



# Broadstairs & St Peter's Town Council

8 May 2025

To: Members of Broadstairs & St. Peter's Town Council.

You are hereby summoned to the Annual Meeting of the **Council** to be held in the Council Chamber, Pierremont Hall at 7pm on **Monday 19<sup>th</sup> May 2025**.

Kirsty Holroyd  
Town Clerk

## AGENDA

### 1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2025-2026 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Mayoress or Consort

### 2. ELECTION OF A VICE-CHAIRMAN OF THE COUNCIL FOR THE 2025-2026 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Deputy Mayoress or Consort

### 3. WELCOME AND INTRODUCTIONS

### 4. APOLOGIES FOR ABSENCE

### 5. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda

### 6. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act

1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

## **7. APPOINTMENTS TO COMMITTEES, SUB COMMITTEES AND OUTSIDE BODIES**

To consider the nominations received

**Attach 1**

### A) Council Committees

- i) Appointment of a minimum of six Councillors to the Planning Committee
- ii) Appointment of a maximum of eight Councillors to the Finance & General Purposes Committee
- iii) Appointment of eight Councillors to the Community Assets Committee
- iv) Appointment of a minimum of eight Councillors to the Events, Leisure and Tourism Committee
- v) Appointment of a minimum of four Councillors to the Allotments and Land Committee
- vi) Appointment of a minimum of three Councillors to the Staff Management Committee
- vii) Appointment of a minimum of five Councillors to the Environment Committee
- viii) Appointment of a minimum of four Councillors to the Neighbourhood Planning Sub-committee

### B) Internal appointments

#### i) School Liaison Councillor

To receive and consider nominations and to appoint a councillor to the role.

#### ii) Staff Liaison Councillor

To receive and consider nominations and to appoint a councillor to the role.

#### iii) Friends of Mockett's Wood Councillor

To receive and consider nominations and to appoint a councillor to the role.

#### iv) Local History and Heritage Councillor

To receive and consider nominations and to appoint a councillor to the role.

### C) Representatives to outside bodies

#### i) Appointment of one representative to Broadstairs and St Peter's Twinning Society

#### ii) CT10 Parochial Charities

- Confirmation of Town Council nominated trustees continuing in post for the four-year term commencing August 2025: Cllr Garner, Ruth Bailey and Roger Binks
- Appointment of one new trustee to fill the vacancy arising in August 2025

#### iii) Appointment of one representative to the Thanet Area Committee of KALC (TAC)

## **8. CHAIRMAN'S TERMS OF REFERENCE**

i) To receive the Council's protocol document and discuss whether it suits the needs of the current Council.

**Attach 2**

ii) To approve the Chairman's Allowance in accordance with the Town Council's 2025 - 2026 annual budget.

## **9. MINUTES**

To approve the minutes of the Council meeting held on Monday 28 April 2025. **Attach 3**

## **10. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**



## **11. QUESTIONS AND OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS**

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.

## **12. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on Tuesday 6 May 2025 and consider any recommendations made. **Attach 4**

## **13. COMMUNITY ASSETS COMMITTEE**

To receive the draft minutes of the meeting held on Monday 12 May 2024 and consider any recommendations made. **Attach 5**

## **14. 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.

## **15. FINANCE**

i) To receive and approve a report concerning payments for the period 29 April 2025 to 14 May 2025. **Attach 6**

ii) To receive info about receipts for the period 23 April 2025 to 14 May 2025. **Attach 7**

iii) To receive info about staff salaries for the period

iv) To receive information about works or services authorised between meetings.

v) To receive a report concerning payments made between 14 May 2025 and 19 May 2025

vi) To approve the use of specified direct debits and regular payments **Attach 8**

vii) To consider advice form PSTax concerning the Town Council's late VAT registration.

**ENC 1**

## **16. ACCOUNTS 2024-2025**

i) To receive the Annual Governance and Accountability Return 2024/25 **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 2024/25- section 1 (page 4)

iv) To consider the accounting statements for 2024/25 – section 2 (page 5)

v) To receive the following supporting documents:-

a) Explanation of significant variances **Attach 10**

b) Explanation of difference between Box 7 and Box 8 **Attach 11**

c) Bank reconciliation at 31 March 2025 **Attach 12**

vi) To receive confirmation that the dates set for the exercise of public rights are the period Tuesday 3 June 2025 until Monday 14 July 2025. **Attach 13**

## **17. ABSENCE AND LEAVE POLICY**

To receive and review the policy and consider whether it is fit for adoption by Council.

**Attach 14**

## **18. SICKNESS POLICY**

To receive and review the policy and consider whether it is fit for adoption by Council.

**Attach 15**

#### **19. TRAINING AND DEVELOPMENT POLICY**

To receive and review the policy and consider whether it is fit for adoption by Council.

**Attach 16**

#### **20. PRESENTATION OF THE MILLENNIUM CUP**

Presentation to a person or persons who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

#### **21. PRESENTATION OF THE MAYORESS CUP** - Presentation to an organisation or group who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

#### **22. PRESENTATION OF THE KALC COMMUNITY AWARDS** – Presentations to acknowledge and give recognition to those that have made a significant contribution to their local community.

#### **23. DATE OF NEXT MEETING**

Monday 26 June at 7pm in the Council Chamber, Pierremont Hall

Committee	Planning Committee	Finance and General Purposes Committee	Community assets Committee	Events, Leisure and Tourism Committee	Allotments and Land Committee	Staff Management	Environment Committee	Neighbourhood Planning subcommittee
Membership as per terms of reference	Minimum 6	Maximum 8	8	Minimum 8	Minimum 4	Minimum 3	Minimum 5	Minimum 4
Nominees	J Bayford S Roberts P Moore	J Bright K Bright M Garner C Kemp S Roberts G Rusiecki	J Bright K Bright M Garner J Hobson C Kemp S Roberts G Rusiecki	J Bright M Garner C Kemp S Roberts	J Bright J Hobson	J Bayford S Roberts	J Bright J Hobson C Kemp S Roberts P Moore	K Bright M Garner
Still To Be allocated								
<ul style="list-style-type: none"> <li>Orhan</li> <li>Nicholls</li> <li>Farooki</li> <li>Munns</li> <li>Presland</li> </ul>								

Cllr Leys does not wish to serve on any committee





## **Broadstairs and St Peter's Town Council**

### **CIVIC CEREMONIAL POLICY & CHARITY POLICY**

Protocols and Procedures for the Mayor/Chairman of the Council

Approved at the Council meeting of 13 May 2024 minute 420.

**For the purpose of these policies references to the Mayor and Deputy Mayor shall mean The Chairman and Deputy Chairman of the Council, and references to the Town Clerk shall mean the Proper Officer.**

This policy has been prepared to provide guidance for the incoming Mayor and Deputy Mayor in their role and on procedures whilst undertaking approved Town Council duties, Civic functions and attending meetings of full council. The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk and the Civic and Support Officer.

**Status and Legal Background:** The Mayor and Deputy Mayor must be an elected councillor of the council and they remain in office until the election of their successor, unless they resign, cease to be qualified or become disqualified from holding office with the town council. The Mayor represents the town council at all ceremonial functions within the town council's boundaries or elsewhere. The Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual meeting of the council when the successor is elected and the appropriate Declarations of Appointment to Office have been signed.

### **Requirements of the Office – Duties and Roles:**

Chairman to the council: The Mayor is elected by the members of the council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972). The Chairman of the Town Council may elect to be called Mayor. They may also nominate a consort or Mayoress to assist them in their duties. Their main duty is to Chair full council meetings. They can suggest the items to be included on the agenda to the Town Clerk, but it is the Town Clerk's responsibility to produce the agenda and as legal signatory the Town Clerk will make the final decision on the content of the agenda. The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the council assisted by the Town Clerk. The Mayor is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Mayor summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long whilst abiding by the Procedural Standing Orders. The Mayor has a casting vote. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Mayor can choose to use a second, casting vote. **The Chairman/Mayor cannot legally make a decision on behalf of the Council**

A symbol of the authority: The Mayor is clearly seen as a symbol of the council and its area, with the insignia, the robes and chains of office etc. The Mayor will often be the public face of the council and will represent the council at official events. They may be asked to speak on behalf of the council, to the public or press and in such circumstances should only express the agreed views of the council and not their own personal or political views and at all times must advise the Town Clerk of their actions.

