



Broadstairs & St Peter's Town Council

23 April 2025

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

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 28 April 2025 at 7pm.**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29th July 2024.

3. MINUTES

To approve the minutes of the Council meeting held on Monday 31 March 2025

Attach 1

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

i) To agree to suspend the meeting in accordance with Standing Orders 3e, 3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

6. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Monday 7 April 2025 and consider any recommendations therein.

Attach 2

7. FINANCE AND GENERAL PURPOSES COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 14 April 2025 and consider any recommendations therein.

Attach 3

ii) To consider an additional recommendation from the committee to approve the grant application from Paddle Media CIC for £5247

ii) Annual investment strategy

To approve the document as recommended by the committee

Attach 4

- 8. COMMUNICATIONS**
 - i) To receive the report of the Town Mayor.
 - ii) To receive the report of the Town Clerk :
 - iii) To receive and discuss committee nominations forms**Attach 5**
- 9. FINANCE**
 - i) To receive and approve a report concerning payments for the period 31 March 2025 to 23 April 2025 **Attach 6**
 - ii) To receive a report concerning receipts for the period 31 March 2025 to 23 April 2025 **Attach 7**
 - iii) To receive information about staff salaries for the period
 - iv) To receive information about works or services authorised between meetings.
 - v) To receive and approve a report concerning payments for the period 23 April 2025 to 28 March 2025.
 - vi) To receive and consider a summary report of payments and receipts as to 31 March 2025 (end of Qu. 4) in line with Standing Order 17d **Attach 8**
 - vii) To receive and note the bank reconciliation report dated 31 March 2024 (end of Qu 4) in line with Fin Reg 2.2. **Attach 9**
- 10. STANDING ORDERS**

To receive the current document and undertake the annual review **Attach 10**

To receive and approve the amendments as recommended by NALC **Attach 11**
- 11. COMMUNITY FESTIVAL**
 - i) To receive and approve the risk assessment for the event **Attach 12**
 - ii) To receive a verbal update on planning for the event.
- 12. UNDER 18S EVENTS**

To receive a report on a recent event **Attach 13**
- 13. COMMUNITY PAYBACK**

To receive a report from the team supervisor on works carried out over the last year. **Attach 14**
- 14. COMPLAINTS POLICY**

To receive and review the document **Attach 15**
- 15. I.T POLICY**

To receive and approve the draft document **Attach 16**
- 16. MAYORESS AND MILLENIUM CUPS NOMINATIONS**
 - i) To receive and consider a report on previous awards **Attach 17**
 - ii) To consider nominees for this year's awards
- 17. TOWN ASSEMBLY - Wednesday 14 May 2025**

To consider the agenda for the meeting

The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.

18. STAFF ISSUES

To receive an update on event staff pay.

ENC 1

19. LEGAL ISSUES - PHASE III

To receive an update on progress with TMD and Brachers

ENC 2

Members of the public may re-enter the meeting

- 20. DATE OF NEXT MEETING –** The Annual Council meeting will be held on Monday 19 May 2025 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 31 March 2025 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, R Farooki, M Garner, J Hobson, C Kemp, C Leys, P Moore, A Munns, J Nichols, E Orhan, K Pressland, 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.

580. APOLOGIES FOR ABSENCE

None – all present.

581. DECLARATIONS OF INTEREST

None received

582. MINUTES

RESOLVED: That the minutes of the Council meeting held on 24 February 2025 can be approved and duly signed as a true record by the Chairman.

583. MATTERS ARISING

None

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

585. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 3 March 2025.

RESOLVED: Members agreed to note.

586. ALLOTMENTS AND LAND COMMITTEE

Members received the draft minutes of the meeting held on Monday 10 March 2025.

RESOLVED: Members agreed to note.

587. COMMUNITY ASSETS COMMITTEE

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

RESOLVED: Members agreed to note

588. ENVIRONMENT COMMITTEE

Members received the draft minutes of the meeting held on Monday 24 March 2025.

RESOLVED: That the unspent monies in the budget be ringfenced and brought into the new financial year to accommodate the tap project which could not be completed within the original financial year.

589. 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 on several local community events to which Councillors had been invited and asked for assistance in publicising the Easter Crafternoons which the Town Council's own events team were organising.

iii) Members received a request from the Events Administrator.

RESOLVED: That the fair ground rides and games be offered free of charge to members of the public to a value of £1200 (option 1)

iv) Members were due to receive the response from the Deputy Leader of KCC to the open letter from Council regarding Sarah Thorne Theatre. However the Town Clerk had received a request from KCC's Monitoring Officer that the letter is not shared until after the election on May 1. Nonetheless it was noted that the story had featured in local news that day and the details reported were an accurate presentation of the contents of the letter.

RESOLVED: Members agreed to note.

v) Members received and considered a request from the Deputy Town Clerk.

RESOLVED: That the lights be removed from the tree to facilitate the works but not replaced due to cost. That alternative locations be discussed at the forthcoming meeting with Sparkx.

vi) Members received and considered a request from TDC to site a walk behind sweeper shed at Pierremont Hall.

RESOLVED: That the sweeper may be sited at Pierremont Hall, subject to the load testing and appropriate licence being produced.

590. FINANCE

i) Members received a report concerning payments for the period 25 February 2025 to 26 March 2025 (see attached).

RESOLVED: That the payments be approved

ii) Members received a report concerning receipts for the period 25 February 2025 to 26 March 2025. (see attached)

RESOLVED: That the report be noted.

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

- £3200 plus vat to John Couzens Roofing Contractor for urgent repairs to The Cottage roof
- £276.30 plus vat for mandatory staff training (H&S, Equality, Diversity and Inclusion)
- Bank transfer using powers delegated to the Town Clerk at minute 325 (December 2023) of £100,000 from Unity Trust Instant Access account to Unity Trust current account.
- £611.24 plus vat to Young's Nursery for plants for Balmoral and Victoria Gardens
- £1426.87 plus vat to E Saunders to install exterior lighting to the rear of the Cottage for health and safety and security reasons.
- £276.70 plus vat to Westgate Security for new door programming kit for magnetic locks
- £498.25 plus vat to The Logo Centre for uniform for new gardener and woodland manager.
- £52.30 plus vat to The Safety Company for PPE for new gardener and woodland manager.
- £86.60 to Screwfix for safety shoes and gloves for new gardener and woodland manager
- £112.40 plus vat to Toolstation for work trousers for new gardener and woodland manager.
- £749.17 plus vat to Agwood for large mower suitable for Balmoral Gardens
- £557.86 to TDC as 25% contribution to cost of repair to fencing at Crampton Tower (fence protects Town Team Volunteer gardeners) TDC and the Post Office to fund the balance.
- £250 to TDC as a 25% contribution towards the cost of producing a Heritage Open Days leaflet with Ramsgate and Margate Civic Societies and TDC.
- £8087.54 to Zurich for the Council's insurance.
- £10,000 moved from Unity Trust Instant Access account to Unity Trust current account.

