCUREMENT

Members received and compared the two tendered quotes.

RECOMMENDATION: that tender 2 be accepted with the option of all 25 identified lampposts in St Peter's decorated with the illuminations priced at £200 each. Total cost £15,950 per year for three years.

37. CHRISTMAS LIGHTS SWITCH ON EVENT

Members received a written report from the Events and Bookings Manager detailing the arrangements. Organisation is well underway for the event on Saturday 25 November.

RESOLVED: Members agreed to note.

38. SUMMER THEATRE

Members received a report from the Events and Bookings Manager. A total of six free to attend shows will take place over the summer. They have been well attended, the bar has been open and takings have covered staff costs.

RESOLVED: That members would like to see some photos and a report quantifying the success of the project at the next meeting.

39. PUNCH AND JUDY

Members received an update. A Punch and Judy performer was secured at late notice, and the necessary permission obtained from TDC. He will perform three shows on eight separate dates across the summer and has been well received by visitors and residents.

RESOLVED: Members agreed to note.

40. BANDSTAND EVENTS

Members received an update and were pleased to note performances had taken place every Saturday, Sunday and Bank Holiday as well as several Tuesdays between 7 April and 3 September.

RESOLVED: That the events team include some photos on social media

to ensure the Town Council is acknowledged as the organiser.

41. REMEMBRANCE SUNDAY

Members were assured that all arrangements were well underway and that the Civic and Support Officer would liaise with the Town Mayor over finer details.

RESOLVED: Agreed to note.

42. FUTURE EVENTS

Members considered any other events they would like to stage. Cllr Bright (attending) updated members on the development of the youth events team. Publicity has been prepared in readiness for the return to school, and a launch event organised at Retort House for 28 September. It is hoped that the working group will be formed and the first event organised in time for Christmas/new year.

Various other events were discussed and can be developed further once the proposal to develop the events staff has been considered at the next Council meeting.

RESOLVED: Agreed to note.

43. Members revisited item 4ii) and considered changing the name of the committee.

RECOMMENDATION:

i) That the name be changed to Events, Leisure and Tourism Committee.

ii) That the committee ought to meet quarterly

iii) That Cllr Joanne Bright be appointed to this committee.

