



Broadstairs & St Peter's Town Council

8 April 2025

To: Cllrs: J Bright, K Bright, R Farooki, M Garner (Chairman), C Kemp, E Orhan, S Roberts, G Rusiecki.

You are summoned to a meeting of the **Finance & General Purposes Committee** to be held on **Monday 14 April 2025 at 7pm in the Council Chamber at Pierremont Hall.**

Kirsty Holroyd
Town Clerk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29 July 2024.
- 3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**
To approve the minutes of the meeting held on 9 December 2024. **Attach 1**
- 4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**
- 5. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**
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.
- 6. BUDGET AND ACCOUNTS 2024-25**
 - i) To review a summary of Council income and expenditure for 2024-25 by cost centre **Attach 2**
 - ii) To consider the effect of the end of year position on the budget forecasting for 2025-26 **Attach 3 & 4**
 - ii) To consider any amendments to 2025-26 cost code budgets in light of the final position 2024-25 **Attach 5**
- 7. GRANTS 2025-26**
 - i) To receive an update on grants already allocated. **Attach 6**

ii) To receive and consider new applications

a. Twinning Association - £500

To receive the application first considered in December 2024

Attach 7

To receive responses to the questions raised at that meeting (min 186)

Attach 8

b. Food Festival

To receive and consider the application for sponsorship of the event

Attach 9

c. Paddle Media

To receive and consider the application for funding of a new initiative

Attach 10

8. INTERNAL AUDIT

To receive and consider an extract from the JPAG Practitioner's Guide and assess the Council's internal audit responsibilities

Attach 11

9. INVESTMENT STRATEGY

To receive and review the document

Attach 12

10. DATE OF THE NEXT MEETING - Monday 21 July 2025 at 7pm in the Council Chamber, Pierremont Hall

Summary of Receipts and Payments

All Cost Centres and Codes

Attach 2

Admin & Office Costs

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10	Stationery				1,000.00	561.89	438.11	438.11 (43%)
11	Printer/Photocopier				1,000.00	1,524.62	-524.62	-524.62 (-52%)
12	Licences				7,000.00	7,342.48	-342.48	-342.48 (-4%)
13	IT				4,000.00	4,354.09	-354.09	-354.09 (-8%)
14	Running Costs							(N/A)
15	Insurance & Audit				11,000.00	11,211.63	-211.63	-211.63 (-1%)
16	Professional Fees				46,500.00	21,694.51	24,805.49	24,805.49 (53%)
17	Training & Subscriptions				5,400.00	5,746.10	-346.10	-346.10 (-6%)
18	Equipment & Furniture				3,000.00	2,679.77	320.23	320.23 (10%)
20	Elections				5,000.00		5,000.00	5,000.00 (100%)
84	Office contingencies				1,000.00	782.75	217.25	217.25 (21%)
101	Phones and Internet				7,000.00	6,442.29	557.71	557.71 (7%)
102	Office sundries				1,000.00	1,123.28	-123.28	-123.28 (-12%)
103	Finance costs		0.98	0.98	600.00	274.85	325.15	326.13 (54%)
104	Container hire				1,200.00	1,043.90	156.10	156.10 (13%)
105	Council business rates				3,750.00	249.50	3,500.50	3,500.50 (93%)
907	BSPTC service charge							(N/A)
SUB TOTAL			0.98	0.98	98,450.00	65,031.66	33,418.34	33,419.32 (33%)

Amenities

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4	Bandstand Kiosk				6,000.00	1,279.96	4,720.04	4,720.04 (78%)
27	Notice Boards				1,000.00	63.53	936.47	936.47 (93%)
28	Park Lighting							(N/A)
29	Defibrillators		340.00	340.00	2,000.00	2,576.75	-576.75	-236.75 (-11%)
30	Street Furniture				2,000.00	592.84	1,407.16	1,407.16 (70%)
31	Viking Bay Lift							(N/A)
32	Toilet Extended Opening				2,000.00		2,000.00	2,000.00 (100%)
34	St Peter's Roundabout				4,000.00		4,000.00	4,000.00 (100%)
35	Decorative Lighting				18,000.00	19,615.00	-1,615.00	-1,615.00 (-8%)
36	Twinning Sign							(N/A)
37	Flagpole				1,000.00	207.95	792.05	792.05 (79%)
SUB TOTAL			340.00	340.00	36,000.00	24,336.03	11,663.97	12,003.97 (33%)

Civic Costs

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
19	Councillor Allowances				9,000.00	7,320.00	1,680.00	1,680.00 (18%)
24	Town Mayor		935.18	935.18	6,000.00	4,308.61	1,691.39	2,626.57 (43%)
25	Civic Events		20.00	20.00	2,000.00	2,026.86	-26.86	-6.86 (-0%)
SUB TOTAL			955.18	955.18	17,000.00	13,655.47	3,344.53	4,299.71 (25%)

Summary of Receipts and Payments

All Cost Centres and Codes

Community

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
38	Neighbourhood Plan				1,000.00		1,000.00	1,000.00 (100%)
39	Community Payback				2,000.00	1,913.58	86.42	86.42 (4%)
53	Beach Security				25,000.00	23,767.50	1,232.50	1,232.50 (4%)
905	Dickens House Matchfunding				5,000.00	5,000.00		(0%)
919	Youth Activities		200.09	200.09	6,614.32	731.32	5,883.00	6,083.09 (91%)
SUB TOTAL			200.09	200.09	39,614.32	31,412.40	8,201.92	8,402.01 (21%)

Earmarked reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
921	Retort car park repairs							(N/A)
922	VAT liability				281,237.47		281,237.47	281,237.47 (100%)
923	New van purchase							(N/A)
931	Viking Bay Boardwalk				19,200.00	16,000.00	3,200.00	3,200.00 (16%)
SUB TOTAL					300,437.47	16,000.00	284,437.47	284,437.47 (94%)

Events

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
40	Bandstand entertainment	11,200.00	11,200.00		16,500.00	13,946.66	2,553.34	2,553.34 (9%)
41	Summer Theatre				5,000.00	6,500.00	-1,500.00	-1,500.00 (-30%)
42	Punch & Judy				3,000.00	2,980.00	20.00	20.00 (0%)
43	visitor information kiosk				2,000.00	583.45	1,416.55	1,416.55 (70%)
44	November Fireworks		250.00	250.00	7,500.00	7,444.80	55.20	305.20 (4%)
46	Broadstairs in Bloom		884.00	884.00	20,000.00	12,359.80	7,640.20	8,524.20 (42%)
401	D Day 80th Anniversary				2,500.00	2,183.72	316.28	316.28 (12%)
402	75th Anniversary of Viking ship				1,000.00	196.69	803.31	803.31 (80%)
912	Christmas Event		3,095.73	3,095.73	1,000.00	4,675.49	-3,675.49	-579.76 (-57%)
916	Community Event		553.33	553.33	3,000.00	2,312.11	687.89	1,241.22 (41%)
932	Event marketing							(N/A)
SUB TOTAL		11,200.00	15,983.06	4,783.06	61,500.00	53,182.72	8,317.28	13,100.34 (18%)

Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
26	Grants		1,000.00	1,000.00	100,000.00	99,917.83	82.17	1,082.17 (1%)
SUB TOTAL			1,000.00	1,000.00	100,000.00	99,917.83	82.17	1,082.17 (1%)

Summary of Receipts and Payments

All Cost Centres and Codes

Income

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Precept	817,160.00	817,160.00					(0%)
2	Grants							(N/A)
3	Bank Interest	2,000.00	10,546.85	8,546.85				8,546.85 (427%)
5	B in B Sponsorship							(N/A)
7	VAT Refund							(N/A)
8	Sundry Income		542.85	542.85		-46.66	46.66	589.51 (N/A)
917	Overpayment							(N/A)
SUB TOTAL		819,160.00	828,249.70	9,089.70		-46.66	46.66	9,136.36 (1%)