RESOLVED: That the payments be approved.

iv) Members received a summary of staff salaries totalling £27,901 for the month of December.

RESOLVED: Members agreed to note.

v) Members received and approved a report concerning payments for the period 26 March when the agenda was sent out until 31 March 2025.

RESOLVED: That the payments be approved.

591. BEACH SECURITY 2025 SEASON

Members received and update from Cllr Munns and Probe Security on arrangements for the season and noted that in response to the private motion recorded at minute 521 Probe Security would be working closer with TDC enforcement officers and would have enforcement powers of their own.

RESOLVED: Members agreed to note.

592. LOCAL GOVERNMENT PENSION SCHEME

Members formally resolved that the Town Council wishes to be a participating employer in the scheme in line with KCC's requirements.

RESOLVED: Broadstairs and St Peter's Town Council hereby resolves that –

- **It wishes to be a participating employer in the Local Government Pension Scheme (i.e. the Kent Pension Fund administered by Kent County Council), as permitted under the LGPS 2013 Regulations Schedule 2, Part 2 Number 2 and,**
- **All of its employees are designated as having an entitlement to be members of the LGPS, from 1 April 2025.**
- **The Fund actuary has certified a contribution rate of 20.2%.**
- **It wishes for its participation in the Kent Pension Fund to be open to new members and understand the implications of this decision.**
- **In making this resolution Broadstairs and ST Peter's Town Council understands it is resolving to be bound by the statutory provisions of the LGPS and all of the obligations under such, including early retirement strain costs and exit liabilities.**

593. FINANCIAL REGULATIONS

i) Members received a summary background document from the Town Clerk.

RESOLVED: Members agreed to note.

Members received the draft document and considered adopting it.

RESOLVED:

- i) **That the amendments highlighted in yellow to show consistency with the Council's current document be approved.**
- ii) **That the first option in clause 5.6 be adopted: For contracts estimated to exceed £60,000 including vat, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council.**
- iii) **That the other amendments highlighted in blue be adopted.**
- iv) **That with these changes having been made, the document is fit for purpose and can be adopted by Council.**

594. EAST KENT JOINT INDEPENDENT REMUNERATION PANEL

Members received a letter regarding the Quadrennial Review and considered responding.

RESOLVED: That members agree to receive and note the contents of the letter but have no further comments to make at this stage.

595. CALENDAR OF MEETINGS

Members received and approved the calendar of meetings for the forthcoming civic year.

RESOLVED: That members agree to receive and note the calendar.

596. MATERNITY POLICY

Members received and reviewed the policy and noted that no updates to the previous version had been necessary.

RESOLVED: That the policy be approved.

597. PATERNITY POLICY

Members received and reviewed the policy and noted that no updates to the previous version had been necessary.

RESOLVED: That the policy be approved.

598. SHARED PARENTAL LEAVE POLICY

Members received and reviewed the policy and noted that no updates to the previous version had been necessary.

RESOLVED: That the policy be approved.

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

599. TENANT ISSUES

Members received information on the end of the tenancy at Retort House.

RESOLVED: That the recommendations of the legal group be approved.

600. LEGAL ISSUES

i) Members received information on future options at Retort House.

RESOLVED: That the recommendation of the legal group be approved.

ii) Members received information about a regular contractor's work.

RESOLVED: Members agreed to note

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

601. DATE OF NEXT MEETING

Monday 28 April 2025 at 7pm in Pierremont Hall

Meeting closed at 8.20 pm

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 7 APRIL 2025

Present: Cllrs J Bayford, J Bright, R Farooki, P Moore, S Roberts (Chair)
Deputy Town Clerk – Julie Belsey

Minutes marked * require a resolution from the Town Council

407 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.

408 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.

409 DECLARATIONS OF INTEREST

There were no declarations of interest.

410 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 3 March 2025.

411 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

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

None

413 CORRESPONDENCE

i. The Deputy Town Clerk informed the Committee that the Volunteer Tree Warden would not be putting herself forward for re-nomination in the next Civic Year, she will however, continue to volunteer at Mockett's Wood. The Committee formally thanked Karen Mckenzie for her work in the previous years with the monthly tree reports which had been very useful.

ii. Correspondence was distributed from KCC regarding an application they had received for signs to be placed directing people to the new Elivia development at Reading Street. Town/Parish Councils are now being asked to comment and advise if they are happy for these to be put in place.

The Councillors unanimously refused permission for the signs. They have also asked that the developer is contacted to remove the other signs for Lanthorne Place which should have been taken down.

414 CHAIR'S REPORT

None

415 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.

416 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

- i) The Committee recommends **NO OBJECTION** to the applications listed below:

25/0012/DF Bradstow Mill, 125 High Street, Broadstairs CT10 1NQ
The Committee unanimously recommends **NO OBJECTION** to this application on the understanding that all comments from HMO Licensing are dealt with satisfactorily.

- ii) The Committee recommends **OBJECTION WITH CONCERNS** to the applications listed below:

25/0133/DF 14 North Foreland Road, Broadstairs CT10 3NN
The Committee unanimously recommends **OBJECTION WITH CONCERNS**. The application would result in the loss of light and privacy to neighbouring properties and a loss of privacy. It would also appear that the application breaches the 45 degree and 25 degree planning rule.

25/0254/EF Land adjacent to 8 Bairdsley Close, Broadstairs
The Committee unanimously recommends **OBJECTION WITH CONCERNS**. The application would result in over development and cramming.