44. DATE OF NEXT MEETING

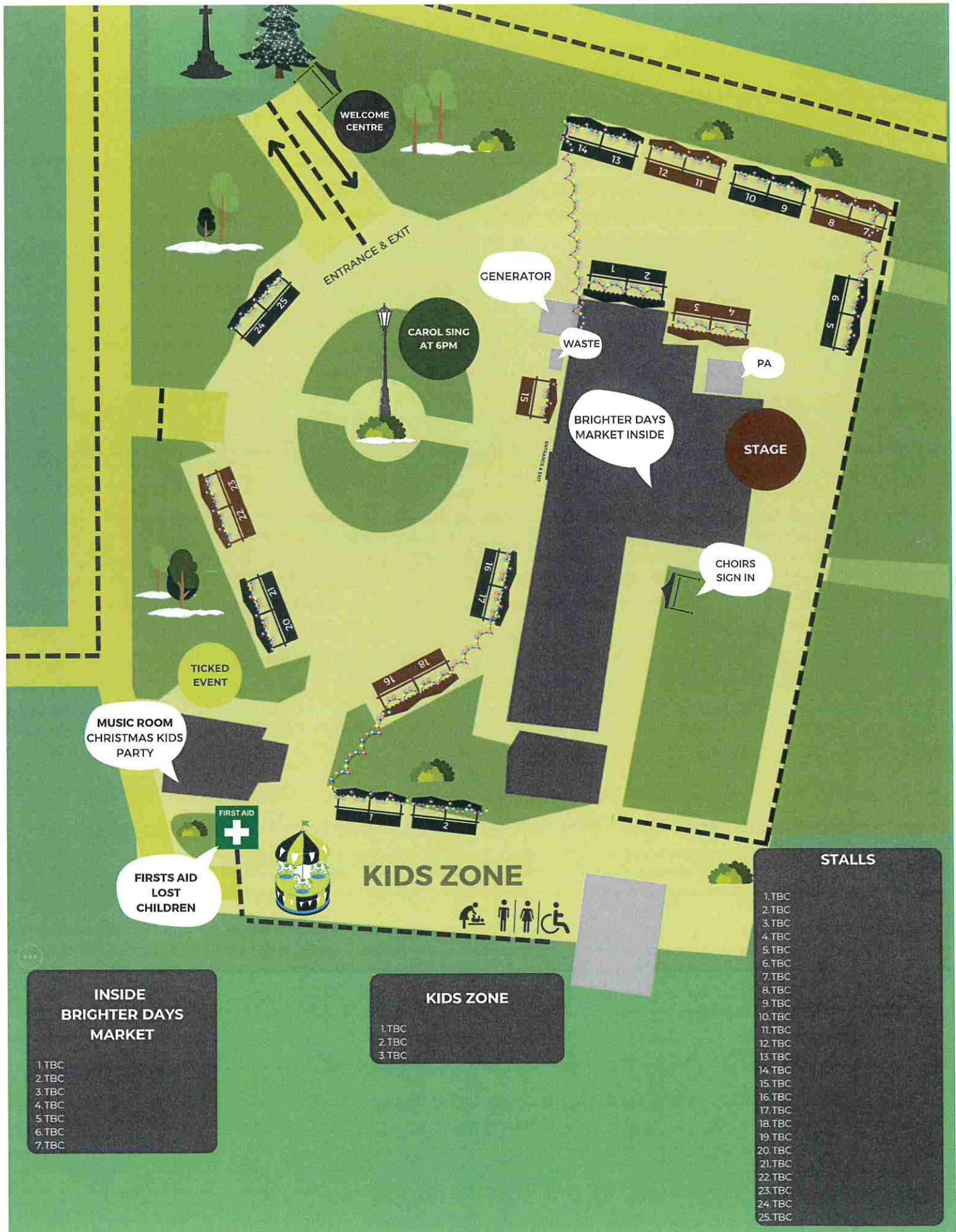
Monday 13 November 2023

Meeting closed at 20.08

Signed_____

Date_____

MARKET MAP



Stewards/ marshalling of Christmas event – Saturday 25 November 2023

Welcome Centre

12:00 – 19:00

1 person to ensure people are walking in and out the right entrance and clicking people in and out ensuring no more than 500 people are in the market at once. Also there to answer any questions about the event and to be a happy welcome.

2 people to get people as they leave to answer a few survey questions.

Portico

12:00 – 17:00

1 Person to sign in the choirs and organise them to the portico, working with the PA man.

General stewarding duties

12:00 – 19:00

1 Person walking around making sure that the space is clean, stall holders and all ok and ensuring the toilets are accessible at all times. Then helping get people around the front for the carol singing.

Children's Christmas Party Entrance

Pierremont Staff will be inside the event turning the room around and managing the Father Christmas visits.

1 person to help at the entrance.

Party times are every hour from 12:00 to 17:00 for 30 minutes each.

Total six roles to be filled over a seven-hour period. Roles can be shared and split into two – three-hour shifts.

Youth Events Team - Report 4/11/23

The story so far...

Shanade, Abi and I hosted our first drop-in session on Thursday 28th September. Three adult volunteers and three young people signed up.

We decided to host a couple more drop-in sessions, one on a Friday evening and one in the half term, to try to attract more interest. I also did an interview on Academy FM and the sessions have been promoted in local newspapers, on town notice boards and in local secondary schools.

Feedback from members of the public, school leaders and young people is very positive and there is a definite need and desire for events aimed at 13-17 year olds in Broadstairs.