Open Spaces

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
47	Allotments	1,200.00	1,313.40	113.40	2,500.00	1,624.63	875.37	988.77 (26%)
48	Culmers Amenity Land				10,000.00	8,784.62	1,215.38	1,215.38 (12%)
49	Mocketts Wood				5,500.00	1,170.20	4,329.80	4,329.80 (78%)
50	Tree Survey & Works				3,500.00	2,355.00	1,145.00	1,145.00 (32%)
51	Tree planting budget				10,000.00	9,973.28	26.72	26.72 (0%)
52	Environmental Initiatives				10,000.00	5,692.88	4,307.12	4,307.12 (43%)
86	town maintenance (van costs)		167.93	167.93	1,000.00	367.43	632.57	800.50 (80%)
87	Facilities Team sundry items				2,500.00	1,688.69	811.31	811.31 (32%)
924	Victoria Gardens				5,000.00	4,233.20	766.80	766.80 (15%)
SUB TOTAL		1,200.00	1,481.33	281.33	50,000.00	35,889.93	14,110.07	14,391.40 (28%)

Phase 3 - Basement

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
925	Professional fees				50,000.00	17,333.00	32,667.00	32,667.00 (65%)
SUB TOTAL					50,000.00	17,333.00	32,667.00	32,667.00 (65%)

Pierremont Annual Maintenance

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
601	Algae and gutter clearance				2,500.00	950.00	1,550.00	1,550.00 (62%)
602	Bathroom items				1,500.00	887.50	612.50	612.50 (40%)
603	Waste removal				3,000.00	3,041.79	-41.79	-41.79 (-1%)
604	Hygiene services				3,000.00	1,679.52	1,320.48	1,320.48 (44%)
605	cleaning				10,800.00	13,427.79	-2,627.79	-2,627.79 (-24%)
606	Drain Clearance				2,500.00	1,800.00	700.00	700.00 (28%)
607	electricity		10,476.55	10,476.55	13,000.00	23,751.29	-10,751.29	-274.74 (-2%)
608	EICR							(N/A)
609	Fire alarms and emergency lighti				2,000.00	1,889.67	110.33	110.33 (5%)
610	Fire doors and extinguisher chec				1,500.00	1,156.17	343.83	343.83 (22%)

Summary of Receipts and Payments

All Cost Centres and Codes

611	Fire drills and assessments				3,000.00	2,052.49	947.51	947.51 (31%)
612	Glass Door maintenance				1,200.00	233.00	967.00	967.00 (80%)
613	Grounds Maintenance				10,035.00	10,133.83	-98.83	-98.83 (-0%)
614	intruder alarm				500.00		500.00	500.00 (100%)
615	Legionnaires testing				3,000.00	881.00	2,119.00	2,119.00 (70%)
616	PAT testing				180.00	376.75	-196.75	-196.75 (-109%)
617	Roof inspections				1,900.00	1,550.00	350.00	350.00 (18%)
618	Site security				10,950.00	9,570.00	1,380.00	1,380.00 (12%)
619	Water rates				1,000.00	1,886.40	-886.40	-886.40 (-88%)
620	Window cleaning				1,360.00	1,320.00	40.00	40.00 (2%)
908	Pierremont service charges	28,317.29	12,977.63	-15,339.66				-15,339.66 (-54%)
SUB TOTAL		28,317.29	23,454.18	-4,863.11	72,925.00	76,587.20	-3,662.20	-8,525.31 (-8%)

Pierremont Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Events - Marketing				2,500.00	2,167.00	333.00	333.00 (13%)
200 Events - Catering		41.67	41.67		360.00	-360.00	-318.33 (N/A)
201 Events -Bar		7,521.94	7,521.94		3,745.72	-3,745.72	3,776.22 (N/A)
204 Events - Equipment		1,376.22	1,376.22		1,603.52	-1,603.52	-227.30 (N/A)
205 Events - Council							(N/A)
206 Events - Commercial		8.33	8.33				8.33 (N/A)
903 Events Room Hire	40,000.00	42,585.71	2,585.71		795.23	-795.23	1,790.48 (4%)
904 Events Room Hire - Deposit					9.20	-9.20	-9.20 (N/A)
918 Passive room hire							(N/A)
929 Stripe Fee					74.58	-74.58	-74.58 (N/A)
930 Stripe Return					16.66	-16.66	-16.66 (N/A)
SUB TOTAL	40,000.00	51,533.87	11,533.87	2,500.00	8,771.91	-6,271.91	5,261.96 (12%)

Pierremont Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Planned building works				30,000.00	17,172.74	12,827.26	12,827.26 (42%)
55 Tenants' rent	44,000.00	28,893.96	-15,106.04		1,143.12	-1,143.12	-16,249.16 (-36%)
56 Tenants' parking	6,500.00	3,125.00	-3,375.00				-3,375.00 (-51%)
57 Annual maintenance schedule				10,000.00	4,405.71	5,594.29	5,594.29 (55%)
58 Security							(N/A)
59 Contribution to 7 year paint							(N/A)
60 Water		8,000.00	8,000.00		8,228.79	-8,228.79	-228.79 (N/A)
61 Rates				6,500.00		6,500.00	6,500.00 (100%)
62 Unplanned building works				5,000.00	3,218.56	1,781.44	1,781.44 (35%)
64 Licence				400.00	523.36	-123.36	-123.36 (-30%)
65 Cleaning							(N/A)
85 Landscaping and planting				4,000.00	1,925.00	2,075.00	2,075.00 (51%)
88 Furniture/equipment				1,000.00	37.50	962.50	962.50 (96%)
89 Communal charge					5.75	-5.75	-5.75 (N/A)
203 Electricity		1,326.32	1,326.32		3,703.61	-3,703.61	-2,377.29 (N/A)
906 Waste services					1.10	-1.10	-1.10 (N/A)
911 EVCP							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	50,500.00	41,345.28	-9,154.72	56,900.00	40,365.24	16,534.76	7,380.04 (6%)
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PWLB Loan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Loan Repayments				35,824.00	35,823.94	0.06	0.06 (0%)
SUB TOTAL					35,824.00	35,823.94	0.06	0.06 (0%)

Retort House

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Retort House Bookings	20,000.00	5,275.00	-14,725.00				-14,725.00 (-73%)
67	Retort House Tenants	15,000.00	7,752.75	-7,247.25				-7,247.25 (-48%)
68	Utilities				4,000.00	3,317.63	682.37	682.37 (17%)
69	Rates				2,750.00		2,750.00	2,750.00 (100%)
70	Annual maintenance schedule				4,000.00	4,968.82	-968.82	-968.82 (-24%)
71	contribution to 7 year paint							(N/A)
72	Licences				1,000.00	299.62	700.38	700.38 (70%)
73	Cleaning				2,000.00	3,342.96	-1,342.96	-1,342.96 (-67%)
81	Unplanned building works				3,000.00	1,912.00	1,088.00	1,088.00 (36%)
83	Equipment				500.00	263.27	236.73	236.73 (47%)
909	Tenant service charge	3,338.50		-3,338.50				-3,338.50 (-100%)
910	communal charge							(N/A)
915	Security				950.00	1,350.00	-400.00	-400.00 (-42%)
927	Electricity - Retort		765.00	765.00		6,469.21	-6,469.21	-5,704.21 (N/A)
SUB TOTAL		38,338.50	13,792.75	-24,545.75	18,200.00	21,923.51	-3,723.51	-28,269.26 (-50%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Salaries				230,121.00	252,200.89	-22,079.89	-22,079.89 (-9%)
22	Pension				14,056.00	17,425.29	-3,369.29	-3,369.29 (-23%)
23	NI & Tax				80,748.00	78,804.41	1,943.59	1,943.59 (2%)
76	Travel and Subsistence				200.00	319.76	-119.76	-119.76 (-59%)
78	Payroll company				1,300.00	1,417.55	-117.55	-117.55 (-9%)
79	Eye tests and glasses				200.00		200.00	200.00 (100%)
SUB TOTAL					326,625.00	350,167.90	-23,542.90	-23,542.90 (-7%)