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

25/0231/DR 68 Ramsgate Road, Broadstairs, CT10 1PL
25/0228/VKB 130 Gladstone Road, Broadstairs CT10 2JB
25/0213/MH Yorkstones, Cliff Promenade, Broadstairs CT10 3QY
25/0137/ML 37 King Edward Avenue, Broadstairs CT10 1PH
25/0131/VKB Linkside, Marine Drive, Broadstairs CT10 3LU
L/25/0117/DR Castle House, Serene Place, Broadstairs CT10 1LN
25/0249/DR 7 Crawford Road, Broadstairs CT10 2BB
25/0216/DR 1 Davids Close, Broadstairs CT10 1RD
25/0215/DF Westwood Gateway Car Park, Margate Road, Broadstairs
25/0314/MH 1 Brassey Avenue, Broadstairs CT10 2DS
25/0303/DR 117 Botany Road, Broadstairs CT10 3SB
25/0321/MH Land Rear of 22 Calls Court Road, Broadstairs
25/0299/ML 138 Ramsgate Road, Broadstairs CT10 2ER
25/0297/RB 64 Botany Road, Broadstairs CT10 3SF
25/0316/DR 34 Waldron Road, Broadstairs CT10 1TB
25/0279/ZD 38 Warren Drive, Broadstairs CT10 2RS

417 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

- (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):

Unconfirmed Planning Minutes 7 April 2025
Subject to Confirmation

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/25/0188/MM	8 Woodland Way, Broadstairs CT10 3QD
TPO/25/0235/MM	Fairfield Manor, Fairfield Road, Broadstairs CT10 2RY
TPO/25/0258/MM	The Lodge, North Foreland Road, Broadstairs CT10 3FA
TCA/25/0292/MM	7 Granville Road, Broadstairs CT10 1QB
TPO/25/0310/MM	17 York Street, Broadstairs CT10 1PD

418 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Tuesday 6th May at 7pm

Meeting closed at 19:17
Deputy Town Clerk



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

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

Present: Councillors J Bright, K Bright, M Garner, C Kemp, G Rusiecki & S Roberts.

Town Clerk: Kirsty Holroyd

190. APOLOGIES FOR ABSENCE

None.

191. DECLARATIONS OF INTEREST

None received.

192. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 9 December 2024.

RESOLVED: that the minutes be approved as a true record of the meeting and signed by the Chairman.

193. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

Min 186: The Town Clerk reported that Thanet Disabled Riding Centre had provided satisfactory answers to the questions raised and had therefore been awarded the £2000 grant requested.

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

None

195. BUDGETS AND ACCOUNTS

i) Members reviewed a summary of Council income and expenditure for 2024-25 by cost centre. Significant over and underspends and the reasons behind them were discussed.

RESOLVED: That the report be noted.

ii) Members considered the effect of the end of year position on the budget forecasting for 2025-26. Members noted the significance of the anticipated underspend which had been factored in at the budget drafting stage in order to offset the precept demand. It was noted that the actual surplus at year end had been slightly higher than anticipated due to the slow progress of some legal issues. Members also considered the fact that the mayoral civic year does not align with the financial year and as such the mayor was without a budget unless the funds were brought forward.

RECOMMENDATION: That the underspend in the mayoral budget be ringfenced and brought forward for the current mayor to use before the end of his term in May.

Members also considered the effect of anticipated income against actual income received during 2024-25. Income had also been factored into the budgeting process and used to offset the total demand. Members noted that income had been slightly higher than anticipated.

RESOLVED: That the reports be noted.

iii) Members considered any amendments to 2025-26 cost code budgets in light of the final position 2024-25. The Town Clerk reported that the majority of the estimated underspends and overspends had been identified at the budget meetings in late 2024 and the necessary adjustments had already been made within the 2025-26 budget.

RESOLVED: that no further adjustments are need at this stage but that the budget will be monitored throughout the coming year.

196. GRANTS

i) Members received an update on the applications received this year to date.

RESOLVED: Members agreed to note

ii) Members received and considered new applications for 25-26

- Broadstairs and St Peter's Twinning Association

RESOLVED: That a grant of £500 be awarded.

- Food Festival – Easter event

RESOLVED: That sponsorship of £5000 be awarded on the condition that additional attention be paid by the volunteers to litter picking outside the confines of the festival arena.

- Paddle media

RESOLVED: That an online meeting with the applicant be arranged so that members can ask questions and understand the project better.

197. INTERNAL AUDIT

Members received and considered an extract from the JPAG Practitioner's Guide and assessed the Town Council's internal audit responsibilities.

The Town Clerk explained that this process was to provide an extra layer of assurance to the rest of Council that all appropriate measures were being taken to ensure proper practices were upheld within the Council, and that responses to the assertions within section one of the Annual Governance and Accountability Return (AGAR) could be made confidently.

RESOLVED: Members noted that the Council met all the criteria for responding positively to the assertions at the signing of the AGAR.

198. INVESTMENT STRATEGY

Members received and reviewed the document. The Town Clerk brought

Members' attention to the delegated power agreed at Council minute 325 which states:-

RESOLVED: that the Town Clerk be granted delegated authority to move monies between the Unity Trust Current account and the interest-bearing account in order to maximise income as per the IIA's recommendation.

The Town Clerk suggested an amendment be made to make clear she is also empowered to move the money back from the interest bearing account as needed.

RECOMMENDATION: That minute 325 be extended to provide that the Town Clerk may also move money from the interest bearing account to the current account to cover day to day expenditure.

It was confirmed that such actions still need to be authorised by two signatories to the account.

199. DATE OF THE NEXT MEETING - Monday 21 July 2025 at 7pm in the Council Chamber, Pierremont Hall
Meeting closed at 19.35.

Signed _____

Date _____

Broadstairs and St Peter's Town Council

ANNUAL INVESTMENT STRATEGY 2025-26

Approved by F&GP Committee 27 February 2023 minute 74

Reviewed by F&GP Committee 14 April 2025

For approval by Council 28 April 2025

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.

Attach 5.

I, Cllr _____ wish to nominate myself to join the following committees at the Annual Council Meeting to be held on Monday 19 May 2025.

Please tick all the committees for which you wish to be considered.