We now have 6 committed young people signed up, all girls. This is no surprise since recent research by Homes England and Make Space for Girls, has found that girls do not feel safe in parks and open spaces. Our visits to local schools have confirmed teenagers do not find parks inviting or safe places to visit. Having a 'safe space' to 'meet up with friends' is extremely important. *Please see the appendix for other feedback.*

We also have 5 adult volunteers. All live locally and have teenage children, so appreciate the need for a safe venue and more youth opportunities.

From speaking to pupils in schools, school leaders and our team, the general consensus is we just need to crack on and organise an event - discos are still popular with teenagers, so it was decided we would organise a Christmas Disco/Party for Friday 15th December. We have set aside 3 planning sessions at Retort to organise this disco and I have also set up a WhatsApp group to exchange ideas and keep everyone updated. A local, DBS-checked DJ has already expressed an interest - they are already known to Leanne and have been used for Pierremont Events.

Next Steps...

Since Retort House is rarely used in the evenings, I am proposing we promote Friday Nights at Retort House as a dedicated space for 13-17 year olds. It will be a safe, inviting space for teenagers to hang out. The kitchen will be open to sell snacks and drinks and there will be music playing. Ideally, this should be free to attend but young people must register. Maybe a £10 year's membership could be considered, which would then give them a discount on tickets for events/parties etc.

As we attract more members, we can fundraise for more equipment - a table tennis table, table football, more bean bags, a screen and projector for film nights etc. It

would be good to have a dedicated space in the store cupboard, or even a key to lock the cupboard, as it's currently accessible to hirers of the hall.

The originally proposed 'Under-18s Events Team' will now be known as Our Space @ Retort House (TBC), with an emphasis on socialising and hanging out with friends but still with the responsibility to come up with event ideas. Ideally, there will be one ticketed event a month from 7-9pm (a film night, party, games night etc.) Our Space will be a more unplanned, social, weekly Friday night session from 6-8pm, term-time only.

The ticketed events should be organised by council staff (like the Summer Theatre Events) as I (Cllr Bright) am not an events organiser but am happy to volunteer on Fridays and help with events. Also, in my capacity as School's Liaison Councillor, I will continue to promote the events and youth sessions in schools.

Abi has been brilliant with promoting, poster design, social media, google forms etc and Leanne has been brilliant at giving me advice and hall bookings. Leanne is keen to set up a dedicated web-page and will also be setting up the ticketing system.

Funding

We have £1000 set aside from the mayoral budget for the Christmas Party. The DJ is £325, which includes lighting. They can also supply a photo booth and sweets cart at an extra cost (the events team would like this). This is a promotional opportunity. It is the council's chance to show that we care about our town's young people and also to show people that Retort House is a venue worth using.

We would like to sell 100 tickets. To motivate people to buy the tickets, we'd like to offer 10 free tickets on a random basis. Tickets will be £5 to include use of the photo booth and sweets from the cart. Free soft drinks will also be available from the kitchen hatch, as there are plenty left over from the drop-in sessions.

Issues

Storage - do hirers need access to the store cupboard, or can it be locked to securely store 'Our Space @ Retort House' equipment?

Changeover time/hall set-up - Is there a condition in the hire agreement that ensures the hall, toilets and kitchen are left as they are found? Bins should be emptied, so subsequent groups are not left with mess to clear up.

Appendix

Feedback from Young People

Why do you want to join the events team/youth group?

I love the idea of getting the freedom to plan and put on parties that I can go to with friends.

Old friends who went to different secondary schools can work together on this.

To be able to meet new people and have a space out of school

I've always wanted to voice my opinions and help others out, I think this would be a great opportunity I would love to take.

To organise things for local teens and somewhere to go with friends that's safe and a big enough space to do sports

To meet people from other schools

To bring friends together, to get teens active and to give us a space out of school

To meet up with friends, independence, making new friends, fun!

What events would you like to see at Retort House?

