



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 25 September 2023 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki (from 7.05pm), M Garner, J Hobson, (until 8.45pm), C Kemp (until 8.45pm), C Leys, P Moore, A Munns, E Orhan (until 8.42pm), 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.

### **249. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs J Nichols, & K Pressland.

### **250. DECLARATIONS OF INTEREST**

None received

### **251. MINUTES**

**RESOLVED: That the minutes of the Council meeting held on 24 July 2023 can be approved and duly signed as a true record by the chairman.**

### **252. MATTERS ARISING**

Min 240. The Town Clerk reported that she and the Civic Support Officer had met with the Marketing and Communications Officer at Ramsgate TC to discuss live streaming and recording of meetings. A report will be presented for consideration at the next meeting.

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

None received

### **254. PLANNING COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 7 August 2023.

**RESOLVED: Members agreed to note**

*7.05pm Cllr Farooki entered the meeting.*

ii) Members received the draft minutes of the meeting held on Monday 4 September 2023. Members discussed some confusion amongst members of the public regarding the Neighbourhood Plan referendum. It was explained that a publicity campaign would be launched shortly and would include both a public drop-in session on 18 October and a presentation at the forthcoming Town Forum.

**RESOLVED: Members agreed to note.**

**255. ALLOTMENTS AND LAND COMMITTEE**

i) Members received and considered the draft minutes of the meeting held on Monday 14 August 2023.

**RESOLVED: Members agreed to note.**

ii) Members received and approved the draft Terms of Reference

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

**256. LEISURE AND TOURISM COMMITTEE**

i) Members received and considered the draft minutes of the meeting held on 21 August 2023.

**RESOLVED: That 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.**

ii) Members received and approved the draft Terms of Reference

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

**257. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 11 September 2023. It was noted that Cllr Leys would be unable to attend the budget working group meetings due to work commitments.

**RESOLVED: That Cllr Rusiecki be appointed to the F&GP Committee and join the Budget Working Group.**

**258. COMMUNITY ASSETS COMMITTEE**

Members received the draft minutes of the meeting held on Monday 18 September 2023. Cllr Garner updated members on min 106: Green Space at Wimpey Estate. A small piece of the land which was recently sold into private ownership is up for auction.

**RESOLVED: That a proposal to bid for the land and therefore safeguard its future be added to the next F&GP committee meeting agenda for consideration.**

**259. COMMUNICATIONS**

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

- Attendance at Water Gala and judging the best dressed beach hut and best sandcastle competitions
- Opening and closing the 77<sup>th</sup> Annual Bowls Tournament at Broadstairs & St Peter's Bowls Club

- The licensing ceremony for the new vicar at St Peter's Church

Cllr Garner reported that he had attended the Opening of Nelson College campus in his capacity as Deputy Mayor.

ii) The Town Clerk reported that she had been approached by the Visitor Information Kiosk to assist with the purchase and installation of feather banners at the new site. She had agreed to help under her delegated powers, there being in existence a budget allocated to the VIK. Costs had yet to be established and it is unlikely the project will come to fruition prior to the end of the season. Councillors to be kept informed.

## **260. FINANCE**

i) Members received and approved a report concerning payments for the period 24 July 2023 to 20 September 2023. (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts totalling £396,932 for the period 24 July to 20 September 2023.

**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.

- Invicta Arboriculture £1500 for tree inspections at allotments, Pierremont Hall, Culmer's Amenity Land and Mockett's Wood
- Box Green Horticulture £235 plus VAT for boundary vegetation cut at Allotments/Culmer's Amenity Land.
- E Saunders £799.82 To move heater switches to more accessible position for hirers.

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

iv) Members received and approved a report concerning payments for the period 20 September 2023 when the agenda was sent out to 25 September 2023

- Quarterly rent for Culmer's Amenity Land £1741.90

**RESOLVED: That the payment be approved.**

The Town Clerk also reported on payments regarding staff costs for the last quarter.

- July £20,890
- August £20,965
- September £24,092

**RESOLVED: Members agreed to note**

## **261. TERMS OF REFERENCE FOR STAFF LIAISON COUNCILLOR**

Members received and considered the draft document.

