



Broadstairs & St Peter's Town Council

19 June 2024

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 24 June 2024 at 7pm.**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR 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 13 May 2024.

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 the draft minutes of the meeting held on Monday 3 June 2024 and consider any recommendations therein.

Attach 2

7. EVENTS, LEISURE AND TOURISM COMMITTEE

To receive the draft minutes of the meeting held on Monday 17 June 2024 and consider any recommendations therein.

Attach 3

8. COMMUNITY ASSETS COMMITTEE

i) To receive the minutes of the meeting held on Monday 20 May 2024 and consider any recommendations therein.

Attach 4

- ii) To receive the draft minutes of the meeting held on Monday 10 June 2024 and consider any recommendations therein. **Attach 5**
- iii) To receive and consider the proposed amended Terms of Reference **Attach 6**

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 13 May 2024 to 19 June 2024 **Attach 7**
- ii) To receive and approve a report concerning receipts for the period 13 May 2024 to 19 June 2024 **Attach 8**
- iii) To receive information about staff salaries for the period
- iv) To verbally receive information about works or services authorised between meetings
- v) To receive and approve a report concerning payments for the period 19 June 2024 to 24 June 2024

11. ACCOUNTS 2022-2023

- i) To receive the Annual Governance and Accountability Return 2023/24 **Attach 9**
- ii) To review the effectiveness of the system of internal control (page 4)
- iii) To consider the signing of the Annual Governance Statement 2023/24- section 1 (page 4)
- iv) To consider the accounting statements for 2023/24 – section 2 (page 5)
- v) To receive the following supporting documents:-
 - a) Income and Expenditure Account 1 April 2023 – 31 March 2024 **Attach 10**
 - b) Balance Sheet at 31 March 2024 **Attach 11**
 - c) Bank reconciliation at 31 March 2024 **Attach 12**
- vi) To receive confirmation that the dates set for the exercise of public rights are the period Friday 28 June 2024 until Thursday 8 August 2024.

12. TERMS OF REFERENCE

- i) To receive and consider draft terms of reference for the Local History and Heritage Councillor **Attach 13**
- ii) To receive and consider draft terms of reference for the Friends of Mockett's Wood representative. **Attach 14**

13. INTERNAL AUDIT 2023-24

- To receive the report from the Independent Internal Auditor and note any recommendations or actions necessary. **Attach 15**

14. PRIVATE MOTION

- To receive and consider a motion from Cllrs Garner and Bright regarding becoming a Dementia Friendly town. **Attach 16**

15. POLICIES REVIEW

To receive and approve the Town Council's draft Events Publicity Policy

Attach 17

16. BROADSTAIRS FOOD FESTIVAL

To receive an application for additional funding as agreed by the F&GP Committee in February (min.143)

Attach 18

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.

17. TENANT ISSUES

To receive information on any issues requiring consideration

18. PHASE III

To receive the recommendation from the Community Assets Committee for the appointment of a Building Contractor.

ENC 1

Members of the public may re-enter the meeting

19. DATE OF NEXT MEETING – The next Council meeting will be held on Monday 29 July 2024 at 7pm in Pierremont Hall.