Parties/ discos/ Film nights/ Gigs/ costumed sing-a-long film nights

A safe space to hang out and have fun

Open mic nights/ battle of the bands

A Just Dance night, maybe a projector and using cool flashy lights.

Movie night where everyone can bring their own blankets and pillows and chill and stuff.

Karaoke Night

Games night with snacks and music.

Themed party nights/ end of term discos

Summer Theatre 2023

Date	Type	No. Attendees	Bar Takings	Staff Cost
Fri 4th Aug	Over 14s (7pm)	50	£82.95	£33.35
Wed 9th Aug	Childrens (5pm)	65	£122.21	£55.99
Wed 9th Aug	Childrens (6:30pm)	35		
Wed 23rd Aug	Childrens (5pm)	70	£187.60	£50.90
Wed 23rd Aug	Childrens (6:30pm)	50		
Fri 25th Aug	Adults (7pm)	31	£76.25	-
TOTAL			£469.01	£140.24

Costs

Summer Theatre INVOICE	£3,550.00
Leaflet Printing	£35.00
Staffing	£140.24
Bar Takings	£469.01
Total COST (Theatre + Printing + Staffing) - Bar Takings	£3,256.23

BROADSTAIRS BANDSTAND PROGRAMME OF EVENTS 2023

APRIL	7	FRI	10-12pm	AM - Churches Together - Good Friday Service PM - NICK KELLY	
	8	SAT	2.30 - 4pm	MIXED EMOTIONS	
	9	SUN	2 - 4pm	DFL	CONF
	7-9	FRI-SUN		SPRING FOOD FAYRE	
	10	MON	2.30 - 4pm	RICHIE TRIANGLE	CONF
	24	MON	12:30pm	BROADSTAIRS COLLEGE MUSIC DEPT PERFORMANCE	CONF
MAY	1	MON	2.30 - 4pm	HYPERACTIVE	CONF
	6	SAT		CORONATION	
	6	SAT	2pm - 4pm	MIXED EMOTIONS	CONF
	7	SUN	2.30 - 4pm	MEDWAY BRASS	CONF
	8	MON	2pm - 5pm	CHARLIE DON'T SURF	CONF
	13	SAT	2.30 - 4pm	TWO'S COMPANY	TBC
	14	SUN	2.30 - 4pm	CRYSTAL PALACE BAND	CONF
	15	MON	12:30pm	BROADSTAIRS COLLEGE MUSIC DEPT PERFORMANCE	CONF
	20	SAT	1pm - 3pm	BROMLEY CONCERT BAND	CONF
			4pm - 5pm	PAGE MASON SCHOOL OF DANCE	CONF
	21	SUN	2.30 - 4pm	BIRCHINGTON SILVER BAND	CONF
	22	MON	12:30pm	BROADSTAIRS COLLEGE MUSIC DEPT PERFORMANCE	CONF
	27	SAT	12 - 5pm	LATIN SUMMER FIESTA	CONF
	28	SUN	2.30 - 4pm	BEVERLEY BIG BAND	CONF
	29	MON	2.30 - 4pm	RED	CONF
				FOOD MARKET	
JUNE	3	SAT	2.30 - 4pm	EKI	CONF
	4	SUN	2.30 - 4pm	BISHAM CONCERT BAND	CONF
	10	SAT	2 - 4pm	KENT COASTAL CONCERT BAND	CONF
	11	SUN	2.30 - 4pm	SNOWDOWN CONCERT BAND	CONF
		FRI - SUN		DICKENS FESTIVAL	
	18	SUN	2.30 - 4pm	BAE SYSTEMS BRASS BAND	CONF
	19	MON	12:30pm	BROADSTAIRS COLLEGE MUSIC DEPT PERFORMANCE	CONF
	24	SAT	2.30 - 4pm	THE OLD COUNTRY CROWS	CONF
	25	SUN	2.30 - 4pm	UK PAPER BAND	CONF
JULY	1	SAT	2.30 - 4pm	BECKENHAM CONCERT BAND	CONF
	2	SUN	2.30 - 4pm	EAST PECKHAM SILVER BAND	CONF
	8	SAT	2.30 - 4pm	NYLON TIGERS	CONF