YE Adjustments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900	Debtors							(N/A)
901	Creditors							(N/A)
902	Void transactions		18.91	18.91		276.64	-276.64	-257.73 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

913 Receipts in advance 23-24						(N/A)
914 Receipts in advance 24-25						(N/A)
SUB TOTAL	18.91	18.91	276.64	-276.64	-257.73	(N/A)

Summary

NET TOTAL	988,715.79	978,355.33	-10,360.46	1,265,975.79	890,628.72	375,347.07	364,986.61 (16%)
V.A.T.		45,358.97			366,225.66		
GROSS TOTAL		1,023,714.30			1,256,854.38		

Attach 3

Anticipated	underspend	overspend	actual underspend	actual overspend
Admin and Office costs	£ 37,332.00		£ 33,419.00	£ -
Amenities	£ 13,000.00		£ 12,003.00	£ -
Civic costs	£ -	£ 312.00	£ 4,299.00	£ -
Community	£ 9,799.00		£ 8,402.00	£ -
Events	£ 7,375.00		£ 13,100.00	£ -
Grants	£ -	??	£ 1,082.00	£ -
Open Spaces	£ 5,007.00		£ 14,391.00	£ -
phase 3		£ 4,562.00	£ 32,667.00	£ -
PAM	£ -	£ 3,070.00	£ -	£ 8,525.00
Pierremont Hall	£ 22,939.00		£ 7,380.00	£ -
Retort House	£ -		£ -	£ 28,269.00
staff		£ 32,873.00	£ -	£ 23,542.00
	£ 95,452.00	£ 40,817.00	£ 126,743.00	£ 60,336.00
surplus	£ 54,635.00		£ 66,407.00	

Anticipated income	discussed December 2023	actual income 2024-25
Retort House rent	£ 15,000.00	£ 7,752.00
Retort House bookings	£ 20,000.00	£ 5,275.00
Pierremont Hall rent	£ 44,000.00	£ 28,893.00
Pierremont Hall bookings	£ 40,000.00	£ 42,585.00
Bandstand kiosk licence	£ 10,600.00	£ 11,200.00
Allotments	£ 1,200.00	£ 1,313.00
	£ 130,800.00	
	plus	
	P Hall parking	£ 3,125.00
	P Hall service charge	£ 23,453.00
	R House service charge	-
	bank interest	£ 10,546.00
		£ 134,142.00

Summary of Receipts and Payments

All Cost Centres and Codes

Attach 5.

2025-26
Budget

Admin & Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Stationery				1,000.00		1,000.00	1,000.00 (100%)
11	Printer/Photocopier				1,700.00		1,700.00	1,700.00 (100%)
12	Licences				7,000.00		7,000.00	7,000.00 (100%)
13	IT				3,200.00		3,200.00	3,200.00 (100%)
15	Insurance & Audit				11,500.00		11,500.00	11,500.00 (100%)
16	Professional Fees				20,000.00		20,000.00	20,000.00 (100%)
17	Training & Subscriptions				4,000.00		4,000.00	4,000.00 (100%)
18	Equipment & Furniture				3,000.00		3,000.00	3,000.00 (100%)
20	Elections							(N/A)
101	Phones and Internet				7,500.00		7,500.00	7,500.00 (100%)
102	Office sundries				2,000.00		2,000.00	2,000.00 (100%)
103	Finance costs				1,000.00		1,000.00	1,000.00 (100%)
104	Container hire				1,200.00		1,200.00	1,200.00 (100%)
105	Council business rates				3,750.00		3,750.00	3,750.00 (100%)
SUB TOTAL					66,850.00		66,850.00	66,850.00 (100%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Bandstand Kiosk				2,000.00		2,000.00	2,000.00 (100%)
27	Notice Boards				1,000.00		1,000.00	1,000.00 (100%)
29	Defibrillators				2,500.00		2,500.00	2,500.00 (100%)
30	Street Furniture				2,000.00		2,000.00	2,000.00 (100%)
35	Decorative Lighting				22,000.00		22,000.00	22,000.00 (100%)
37	Flagpole				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					30,500.00		30,500.00	30,500.00 (100%)

Civic Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Councillor Allowances				9,000.00		9,000.00	9,000.00 (100%)
24	Town Mayor				6,000.00		6,000.00	6,000.00 (100%)
25	Civic Events				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					17,500.00		17,500.00	17,500.00 (100%)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Neighbourhood Plan							(N/A)
39	Community Payback				2,000.00		2,000.00	2,000.00 (100%)
53	Beach Security				25,000.00		25,000.00	25,000.00 (100%)
905	Dickens House Matchfunding				5,000.00		5,000.00	5,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes

919 Youth Activities	1,000.00	1,000.00	1,000.00 (100%)
SUB TOTAL	33,000.00	33,000.00	33,000.00 (100%)

Earmarked reserves

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
921 Retort car park repairs							(N/A)
922 VAT liability							(N/A)
923 New van purchase							(N/A)
931 Viking Bay Boardwalk							(N/A)
SUB TOTAL							(N/A)

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 Bandstand entertainment	11,200.00		-11,200.00	16,500.00		16,500.00	5,300.00 (19%)
41 Summer Theatre				5,000.00		5,000.00	5,000.00 (100%)
42 Punch & Judy				3,000.00		3,000.00	3,000.00 (100%)
43 visitor information kiosk							(N/A)
44 November Fireworks				8,500.00		8,500.00	8,500.00 (100%)
46 Broadstairs in Bloom				20,000.00		20,000.00	20,000.00 (100%)
401 VE Day 80th Commemorations				2,500.00		2,500.00	2,500.00 (100%)
402 Misc. events				1,000.00		1,000.00	1,000.00 (100%)
912 Christmas Event				1,500.00		1,500.00	1,500.00 (100%)
916 Community Event				3,000.00		3,000.00	3,000.00 (100%)
932 event marketing				2,865.00		2,865.00	2,865.00 (100%)
SUB TOTAL	11,200.00		-11,200.00	63,865.00		63,865.00	52,665.00 (70%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26 Grants				100,000.00		100,000.00	100,000.00 (100%)
SUB TOTAL				100,000.00		100,000.00	100,000.00 (100%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	817,160.00		-817,160.00				-817,160.00 (-100%)
2 Grants							(N/A)
3 Bank Interest	2,000.00		-2,000.00				-2,000.00 (-100%)
5 B in B Sponsorship							(N/A)
7 VAT Refund							(N/A)
8 Sundry Income							(N/A)
917 Overpayment							(N/A)