A symbol of open society: A modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the town's first citizen. The Town Clerk is the second citizen.

An expression of social cohesion: The many and varied social engagements that are undertaken by the Mayor are a way of giving cohesion to life within the town, linking various bodies and organisations they visit. In this way the council's aims and objectives can be conveyed to those bodies, achieving the council's social, community, educational and economic aims.

**Secretarial support:** The Town Council has agreed not to employ a Mayor's Secretary and as such the Mayor is expected to manage his or her own diary.

**Invitations and events:** The Mayor or Deputy Mayor must not wear any civic insignia in another Town, District or Parish areas without prior permission from that Council. Priority must be given to events taking place within Thanet and/or those aligning with the Town Council's vision of Cleaner, Safer, Kinder. Personal discretion may be used, but reports must be given at each Council meeting.

If the Mayor cannot attend they may request that the Deputy Mayor or a past mayor attends on the Town Council's behalf.

**Transport:** Should the location, time or formality of the event require it, the Mayor may use a chauffeured vehicle. The Town Clerk will arrange the transport upon request and will in the first instance ask Probe Security to supply it.

**Deputy Chairman/Deputy Mayor:** The Deputy only has a civic status in the absence of the Mayor, therefore invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor must not attend functions in their own right, but only when deputising for the Mayor.

**Full Council meetings:** The Deputy Mayor will chair meetings of full Council in the Mayor's absence.

**The Chairman/Mayor Charity Fund:** The Mayor may wish to raise money for nominated charities, or to hold events to raise awareness of and provide tangible benefits for local charities. Any fundraising events must be cost neutral to the Council. The cost of putting on these events such as catering, raffle prizes, wine and refreshments must all come from the ticket price of the event unless agreed to come from the Council's hospitality for special reason and supported by Council resolution.

The Mayor will announce the total amount of money raised for the chosen charities at the end of their Term of Office.



**Mayoral Certificates/Awards:** If the Mayor wishes to hand out certificates or awards it must be remembered that this is being done on behalf of the Town Council. For this reason the certificates, awards and the recipients must first be agreed at a meeting of full council before action.

**Civic Insignia, Robes, and Chain:** The Mayor and Deputy Mayor each have separate chains and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events. The Deputy Mayor may only wear civic insignia with the Town Clerk's and Mayor's approval. The Mayor, Deputy Mayor and their respective consorts may choose the colour of the insignia ribbons.

**Civic Allowances and expenses:** Town Council has agreed a Town Mayor's budget of £6000 for 2024-25. This allowance is payable to the Mayor's personal account and is subject to income tax.

These allowances may be used to meet related expenses for the costs of being in office including:

- Clothing
- Sending Flowers
- Partner's Clothing
- Donations to Charities
- Purchase of Raffle Tickets (any prizes are the property of Broadstairs and St Peter's Town Council and must be re-circulated in raffles held by the council and Chairman)
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches and dinners)
- One off civic events to meet travel costs or fund raising events tickets

If preferred the allowance can be left ringfenced in the Town Council's account. All payments will therefore be transparent and can be publicised at the end of the year. Any underspend at the end of the year may be directed to the budget of the Mayor's choice for the following year or donated to one of their nominated charities.

In addition to the Town Mayor's Allowance, the Town Council has agreed a Civic Events budget of £2000. This budget is used for the Civic Service and the Remembrance Day Service.

**Civic Service:** The Mayor will hold an annual civic service each Spring. The usual practice is to hold the service at the Mayor's Chaplain's church. The Mayor will decide with the Town Clerk and the Civic and Support Officer the format of the day. The Civic and Support Officer will provide the administrative and operational support for these events.





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 \_\_\_\_\_



# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

TUESDAY 6 MAY 2025

Present: Cllrs J Bayford, J Bright, R Farooki, S Roberts (Chair)  
Deputy Town Clerk – Julie Belsey  
Cllr Mike Garner  
3 members of public

**Minutes marked \* require a resolution from the Town Council**

### 419 OPENNESS AND TRANSPARENCY

Cllr Roberts reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014.

### 420 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr K Pressland.  
Verbal apologies with reason were received and accepted from Cllr E Orhan and Cllr P Moore.

### 421 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 422 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 7 April 2025.

### 423 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

### 424 QUESTIONS AND/OR OBSERVATIONS, OTHER THAN THOSE FOR SPECIFIC PLANNING APPLICATIONS, FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

None

### 425 CORRESPONDENCE

i. The Committee discussed correspondence received from KCC regarding the claimed amendment to the alignment of the public footpath, Cricket Ground Dumpton.

Cllr Garner gave the Committee a brief history of the mapped area.

The Committee verified that history would confirm that there has always been a public right of access originally through the trees prior to the current owner felling the trees (shown as the dashed line – route to be added, on the map). The Committee unanimously resolved that the footpath should be added as per the dashed line, which is the original mapped footpath, and TB48 should be deleted, as this has been recorded incorrectly.

### 426 CHAIR'S REPORT

None

### 427 NEIGHBOURHOOD PLAN BUSINESS

None



*If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.*

*At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.*

#### **428 PLANNING APPLICATIONS**

RESOLVED that the applications be dealt with as detailed below:

*In accordance with Standing Orders 3e, 3f and 3g, Susan Taylor addressed the Committee on application 25/0425/AF – 99 Botany Road, Broadstairs CT10 3SB*

i) The Committee recommends **REFUSAL** to the applications listed below:

25/0425/AF      99 Botany Road, Broadstairs CT10 3SB  
The Committee unanimously recommends REFUSAL to this application due to insufficient plans and information being provided. Until full plans are received, the Committee cannot make a full assessment of the application.

*Three members of the public left the meeting.*

ii) **No Comment** was made on all other applications on the weekly lists (all unanimous):

A/25/0296/EF    Pearson House, Trotwood Close, Broadstairs CT10 2RY  
25/0376/DF      2 Princess Anne Road, Broadstairs CT10 3HL  
25/0332/MH      5 Harbour Street, Broadstairs CT10 1ET  
25/0286/MH      52 Gladstone Road, Broadstairs CT10 2HZ  
25/0293/DR      12 Detling Avenue, Broadstairs CT10 1SL  
25/0353/GD      104 Bradstow Way, Broadstairs CT10 1AP  
25/0383/AH      15 Northcliffe Gardens, Broadstairs CT10 3AL  
25/0402/MH      Morn Cottage, Holland Close, Broadstairs CT10 3QJ  
25/0387/DR      13 Church Street, Broadstairs CT10 2TT  
25/0374/MH      47 Cedar Close, Broadstairs CT10 3BU  
25/0409/ZD      2 Holm Oak Gardens, Broadstairs CT10 2JF  
25/0306/AH      HSBC, 26 Westwood Cross, Margate Road, Broadstairs CT10 2BF  
25/0386/GD      8 Ranelagh Grove, Broadstairs CT10 2TE  
25/0377/VKB     15 Belvedere Road, Broadstairs CT10 1PF  
25/0400/DR      9 South Cliff Parade, Broadstairs CT10 1TN  
PN25/25/0343  
/VKB              The Food Warehouse, Unit B3 East Kent Retail Park, Broadstairs CTY10 2RQ  
25/0414/DR      57 St Peters Road, Broadstairs CT10 2ST  
25/0462/DR      9 Park Avenue, Broadstairs CT10 2YL  
25/0440/ML      7 Granville Road, Broadstairs CT10 1QB

#### **429 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS**

RESOLVED that the applications be dealt with as detailed below:

TPO/25/0415/MM      27 Harrow Dene, Broadstairs CT10 2XF

The Committee unanimously recommends REFUSAL to this application. BSP3 policy of the Broadstairs & St Peter's Neighbourhood Plan and the Tree Strategy states that the Town Council will recommend refusal for the felling of all healthy trees. Further information regarding the true analysis of mechanical damage or how this has come about is required.

unconfirmed Planning Minutes 6 May 2025

Subject to Confirmation



- TPO/25/0459/MM      2 Convent Road, Broadstairs CT10 3BE  
The Committee unanimously recommends REFUSAL to this application. The reason for the work is not a valid reason to prune this tree to such a degree. Photographs of the tree at all sides would also help in making a more informed decision.
- TPO/25/0418/MM      5 Oakridge, Woodland Way, Broadstairs CT10 3QE  
The Committee unanimously recommends REFUSAL to this application. The work proposed is too extreme and the felling of any tree or significant reduction in canopies should not be granted. If light levels need improving, thinning the crowns/canopies sympathetically retaining good shape and form would likely be the best approach. This application also breaches the BSP3 policy of the Broadstairs & St Peter's Neighbourhood Plan and the Tree Strategy states that the Town Council will recommend refusal for the felling of all healthy trees

(i) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
  - Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
  - Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
  - Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
  - It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'\* or 'amber list' birds\*\*), permission for the works should be refused unless there are overwhelming reasons for it to be given.
  - No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.
- \* House Sparrow, Starling, Song Thrush  
\*\* Hedge Sparrow (Dunnock)

TPO/25/0359/MM      7 Reading Street, Broadstairs CT10 3BD  
TPO/25/0458/MM      24 The Paddocks, Broadstairs CT10 3AJ

#### 430 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 2<sup>nd</sup> June at 7pm

Meeting closed at 19:19  
Deputy Town Clerk



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 12 May 2025 at 7pm in the Council Chamber, Pierremont Hall**

Present: Cllrs J Bright, K Bright (Chair), M Garner, C Kemp, J Hobson & S Roberts.

Town Clerk: Kirsty Holroyd  
Finance Officer: Victoria Jenkins  
Facilities Manager: David Bassett

### **221. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllr C Leys and Cllr A Munns  
Cllr J Nichols was absent.

### **222. DECLARATIONS OF INTEREST**

None

### **223. MINUTES**

Members received the minutes of the meeting held on Monday 17 March 2025.

**RESOLVED: That the minutes be signed as a true record by the Chairman.**

### **224. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None

### **225. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE**

None

### **226. PIERREMONT HALL**

i) Members received an update on the new tenancy at the Viking Suite.  
Unfortunately no progress at all appears to have been made over the last month.

**RESOLVED: That the Town Clerk escalate the issue via Brachers internal complaints system.**

ii) Members received an update on progress with the new tenancy at The Cottage.  
Unfortunately the prospective new tenant has not forwarded his solicitor's details so no progress has been made.

**RESOLVED: That the prospective tenant be given until the end of the week to give his details or the property will be shown to other interested parties.**

iii) Bannister – Members received a brief history of issues encountered with rectifying the bannister which requires additional support. Members viewed the bannister and considered the Facilities Manager's proposal to strengthen it. The measure is temporary but will provide the structural support necessary. It can be



removed at such time as a more aesthetic solution is found.

**RESOLVED: That the remedy is implemented by Broadstairs Metalcraft at a maximum cost of £945.**

iv) Fire Doors – Members received a quote to carry out essential replacement doors to the second floor, roof hatch and internal first floor doors.

**RESOLVED: That Cinque Ports Construction be authorised to carry out the works at a cost of £6890 plus vat.**

## **227. UPDATES FROM THANET DISTRICT COUNCIL**

The Town Clerk reported that despite several meetings with TDC officers to discuss various assets in the town and a very promising start, the following projects appear not to be progressing as initially envisaged. It was discussed that possibly the Easter holidays and election restrictions has hampered progress.

- i) War Memorial.
- ii) Pierremont Park fountain.
- iii) Locating of street sweeper at Pierremont Hall
- iv) Pierremont Park depot.
- v) Clocktower.
- vi) Toilets summer opening schedule.
- vii) Toilet refurbishment at Victoria Gardens
- viii) Summer bins/litter collection.
- ix) Heritage way-markers

**RESOLVED: TDC councillors will chase these projects up with the various teams.**

The seafront lighting project has commenced but it is unclear how well it is progressing. A meeting had taken place between ward councillors and the engineers as reported at minute 609 at the last Council meeting. It is hoped some feedback will be given before the next Council meeting.

## **228. PHASE III**

i) Members were informed that the contract is still not ready to be signed since the fee structure needs to be updated and resubmitted by the building consultants.

**RESOLVED: members agreed to note.**

ii) Members were informed that the next step will be an introductory meeting of the whole design team at Pierremont Hall to which all councillors will be invited.

**RESOLVED: members agreed to note.**

***The following business was undertaken in accordance of the provision of standing order 3d with a resolution made to exclude the public due to the confidential nature of the business.***

## **229. LEGAL UPDATES**

i) Pre-emption agreement: Retort House. Members were informed that the Council's solicitor believes the Notice has been served on TDC regarding the resale of the property. She has yet to confirm the three-month time-frame.

**RESOLVED: Members agreed to note.**

ii) End of tenancy- Unit 2 Retort House:

Members were informed that the Town Clerk had received no acknowledgement of the Town Council's instructions since 1 April 2025, despite repeated requests for updates.

**RESOLVED: That the Town Clerk escalate the issue via Brachers internal complaints system.**

**230. COMMERCIAL LANDLORD UPDATES**

i) Members received an update on 2025-26 service charges.

The Finance Officer explained she had calculated the actual charges for 2024-25. The figures are currently being checked by Spurling Cannon in order to obtain the necessary service charge certification.

**RESOLVED: members noted the costs of running the building and are satisfied that the best outcome for the local tax-payer is that it remains predominantly for community use, supported by commercial use. Staff and councillors will continue to promote the venue to local residents as an asset for their use and enjoyment.**

ii) Members received an update on the electricity supply to Pierremont Hall. A letter has been supplied by the company admitting to the incorrect installation of the meters which has led to incorrect readings.

**RESOLVED: That the Finance Officer arrange for reimbursements to be paid where necessary. Monies to be taken from the Pierremont Contingencies reserve and compensation to be sought from the contractor.**

iii) Charles Cockerell Suite: a potential tenant has been identified: Members discussed rental figure.