	9	SUN	2.30 - 4pm	FAVERSHAM MISSION BRASS BAND	CONF
	15-16	SAT - SUN		BROADSTAIRS VICTORIANS	
	15	SAT	2.30 - 4pm	BROADSTAIRS VICTORIANS	
	16	SUN	2.30 - 4pm	BETTESHANGER BRASS BAND	CONF
	22	SAT	2.30 - 4pm	OASIS FUN DAY	TBC
	23	SUN	2.30 - 4pm	1st WHITSTABLE SCOUT GROUP BAND	CONF
	25	TUES	3pm - 5pm	HELTER SKELTER PIRATE PARTY	CONF
	28	FRI	2.30 - 4pm	FAIRISLE	CONF
	29	SAT	2.30 - 4pm	JAMIE MOORE	CONF
	30	SUN	2.30 - 4pm	KENT POLICE BAND	CONF
AUG	4	FRI	2.30 - 4pm	TEQUILA BRASS	CONF
	5	SAT	2.30 - 4pm	BRAD PITTANCE	CONF
	6	SUN	2.30 - 4pm	EINSTEIN'S CHILDREN	CONF
	11-18	FRI - FRI	ALL DAY	FOLK WEEK	
	19	SAT	1pm - 5pm	SUE CAROLINE & THE ANDY WALL BAND	CONF
	20	SUN	2.30 - 4pm	INVICTA CONCERT BAND	CONF
	26	SAT	2.30 - 4pm	KENT COASTAL CONCERT BAND	CONF
	27	SUN	2.30 - 4pm	CITY OF CANTERBURY BAND	CONF
	28	MON	2.30 - 4pm	THE HOT RATS	CONF
SEPTEMBER	2	SAT	2.30 - 4pm	RHIANNON RAE	CONF
	3	SUN	2.30 - 4pm	GRAVESEND BOROUGH BAND	CONF

Total cost £15,562 (incl. power)

Kirsty Holroyd

From: Charmaine Keatley <chief.executive@kentalc.gov.uk>
Sent: 20 June 2023 12:43
Subject: D-Day 80 celebrations
Attachments: D-Day 80 Anniversary Guide v97.pdf

Dear Clerks,

Please see attached the first edition of the official Guide To Taking Part in the 80th Anniversary of the D-Day Landings, taking place on 6th June 2024.

I would like to draw your attention to the following:

- Page 3 sees the message from the Prime Minister encouraging local communities to take part in the lighting of Beacons that evening – both commemorating and celebrating the 'light of Peace' that emerged from the dreadful darkness of War.
- Pages 9-10 Poem for Schools
- Page 11-17 Fish and chips
- Page 18 (The International Tribute)
- Pages 19-23 (types of Beacons that can be used).
- Page 25 Participating Charities
- Page 31 (How to take part and register your involvement)
- Page 33 Hospital Radio
- The Guide, along with the official logo for the event, and the Certificate of Grateful Recognition, can now be downloaded from - www.d-day80beacons.co.uk.

Kind regards,
Charmaine

Charmaine Keatley
Chief Executive
Kent Association of Local Councils
Tel: 01304 820173- Option 1

For more information on events and to also see our new bitesize learning which include topics such as Planning, please visit
[https://www.kentalc.gov.uk/Training and Events 21677.aspx](https://www.kentalc.gov.uk/Training_and_Events_21677.aspx)





BROADSTAIRS & ST PETER'S TOWN COUNCIL

CRITERIA FOR THE AWARDING OF GRANTS Adopted September 25th 2017

Broadstairs & St. Peter's Town Council is funded from the precept charged to residents of Broadstairs & St. Peter's and therefore only allocates grants that benefit the residents of Broadstairs & St. Peter's.