Broadstairs & St. Peter's Town Council

31 March 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	819,160.00	-819,160.00	-819,160.00 (-100%)
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Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Traffic Initiatives				10,000.00	10,000.00	10,000.00	10,000.00 (100%)
47	Allotments	1,200.00		-1,200.00	2,500.00	2,500.00	2,500.00	1,300.00 (35%)
48	Culmers Amenity Land				10,500.00	10,500.00	10,500.00	10,500.00 (100%)
49	Mocketts Wood				7,500.00	7,500.00	7,500.00	7,500.00 (100%)
50	Tree Survey & Works				3,500.00	3,500.00	3,500.00	3,500.00 (100%)
51	Tree planting budget				5,000.00	5,000.00	5,000.00	5,000.00 (100%)
52	Environmental Initiatives				5,000.00	5,000.00	5,000.00	5,000.00 (100%)
86	town maintenance (van costs)				1,000.00	1,000.00	1,000.00	1,000.00 (100%)
87	Facilities Team sundry items				2,500.00	2,500.00	2,500.00	2,500.00 (100%)
924	Victoria Gardens				6,000.00	6,000.00	6,000.00	6,000.00 (100%)
SUB TOTAL		1,200.00		-1,200.00	53,500.00	53,500.00	53,500.00	52,300.00 (95%)

Phase 3 - Basement

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
925	Professional fees				88,000.00	88,000.00	88,000.00	88,000.00 (100%)
SUB TOTAL					88,000.00	88,000.00	88,000.00	88,000.00 (100%)

Pierremont Annual Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Algae and gutter clearance				1,350.00	1,350.00	1,350.00	1,350.00 (100%)
602	Bathroom items				1,000.00	1,000.00	1,000.00	1,000.00 (100%)
603	Waste removal				3,000.00	3,000.00	3,000.00	3,000.00 (100%)
604	Hygiene services				2,000.00	2,000.00	2,000.00	2,000.00 (100%)
605	cleaning				13,000.00	13,000.00	13,000.00	13,000.00 (100%)
606	Drain Clearance				3,310.00	3,310.00	3,310.00	3,310.00 (100%)
607	electricity				20,000.00	20,000.00	20,000.00	20,000.00 (100%)
608	EICR							(N/A)
609	Fire alarms and emergency light				698.00	698.00	698.00	698.00 (100%)
610	Fire doors and extinguisher chec				987.00	987.00	987.00	987.00 (100%)
611	Fire drills and assessments				595.00	595.00	595.00	595.00 (100%)
612	Glass Door maintenance				334.00	334.00	334.00	334.00 (100%)
613	Grounds Maintenance				10,635.00	10,635.00	10,635.00	10,635.00 (100%)
614	intruder alarm				673.00	673.00	673.00	673.00 (100%)
615	Legionnaires testing				839.00	839.00	839.00	839.00 (100%)
616	PAT testing				360.00	360.00	360.00	360.00 (100%)
617	Roof inspections				2,000.00	2,000.00	2,000.00	2,000.00 (100%)
618	Site security				11,000.00	11,000.00	11,000.00	11,000.00 (100%)
619	Water rates				2,000.00	2,000.00	2,000.00	2,000.00 (100%)
620	Window cleaning				1,800.00	1,800.00	1,800.00	1,800.00 (100%)
933	Water Heater servicing							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				75,581.00	75,581.00	75,581.00 (100%)
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Pierremont Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45 Commercial Events - Marketing				2,500.00		2,500.00	2,500.00 (100%)
200 Events - Catering							(N/A)
201 Events -Bar							(N/A)
204 Events - Equipment							(N/A)
903 Events Room Hire	40,000.00		-40,000.00				-40,000.00 (-100%)
904 Room Hire - Refundable Deposit							(N/A)
929 Stripe Fee							(N/A)
930 Stripe Return							(N/A)
SUB TOTAL	40,000.00		-40,000.00	2,500.00		2,500.00	-37,500.00 (-88%)

Pierremont Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Planned building works				10,000.00		10,000.00	10,000.00 (100%)
55 Tenants' rent	44,000.00		-44,000.00				-44,000.00 (-100%)
56 Tenants' parking	6,500.00		-6,500.00				-6,500.00 (-100%)
57 Annual maintenance schedule				5,000.00		5,000.00	5,000.00 (100%)
59 Contribution to 7 year paint							(N/A)
60 Water							(N/A)
61 Rates				4,500.00		4,500.00	4,500.00 (100%)
62 Unplanned building works				4,000.00		4,000.00	4,000.00 (100%)
64 Licence				550.00		550.00	550.00 (100%)
85 Landscaping and planting				4,000.00		4,000.00	4,000.00 (100%)
88 Furniture/equipment				1,000.00		1,000.00	1,000.00 (100%)
203 Electricity				1,000.00		1,000.00	1,000.00 (100%)
906 Waste services							(N/A)
911 EVCP							(N/A)
934 Water heater servicing							(N/A)
SUB TOTAL	50,500.00		-50,500.00	30,050.00		30,050.00	-20,450.00 (-25%)

PWLb Loan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75 Loan Repayments				35,824.00		35,824.00	35,824.00 (100%)
SUB TOTAL				35,824.00		35,824.00	35,824.00 (100%)

Retort House

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes

66	Retort House Bookings	20,000.00	-20,000.00			-20,000.00 (-100%)
67	Retort House Tenants	15,000.00	-15,000.00			-15,000.00 (-100%)
68	Utilities			4,000.00	4,000.00	4,000.00 (100%)
69	Rates			2,750.00	2,750.00	2,750.00 (100%)
70	Annual maintenance schedule			4,000.00	4,000.00	4,000.00 (100%)
72	Licences			500.00	500.00	500.00 (100%)
73	Cleaning			2,500.00	2,500.00	2,500.00 (100%)
81	Unplanned building works			3,000.00	3,000.00	3,000.00 (100%)
83	Equipment			500.00	500.00	500.00 (100%)
909	Tenant service charge	3,338.50	-3,338.50			-3,338.50 (-100%)
915	Security			1,250.00	1,250.00	1,250.00 (100%)
927	Electricity - Retort			6,000.00	6,000.00	6,000.00 (100%)
SUB TOTAL		38,338.50	-38,338.50	24,500.00	24,500.00	-13,838.50 (-22%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Salaries				273,000.00	273,000.00		273,000.00 (100%)
22	Pension				54,110.00	54,110.00		54,110.00 (100%)
23	NI & Tax				126,352.00	126,352.00		126,352.00 (100%)
76	Travel and Subsistence				300.00	300.00		300.00 (100%)
78	Payroll company				1,300.00	1,300.00		1,300.00 (100%)
79	Eye tests and glasses				200.00	200.00		200.00 (100%)
SUB TOTAL					455,262.00	455,262.00		455,262.00 (100%)

YE Adjustments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
900	Debtors							(N/A)
901	Creditors							(N/A)
902	Void transactions							(N/A)
913	Receipts in advance 23-24							(N/A)
914	Receipts in advance 24-25							(N/A)
SUB TOTAL								(N/A)

Summary

NET TOTAL	960,398.50	-960,398.50	1,076,932.00	1,076,932.00	116,533.50 (5%)
V.A.T.					
GROSS TOTAL					

Attach 6

[illegible]



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at www.broadstairs.gov.uk.
- Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- Please enclose a copy of the latest audited accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance to the Grant Criteria as set out on our website.
- If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to justify the request.
- If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in any publicity or publications by the use of the Town Council Logo, with text below.
- Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- If you have run the event before, then please attach any press reports, feedback or evaluation reports which have been written after the event has taken place (n.b. this will cease to be a requirement from the 31st November 2017, as all future grant applications will need to complete a grant monitoring and evaluation form, see grant criteria for further information)

Your Details

Name of Organisation:

BROADSTAIRS and ST. PETERS TWINNING ASSOCIATION

Grant amount requested:

ORIGINAL FIG. £250 (as of 13.11.24) *please consider*
SUBMITTED (10.10.24) £500 now requested

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed

Copy of Constitution

Grant Approved / Declined

(Please see attached letter)

APPLICATION FORM for a GRANT TO SUPPORT A GROUP OR ORGANISATION

8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?