**RESOLVED: That the annual rent be fixed at £6019.**

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

**231. DATE OF NEXT MEETING**

**Monday 14 July 2025 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 19.58

Signed\_\_\_\_\_

Date\_\_\_\_\_



Broadstairs & St. Peter's Town Council

14 May 2025 (2025-2026)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
114 Mocketts Wood	01/05/2025		Unity Trust		Equipment	Screwfix	S	10.40	2.08	12.48
114 Facilities Team sundry items	01/05/2025		Unity Trust		Equipment	Screwfix	S	10.41	2.08	12.49
115 Mocketts Wood	01/05/2025		Unity Trust		Equipment	B&Q	S	4.99	1.00	5.99
115 Facilities Team sundry items	01/05/2025		Unity Trust		Equipment	B&Q	S	5.00	1.00	6.00
116 Facilities Team sundry items	01/05/2025		Unity Trust		Supplies	Screwfix	S	11.07	2.22	13.29
117 Facilities Team sundry items	01/05/2025		Unity Trust		Supplies	Screwfix	S	10.66	2.13	12.79
118 Events Room Hire	01/05/2025		Unity Trust		refund - cancellation	Pierre Bauzée	S	70.83	14.17	85.00
119 Mocketts Wood	01/05/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	44.33	8.87	53.20
120 Container hire	01/05/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	88.66	17.73	106.39
121 Bandstand entertainment	01/05/2025		Unity Trust		bandstand entertainment	W.R. Jones (The SuperMid	Z	250.00		250.00
122 Bandstand entertainment	01/05/2025		Unity Trust		bandstand entertainment	Phillip Tong	Z	380.00		380.00
123 Events -Bar	01/05/2025		Unity Trust		bar supplies	Page & Sons	S	290.82	58.16	348.98
124 Mocketts Wood	01/05/2025		Unity Trust		expenses	Karen McKenzie - Tree Wai	Z	30.28		30.28
125 Professional Fees	01/05/2025		Unity Trust		legal expenses	Brachers LLP	S	379.00	75.80	454.80
126 Professional Fees	01/05/2025		Unity Trust		legal expenses	Brachers LLP	S	350.00	70.00	420.00
127 intruder alarm	01/05/2025		Unity Trust		Works	Westgate Security & Electr	S	76.17	15.23	91.40
128 Electricity	01/05/2025		Unity Trust		electricity - cottage	British Gas	L	18.45	0.92	19.37
131 Waste removal	30/04/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	1.15	0.23	1.38
132 Finance costs	30/04/2025		Nat West Current Ac		bank charges	NATWEST	Z	5.95		5.95
133 Hygiene services	30/04/2025		Nat West Current Ac		hygiene services	Cathedral Leasing Ltd	S	675.96	135.19	811.15
137 Finance costs	30/04/2025		Unity Trust		bank charges	Unity Bank	Z	16.80		16.80
138 Office sundries	12/05/2025		Unity Trust		engraving	Ramsgate Trophies	Z	30.00		30.00
139 cleaning	12/05/2025		Unity Trust		Cleaning	Total Cleaning Services	S	94.28	18.86	113.14
140 cleaning	12/05/2025		Unity Trust		Cleaning	Total Cleaning Services	S	94.28	18.86	113.14
141 Professional Fees	12/05/2025		Unity Trust		Legal fees	Brachers LLP	S	1,048.00	209.60	1,257.60
142 VE Day 80th Commemorations	12/05/2025		Unity Trust		deposit	Thanet District Council	Z	326.00		326.00
143 Bandstand entertainment	12/05/2025		Unity Trust		Concert	Mr C. Smith (Swing That T	Z	450.00		450.00
144 Bandstand entertainment	12/05/2025		Unity Trust		Concert	P. Giffen (Starfire 98)	Z	180.00		180.00
145 Bandstand entertainment	12/05/2025		Unity Trust		Concert	B. Prankard (Mainly Sax)	Z	350.00		350.00
146 Stationery	12/05/2025		Unity Trust		Supplies	VIKING DIRECT	S	47.39	9.48	56.87
147 Youth Activities	12/05/2025		Unity Trust		Training	Stand Against Violence	Z	100.00		100.00
148 Licences	12/05/2025		Unity Trust		MS licences	Cyber Central	S	3,389.29	677.86	4,067.15
149 Annual maintenance schedule	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	60.00		60.00
150 Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage (Robe	Z	400.00		400.00

Attach 6.



Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
151	Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	60.00		60.00
152	Bandstand Kiosk	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	70.00		70.00
153	Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	60.00		60.00
154	Annual maintenance schedule	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	90.00		90.00
155	Drain Clearance	12/05/2025		Unity Trust		Drain clearance	Clear Flow Drainage	(Robe Z	60.00		60.00
156	Broadstairs in Bloom	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	190.00	38.00	228.00
156	Culmers Amenity Land	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	122.13	24.43	146.56
156	Environmental Initiatives	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	2,025.00	405.00	2,430.00
156	Grounds Maintenance	12/05/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	886.25	177.25	1,063.50
157	Facilities Team sundry items	12/05/2025		Unity Trust		cable ties	Screwfix	S	13.20	2.64	15.84
158	Office sundries	12/05/2025		Unity Trust		expenses	Kirsty Holroyd	Z	4.40		4.40
158	Travel and Subsistence	12/05/2025		Unity Trust		expenses	Kirsty Holroyd	Z	40.00		40.00
159	Stripe Fee	29/04/2025	Receipt Voucher No. 40	Unity Trust	Receipt #1663-48	Stripe Transaction Fee	Stripe	E	0.56		0.56
160	Stripe Fee	01/05/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.15		0.15
161	Stripe Fee	30/04/2025	Receipt Voucher No. 41	Unity Trust	Receipt #1798-15	Stripe Transaction Fee	Stripe	E	0.56		0.56
162	Stripe Fee	01/05/2025	Receipt Voucher No. 42	Unity Trust	Receipt #1912-59	Stripe Transaction Fee	Stripe	E	0.56		0.56
163	Stripe Fee	02/05/2025	Receipt Voucher No. 43	Unity Trust	Receipt #1502-82	Stripe Transaction Fee	Stripe	E	0.65		0.65
164	Stripe Fee	07/05/2025	Receipt Voucher No. 44	Unity Trust	Receipt #1991-86	Stripe Transaction Fee	Stripe	E	0.56		0.56
165	Stripe Fee	08/05/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.15		0.15
166	Stripe Fee	09/05/2025		Unity Trust	VAT Service Fee	Stripe Transaction Fee	Stripe	E	0.68		0.68
Total										1,988.79	14,913.81

# Broadstairs & St. Peter's Town Council

14 May 2025 (2025-2026)

Attach 7

## RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	net	vat	total
24	Bank Interest	30/04/2025		Nat West Business	bank interest	40.48		40.48
33	Events Room Hire	29/04/2025		Unity Trust	Room Hire	15.00	3.00	18.00
33	Events Room Hire	29/04/2025		Unity Trust	Room Hire	15.00	3.00	18.00
33	Events Room Hire	29/04/2025		Unity Trust	Room Hire	15.00	3.00	18.00
34	Events Room Hire	30/04/2025		Unity Trust	Room Hire	200.00	40.00	240.00
34	Events - Bar	30/04/2025		Unity Trust	Room Hire	29.17	5.83	35.00
35	Events Room Hire	01/05/2025		Unity Trust	Room Hire	54.00	10.80	64.80
35	Events Room Hire	01/05/2025		Unity Trust	Room Hire	54.00	10.80	64.80
35	Events Room Hire	01/05/2025		Unity Trust	Room Hire	54.00	10.80	64.80
36	Events Room Hire	01/05/2025		Unity Trust	Room Hire	608.33	121.67	730.00
37	Events - Bar	06/05/2025		Unity Trust	bar sales	369.82	73.96	443.78
38	Events - Equipment	06/05/2025		Unity Trust	Room Hire	8.33	1.67	10.00
38	Events Room Hire	06/05/2025		Unity Trust	Room Hire	125.00	25.00	150.00
38	Events Room Hire	06/05/2025		Unity Trust	Room Hire	166.67	33.33	200.00
38	Events Room Hire	06/05/2025		Unity Trust	Room Hire	120.00	24.00	144.00
39	Events Room Hire	09/05/2025		Unity Trust	Room Hire	125.00	25.00	150.00
40	Broadstairs in Bloom	29/04/2025		Unity Trust	Receipt #1663-41 broadstairs in bloom	25.00	5.00	30.00
41	Broadstairs in Bloom	30/04/2025		Unity Trust	Receipt #1798-11 broadstairs in bloom	25.00	5.00	30.00
42	Community Event	01/05/2025		Unity Trust	Receipt #1912-51 stall - community festival	25.00	5.00	30.00
43	Community Event	02/05/2025		Unity Trust	Receipt #1502-81 stall - community festival	25.00	5.00	30.00
44	Broadstairs in Bloom	07/05/2025		Unity Trust	Receipt #1991-81 broadstairs in bloom	25.00	5.00	30.00
						<b>2,124.80</b>	<b>416.86</b>	<b>2,541.66</b>

## Regular payments and direct debits:

For consideration and approval in line with Financial Regulations at Annual Meeting May 2025

### a) Financial Regulation 5.7

*For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or relevant Committee.*

Such regular payments are as follows:

Salaries	Council staff
Total Cleaning South	Cleaning of Pierremont Hall
G Piper	Window cleaner Pierremont Hall
HMRC	Tax & NI and VAT
Batchelor Coop	payroll services
Business Stream	water supply to Pierremont Hall and allotments
Box Green:	Pierremont Hall grounds maintenance
Zonkey	website and email hosting
Probe Security	Security services at Pierremont Hall
HSD Online	Bathroom Supplies for Pierremont Hall
Total Supplies	Cleaning products for Pierremont Hall
Lawrence Containers	Storage containers for Mockett's Wood and P. Hall
Cyber Central	Remote IT security contract
Mark One Security	Beach patrols

### b) Financial Regulation 6.6

*If thought appropriate by the council, payment for utility supplies energy, telephone, facsimile, broadband and water and any rent or Business Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.*

Such direct debits are as follows: -

Business Waste Ltd	Office waste disposal
Cathedral leasing	Sanitary waste disposal P Hall
Facebook Ireland	Council's Facebook account
Culligan Water	Office drinking water
Nest	Staff pensions
EDF	Electricity for Pierremont Hall
Public Works Loans Board	Government loan repayments
SSE electricity	Power supply to Retort House
Venture Telecom	Office phones
Kent County Supplies	Printer / photocopier
Information Commissioner's Office	Data Protection fee



Vari-san  
O2  
British Gas Lite  
Stripe  
Bastion Insurance

Hygienic waste removal at P Hall  
Staff phones  
Electricity supply to The Cottage  
Card payments  
Mobile phone insurance

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

Broadstairs and St Peter's Town Council

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [www.broadstairs.gov.uk](http://www.broadstairs.gov.uk) WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14/10/2024 07/05/2025 DD/MM/YYYY

David Buckett ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

*David Buckett* SIGNATURE REQUIRED

Date

07/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Broadstairs and St Peter's Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2025

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.broadstairs.gov.uk](http://www.broadstairs.gov.uk)



## Section 2 – Accounting Statements 2024/25 for

### Broadstairs and St Peter's Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,039,140	1,193,210	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	739,280	817,160	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	221,502	156,927	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	285,142	331,005	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	35,824	35,824	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	485,746	517,712	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,193,210	1,283,467	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,175,800	942,660	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	646,675	652,575	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	317,542	297,853	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*Kitty Hobgood*  
Date 12/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Broadstairs and St Peter's Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



## Explanation of Variances – notes to support report 2024-25.

### Box 3: decrease from £221,502 to £156,927: variance of £64,575 or 29%

This brings income more in line with previous years; Box 3 total in 2022-23 was £163,684.

2023-24 was the anomaly because backdated rent of	<b>£30,565</b>
electricity bills of	<b>£5055</b>
and service charge bills totalling	<b>£3338</b>
from a tenant were finally received after legal intervention. The same tenant vacated halfway through 2024-25 resulting in a loss of rent of	<b>£9076</b>
Two further suites in Pierremont Hall were vacated during 2024-5 resulting in loss of rents of	<b>£10,067</b>

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All of these losses total	<b>£58,101</b>
---------------------------	----------------

This brings the variance to **£6474 or 2.9%.**

### Box 4: Staff costs. Increase from £285,142 to £331,005: variance of £45,863 or 16%

A member of staff took maternity leave of three months from January 2025 to March 2025 receiving maternity pay throughout. An extra member of staff was employed part-time to cover this leave at a cost of

**£5074**

A further member of staff was made up from part-time to full time to cover the leave at a cost of

**£4379**

In April 2024 the Town Council employed a second part time gardener: pro-rata salary

**£19,697**

All members of staff received pay rises after successful appraisals in 2024 (total additional each month £395: Oct– March =

**£2385.**

Each member of staff received a pay increment as per the National Joint Council for Local Government Services in December 2023 £229 extra per month back dated to April 2024 =

**£2750**

-----

All of these increases total	<b>£34,285.</b>
------------------------------	-----------------

This brings the variance to **£11,578 or 4%.**

**Box 8: Decrease from £1,175,800 to £942,660: variance of £233,140 or 20%**

The Town Council had been aware for some time that it had a large VAT liability pending. Independent consultants were employed to assist in the calculation of the bill which was complex and time consuming. Monies were accumulated from 2022-23 and 2023-24 in preparation. The final bill took longer to calculate than anticipated and the monies were therefore still in the account throughout 2023-24. The bill of **£231,750** was finally paid in early April 2024.

This brings the variance to **£1390** or **0.1%**

-----  
**Box 9 Assets: Increase from £646,675 to £652,575: variance of £5900 or 1%**

Five purchases during 2024-25:

- |   |        |
|---|--------|
| • Community Defibrillator               | £1800  |
| • Meeting room tables                   | £1300  |
| • IT equipment for new members of staff | £1100  |
| • Large mower                           | £900   |
| • Picnic tables for public open space   | £1100. |

Total acquisitions **£6200**

One asset disposal – small mower valued at **£300**

Net increase **£5900.**



**Broadstairs & St. Peter's Town Council  
Reconciliation between Box 7 and Box 8**

31/03/2025

*Attach !!*

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
<b>Box 7 - Balances carried forward</b>		<b>1,283,466.50</b>
Debtors	15,652.59	
Prepayments	15,584.72	
Stocks and Stores	652.62	
VAT Recoverable	325,092.68	
<b>TOTAL DEDUCTIONS</b>		<b>356,982.61</b>
Creditors	1,709.62	
Receipts in Advance	14,466.00	
Doubtful Debts		
<b>TOTAL ADDITIONS</b>		<b>16,175.62</b>
<b>Box 8 - Total cash and short term investments</b>		<b>942,659.51</b>

## Broadstairs &amp; St. Peter's Town Council

Attach 12.

Prepared by: W. J. J. J.  
Name and Role (Clerk/RFO etc)

Date: 31-3-25

Approved by: Kirsty Holroyd  
Name and Role (RFO/Chair of Finance etc)

Date: 31/3/25

A	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		1,175,799.59
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		1,023,714.30
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		2,199,513.89
			1,256,854.38
	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>942,659.51</b>
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Nationwide 95 Day 31/03/2025	554,001.80	
	Nat West Current Account 31/03/2025	25,000.00	
	Nat West Business Reserve 31/03/2025	16,010.79	
	Unity Trust 31/03/2025	12,708.83	
	Lloyds Corporate Credit card 31/03/2025	0.00	
	Unity Instant Access Savings 31/03/2025	362,746.21	
			<b>970,467.63</b>
	Less unrepresented payments		27,808.12
			<b>942,659.51</b>
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>942,659.51</b>
	<b>A = B Checks out OK</b>		



**Broadstairs & St. Peter's Town Council****Uncashed payments/transfers out (All banks)****(Upto 31/03/2025)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
1224	19/03/2024		tax & ni	6,412.38	Nat West Current Account
1502	31/03/2025	asset register	lawnmower	899.00	Unity Trust
1503	31/03/2025		Grant	5,000.00	Unity Trust
1507	28/03/2025		office move	925.00	Unity Trust
1508	28/03/2025		water charge	43.53	Unity Trust
1509	28/03/2025		Supplies	188.50	Unity Trust
1510	28/03/2025		Cleaning	1,062.62	Unity Trust
1511	28/03/2025		Cleaning	1,135.68	Unity Trust
1512	28/03/2025		Cleaning	352.32	Unity Trust
1513	28/03/2025		IT support	715.00	Unity Trust
1514	28/03/2025		Supplies	12.79	Unity Trust
1515	28/03/2025		Supplies	77.95	Unity Trust
1516	28/03/2025		roofing works	4,500.00	Unity Trust
1517	28/03/2025		plants	733.45	Unity Trust
1518	28/03/2025		Rates	49.90	Unity Trust
1519	28/03/2025		Rates	24.95	Unity Trust
1520	28/03/2025		Rates	24.95	Unity Trust
1521	28/03/2025		Rates	24.95	Unity Trust
1522	28/03/2025		Rates	124.75	Unity Trust
1523	28/03/2025		Fee	55.00	Unity Trust
1524	28/03/2025		contribution re fencing	557.86	Unity Trust
1526	31/03/2025		Insurance	8,087.54	Unity Trust
1528	31/03/2025	see 884	vat refund from TDC	-3,200.00	Unity Trust
<b>Total-----</b>				<b>27,808.12</b>	

Broadstairs and St Peter's Town Council

**Notice of appointment of date for the exercise of public rights**  
**Accounts for the year ended 31<sup>st</sup> March 2025**

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: Monday 2 June 2025

2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:

Mrs Kirsty Holroyd, Town Clerk  
Broadstairs and St Peter's Town Council  
Pierremont Hall  
Broadstairs  
Kent CT10 1JX

Tel: 01843 868718 email: [bsptc@broadstairs.gov.uk](mailto:bsptc@broadstairs.gov.uk)

commencing on Tuesday 3 June 2025

and ending on Monday 14 July 2025

3. Local Government Electors and their representatives also have:

- the opportunity to question the auditor about the accounts; and
- the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).

