



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 25 March 2024 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, J Hobson, C Leys, P Moore, A Munns, 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.

366. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs Kemp, Nicholls and Orhan.

367. DECLARATIONS OF INTEREST

None received

368. MINUTES

RESOLVED: That with an amendment to reflect the fact that Cllr Hobson was present, the minutes of the Council meeting held on 26 February 2024 can be approved and duly signed as a true record by the Chairman.

369. MATTERS ARISING

None

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

The Town Clerk reported that she had received comments from Cllr Garner regarding the consultation on ward boundary changes currently being undertaken by the Local Government Boundary Commission.

RESOLVED: that a working group be established to consider the effect of any changes from a Town Council perspective and submit comments accordingly. Those interested in taking part are to let the Town Clerk know.

371. PLANNING COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 4 March 2024.

RESOLVED: Members agreed to note.

ii) Members received and considered notes on the proposed Neighbourhood Development Plan debrief.

RESOLVED: That the debrief form part of the forthcoming Town Assembly as well as a public drop-in event earlier on the same day.

372. ALLOTMENTS AND LAND COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 11 March 2024.

RESOLVED: Members agreed to note.

ii) Members received the notes of the Victoria Gardens steering group meeting held on Tuesday 19 March 2024. The Town Clerk reported that this had been the final meeting of the steering group which had fulfilled its function of launching the project successfully. Victoria Gardens would now be dealt with by the Allotments and Land committee.

RESOLVED: Members agreed to note.

373. EVENTS, LEISURE & TOURISM COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 18 March 2024.

RESOLVED: Members agreed to note.

374. COMMUNICATIONS

i) The Town Mayor gave a report on his activities on behalf of the Council over the last month. (see attached).

ii) The Town Clerk gave a report (see attached)

RESOLVED:

i) That the Town Clerk is granted delegated authority to apply for any small grant or initiative which furthers the Town Council's objectives but whose short time scale does not allow for consideration at a council meeting first.

ii) Any such applications undertaken by the Town Clerk to be recorded and reported by email and at the next appropriate meeting.

iii) That the monies held in the 2024-25 defibrillator budget be ringfenced to assist with the installation of a new community defibrillator in the library/Broadway area.

iv) That the Twon Clerk pursue the installation of signage at the three entrances to Pierremont Park with TDC.

v) That after having completed dementia awareness training, those councillors interested in assisting the Town Team to establish Broadstirs and St Peter's as dementia friendly towns will make themselves known to the Town Clerk.

375. FINANCE

i) Members received and approved a report concerning payments for the period 26 February 2024 to 20 March 2024 (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 26 February 2024 to 20 March 2024.

RESOLVED: That the report be noted.

iii) Members received information about works or services authorised between meetings under financial regulation 4.1 as follows: -

- Westgate Security: an additional £169.34 for the heaters in the Music Room – original (approved) spec did not fit.

RESOLVED: That the payment be approved.

iv) Members received a summary of staff salaries totalling £24,735 for the month of March.

RESOLVED: Members agreed to note.

v) Members received and approved a report concerning payments for the period 20 March 2024 when the agenda was sent out until 25 March 2024 (see attached).

RESOLVED: That the payments be approved.

376. DRAFT CALENDAR OF MEETINGS

Members received and considered the draft document.

RESOLVED:

i) That all meetings will commence at 7pm.

ii) That with this amendment the calendar can be adopted and published.

377. INSURANCE RENEWAL

i) Members received a quote for renewal of the Council's policy. The Town Clerk explained that only Zurich had chosen to tender for the contract and the other two brokers she had approached had declined.

RESOLVED:

i) That the Council renew its policy with Zurich at a cost of £7652.87 (3 year agreement).

ii) That the Council pay an additional £50 plus IPT and £25 plus IPT for the additional benefits of Debt Recovery and Contract Disputes cover respectively.

378. VAT

Members received and noted the final analysis of the Council's position taking the backdating of registration to 2003 into account. Members noted that monies had already been ring-fenced for this purpose earlier in the year.

RESOLVED: That the Town Clerk undertake the steps as advised by PS TAX and notify HMRC of the changes.

379. VICTORIA GARDENS

Members received the updated draft licence and considered any issues arising. Members note that the Town Council had not been able to obtain copies of the utility plans as stipulated in the licence from TDC, so they had downloaded their own copies www.lsbud.co.uk as advised by the Open Spaces Manager.

RESOLVED: That the licence can be signed and returned to TDC.

380. INTEGRATION OF FIRE PANELS AT RETORT HOUSE

Members received three quotes for the works to be carried out as agreed by the Community Assets Committee in February.

RESOLVED: That Westgate Security be asked to carry out the works at a cost of £2340 plus vat.

381. SURVEYOR'S REPORT: RETORT HOUSE

Members received a quote to carry out a dilapidations and lease extension survey of works carried out by the tenant at Retort house as agreed by the Community Assets Committee in February.

RESOLVED: That the quote from Blackmore Building Consultancy be accepted at an initial cost of £2500.

Cllr Rusiecki left the meeting at 8pm

382. HOUSEKEEPING/STANDNG ORDERS

i) Members received a note from the Town Clerk reminding them of the procedure for bringing a private proposal to a council or committee meeting.

RESOLVED: Members agreed to note.

ii) Members considered a note from the Town Clerk regarding granting members of the public the right to speak at committee meetings.

RESOLVED:

i) That members of the public will be granted the right to speak at the Chairman's discretion.

ii) It is preferable for the question or comment to be submitted in advance, but questions and comments can be taken on the evening provided they are pertinent to the committee's functions.

383. ANNUAL TOWN ASSEMBLY

Members considered the final running order for the event.

RESOLVED:

i) The meeting will consist of a short presentation on the functions and services of the Town Council delivered by the Mayor and Mayoress, followed by short summaries of the work of the committees delivered by each committee chairman.

ii) There will be a debrief on the Neighbourhood Plan referendum and then the meeting will open up to questions and comments from the electorate which can be submitted in advance or on the evening.

iii) Light refreshments will be served.

384. POLICIES

ii) Members received an updated Grievance Policy and considered whether it is fit for adoption by Council.

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

iii) Members received an updated Disciplinary Policy and considered whether it is fit for adoption by Council.

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

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

385. STAFF MATTERS

Members received the report from the Local Council Consultancy and the draft minutes of the Staff Management Committee meeting held on Thursday 21 March 2024 and considered the recommendations contained within each.

RESOLVED:

i) That the recommendations of the LCC consultant be accepted and the report made public with all sensitive information redacted.

ii) That on the strength of these independent findings the recommendations of the Staff Management Committee may be approved.

386. LEGAL MATTERS

i) Arrangements were discussed concerning the tenant who is vacating their suite this weekend.

ii) The Town Clerk took instruction on payment of the final invoice.

Members of the public, had any been in attendance, would have been permitted to re-enter the meeting.

387. DATE OF NEXT MEETING

Monday 22 April 2024 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 8.32pm

Signed _____

Date _____