THE ASSOCIATION IS MANAGED BY AN
EXECUTIVE COMMITTEE ELECTED ANNUALLY
BY BALLOT OR VOTE AT THE A.G.M
IN MAY.

9. What are the aims / objectives of your organisation?

TO ENCOURAGE INTEREST IN EXCHANGE
VISITS WITH OUR TWIN TOWN OF
WATTIGNIES IN FRANCE AND TO
DEVELOP FRIENDSHIP ALONG WITH
EDUCATIONAL AND CULTURAL LINKS

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

BY PROVIDING ENTERTAINMENT AT A
SERIES OF VERY REASONABLY PRICED FUND
RAISING EVENTS ALONG WITH THE OPPORTUNITY
TO TAKE COACH TRIPS TO FRANCE AND TO
RECEIVE FRENCH GUESTS FROM FRANCE

11. Approximately how many people benefit from the activities of your organisation?

Members: 60	Non-members: 60	Broadstairs & St. Peter's Residents: 100	Visitors: 100
Approximate overall TOTAL: 320			

original sum requested
as of 10.10.24

12. Amount of grant being requested
An amount must be stated

£ 250. (now as of £500 13.11.24)

(please consider)

13. For what purpose will the grant be used? Please be specific.

TO ENABLE US TO OFFSET THE COST OF HOSTING A DELEGATION OF FRENCH VISITORS ATTENDING OUR ANNUAL DINNER IN MARCH 2025 AND THE DICKENS FESTIVAL SATURDAY IN JUNE 2025.

14. How will this grant benefit the local community of Broadstairs & St. Peter's? Please be specific.

IT WILL ENABLE US TO ENSURE THAT WE CAN CONTINUE TO RETAIN STRONG BONDS WITH OUR FRENCH TWIN TOWN, THIS PROVIDING OUR MEMBERS AND FRIENDS (MAINLY FROM BROADSTAIRS AND ST. PETER'S) WITH ALL THE CULTURAL AND MUTUAL UNDERSTANDING BENEFITS THAT BRINGS

15. Has your organisation previously received a grant from the Town Council? YES/NO
If YES, how much during the past financial year and when?

£ 250-00

Date(s)

25/4 2024

16. How was this money spent?

THIS MONEY WAS USED ENTIRELY TO HELP ENTERTAIN FRENCH VISITORS TO OUR ANNUAL DINNER AND PROVIDE OVERNIGHT ACCOMMODATION

FINANCIAL STATEMENT

Please complete the whole statement – both columns Current year and Next year, giving as much detail as space will allow. The form will be returned for completion if you fail to give enough information, which may delay your application.

You should also enclose the most recent set of audited accounts. (See checklist on front page)

INCOME	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i> (Financial yr end Mar 26)	EXPENDITURE	Current Year <i>Actual or Estimated</i> (state which)	Next Year <i>Estimate</i> (CY end Mar 31st 26)
SUBSCRIPTIONS	£200 (est)	£200 (est)	STAFF COSTS	NONE	NONE
GRANTS Please specify: BROADSTAIRS T.N. COUNCIL (Received April 2024)	(Actual) £250	£250 (est)	VOLUNTEER EXPENSES	NONE	NONE
SPONSORSHIP or DONATIONS Please specify: (Member's donation to Association)	£10.00	—	PREMISES	NONE	NONE
FUND-RAISING: Please specify: BAKE-OFF £106.04 (Actual) 3 CHURCH SALES £120.36 (Actual) QUIZ (NOT HELD)	£106.04 (Actual) £120.36 (Actual) (NOT HELD)	£90 - £100 £100 (est) £260 (est)	OFFICE EXPENSES		
FEES & CHARGES Please specify:	NONE	NONE	Telephone/Fax		
OTHER Specify:	NONE	NONE	Printing/Stationery	£144 (Actual)	£144
			Postage	(est) £25.00	£25.00
			ADVERTISING	—	—
			INSURANCE	—	—
			VENUE HIRE	£248.49	£310.49
			EQUIPMENT	NONE	NONE
			Purchase	NONE	NONE
			Hire	NONE	NONE
			OTHER Specify: WREATH BRIT LEAGION	£24.49	£24.49
TOTAL: £	686.40	890.49 (est)	TOTAL: £	441.95	503.98

BANK BALANCES:

Balance at bank at the beginning of last financial year (31.3.23)	£ 2750.84	BALANCE
+ Add Income during the year	£ 4108.00	£ 6858.84
- Less Expenditure during the year	£ 3944.54	£ 3944.54
Balance at the beginning of this financial year (as at 1.4.24)	CARRIED FWD	£ 2914.30
Reserves / Savings	£ —	

Last financial yr end 31.3.24 (see R/Accts - audited)
This year's financial yr begins 1.4.24. end 31.3.25

Your Declaration

Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: ☒

No: ☐

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

NO

I am an Employee: Please record your job title, department and line-manager.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest audited accounts.

SIGNED:

Robert Barratt

DATE:

10/10/24

M:075102

99064

(TREASURER)

(revised. 13/11/24)

Please return the completed form – together with all appropriate attachments:

The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX

town.clerk@broadstairs.gov.uk

How the Broadstairs and St Peters Twinning Association publicises itself to the wider community in Broadstairs and St Peters.

Outside our existing membership and their immediate family and friends every effort is made to publicise the existence and the activities of the Twinning Association to the local population at large. This is done as follows:-

1. Road signage indicating 'Broadstairs and St Peters twinned with Wattignies in France' exists at entry points to Broadstairs from other towns and areas in Thanet.
2. All Twinning events whether they be fund raising events, Annual Dinners or activities with our French Twin Town, including coach trips are advertised on Facebook.
3. Posters and flyers are also produced to promote events and are posted in community centres, shops and sent to Broadstairs Town Council for inclusion on local boards.
4. Throughout the year we have church sales at St Peters and Holy Trinity Church where we promote the Association with a large Banner.
5. Many of our existing members belong to other groups and societies in Thanet and are encouraged to pass on information about the Twinning Association at their meetings.
6. At each event we hold we pass on information about future events.

In short , we take every reasonable opportunity and make every effort to publicise the Twinning Association throughout the year . We are also a member of the Chamber of Commerce and we lay a wreath on behalf of Twinning at the Remembrance Service every year.

Signed. Robert Barrass (Treasurer). Bryan Jones (Chair). April 2025.

Attach 9.



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR EVENT SPONSORSHIP

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved, we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the process is competitive and your application will be assessed in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

BROADSTAIRS FOOD FESTIVAL CIC (Easter event)

Grant amount requested:

£5,000

FOR OFFICE USE ONLY

Date form received

11 March 2025

Accounts Enclosed

Yes

Copy of Constitution

on file

Grant Approved / Declined

1. Contact Name	MS JO SCOTT
2. Position	EVENT DIRECTOR
3. Address	<p>4 DALMANEY CLOSE, BROADSTAIRS</p> <p>Postcode CT10 THS</p>
4. Telephone	07866 867 088
5. email	Info@broadstairsfoodfestival.org.uk
6. Website	broadstairsfoodfestival.org.uk
7. Name & address Of TREASURER	as above

1. What is the name of your event? A working title is acceptable.	
BROADSTAIRS EASTER FOOD FESTIVAL	
2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land?	
VICTORIA GARDENS and PROMENADE	
3. Which date(s) will your event be held on?	Please state the start date and time:
18th to 20th APRIL 2025	10.00 on each day
<i>If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.</i>	Please state the end date and time:
	18.00 / Fri and Sat
	17.00 / Sun

4. Is your event open to the public? If not, your event will not qualify for funding.

Free to all

5. Please provide a general description of your event. Include things like where will your event be held, how it will be promoted and who you expect to attend.