Committee	Maximum number of members as per Terms of Reference	A tick to indicate a nomination
Allotment and Land Committee	Minimum 4	
Community Assets Committee	8 Councillors	
Environment Committee	Minimum 5	
Events, Leisure & Tourism Committee	Minimum 8	
Finance and General Purposes Committee	Maximum 8	
Neighbourhood Plan Committee	4 Councillors (3 Community members)	
Planning Committee	Minimum 6	
Staff Management Committee	Minimum 3	

Signed _____ Date _____

Broadstairs & St. Peter's Town Council

23 April 2025 (2025-2026)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Facilities Team sundry items	04/04/2025		Unity Trust		Supplies	Paul Adkins	Z	2.00		2.00
2 Unplanned building works	04/04/2025		Unity Trust		Works	Westgate Security & Electr	S	276.70	55.34	332.04
3 Office sundries	04/04/2025		Unity Trust		expenses - facilities	David Bassett	Z	34.70		34.70
3 Travel and Subsistence	04/04/2025		Unity Trust		expenses - facilities	David Bassett	Z	2.40		2.40
4 Council business rates	04/04/2025		Unity Trust		Rates	Thanet District Council	Z	1,946.10		1,946.10
5 Council business rates	04/04/2025		Unity Trust		Rates	Thanet District Council	Z	2,045.90		2,045.90
6 Bathroom items	04/04/2025		Unity Trust		Supplies	Total Supplies Ltd	S	82.50	16.50	99.00
7 IT	04/04/2025		Unity Trust		IT	Cyber Central	S	195.96	39.19	235.15
8 Events - Equipment	04/04/2025		Unity Trust		laundry	Limitless Sparkle Ltd	S	51.26	10.24	61.50
9 Professional Fees	04/04/2025		Unity Trust		DP service	Satswana Limited	S	150.00	30.00	180.00
10 Tree Survey & Works	04/04/2025		Unity Trust		tree works	Top Branch Tree Services	S	800.00	160.00	960.00
11 Office sundries	04/04/2025		Unity Trust		container hire	Lawrence Container Hire LI	S	85.80	17.16	102.96
12 Mocketts Wood	04/04/2025		Unity Trust		container hire	Lawrence Container Hire LI	S	42.90	8.58	51.48
13 Training & Subscriptions	04/04/2025		Unity Trust		Subscription	KALC	S	1,978.68	395.74	2,374.42
14 Bathroom items	04/04/2025		Unity Trust		Supplies	Total Supplies Ltd	S	61.06	12.21	73.27
15 IT	04/04/2025		Unity Trust		web hosting	Coppard Digital Ltd	S	150.00	30.00	180.00
17 Mocketts Wood	04/04/2025		Unity Trust		uniform	The Logo Centre	S	236.70	47.34	284.04
17 Victoria Gardens	04/04/2025		Unity Trust		uniform	The Logo Centre	S	262.25	52.45	314.70
18 Water	04/04/2025		Unity Trust		water charge	Business Stream	Z	133.97		133.97
21 Electricity	07/04/2025		Unity Trust		Electricity	British Gas	L	15.86	0.79	16.65
22 Licences	07/04/2025		Lloyds Corporate Cr�		Subscription	Zoom Video Communicatio	S	129.90	25.98	155.88
23 Stationery	06/04/2025		Lloyds Corporate Cr�		Supplies	EXPRESSIONS	Z	1.99		1.99
24 Stationery	06/04/2025		Lloyds Corporate Cr�		Postage	Royal Mail	Z	2.80		2.80
25 Facilities Team sundry items	06/04/2025		Lloyds Corporate Cr�		Supplies	Poundland	Z	2.00		2.00
26 Mocketts Wood	06/04/2025		Lloyds Corporate Cr�		Supplies	Toolstation Ltd	S	44.97	8.99	53.96
26 Victoria Gardens	06/04/2025		Lloyds Corporate Cr�		Supplies	Toolstation Ltd	S	67.45	13.49	80.94
27 Mocketts Wood	07/04/2025		Lloyds Corporate Cr�		safety clothing	The Safety Supply Compar	S	27.77	5.56	33.33
27 Victoria Gardens	07/04/2025		Lloyds Corporate Cr�		safety clothing	The Safety Supply Compar	S	27.78	5.55	33.33
28 Professional Fees	07/04/2025		Lloyds Corporate Cr�		DBS check	Due Diligence Checking	Z	21.50		21.50
28 Professional Fees	07/04/2025		Lloyds Corporate Cr�		DBS check	Due Diligence Checking	S	12.00	2.40	14.40
29 Professional Fees	07/04/2025		Lloyds Corporate Cr�		DBS check	Due Diligence Checking	Z	21.50		21.50
29 Professional Fees	07/04/2025		Lloyds Corporate Cr�		DBS check	Due Diligence Checking	S	12.00	2.40	14.40
30 Facilities Team sundry items	07/04/2025		Lloyds Corporate Cr�		Supplies	Harrington	Z	2.25		2.25
31 Office sundries	07/04/2025		Lloyds Corporate Cr�		Refreshments	CO-OP	Z	5.63		5.63