The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.

4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:

Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF  
Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

5. This announcement is made by Mrs Kirsty Holroyd, Town Clerk



## What councils need to do to advertise the audit


The Local Audit and Accountability Act 2014 as summarised in the Accounts and Audit (England) Regulations 2015 (Statutory Instrument No. 234), and subsequent amendments and the Code of Audit Practice require that:

1. The accounts to be audited (the Annual Return) and other documents such as books, deeds, contracts, bills, vouchers and receipts relating to them must be made available for inspection by any person interested on reasonable notice, during a period of 30 working days selected by the Parish Council.
2. The notice advertising the inspection period must be published with the accounts and must state:
  - (1) The period of 30 working days during which the Annual Return, and other documents referred to in paragraph 1 above will be available for public inspection;
  - (2) Details of the manner in which notice should be given of an intention to inspect the accounts and other documents;
  - (3) The name and address of the auditor; and
  - (4) The provisions contained in section 26 (inspection of documents and questions at audit) and section 27 (right to make objections at audit) of the Act

The Parish Council may wish to use the template at attachment 3.2 to advertise the audit.

Please see the link below for the Accounts and Audit Regulations that apply at the date of drafting this guidance. If any amendment is passed that impacts on smaller authorities in 2023/24 we will inform you promptly.

<https://www.legislation.gov.uk/uksi/2015/234/contents/made>

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>Absence and Leave Policy</b></p> <hr/> <p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>ADOPTED: 15<sup>th</sup> May 2023</b>  <b>REVIEWED: tbc</b></p>
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## 1.0 Introduction

- 1.1 Broadstairs & St Peter's Town Council seeks to be an employer of choice. It recognises that on occasions employees will need to be absent from work for a variety of reasons. The council will support its employees through periods of absence that may be required, while ensuring it can continue to deliver its services, commitments and perform statutory functions.
- 1.2 This policy is a guide for managers and employees and sets out both the statutory and discretionary absences and leave that may be encountered and how these will be dealt with. The policy also covers how any breaches of the absence policy will be dealt with. This policy should be read in conjunction with the Sickness Absence Policy, Maternity Leave Policy, Paternity Leave Policy and Shared Parental Leave Policy.

## 2.0 Scope

- 2.1 This policy covers both absence and leave that may be classed as statutory or contractual (as laid down in law or contract of employment), or at the discretion of the council.
- 2.2 This policy will apply to employees of the council. Councillors and volunteers are not subject to the provisions of this policy. Councillors requiring a period of absence are advised to contact the Clerk so the necessary arrangements can be put in place.
- 2.3 A breach of this policy by employees may be dealt with under the Disciplinary Policy.

## 3.0 Responsibility for implementation of the policy

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The Clerk is responsible for the implementation and of this policy. The Clerk will monitor and review the operation of this policy and make recommendations for changes to minimise risks to the work of the council.
- 3.3 All employees will be briefed on this policy and provided with a copy.
- 3.4 Questions regarding the content or application of this policy should be directed to the Clerk.
- 3.5 The Clerk may discuss matters arising from this policy with the Staffing Committee or with the Chairman of the Council, or Chairman of the Finance & General Purposes Committee.
- 3.6 Where the Clerk is the employee requiring leave or absence, this will be reported or requested through the Chairman of the Council or Chairman of the Finance & General Purposes Committee in the instances set out in section 9.

## 4.0 Monitoring and review of this policy

- 4.1 The Clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice and will bring any changes to council.
- 4.2 The Council shall review the policy on a two-year review cycle if no changes have been brought forward.



## **5.0 Examples of Statutory and Discretionary Leave or Absence**

- 5.1 The following list shows the types of leave or absence that are covered within this policy and if they are of a statutory or discretionary nature.

<b>Statutory or contractual absence or leave</b>	<b>Discretionary absence or leave</b>
Sickness	Dependency leave
Maternity leave	Compassionate leave
Paternity leave inc. bereavement	Exceptional leave
Adoption leave	Unpaid leave
Fostering leave	
Annual leave	

## **6.0 Definitions**

- 6.1 The following definitions shall be applied:

6.1.1 A “dependent” is the employee’s spouse or civil partner, child, parent or a person who lives in the same household as the employee but who is not his or her employee, tenant, lodger or boarder. Government guidance states that an elderly aunt or grandparent who lives in the employee’s household would be a qualifying dependant.

## **7.0 Statutory and contractual absence or leave**

### **7.1 Sickness**

- 7.1.1 Sick leave shall be given and paid as per the arrangements stated in the employee’s Contract of Employment.
- 7.1.2 Employees should contact the Clerk at the earliest opportunity to report sickness absence. For periods of sickness that extend beyond a 14-day period, the Clerk may discuss the situation with the Chairman of the Council and/or Chairman of the Finance & General Committee.
- 7.1.3 All employees will be required to self-certify their sickness for periods of seven days or less, for periods greater than this a doctor’s certificate is required.
- 7.1.4 If the sick leave involves the Clerk, the Chairman of the Council will be notified for any absence greater than five days. If the absence of the Clerk coincides with a council or committee meeting, the chairman of that meeting will be notified at the earliest opportunity.

### **7.2 Maternity, Paternity and Adoption/Fostering Leave**

- 7.2.1 Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) members of employees will be entitled to apply for Maternity/Paternity/Adoption/Fostering leave.
- 7.2.2 Under the Parental Bereavement Leave Regulation 2020 employees shall be entitled to apply for parental leave and statutory pay following the death of their child under the age of 18, including a stillbirth after 24 weeks of pregnancy.

### 7.3 Annual leave

- 7.3.1 Provisions for annual leave entitlement are set out in the contract of employment for each employee.
- 7.3.2 Requests for annual leave shall be made to the Clerk. Annual leave must be taken at times agreed with the council.

## 8.0 Discretionary absence or leave

- 8.1 Discretionary leave is divided into four types, dependency leave, compassionate leave, exceptional leave and unpaid leave.

### 8.2 Dependency leave

- 8.2.1 Dependency leave is leave to deal with an unforeseen emergency involving a dependent to the employee. The time off is designed to cope with emergencies that cannot be postponed. The Clerk will consider each case on its merits and the individual circumstances involved.

type	Paid entitlement	Note
Dependent's illness	Yes- up to 3 days	Dependent is defined in paragraph 6.1.1 See paragraph 8.2.2 for more information
Care arrangements	Yes- up to 3 days	Dependent is defined in paragraph 6.1.1
		See paragraph 8.2.2 for more information
Withdrawn childcare arrangements	Yes – for a discretionary period	To allow time for alternative arrangements to be made
To accompany a dependent to an appointment	No – for a discretionary period	Dependent is defined in paragraph 6.1.1
Childs school is shut	No	For INSET day or bad weather etc.
Child falls ill at school	Yes – for a discretionary period	To allow time for alternative arrangements to be made

- 8.2.2 All employees have the right to reasonable amounts of time off to deal with certain issues affecting dependents. This includes the following circumstances: -
- On occasion where a dependent falls ill, gives birth or is injured or assaulted.
  - To plan for the provision of care for a dependent who is ill or injured.
  - Because of the unexpected disruption or termination of arrangements for the care of a dependent.



