



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 28 April 2025 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright, R Farooki, M Garner, P Moore, A Munns, S Roberts & G Rusiecki.

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr M Garner welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

### **602. APOLOGIES FOR ABSENCE**

Apologies with reason were received from Cllrs Hobson, Kemp and Orhan. Cllrs Nichols, Pressland and Leys were absent.

### **603. DECLARATIONS OF INTEREST**

None received

### **604. MINUTES**

**RESOLVED:** That the minutes of the Council meeting held on 31 March 2025 can be approved and duly signed as a true record by the Chairman.

### **605. MATTERS ARISING**

None

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

None

### **607. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Monday 7 April 2025.

**RESOLVED:** Members agreed to note.

### **608. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) Members received the draft minutes of the meeting held on Monday 14 April 2025.

**RESOLVED:** That the unspent monies in the Mayoral budget 2024-25 be brought forward to be spent by the current mayor before 19 May 2025.

ii) Members considered an additional recommendation made after a subsequent online meeting following minute 196.

**RESOLVED: That the grant application from Paddle Media CIC for £5247 be approved.**

iii) Members received the Annual Investment Strategy.

**RESOLVED: That the document be approved as recommended by the Committee.**

## **609. COMMUNICATIONS**

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

ii) The Town Clerk reported that TDC officers had contacted her to discuss the viability of festoon lighting at the jetty.

**RESOLVED: That the issue will be discussed at a pre-arranged meeting between the same TDC officers and the ward councillors (Cllrs Bayford, Nichols and Rusiecki) and brought to the next Council meeting.**

iii) Members received the committee nominations forms. The maximum and minimum number of councillors currently permitted on each committee according to the respective Terms of Reference was noted.

## **610. FINANCE**

i) Members received a report concerning payments for the period 31 March 2025 to 23 April 2025 (see attached). The Town Clerk drew members' attention to v87: payment of £12,431 plus vat to Brachers which has not yet been paid. The bill is in respect of work carried out since July on the contracts for Phase III. Since the sum due exceeds £10,000 it needs council approval in advance.

**RESOLVED: That the payments be approved**

ii) Members received a report concerning receipts for the period 31 March 2025 to 23 April 2025 (see attached).

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

iii) Members received a summary of staff salaries totalling £30,836 for the month of December.

**RESOLVED: Members agreed to note.**

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

£500 plus vat to Spurling Canon for service charge verification.

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

v) Members received and approved a report concerning payments for the period 23 April 2025 when the agenda was sent out until 28 April 2025.

- Stripe (payment card admin fee) £5.42 and £0.15)

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

vi) Members received and considered a summary report of payments and receipts as to 31 March 2025 (end of Qu. 4) in line with Standing Order 17d

**RESOLVED: Members agreed to note.**

vii) Members received and noted the bank reconciliation report dated 31 March 2024 (end of Qu 4) in line with Fin Reg 2.2.

**RESOLVED: Members agreed to note.**

#### **611. STANDING ORDERS**

i) Members received the current document and undertook the annual review

**RESOLVED: Members agreed the document is still fit for purpose.**

ii) Members received the amendments to clauses 14 and 18 as recommended by NALC.

**RESOLVED: That the amendments be approved and the Standing orders duly updated.**

#### **612. COMMUNITY FESTIVAL**

i) Members received the risk assessment for the event

**RESOLVED: That the document is approved.**

ii) To receive a verbal update on planning for the event. Some community stalls and commercial stalls are still available. Councillors to pass on details to any of their contacts who might be interested.

**RESOLVED: the Town Clerk to email a rota for the event. At least six councillors are needed to man the BSPTC stand for two hour shifts between 10am and 4pm. Councillors to sign up via email.**

#### **613. UNDER 18S EVENTS**

Members received a report from the Events Supervisor on the recent event.

Members remarked that it had been well attended and well received.

**RESOLVED: Councillors agreed to note.**

#### **614. COMMUNITY PAYBACK**

Members received a report from the team supervisor on works undertaken over the last 12 months.

**RESOLVED: That whilst members are appreciative of the works done and the contribution to the town, more regular feedback is necessary about where and when works have been undertaken. The Town Clerk will continue to liaise with TDC staff to ensure no duplication of works.**

#### **615. COMPLAINTS POLICY**

Members received and reviewed the policy and noted updates to the previous version.

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

#### **616. I.T POLICY**

Members received the draft policy. Members also discussed what might be necessary in terms of a policy statement on IT security.

**RESOLVED:**

- i) **That the policy be approved.**
- ii) **That the Town Clerk enquire with Cyber Security whether an assessment and audit of current procedures is necessary or whether it is already in hand through the permanent arrangement we have in place.**

**617. MAYORESS AND MILLENIUM CUPS**

Members received a report detailing previous recipients and discussed nominees for this year's awards.

**RESOLVED:**

- i) **That the Mayoress' Cup is awarded to The Gap project.**
- ii) **That the Millenium cup is awarded to Zoe and Peter at Inspiration Creative.**

**618. TOWN ASSEMBLY**

Members discussed the format of the meeting to be held on Wednesday 14 May.

**RESOLVED:**

- i) **That committee chairs will give annual reports.**
- ii) **That Cllr K Bright will give a presentation on Local Government Restructuring**

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

**619. STAFF ISSUES**

Members received a report and recommendation about pay for casual staff.

**RESOLVED: That the pay increment recommended by the Town Clerk be implemented to reward good service.**

**620. LEGAL ISSUES**

Members received a report on Phase III and noted that progress with TMD and Brachers had been good. The contracts are now ready to sign as soon as all parties return from annual leave. A design meeting will then take place on site to which all councillors and members of staff will be invited.

**RESOLVED: Members agreed to note.**

Members received an update on progress at Retort House following the decisions made at last month's meeting.

**RESOLVED: Members noted**

- i) **that no updates from Brachers had been received regarding the former tenant.**
- ii) **That the Notice to TDC was undergoing checks at Brachers and would be sent as soon as they were completed.**

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

**621. DATE OF NEXT MEETING**

Monday 19 May 2025 at 7pm in Pierremont Hall

Meeting closed at 8.11 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

Draft