Attach 6

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32 Events -Bar	07/04/2025		Lloyds Corporate Crē		Supplies	Iceland	Z	4.00		4.00
33 Events -Bar	07/04/2025		Lloyds Corporate Crē		Supplies	CO-OP	Z	4.50		4.50
34 Professional Fees	07/04/2025		Lloyds Corporate Crē		DBS check	Due Diligence Checking	Z	21.50		21.50
35 Office sundries	07/04/2025		Lloyds Corporate Crē		Supplies	CO-OP	Z	4.52		4.52
36 Facilities Team sundry items	07/04/2025		Lloyds Corporate Crē		keys	Peters Shoe Repairs	Z	20.00		20.00
37 town maintenance (van costs)	07/04/2025		Lloyds Corporate Crē		ev charge costs	City Electrical Factors Ltd	S	11.68	2.34	14.02
38 Training & Subscriptions	07/04/2025		Lloyds Corporate Crē		Training	NALC	S	65.00	13.00	78.00
39 Training & Subscriptions	07/04/2025		Lloyds Corporate Crē		Subscription	Slcc	S	3.82	0.76	4.58
40 Community Payback	07/04/2025		Lloyds Corporate Crē		Supplies	B&Q	Z	54.00		54.00
40 Facilities Team sundry items	07/04/2025		Lloyds Corporate Crē		Supplies	B&Q	S	26.67	5.33	32.00
41 Facilities Team sundry items	07/04/2025		Lloyds Corporate Crē		Supplies	Screwfix	S	9.41	1.88	11.29
42 Mocketts Wood	07/04/2025		Lloyds Corporate Crē		Supplies	Medisave (UK) Ltd	S	20.94	4.19	25.13
43 Facilities Team sundry items	07/04/2025		Lloyds Corporate Crē		Supplies	Screwfix	S	7.65	1.53	9.18
44 Office sundries	07/04/2025		Lloyds Corporate Crē		Supplies	Amazon UK Services Ltd	S	12.49	2.50	14.99
45 Printer/Photocopier	07/04/2025		Lloyds Corporate Crē		ink subscription	HP Instant Ink Ltd	S	15.41	3.08	18.49
46 Facilities Team sundry items	07/04/2025		Lloyds Corporate Crē		Supplies	Screwfix	S	3.66	0.73	4.39
47 Training & Subscriptions	07/04/2025		Lloyds Corporate Crē		Training	High Speed Training Ltd	S	131.00	26.20	157.20
48 Victoria Gardens	07/04/2025		Lloyds Corporate Crē		Supplies	Screwfix	S	21.65	4.33	25.98
49 Finance costs	07/04/2025		Lloyds Corporate Crē		bank fee	Lloyds commercial cards	Z	3.00		3.00
50 Stripe Fee	07/04/2025	Receipt Voucher No. 2	Unity Trust	Receipt #1018-64	Stripe Transaction Fee	Stripe	E	0.65		0.65
51 Stripe Fee	07/04/2025		Unity Trust		Stripe Transaction Fee	Stripe	E	0.23		0.23
52 Stripe Fee	07/04/2025	Receipt Voucher No. 3	Unity Trust	Receipt #1484-87	Stripe Transaction Fee	Stripe	E	0.88		0.88
53 Office sundries	14/04/2025		Unity Trust		expenses	Nell Hibbert	Z	12.99		12.99
54 Security	14/04/2025		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
54 Site security	14/04/2025		Unity Trust		security	Probe Security	S	770.00	154.00	924.00
55 Professional Fees	14/04/2025		Unity Trust		Fee	Brachers LLP	S	596.00	119.20	715.20
55 Professional Fees	14/04/2025		Unity Trust		Fee	Brachers LLP	Z	14.00		14.00
56 Professional Fees	14/04/2025		Unity Trust		Fee	Brachers LLP	S	702.00	140.40	842.40
56 Professional Fees	14/04/2025		Unity Trust		Fee	Brachers LLP	Z	14.00		14.00
57 Community Event	14/04/2025		Unity Trust		face painting	Gillian Child	Z	50.00		50.00
58 Community Event	14/04/2025		Unity Trust		land hire deposit (250 refundat	Thanet District Council	Z	250.00		250.00
58 Community Event	14/04/2025		Unity Trust		land hire deposit (250 refundat	Thanet District Council	Z	76.00		76.00
59 Broadstairs in Bloom	14/04/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	190.00	38.00	228.00
59 Culmers Amenity Land	14/04/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	125.00	25.00	150.00
59 Grounds Maintenance	14/04/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	836.25	167.25	1,003.50

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60	Unplanned building works	14/04/2025	Unity Trust		Works	Westgate Security & Electr	S	40.59	8.12	48.71
61	Window cleaning	14/04/2025	Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
62	event marketing	14/04/2025	Unity Trust		Advertising	Broadstairs Visitor Informa	Z	240.00		240.00
65	Training & Subscriptions	14/04/2025	Unity Trust		Training	Sicc	S	30.00	6.00	36.00
66	Environmental Initiatives	14/04/2025	Unity Trust		Signage	Expression Signs	S	22.50	4.50	27.00
67	Utilities	14/04/2025	Unity Trust		phones/wifi	Venture Telecoms Ltd	S	107.18	21.44	128.62
68	Phones and Internet	14/04/2025	Unity Trust		phones/wifi	Venture Telecoms Ltd	S	261.82	52.36	314.18
69	Phones and Internet	14/04/2025	Unity Trust		phones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
70	Electricity	14/04/2025	Unity Trust		electricity - music room	Edf	L	158.29	7.91	166.20
85	Stripe Fee	14/04/2025	Unity Trust	Receipt Voucher No. 12	Stripe Transaction Fee	Stripe	E	1.10		1.10
86	Electricity - Retort	22/04/2025	Unity Trust		Electricity	SSE Energy Solutions	L	402.57	20.13	422.70
87	Professional fees	22/04/2025	Unity Trust		Legal fees	Brachers LLP	S	12,431.00	2,486.20	14,917.20
88	Commercial Events - Marketing	22/04/2025	Unity Trust		Advertising	Guides For Brides	S	245.00	49.00	294.00
88	Commercial Events - Marketing	22/04/2025	Unity Trust		Advertising	Guides For Brides	Z	10.00		10.00
89	Bandstand entertainment	22/04/2025	Unity Trust		bandstand concert	Danielle Law (Red)	Z	380.00		380.00
90	Allotments	22/04/2025	Unity Trust		water charges	Business Stream	Z	69.78		69.78
91	Water rates	22/04/2025	Unity Trust		water charges	Business Stream	Z	176.00		176.00
92	Bandstand entertainment	22/04/2025	Unity Trust		bandstand concert	Hannah Noonan (Delicia)	Z	200.00		200.00
93	Civic Events	22/04/2025	Unity Trust		regalia	Badges Plus Limited	S	83.00	16.60	99.60
94	IT	22/04/2025	Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
95	Licences	22/04/2025	Unity Trust		website domain	Leanne Hadden	Z	77.94		77.94
96	Office sundries	22/04/2025	Unity Trust		Supplies	VIKING DIRECT	S	58.99	11.80	70.79
97	Annual maintenance schedule	22/04/2025	Unity Trust		callout	Westgate Security & Electr	S	76.17	15.23	91.40
98	Flagpole	22/04/2025	Unity Trust		test guardrail	Heightsafe Systems Ltd	S	325.00	65.00	390.00
99	Office sundries	22/04/2025	Unity Trust		water supply	Culligan Water	S	208.01	41.60	249.61
100	Phones and Internet	22/04/2025	Nat West Current Ac		mobile phones	02	S	167.68	33.54	201.22
101	Unplanned building works	22/04/2025	Nat West Current Ac		Works	Venture Telecoms Ltd	S	672.97	134.59	807.56
Total								29,969.27	4,703.75	34,673.02