- 8.2.3 In general, the time off is to make arrangements for care, etc. It is not a right to time off to provide continuing care. Case Law suggests that no more than a few hours or, at most one or possibly two days should be sufficient to deal with the immediate crisis.

### 8.3 Compassionate Leave

type	Paid entitlement	Note
Bereavement and funeral arrangements of a very close relative*	Yes - up to 5 days	
Funeral of a relative or close friend	Yes - 1 day	

\*Parental bereavement leave is covered by statutory considerations 7.2.2

### 8.4 Exceptional leave

type	Paid entitlement	Note
Religious observance	No – 2 days	
Overstaying/delayed return	No - discretionary	Where the return from leave is delayed for reasons beyond the control of the employee
Study/examination leave	Yes- discretionary	Employees studying for a qualification relevant to their current post or where it aids their professional development.
Jury service	Yes – discretionary	Leave will be granted on production of a notification letter See paragraph 8.4.1
Attendance at court as a witness	Yes – discretionary	
Medical appointments	Yes – discretionary	Where possible appointments should be made outside of the employees working hours.
Public service leave	Yes – discretionary	See paragraph 8.4.2

IVF treatment	Yes – discretionary	Reasonable time off will be granted for employees to attend medical appointments and treatments. Each case will be considered on a case-by-case basis.
Other personal leave	No - discretionary	To attend a family wedding / graduation etc.

8.4.1 Where an employee is called for Jury service they should:

- Provide a copy of the summons letter
- Return to work on any day they are not required at court or if they become exempt from jury service.
- Claim any loss of earnings under the juror's allowance regulations. The council will make up the difference between the loss of earnings allowance and full pay.

8.4.2 The council can give a 'reasonable' amount of time off to employees if they are:

- a magistrate (also known as a justice of the peace)
- a local councillor
- a school governor
- a member of any statutory tribunal (for example an employment tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a health authority
- a member of the Environment Agency
- a member of the prison independent monitoring boards (England or Wales) or a member of the prison visiting committees (Scotland)
- a trade union member (for trade union duties)

The amount of time off should be agreed between the employee and employer beforehand, based on:

- how long the duties might take
- the amount of time the employee has already had off for public duties
- how the time off will affect the business

The council can refuse a request for time off if they think it's unreasonable.

Employees in the Army Reserves or other reserve forces have certain protections under employment law if they're called up for service.

8.5 Unpaid leave

8.5.1 The council will consider requests for unpaid leave for visiting family members abroad, urgent domestic problems, family illness (not covered elsewhere), attendance at optional religious festivals or for any other family circumstance that may arise. Granting of this leave is at the discretion of the council.

## **9.0 Leave and absence involving the Clerk**

9.1 The Clerk is responsible for managing their own workload and will act in the best interests of the council. With the exception of annual leave, which is taken around council working requirements, the Clerk will make a request to the Chairman of the Council or



the Chairman of the Finance & General Purposes Committee for any period detailed in this policy of greater than five days, unless stated differently. The Clerk will advise the Chairman of the Council or the Chairman of the Finance & General Purposes Committee of ahead of any appointment to a public service role of the nature of the duties and the timescales involved ahead of taking up such a role. The management of the time will then be the responsibility of the Clerk.

#### **10.0 Record keeping**

- 10.1 The Clerk shall be responsible for setting up and recording leave or absence taken under this policy and will report this to members of the Staffing committee.
- 10.2 The annual leave year will run from January to December. Any other absence is recorded and monitored on a rolling year basis.

#### **11.0 Breaches**

- 11.1 Any breaches of this policy will be reported to the Council through the Staffing Committee and are subject to the adopted Disciplinary Procedure.

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>Sickness Absence Policy</b></p> <hr/> <p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>Adopted: 25<sup>th</sup> September 2017</b>  <b>Reviewed: March 2023</b>  <b>Approved: 15<sup>th</sup> May 2023</b>  <b>Reviewed: TBC</b></p>
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## 1. Introduction

1.1 Broadstairs & St. Peter's Town Council is committed to promoting the health and wellbeing of all employees. This policy and the associated guidance aim to promote supportive and effective management of absence due to ill-health (commonly known as sickness absence) and that any support is considered as early as possible.

1.2 The Sickness Absence Policy aims to maximise employee attendance while recognising that there are occasions when employees may be unable to attend work due to their own ill-health.

1.3 The purpose of this policy and associated procedures and guidance is to provide a clear framework for reporting and recording sickness absence and outlines the fair and consistent management of short and long-term sickness absence. It also ensures that employees have the support they need.

1.4 Guidance in this policy has been based on the Government Guidance 'Taking Sick Leave' <https://www.gov.uk/taking-sick-leave> and the National Joint Councils National Agreement on Pay Conditions and Service

1.5 All procedures and documents relating to an individual's sickness absence will be treated confidentially and information will only be shared with those who have a genuine need to receive it.

1.6 This Policy should be read in conjunction with the Absence & Leave Policy.

## 2. Scope

2.1 This policy relates to employees of Broadstairs & St. Peter's Town Council.

2.2 The responsibility for monitoring and managing sickness absence lies with the Town Clerk.

2.3 An employee who fails to follow the sickness absence procedures set out in this document in reporting and certifying sickness absence will be considered to have taken unauthorised absence and may be subject to action under the Town Council's Disciplinary Procedure.

## 3. Absence reporting

3.1 An employee who is unwell and cannot attend work must inform the Town Clerk, and provide additional information such as the anticipated length of absence and any important or urgent work that needs to be covered, by 9:30am on the first day of absence.



3.2 If the Town Clerk is unwell they should inform a member of the office staff that they will be not be in by 9:30am at the latest and inform the Chairman of the Council via email, additional information such as the anticipated length of absence and any important or urgent work that needs to be covered.

3.3 When an employee knows in advance that they are likely to be absent e.g. for a routine surgery and recovery, they should inform the Town Clerk and provide any additional useful information such as the anticipated length of their absence as soon as they are able.

3.4 If point 3.2 applies to the Town Clerk, then the Chairman of the Staff Management sub-committee should be informed so that appropriate cover is sourced for the planned period of absence.

#### **4. Absence recording**

4.1 The Town Clerk will record all periods of sickness absence, including any part days.

4.2 Broadstairs & St. Peter's Town Council must maintain accurate records of all sickness absence taken by staff and report this as a requirement under HM Revenue & Customs (HMRC) rules.

4.3 When an employee has recorded at least eight self-certified sick-days during an Annual Leave year, the Town Clerk will have a meeting with the employee to ensure that Broadstairs & St. Peter's Town Council is best meeting the needs of the employee. The outcomes of this meeting will be reported to the Staff Management Sub-Committee.

4.4 If point 4.3 refers to the Town Clerk, a meeting between the Town Clerk, Council Chairman or Staff Management Sub-Committee Chairman.

#### **5. Fit notes and proof of sickness**

5.1 An employee must provide a doctor's 'fit note' (sometimes called a 'sick note') if they're off sick for more than 7 days in a row (including non-working days).

5.2 Any periods of sickness absence less than 7 days can be 'self-certificated' by the employee, this can be done by explaining to the Town Clerk why they have been absent via email, or if the Town Clerk is ill via email to the Chairman of the Council.

#### **6. Sick leave and holiday**

6.1 Statutory holiday entitlement is built up (accrued) while an employee is off work sick (no matter how long they're off).

6.2 Any statutory holiday entitlement that isn't used because of illness can be carried over into the next leave year. If an employee is ill just before or during their holiday, they can take it as sick leave instead.

6.3 An employee can ask to take their paid holiday for the time they're off work sick. They might do this if they don't qualify for sick pay, for example. Any rules relating to sick leave will still apply.

#### **7. Long-term sickness**

7.1 Employees who are off work sick for more than 4 weeks may be considered long-term sick. A long-term sick employee is still entitled to annual leave.