**RESOLVED:**

**i) That the document be approved with a slight amendment regarding no decision-making powers.**

**ii) That the Town Clerk check with KALC to see if there are guidelines or training for this kind of appointment.**

**262. ACTION PLAN**

Members worked through the draft plan eliminating those projects they could not progress or which were outside the Town Council's remit and prioritising those which they wished to support.

**RESOLVED: that The Town Clerk will accommodate the changes and produce an updated plan in time for a presentation at the Town Forum on 18 September 2023. After this, projects will be allocated to various committees for fulfilment.**

**263. TOWN FORUM – Monday 16 October, 7pm at Pierremont Hall**

Members discussed the set up and format of the next Forum.

**RESOLVED: That a more formal format be adopted this time to comprise a presentation on the importance of the referendum on the second draft of the Neighbourhood plan followed by a Q&A session. Then a presentation on the new Action Plan followed by a Q&A session.**

**264. COMMUNITY CLEAN UPS**

Members received and approved draft documentation including :-

- Risk assessment
- Event Organiser's checklist
- H&S guidelines for participants

*8.42 pm Cllr Orhan left the meeting*

Cllr Joanne Bright reported on a pilot event which she had led that day at which the documentation had been tested. Efforts to clear PROW TB10 (Grange Road) had been successful and much appreciated by passers by. Work will continue on Wednesday. All volunteers welcome.

**RESOLVED: That the documentation be accepted. Each can be tailored for varying locations according to where councillors would like community cleanups to take place.**

*8.45pm Cllrs Hobson and Kemp left the meeting*

**265. BEACH ENTERTAINMENT**

Members received and considered a report on this year's entertainment at Viking Bay.

**RESOLVED:**

**i) That the report be noted.**

**ii) That the suggested plan for the employment of the Punch and Judy entertainer in 2024 be followed.**

**266. POLICIES REVIEW**

Members received and reviewed the Town Council's Co-option Policy. It was noted that no changes were necessary.

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

ii) Members received and reviewed the Town Council's Lone Worker Policy. It was noted that no changes were necessary.

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

**267. SPEEDWATCH**

Members received details of the scheme and considered whether the Town Council would be interested in partaking.

**RESOLVED:**

**i) That staff make enquiries about setting up the scheme in Broadstairs and St Peter's.**

**ii) That the project sit with the Environment Committee since it fits with the 20 mph aspiration.**

**268. THANET DISTRICT COUNCIL**

Members received a report concerning a meeting to discuss options for the better upkeep of Victoria Gardens.

**RESOLVED:**

**i) That the report be noted**

**ii) That the Town Clerk approach TDC with a proposal to take on the management of the flower beds under licence.**

**ii) That permission be sought to start work whilst waiting for the licence.**

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

**269. TENANT ISSUES**

The Town Clerk reported that tenants had been informed of the decision to bring service charge bills and payments back in house. Members received and considered information concerning recent issues.

**RESOLVED: That the council's solicitor be asked to write a Letter Before Action to each tenant who is not up to date with all bill payments.**

**270. LEGAL ISSUES**

Members received and considered information concerning recent issues. They noted that one tenant has until 1 October to pay or he will be evicted.

**RESOLVED: Members agreed to note.**

**271. STAFF ISSUES**

i) Members received the minutes of the meeting held on Friday 28 July 2023 and consider any recommendations therein.

**RESOLVED: Minute 33. That a new position on the events team be advertised on the following terms:**

**i) Fixed term for a period of 12 months**

**ii) 20 hours per week to cover weddings and commercial bookings.**

**iii) Scale point 18 on the National agreed pay scales (paid pro-rata)**

**iv) Role to be reviewed after 12 months.**

**v) That the reserve entitled Memory Bench be used to fund this extra post.**

**RESOLVED: That all the recommendations regarding changes to the contracts of the Senior Administrative Assistant and the Civic and Support Officer under minute 34 be approved.**

ii) Members received and approved the Terms of Reference for the committee  
**RESOLVED: That the document is fit for purpose and can be adopted.**

iv) Members received and considered a report on the staff annual appraisals.

**RESOLVED: That all the committee's recommendations under minute 34 regarding staff salary increments be approved.**

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

**272. DATE OF NEXT MEETING**

Monday 30 October 2023 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 21.30

Signed \_\_\_\_\_

Date \_\_\_\_\_