Broadstairs & St. Peter's Town Council

23 April 2025 (2025-2026)

Attach 7

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Receipt No	Description	net	vat	total
1	town maintenance (van cost)	07/04/2025		Unity Trust		ev charge income	10.43	2.09	12.52
2	Community Event	07/04/2025		Unity Trust	Receipt #1018-6	stall - community festival	25.00	5.00	30.00
3	Broadstairs in Bloom	07/04/2025		Unity Trust	Receipt #1484-8	broadstairs in bloom	37.50	7.50	45.00
4	Events Room Hire	14/04/2025		Unity Trust	Room Hire		70.83	14.17	85.00
5	Events -Bar	14/04/2025		Unity Trust	Room Hire		125.00	25.00	150.00
5	Events - Equipment	14/04/2025		Unity Trust	Room Hire		41.67	8.33	50.00
5	Events - Equipment	14/04/2025		Unity Trust	Room Hire		100.00	20.00	120.00
5	Events Room Hire	14/04/2025		Unity Trust	Room Hire		40.00	8.00	48.00
5	Events Room Hire	14/04/2025		Unity Trust	Room Hire		125.00	25.00	150.00
5	Events Room Hire	14/04/2025		Unity Trust	Room Hire		125.00	25.00	150.00
5	Events Room Hire	14/04/2025		Unity Trust	Room Hire		83.33	16.67	100.00
5	Events Room Hire	14/04/2025		Unity Trust	Room Hire		416.67	83.33	500.00
6	Events -Bar	04/04/2025		Unity Trust	Hall hire		125.00	25.00	150.00
6	Events -Bar	04/04/2025		Unity Trust	Hall hire		125.00	25.00	150.00
6	Events - Equipment	04/04/2025		Unity Trust	Hall hire		20.00	4.00	24.00
6	Events - Equipment	04/04/2025		Unity Trust	Hall hire		40.00	8.00	48.00
6	Events - Equipment	04/04/2025		Unity Trust	Hall hire		41.67	8.33	50.00
6	Events Room Hire	04/04/2025		Unity Trust	Hall hire		833.33	166.67	1,000.00
6	Events - Equipment	04/04/2025		Unity Trust	Hall hire		83.33	16.67	100.00
6	Events Room Hire	04/04/2025		Unity Trust	Hall hire		240.00	48.00	288.00
7	Events -Bar	07/04/2025		Unity Trust	bar sales		393.77	78.75	472.52
8	Events Room Hire	09/04/2025		Unity Trust	Room Hire		250.00	50.00	300.00
9	Precept	10/04/2025		Unity Trust	Precept		446,580.00		446,580.00
10	Events Room Hire	10/04/2025		Unity Trust	Room Hire		666.67	133.33	800.00
11	Events - Equipment	11/04/2025		Unity Trust	Room Hire		41.67	8.33	50.00
11	Events - Equipment	11/04/2025		Unity Trust	Room Hire		13.33	2.67	16.00
11	Events Room Hire	11/04/2025		Unity Trust	Room Hire		125.00	25.00	150.00
11	Events Room Hire	11/04/2025		Unity Trust	Room Hire		125.00	25.00	150.00
11	Events Room Hire	11/04/2025		Unity Trust	Room Hire		41.67	8.33	50.00
11	Events Room Hire	11/04/2025		Unity Trust	Room Hire		833.33	166.67	1,000.00
12	Community Event	14/04/2025		Unity Trust	Receipt #1349-9	stall - community festival	50.00	10.00	60.00
							1,049.84		452,879.04

Broadstairs & St. Peter's Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Attach 8

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs		0.98	0.98 (98%)	98,450.00	65,031.66	33,418.34 (33%)	33,419.32
Amenities		340.00	340.00 (34000%)	36,000.00	24,336.03	11,663.97 (32%)	12,003.97
Civic Costs		955.18	955.18 (95518%)	17,000.00	13,655.47	3,344.53 (19%)	4,299.71
Community		200.09	200.09 (20009%)	39,614.32	31,412.40	8,201.92 (20%)	8,402.01
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked reserves			0.00 (N/A)	300,437.47	16,000.00	284,437.47 (94%)	284,437.47
Events	11,200.00	15,983.06	4,783.06 (42%)	61,500.00	53,182.72	8,317.28 (13%)	13,100.34
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants		1,000.00	1,000.00 (100000%)	100,000.00	99,917.83	82.17 (0%)	1,082.17
Income	819,160.00	828,249.70	9,089.70 (1%)		-46.66	46.66 (4666%)	9,136.36
Open Spaces	1,200.00	1,481.33	281.33 (23%)	50,000.00	36,789.93	13,210.07 (26%)	13,491.40
Phase 3 - Basement			0.00 (N/A)	50,000.00	17,333.00	32,667.00 (65%)	32,667.00
Pierremont Annual Maintenance	28,317.29	23,454.18	-4,863.11 (-17%)	72,925.00	75,687.20	-2,762.20 (-3%)	-7,625.31
Pierremont Events	40,000.00	51,533.87	11,533.87 (28%)	2,500.00	8,771.91	-6,271.91 (-250%)	5,261.96
Pierremont Hall	50,500.00	41,345.28	-9,154.72 (-18%)	56,900.00	40,365.24	16,534.76 (29%)	7,380.04
PWLB Loan			0.00 (N/A)	35,824.00	35,823.94	0.06 (0%)	0.06
Retort House	38,338.50	13,792.75	-24,545.75 (-64%)	18,200.00	21,923.51	-3,723.51 (-20%)	-28,269.26
Staff Costs			0.00 (N/A)	326,625.00	350,167.90	-23,542.90 (-7%)	-23,542.90
YE Adjustments		18.91	18.91 (1891%)		276.64	-276.64 (-27664%)	-257.73
NET TOTAL	988,715.79	978,355.33	-10,360.46 (-1%)	1,265,975.79	890,628.72	375,347.07 (29%)	364,986.61

Total for ALL Cost Centres	978,355.33	890,628.72
V.A.T.	45,358.97	366,225.66
GROSS TOTAL	1,023,714.30	1,256,854.38

Broadstairs & St. Peter's Town Council

Attach 9.