## **8. Pay**

8.1 All sick leave taken at Broadstairs & St. Peter's Town Council will be paid in accordance with the current National Joint Council pay and conditions of service in force at the time your sickness absence begins, which for reference are currently as follows:

During 1st year of service:	one month's full pay and (after completing 4 months' service) 2 months' half pay
During 2nd year of service:	2 months' full pay and 2 months' half pay
During 3rd year of service	4 months' full pay and 4 months' half pay
During 4th & 5th years of service	5 months' full pay and 5 months' half pay
After 5 years' service:	6 months' full pay and 6 months' half pay

8.3 When an employee changes their holiday to sick leave they're paid Statutory Sick Pay which will count towards the amount of holiday pay they've received. The exceptions to this rule are:

- they don't qualify for Statutory Sick Pay
- they were off work sick and being paid 'occupational sick pay'

## **9. Returning to work**

9.1 Broadstairs & St. Peter's Town Council will work with long-term sick employees to ensure that their transition back to work is suitable for the employee. To ensure this the Town Clerk will liaise with the employees GP and obtain 'Fit for Work' advice from them, this could include:

- health and work advice
- a fitness for work assessment

9.2 Once Fit for Work advice has been obtained from the GP, an employee can agree to a return to work plan. This may include a timetable for returning to work, if appropriate.

9.3 Once a return to work plan has been put in place - the employee doesn't need to keep returning to their GP for a fit note.

## **10. Reasonable Adjustments and Redeployment**

10.1 Upon returning to work after a prolonged period of sickness absence for a reason related to an impairment/condition, an employee may need adjustments to be made to the way in which their work is organised, their work station and/or equipment enabling them to



undertake their duties. Such adjustments can include: agreed flexible working hours, a phased return, minor adjustments to duties, a reduction in working hours, and/or the provision of new equipment, adaptations and services. The Town Clerk will ensure all reasonable adjustments have been implemented and effectiveness assessed before proceeding through further stages of the sickness absence policy.

## **11. Dismissing a long-term sick employee**

11.1 Under Government guidelines a long-term sick employee can be dismissed. However, Broadstairs & St. Peter's Town Council will only consider the dismissal of a long-term sick employee as a last resort, and before this will undertake the following duties:

- consider if an employee can return to work – e.g. working flexibly or part-time, doing different or less stressful work (with training if necessary)
- consult with employees about when they could return to work and if their health will improve

11.2 Should all efforts be exhausted and the long-term employee still be unable to return to work, the Broadstairs & St. Peter's Town Council will follow the current Government Guideline on dismissing long-term sick employees.

11.3 An employee has the right to take their case to an employment tribunal if they think they've been unfairly dismissed.


## **12. Sickness Absence due to pregnancy:**

12.1 Sickness Absence due to pregnancy should comply with this sickness absence policy with the exception below:

12.2 If an employee is absent from work due to a pregnancy-related reason, even for one day, within 4 weeks before the expected week of childbirth, her maternity leave will commence automatically.

## **13. Monitoring and Review**

13.1 The Town Clerk will keep the monitoring of sickness absence and the operation of this policy under review and will report any changes required to Council.

 <p>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</p>	<p><b>Training &amp; Development Policy for Members and Staff</b></p> <hr/> <p><b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b>  <b>ADOPTED: 28<sup>th</sup> January 2019</b>  <b>REVIEWED: 7<sup>th</sup> March 2023</b>  <b>APPROVED: 15<sup>th</sup> May 2023</b>  <b>Reviewed: tbc</b></p>
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Broadstairs and St. Peter's Town Council is committed to the ongoing training and development of all councillors and employees. From this, the Council helps them to make the most effective contribution to the Council's Strategic Objectives in providing the highest quality representation and services for the people of the town. This policy should be read in conjunction with the Sickness Absence Policy and the Absence and Leave Policy.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure necessary training is undertaken, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

## 1. Identification of Training Needs

There are various circumstances in which training needs may arise, such as:

- Legislative requirements e.g. first aid, fire safety, manual handling etc.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or councillor
- Devolved services / delivery of new services

## 2. Employees

- i) Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- ii) Current or any new Clerk to hold CiLCA, equivalent or agree to work towards it. Clerk to be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- iii) Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.



- iv) Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- v) Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
- vi) Relevant additional training may be requested at any time.

### **3. Members**

- i) The Council will undertake a training needs analysis with councillors soon after a main local election or bi-election of a new councillor. This will encourage councillors to look at any personal development areas or knowledge gaps as a councillor that they wish to address and importantly, consider any training needs they feel they may have.
- ii) A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures
- iii) Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council
- iv) Newly elected members are encouraged to attend the KALC 'Basic Councillor Training'
- v) Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- vi) Specialist training will be provided on an ad-hoc basis
- vii) Visit the KALC website for training opportunities:  
[https://www.kentalc.gov.uk/Training\\_Overview\\_21678.aspx](https://www.kentalc.gov.uk/Training_Overview_21678.aspx)

### **4. Training Resources/Providers**

There are different ways in which training and development can be achieved

- i) Internally –  
 If training can be given utilising the in-house expertise and knowledge, this possibility will be explored. This often includes general computer training, training on specific work procedures or Council specific practices and legislation.
- Partnership –  
 The Council has links with other partners where training can be sourced, such as through the Kent Association of Local Councils, Kent County Council, TDC external courses and EKC.
- i) Day Workshops/Seminars –  
 When Council Officers receive information on workshops and seminars this is shared with employees and councillors, where relevant.
- ii) Conferences –  
 Details of conferences are shared with employees and councillors, again where relevant. Occasionally the Council has nominated representatives that are invited to attend, such as the Kent Association of Local Councils.
- iii) Professional Qualifications –  
 Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.
- iv) External Training Providers –

There are numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best price and where possible, from a nearby location.

## **5. Approval**

- 5.1 Approval will be given by the Town Clerk for courses which are up to 3 days long and/or total no more than £300.
- 5.2 For courses that are in total more than 3 days in length, total more than £300 or for professional qualifications, approval will be required from the Staff Management Sub-Committee. The member of staff may be required to present a business case.

## **6. Financial Implications/Assistance**

- 6.1 Where training is approved, the Town Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees. The Town Council will sponsor employees for the examination but any re-sits may be paid by the employee.
- 6.2 Travelling costs will be paid at the discretion of the Town Clerk.
- 6.3 If an employee fails to sit an examination within a reasonable period or fails to show satisfactory progress in studying or discontinues the course, the Town Council will withdraw its support and will require the refunding of the financial assistance received to date.
- 6.4 Any absence from attending any training/courses must be reported as if absent from the workplace. Failure to do so may result in action being taken under the Disciplinary Procedures.
- 6.5 Individual employees are responsible for their own registration on a course, but not before approval has been obtained. The Town Council will not meet a financial commitment where prior approval has not been granted.

## **7. Time off Work**

- 7.1 The Council will grant paid time off for courses/qualifications that are relevant to the staff member's role/applicable to the Council.

For longer qualifications/courses, study time will be with the agreement of the Staff Management Sub-Committee and to be flexible to ensure consistent service cover.

- 7.2 Where a training course or workshop falls on an employee's non-working day/after working hours, time off in lieu (TOIL) may be accrued for hours in attendance at the training.
- 7.3 Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted.

## **8 Recording Evaluation of Training**

- 8.1 As part of the Town Council's continuing commitment to training and development, Staff are asked to provide feedback on the value and effectiveness of the training and development they undertake at their annual appraisal and members as soon as is practically possible after training event. This information will be used to assess and improve the training process.



8.2 Evaluation tools will be developed, which will allow each training and development activity to be evaluated against the following criteria: -

- How the training and development has met the needs of the individual.
- The impact of the training on individual performance
- How the training has contributed to the achievements of the Council goals.

8.3 Records of all training undertaken by Members and staff will be kept in the file of the staff member and requests for training should be made using Appendix A to this document. All Members and staff are requested to complete a training evaluation form once the training has been completed (as per Appendix B to this document). The Town Clerk will evaluate all training in consultation with staff and Members and report on the outcome to the Staff Management Sub-Committee.