3 day weekend providing a family oriented food and drink event. Free entertainment and activities for residents and visitors. Av attendance 28k; extensive online promotion and a 8k print run brochure.

6. How many times have you previously held this event? Is this the first time this event has been held?

Festivals held since 2009

7. Please confirm how your event will be promoted/marketed?

Online promotion; locally distributed 8k print run brochure. Mid and North Kent advertising; travel, coach tour magazine advertising. Produced in Kent newsletter. Local banners and posters in accordance with timeline permitted. NEW - re brand and new website March 19th. National and regional press releases. (see attached article/ Independent 3rd March)

8. Please explain how the event links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

We annually review our waste policy with inclusion of re-usable drinkware; card/paper separation on site; glass recycling bin. Raise awareness of free parking in St Peter's Park road carpark on Saturdays; inform coach operators of Vere Road parking; Our volunteer team is gathered from the local community. Many are retirees who find friendship and support through volunteering. We appreciate their energy, enthusiasm and past skills so we take care to listen, take care to maintain and foster contact between festivals.

9. Why do you think the council should sponsor your event?

(i) How is the event going to support and promote Broadstairs & St. Peter's?

The event has a high profile on the festival calendar which in turn offers a strong, positive reflection for the town. We ensure local imagery is used and have an image portfolio for press use. For Easter, we have met requests from Good Food, Olive magazine and British Airways for their HiLife magazine

(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?

- We support the economy of the town by sourcing services and supplies locally: printing, banner production, waste management, insurance broker.
- We invest in local businesses by prioritizing their attendance and through discounted entry pitch fees to encourage attendance and growth. (Cornicello / Scuff & Co, assisted in 2024)
- Feedback from local retailers and providers of hospitality shows an uplift in direct revenue during the event weekend.
- Free to attend educational workshops are hosted by local craftspeople – using the festival to showcase their products and skills with a view to future sales.

Managing your Event

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Easter Funding secured: Name of funder:	Amount secured:
Rentabar	£625
Flint and Flame	£500
Chamber of Commerce	£500
Seastay	£1,250
Stagecoach	£1,000
(b) Funding applied for: Name of funder:	Amount requested:
(c) Funding being used from Reserves or Fundraising:	Amount
<p>We are investing in a very exciting re-brand.</p> <p>This requires a new and vibrant website; a roll out Campaign and increased social media activity.</p> <p>For this we will be committing finance from our Reserve, carefully built for this purpose.</p> <ul style="list-style-type: none"> Fees paid to Vision Tank for branding, website & Artwork £6250 + £2400 +£910 and £560 New one off signage & High Vis £1492 	£10,000

11. If this would be your only source of funding, please explain why?

12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

From other commercial sponsors - not funders

13. Is your organisation VAT registered? If so, please supply your VAT number:

430 5234 36

14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Attached

15. Do you employ anyone to help with your event? If yes, how many people do you employ?

Contracted in only. No PAYE

16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

Our growing pool of volunteers currently numbers 62

17. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.

Our Event Director has been in post for 14 years; our Site Director, 10.
Our volunteers have been emergency workers: nurses, police and fire officers; teachers, company directors. Some have undergone First Response / Defib training and are aware of the nearest kit (Chandos Sq.) All volunteers are given a site-specific briefing the day prior to the festival

18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:

- Broadstairs & St Peters Chamber of Commerce
- Broadstairs Tourism & Leisure Association
- Produced in Kent associate member

Event Budget

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs

Expenditure (eg Equipment, Transport etc)	£
Non site: Advertising, brochure production, banners and signage, volunteer support,	£6,200
Personnel : Bookkeeper; Craft demonstrators, Event management, H & Safety, Security, Social media	£16,930
Site specific : Emergency cover, fence, furniture, ground cover, land, marquees, PA, portable toilets, trade waste ,water	£28,841
50% of annual fixed costs: insurance, storage; accountancy, room hire, book keeping; internet costs	£3,379.
Contingency	£1,000
Expenditure / festival	£52,971
Rebranding: We are making significant investment in a rebrand to ensure the festival remains current, dynamic and exciting. This will include new logo; banners; signage; social media ads; web site redesign/build/ host	£10,120
Volunteers hi viz vests	£1,472
Total expenditure / festival and re-brand	£64,563
Known Income	
Sponsors	£5050.00
Traders fees	£44,317
Brochure advertising	£750
Total income	£50,117

Please provide the following details from your most recent annual accounts.


Total Income / TWO festivals	£125,078
Less Total Expenditure	£108,179
Surplus / Loss	£16,899
Savings (Reserves, Cash, Investments)	£30,530
We are making significant investment in a rebrand to ensure the festival remains current, dynamic and exciting.	£11,592 rebrand committent

Your Declaration

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes:

☐

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?	
NO	
I am an Employee: Please record your job title, department and line-manager.	
My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.	
I certify that the information given on this form is correct and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.	
SIGNED: 	DATE: 10th March 2025

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk

1. Included

2. Article from Independent newspaper – 03/03/2025
3. Page from Food Festival Easter brochure, promoting B & St P Easter event (this will be in full colour, but we're keeping the palette under wraps for now)
4. Adv half page from Food Festival Easter brochure, promoting B & St Town Council
5. Accounts as at 31/12/2023



Broadstairs & St Peter's Town

Attach 10

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Paddle Media CIC

Grant amount requested:

£5,247

FOR OFFICE USE ONLY

Date form received

7 April 2025

Accounts Enclosed

No - new CIC Bank statement +

Copy of Constitution

Articles of Assoc. forecast/budget.

Grant Approved / Declined

1. Contact Name

Zita Whalley

2. Position

Co-Director

3. Address

9 Clifton Road, Margate, CT9 2EP

4. Telephone

07428812501

5. email

hello@strangetourist.co.uk

6. Website

www.strangetourist.co.uk

7. Name & address
Of TREASURER

Andrew Malt, 22 Clifton Gardens, Margate, CT9 2EP

8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?

Paddle Media has three directors, Zita Whalley, Andrew Malt and Sarah Maltwards. As co-founders, Zita and Andrew appointed Sarah as a third director.

9. What are the aims / objectives of your organisation?

To create Thanet-based pathways into journalism for early career journalists through the Strange Tourist training newsroom.

To inform and educate children, teens and young people about journalistic principles through fun and engaging literacy-based workshops. In doing so, we promote a love of storytelling, reading and writing as well as media literacy awareness.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

Both initiatives provide an educational service to Broadstairs' young people and engender a sense of pride in place. At a time when local and regional media is under strain, the training newsroom will provide a vital pathway for early career journalists in Thanet. ([Centre for Journalism closing so University of Kent can sell building](#) - Press Gazette, March 22, 2024, [Colossal decline of UK regional media since 2007 revealed](#) - Press Gazette, Feb 2024)

There will be eight to 10 participants in every pilot workshop, who will attend the workshop for free. Workshops thereafter will have up to 12-15 participants. Once developed, we will reuse the workshops so the number of Broadstairs residents benefiting from them grows exponentially.

Once we have the Strange Tourist training newsroom running, we initially expect to work with two trainee journalists at a time, with the intention we can grow this number.

Up to all Broadstairs residents can benefit from Strange Tourist and its training newsroom. It is a free publication with a Thanet focus, and the only one of its kind. All readers, including those in Broadstairs, benefit from the training room's output, with free access to local stories written by journalists in the community.