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

Date: 31.3.25

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

Date: 31/3/25

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		1,175,799.59
	ADD Receipts 01/04/2024 - 31/03/2025		1,023,714.30
	SUBTRACT Payments 01/04/2024 - 31/03/2025		2,199,513.89
			1,256,854.38
	Cash in Hand 31/03/2025 (per Cash Book)		942,659.51
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	
			970,467.63
	Less unrepresented payments		27,808.12
			942,659.51
	Plus unrepresented receipts		
	Adjusted Bank Balance		942,659.51
	A = B Checks out OK		

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

Voucher	Date	Cheque No.	Description	Total	Bank
1224	19/03/2024		tax & ni	6,412.38	Nat West Current Accoun
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
Total-----				27,808.12	

14. CODE OF CONDUCT COMPLAINTS

BSPTC Existing Standing orders are as follows: -

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

New Standing Orders have removed all the clauses highlighted in yellow.

Decision required: - Do Councillors agree to approve the new standing order?

18. FINANCIAL CONTROLS AND PROCUREMENT

BSPTC existing Standing orders are as follows:

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 incl. VAT due to special circumstances are exempt from a tendering process or procurement exercise. Suggest we keep this level to align with newly approved Financial Regulations although NALC states we can change it.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 incl VAT but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement). New orders remove this clause.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate; ~~new orders remove this clause~~
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

Decision required: - Do Councillors agree to approve the new standing order?



RISK ASSESSMENT

COVER SHEET

EVENT DATE	24 th May 2025
VENUE	Pierremont
ARENAS OF ACTIVITY	Outside and Inside Pierremont Hall and Pierremont Park
ORGANISE	Broadstairs and St Peter's Town Council
CONTACT	Simone Clifford Events Administrator
RA UNDERTAKEN BY	Simone Clifford Events Administrator
DATE RA UNDERTAKEN	23/04/2025

OVERALL EVENT RISK ASSESSMENT

Specific hazards have been identified by the council. Where a situation arises which is not identified in this section the council will take the decisions and instigate actions as appropriate.

In the event of a situation arising which requires the instigation of Incident Management Procedures for any or all of the organisations involved they will follow their own agreed procedures.

NOTE: Steps have been taken throughout the planning stage of this event to mitigate the effects of these hazards and continuous monitoring up to and during the event will reduce or eliminate the potential for problems arising as a result of these hazards.

SCOPE OF RISK ASSESSMENT:

- Traffic Management
- Crowd Management
- Event area hazards

KEY ACTIVITIES / VISITOR PROFILE

- Mixed family groups and adults.

RISK ASSESSMENT MATRIX

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																									
4 - Very likely 3 - Likely 2 - Unlikely 1 - Very Unlikely	4 – Multi death/injury 3 – Single death 2 –Specified Injury 1 – Minor/First Aid	<div>Probability</div> <table><tr><td>4</td><td>4.L</td><td>8.H</td><td>12.H</td><td>16.H</td></tr><tr><td>3</td><td>3.L</td><td>6.M</td><td>9.H</td><td>12.H</td></tr><tr><td>2</td><td>2.L</td><td>4.L</td><td>6.M</td><td>8.H</td></tr><tr><td>1</td><td>1.L</td><td>2.L</td><td>3.L</td><td>4.L</td></tr><tr><td>Severity</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	4	4.L	8.H	12.H	16.H	3	3.L	6.M	9.H	12.H	2	2.L	4.L	6.M	8.H	1	1.L	2.L	3.L	4.L	Severity	1	2	3	4	LOW – no action required MED – justify/review for each event day HIGH – immediate action/further controls needed
4	4.L	8.H	12.H	16.H																								
3	3.L	6.M	9.H	12.H																								
2	2.L	4.L	6.M	8.H																								
1	1.L	2.L	3.L	4.L																								
Severity	1	2	3	4																								



RISK ASSESSMENT

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Slip, Trips and Falls	Injury	Public Employees Volunteers Participants	4	2	8H	<ul style="list-style-type: none"> Car park surface is regularly maintained and checked for damage, potholes and debris etc. Any uneven or damaged surfaces must be appropriately highlighted, usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. Temporary traffic cones appropriately placed, if necessary. Clear pathways with no obstructions Regular walk arounds to review pathways 	3	1	3L	LOW
Collisions and impacts	Injury, fatality	Public Employees Volunteers Participants	4	3	12H	<ul style="list-style-type: none"> Crowd/vehicle segregation During setup marshalling of cars will take place 	2	2	4L	LOW
Fall from heights	Injury	Public	2	3	6M	<ul style="list-style-type: none"> No activity taking place at height Limited street furniture at height Marshalls - in hi-vis so they are easily identifiable in an emergency. 	1	2	4L	LOW
Ill Health	Illness	Public Employees Volunteers Participants	2	2	4L	<ul style="list-style-type: none"> Local medical provision Marshalls - in hi-vis so they are easily identifiable in an emergency. Short event duration 	1	2	2L	LOW
Crowds/public	Overcrowding	Public Employees Volunteers Participants	3	3	9H	<ul style="list-style-type: none"> Open all areas access to the event. Marshalls at the main entrances and working around view. Participants (stall holders/vendors) to act as Marshalls as well. 	2	3	6M	Med
Manual Handling	Injury	Employees Participants	2	2	4L	<ul style="list-style-type: none"> Manual handling restricted to laying out of barriers and gazebo by trained staff Participants (stall holders/vendors) to carry out own RA when setting up and taking down their own goods 	1	2	2L	LOW
Adverse Weather	Illness/Injury	Public Employees Volunteers Participants	3	2	6M	<ul style="list-style-type: none"> Trained staff on-site to manage any ice/snow on the ground with salt bags. Risk is low due to seasonal weather. Marshalls to look out for any flooding areas. 	3	1	3L	LOW