In order for the Town Council to be able to assess applications objectively, it is both necessary and helpful to assess all applications against a range of criteria and the completed application form.

Grants can be provided for events and/or to support groups and organisations. Grants are sub-divided into two categories: small (up to £2,000.00), and all others (£2,000.01 and above). Small civic grants may be decided under delegated powers, in accordance with the Council's policies.

The Town Council's grant-making policy is based on the principle of promoting partnerships which encourage and enable local organisations to deliver projects that benefit the residents and promote Broadstairs and St. Peter's. All applications need to comply with the criteria set out below:

Grants made using funds received from Thanet District Council for that purpose will be allocated in accordance with Thanet District Council's restrictions on the use of those funds.

Criteria:

1. Community Benefit:

- 1.1 All grant applications must clearly show how the grant will benefit the residents, town and environment of Broadstairs and St. Peter's.
- 1.2 Grants will be awarded on the basis of need, merit and contribution to the local community.

2. Eligibility

- 2.1 No grants will be awarded to:
 - a. Individuals;
 - b. Organisations involved in political activities;
 - c. Profit-making companies, unless they are Community Interest Companies;
 - d. Statutory bodies;
 - e. Religious groups that only assist their own adherents or that promote a particular religion above others (we welcome applications from religious or faith groups for projects that benefit the wider community).

- 2.2 Where an application is made for a grant towards an event, all events must be:
- a. Open to the public
 - b. Have public liability Insurance of not less than £5million covering the event.
 - c. Able to evidence that the correct permissions are being sought if the event is to be held on public land

2.3. No Grant awards will be made:

- a. Where spending has taken place prior to approval;
- b. For general routine maintenance of buildings and equipment;
- c. For organisations to pass monies on;
- d. To organisations that hold surplus funds that are not being used for general operation or delivery of the project;
- e. No funding shall contribute to a surplus for charitable donations or to increase an organisation's reserves.
- f. to groups or organisations that have not tried to raise other funds during the year prior to the grant application deadline

3. Application Process:

- 3.1. The application form must be properly completed and the documents specified in the form must be provided.
- 3.2. The application form must be received by the deadline set out on the application form:
- 3.3 All applications should:
 - a. include copies of their most recent related audited financial accounts.
 - b. show clear plans for raising the balance of the finance needed;
 - c. be able to demonstrate clear plans for the expenditure of the grant
 - d. provide evidence of how previous monies awarded by the Town Council have been spent before they receive any further grant funding (3.3 d will cease to apply from November 2017, see point 5.1 below)

4. Grant Conditions:

- 4.1 All projects must acknowledge the Town Council's financial contribution in any publicity or publications and include the Broadstairs & St. Peter's Town Council logo, with text below, in all publicity and publications



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

4.2 Organisations should not make a presumption that funding will continue on a year-by-year basis [note point 5.1 below].

4.3 As an underwrite: funds for additional costs not anticipated in the original application will only be awarded in exceptional circumstances.

4.4 In addition to following their own constitution, organisations must be open, honest and fair in their dealings with all stakeholders. Funding may be withdrawn if legitimate concerns in relation to these points have been raised and cannot be resolved to the satisfaction of the Town Council.

5. Grant Monitoring:

5.1 Any grants will be subject to monitoring and evaluation, which will cover how the grant money has been spent (receipts etc) and to set out how the grant has benefited the residents of Broadstairs & St. Peter's, this report should be supported by press reports, feedback or evaluation reports and photographs where possible, to this end a completed grant monitoring form (available on the Town Council website) will need to be submitted:

- a. for events, within 3 months of the event being held
- b. for groups and organisations, by the end of the financial year that the grant was awarded.

5.2 Following the submission of the grant monitoring form, unspent monies may need to be returned to the Town Council, each case will be looked at on its individual merits, with the outcome discussed and agreed at a meeting of the Finance and General Purposes Committees.