As the Strange Tourist website is accessible to all, it is an excellent tourism resource and presents Broadstairs as a cultural destination to readers outside the area. Encouraging people to visit supports local businesses and promotes a healthy seasonal trade, which so many businesses are reliant upon.

As an arts and culture publication, Strange Tourist already supports Broadstairs' cultural venues and organisations by including their activities.

11. Approximately how many people benefit from the activities of your organisation?

Members: ...2....	Non-members: A minimum of 24 youths and young people (workshops) + Strange Tourist readers.	Broadstairs & St. Peter's Residents: ...Up to all....	Visitors: ...Up to all
Approximate overall TOTAL:1024.....			

12. Amount of grant being requested £5247

13. For what purpose will the grant be used? *Please be specific.*

We are seeking funding to develop creative journalism and literacy workshop plans for children and young people, and to develop a training newsroom in conjunction with arts and culture newsletter Strange Tourist.

We want to develop a series of fun, creative workshops for three age groups - ages 7-11, 12-15, and 16+. Workshops will introduce participants to how journalism works and the importance of media literacy, which is essential knowledge for young people navigating an increasingly digital-dependent world.

In these workshops, children will work in groups to create their own newspaper, writing and researching news and features, producing comic strips, taking photographs and creating the components of a print and digital publication. Young participants in particular will be able to take away a copy of their finished newspaper.

The aim is to introduce children in a fun and age appropriate way to the role of the journalist, while promoting the joy of writing and literacy. Part of the workshop will also focus on the importance of understanding where information comes from and how to know what to trust. Outreach will be conducted as part of our development to ensure we address the needs of older teens and young people in particular who may be considering a career in journalism or professional writing, while still keeping literacy and a sense of fun at the heart of the workshop. workshops will be free to attend.

Paddle Media's long term goal is to establish a working, training newsroom for entry-level journalists. This requires the development of Thanet-focussed culture and lifestyle publication Strange Tourist so it can support training while functioning as an operational publication. We are looking for support to develop this too. Participants in the training newsroom will receive essential first bylines, industry experience and mentoring from experienced media professionals. they will be remunerated for their work.

Strange Tourist has been running since April 2024. It is newsletter-led with all content also being housed on a paywall-free website. Paddle Media became a CIC in December. As part of the process of setting up the training newsroom, we are looking to cover some of Strange Tourist's running costs and a workspace in Broadstairs which will support Strange Tourist research, as Paddle Media's directors are Margate-based.

Specifically, we are asking for funds which will go towards providing a fee for workshop development and delivery, marketing and running costs including annual web hosting for Strange Tourist and Paddle Media for a year, as part of developing up Strange Tourist.

Paddle Media has been in conversation with Broadstairs College (EKC) which will provide a venue for the workshops in-kind. As Paddle Media's directors are Margate based, we are also looking into co-working spaces in Broadstairs to help with Strange Tourist research.

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

Our project links to the safer initiative of creating more youth activities, as Paddle Media's workshops are specifically for young people, children and teens.

The workshops will be tailored to different age groups and will be collaborative learning environments where participants can meet new people over shared interests and tasks.

Following outreach with young people which revealed they use word of mouth as their most trusted information source, Paddle Media is looking into creating a Strange Tourist website-based vertical for Thanet's young people that informs readers of events and news, effectively serving as a social and cultural information hub serve as a trusted social and cultural information hub for young people in Broadstairs and wider Thanet.

If implemented, this would be written by a Thanet-based early career journalist, as part of the Strange Tourist training newsroom. This also aligns with the above initiative as it would promote activities for young people in Broadstairs and Thanet.

Our project also supports the safer aim of community cohesion and engendering pride in place. Each week, Strange Tourist rounds up events in Thanet, including those located in Broadstairs. By sharing and circulating events, we inform Broadstairs residents on upcoming social and cultural opportunities and inspire a sense of community and pride in place by showcasing what is going on in their community.

Strange Tourist's weekly long-read includes event and organisation profiles, offering readers more information on what is happening in their community, further engendering a sense of community and pride.

More widely, Strange Tourist champions Thanet's cultural sector, and encourages residents of Broadstairs, Ramsgate and Margate to utilise all three towns. While celebrating their individual characters, Strange Tourist brings the towns together as one community rather than separate places. This develops a sense of unification within Thanet, which also supports pride in place.

As we develop Strange Tourist, we are working towards establishing the website as a go-to what's on, area guide and cultural information hub. By doing this, we raise the profile of featured events and organisations, which also engenders pride in place.

15. Has your organisation previously received a grant from the Town Council? NO
If YES, how much during the past financial year and when ?

£	n/a	Date(s)
---	-----	---------

16. How was this money spent?

N/A

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs

Expenditure (eg Equipment, Transport etc)	£
Social media ads	£120
Promotion and marketing	£250
Branding/design/artwork	£150
Workshop plan creation fee x 3 (£960 in-kind)	2880
Broadstairs workshop delivery	£600
Broadstairs Venue Hire (EKC confirmed)	£0
Technology	£608
Workshop materials	£160
Website development Strange Tourist, Paddle Media	£800
Strange Tourist newsroom development (wages) (in-kind)	£24,960
Annual web hosting Strange Tourist	£435
Annual web hosting Paddle Media CIC	£204
Total Project Costs This should match the Total funding required for your project	£31,167

Please provide the following details from your most recent annual accounts.

Total Income	£3,500
Less Total Expenditure	-£27,667
Surplus / Loss	-£27,667
Savings (Reserves, Cash, Investments)	£0

**** PLEASE SEE ATTACHED BUDGET AND 12 MONTH FORECAST****

You should also enclose the most recent set of accounts. (See checklist on front page)

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: No:</p>	
<p>Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.</p>	
<p>SIGNED: Zita Whalley</p>	<p>DATE: 04/04/25</p>

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk

SECTION ONE - PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

- 1.1 The [Accounts and Audit Regulations 2015](#) require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 This guide represents the proper practices in relation to accounts those smaller authorities need to follow in preparing their annual governance statement.
- 1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
- 1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Governance and Accountability Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer, 'Yes' or 'No'. This guide follows the order of Section 1 of the Annual Governance and Accountability Return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.
- 1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example, a reference in a set of formal minutes.
- 1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor, on a separate sheet, describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.
- 1.7 To assist practitioners, a Pro-forma Annual Governance and Accountability Return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1 - Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.8 Budgeting - In accordance with relevant legislation, the authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A

financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.

- 1.9 Accounting records and supporting documents - All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with [Section 151 of the Local Government Act 1972](#). The proper segregation of duties means that the Chair of the authority or of the Finance Committee must never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled. [Section 150\(6\)](#) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under [Regulation 4 of the Accounts and Audit Regulations 2015](#). The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.
- 1.10 Bank reconciliation - Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.
- 1.11 Investments - Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.
- 1.12 Statement of accounts - The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.
- 1.13 Reserves - The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.

Assertion 2 - Internal control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.14 Standing Orders and Financial Regulations - The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- 1.15 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.
 - 1.15.1 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).
 - 1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. [Section 150\(5\) of the Local Government Act 1972](#) required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.
 - 1.15.3 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.
 - 1.15.4 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.
 - 1.15.5 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
 - 1.15.6 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.
- 1.16 Employment - The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
- 1.17 VAT - The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.
- 1.18 Fixed Assets and Equipment - The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

- 1.19 Loans and long-term liabilities - Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.
- 1.20 Review of effectiveness - [Regulation 6 of the Accounts and Audit Regulations 2015](#) requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.
- 1.21 Supporting information on internal control can be found in Section 5.

Assertion 3 - Compliance with laws, regulations and proper practices

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 smaller authority to conduct its business or on its finances.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.22 Acting within its powers - All authorities' actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.
- 1.23 General power of competence - An authority seeking to exercise a general power of competence under the [Localism Act 2011](#) needs to ensure that the power is fully understood and exercised in accordance with [The Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012](#).
- 1.24 Regulations and proper practices - Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the [Accounts and Audit Regulations 2015](#).
- 1.25 Actions during the year - An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 4 - Exercise of public rights

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

To warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's Annual Governance and Accountability Return:

- 1.27 Exercise of public rights - The authority provided for the exercise of public rights as set out in [Sections 26 and 27 of the Local Audit and Accountability Act 2014](#). [Part 5 of the Accounts and Audit Regulations 2015](#) requires the RFO to have published, including on the authority's website or another website:
- Sections 1 and 2 of the Annual Governance and Accountability Return;
 - a declaration that the status of the statement of accounts is 'unaudited'; and
 - a statement that sets out details of how public rights can be exercised, as set out in [Regulation 15\(2\)\(b\)](#), which includes the period for the exercise of public rights.
- 1.28 External Auditor's Review - A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of [Regulation 16 the Accounts and Audit Regulations 2015](#).
- 1.29 A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days.
- 1.30 Supporting information on the exercise of public rights can be found in Section 5.

Assertion 5 — Risk management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

To warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1.31 Identifying and assessing risks - The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 Addressing risks - Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.33 Supporting information on risk management can be found in Section 5.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.34 Internal audit - The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- 1.35 The internal auditor must be able to demonstrate independence from the authority's financial decision making. The Clerk, RFO or members (or close associates such as family members of those individuals) are not considered independent from the authority's financial decision making.
- 1.36 Provision of information - The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. The internal auditor is expected to inspect all documentation which should be supplied by the authority on request from the auditor.
- 1.37 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.38 The authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.
- 1.39 Supporting information on reports from auditors can be found in Section 5.

Assertion 8 — Significant events

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 smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.40 Significant events - The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.
- 1.41 Supporting information on significant events can be found in Section 5.

Assertion 9 — Trust Funds (local councils only)

Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.42 Where a local council acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit.
- 1.43 If a local council is a sole managing trustee and has not discharged all of its responsibilities it must tick 'No'.
- 1.44 If a local council is not a sole managing trustee, it must tick 'N/A'.
- 1.45 Regardless of the above, the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.31 below).
- 1.46 Supporting information on trust funds can be found in Section 5.

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) **Note: Assertion 10 will not appear on the AGAR until 2025-26**

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- 1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

- 1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency code for smaller authorities](#) (where applicable).
- 1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).
- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- 1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.
- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Approval process

- 1.55 The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole and in advance of the authority approving the accounting statements in Section 2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and enter a minute reference.

Broadstairs and St Peter's Town Council

ANNUAL INVESTMENT STRATEGY 2025-26

Approved by F&GP Committee 27 February 2023 minute 74

Reviewed and approved by Council 22 April 2024 minute 400

Introduction:

Broadstairs and St Peter's Town Council (The Council) acknowledges and accepts the importance of prudently investing all funds held on behalf of the community by the Council.

The Council's Investment Strategy complies with the revised requirements set out in the Statutory Guidance on Local Government Investments (third edition) issued by the Department of Communities and Local Government in April 2018 (see attached.)

Investments under £10,000 are not subject to the Guidance but for investments between £10,000 and £500,000 the Council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full. When making investments over £500,000, the Council is required to adopt the Guidance in full and to put an investment strategy into place.

Strategy:

The Council has adopted the Secretary of State's guidance in full.

In accordance with Section 15(1) of the Local Government Act 2003, the Council will, therefore, have regard (a) to such Guidance as the Secretary of State may issue and (b) to such other Guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in this activity.

The Council will monitor the risk of loss on investments by periodically reviewing credit ratings. If an external investment manager is used, he / she will be contractually required to comply with the Strategy.

The Council's Responsible Financial Officer will attend the KALC annual finance conference in order to remain up to date with financial regulations and requirements.

Specified Investments:

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than 12 months. Such short-term investments made with a body or investment scheme of high quality (including the UK Government or a local authority) will automatically be Specified Investments.

For the prudent management of its funds, maintaining sufficient levels of security and liquidity, the Council will use:

Deposits with banks, building societies, UK Government or local authorities.

Non-Specified Investments:

These investments have greater potential risk – examples include investment in the money market, stocks and shares – and professional investment advice may be required.

Liquidity Investments:

The Responsible Financial Officer and the Finance & General Purposes Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Long Term Investments:

All investments by local councils, other than in interest bearing bank and building society accounts, must be identified as long-term investment and treated as capital expenditure. Investments in longer term funds (in excess of 12 months) are by definition long term investments and, thus, deemed to be capital expenditure. Any investment in longer term funds should not exceed the surplus of cash balances above the Council's annual budgeted expenditure reduced by the annual precept.

The Council currently holds no long term investments.

Capital investments:

The Town Council purchased two community assets in 2018 with the intention of providing long-term capital growth alongside much needed community facilities.

Investment Report:

Investment forecasts for the forthcoming financial year are accounted for when the annual budget is prepared. Investments will be reviewed annually following a report from the Responsible Financial Officer to the Finance Committee.

Review and Amendment of Regulations:

The Council's Investment Strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Responsible Financial Officer and presented to the Full Council.

Publication:

The Investment Strategy will be published and available in hard copy and on the Council's website.

2025-26 Investment Plan

The Council has developed a Reserves Policy which was adopted on 26 September 2022 (minute 60ii). At its review in October 2024 the F&GP committee did not consider top ups to any reserves were necessary and were not therefore included when drafting the 2025-26 budget. At the same meeting it was agreed to move £200,000 from the Unity Trust Current account to the Unity Trust Instant Access account and £100,000 from the Unity Trust Current Account to the NatWest Business reserve in order to benefit from higher interest rates (minute 178). Some of this money was moved back into the current account for necessary revenue expenditure as the financial year progressed.

At 31 March 2025 the Council holds ringfenced reserves of £816,333.05.

The Council also holds money for day-to-day running expenses. Together these balances total £942,659.51 at 31 March 2025 (once adjusted for unrepresented payments and receipts).

The Council reduces financial risk by spreading its investments over several financial institutions.

Current balances:

Unity Trust	31/03/2025	£12,708.83	
Nat West Business Reserve	31/03/2025	£16,010.79	1.26%
Nat West Current Account	31/03/2025	£25,000.00	
Nationwide 95 Day Saver	31/03/2025	£554,001.80	3.95%
Unity Trust Instant Access	31/03/2025	£362,746.21	2.5%

Funds not required for immediate use will be invested in the NatWest Business Reserve Account and the Nationwide 95 Day Saver Account. Minute 325 provides for the Town Clerk (RFO) to move funds between the current accounts and the interest-bearing

accounts in order to maximise opportunities for Council funds to earn interest. Interest rates vary but are competitive with other providers and this spread assists in achieving a greater level of security than using only one bank.

The Finance Committee and the RFO will review the situation on a regular basis as set out above and make recommendations to deal with any changes in circumstances. All recommendations must be approved by Council.

The Council has identified that it will need to access a significant sum of money in 2025-26 as Phase III of the refurbishment of Pierremont Hall continues. It is therefore not deemed suitable to invest money in any medium to long term investment at the present time. Likewise, it is not anticipated that the use of private sector financial management advisers would bring any benefit to the Council until this expenditure is established.

The RFO and Chairman of the Finance and General Purposes Committee will attend conferences and training as offered by KALC and other appropriate bodies.