Approval Date:

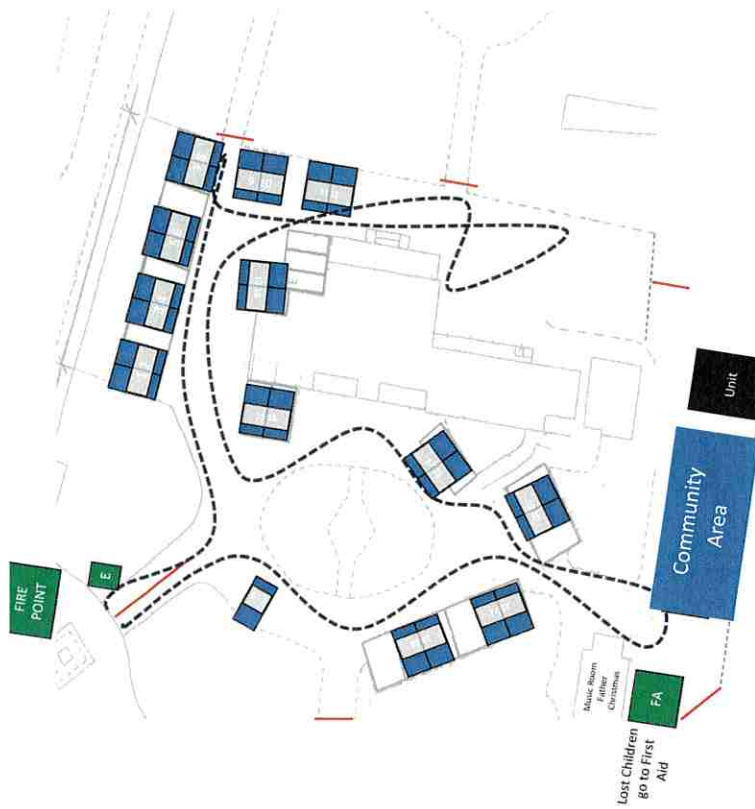
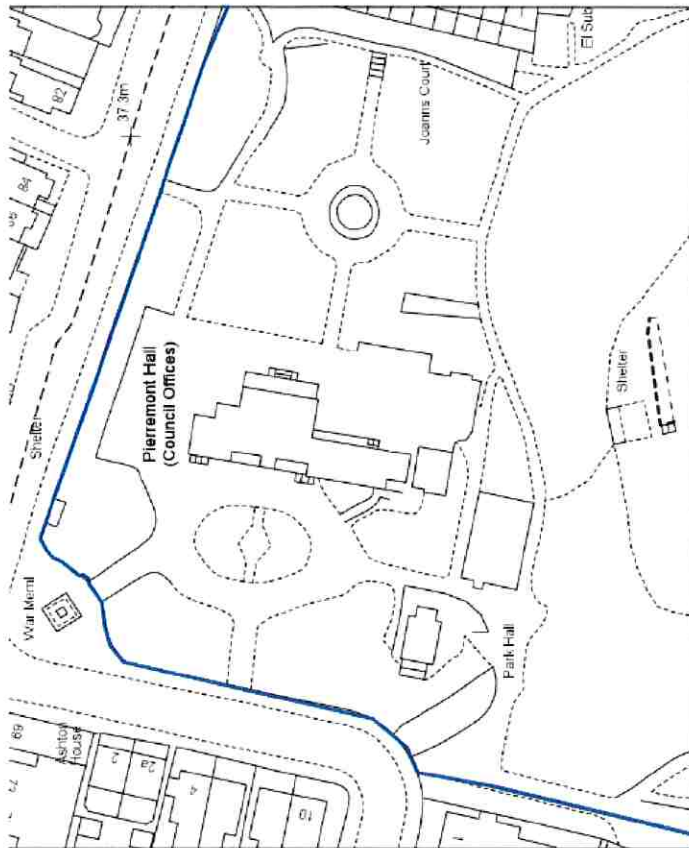


RISK ASSESSMENT

Violence/behavioural issues	Injury, fatality	Public Employees Volunteers Participants	3	1	3L	<ul style="list-style-type: none"> Marshals and Stallholders are to be advised to check the weather and provide their own sun-PPE. Indoor to be used as an emergency shelter for Participants and staff. Event to finish by 4pm before it gets dark. In-house security will be on call and on-site within 5-10 minutes. Marshals 	1	1	1L	LOW
Access/egress	Long Queues Overcrowding Emergency Vehicle Access constraints	Public Employees Volunteers Participants	4	3	12H	<ul style="list-style-type: none"> Slow crowd build-up Large viewing area Barriers in place Numerous entrances/exits Marshals 	2	1	2L	LOW
Traffic Management	Injury, fatality	Public Employees Volunteers Participants	4	4	16H	<ul style="list-style-type: none"> Car park closure Barriers in place to segregated from traffic at front entrance and around the site to stop access unless emergency services. Marshals drop offs and pickups. All cars off site by 9am and not on site until after 4:15pm or until all of the public have gone. One Way System and organised timings of stalls/vendors setting up Event will finish before sunset 	1	4	4L	LOW
Poor lighting	Injury, fatality	Public Employees Volunteers Participants	3	3	9H	<ul style="list-style-type: none"> Event will finish before sunset 	1	4	4L	LOW



RISK ASSESSMENT





RISK ASSESSMENT

Contact List

Name	Organisation/Role	Contact Details
Events Department	Broadstairs and St Peter's Town Council	01843 263609 07548 825950
Probe	Security	07398364999

10.04.2025
First Aid Workshop Report

UNDER 18's EVENTS



The first aid workshop took place during the Easter Half Term in our Chamber Hall. This was an hour-long workshop where the under 18s would be put together in groups to learn new life saving skills.

The workshop was presented by British Red Cross and Babs Dixon who was hosting the event used her knowledge to teach under 18s basic first aid without a first aid kit, this made it more doable in a real-life scenario.

We had 11 attendees and was promoted as a Safe Spring activity; we aim for our next one to take place during August for a Safe Summer.

The workshop is for ages 10-17 years.

SOME SKILLS THEY LEARNED:

- How to put someone in a recovery position
- How to tie household objects to cover wounds
- What to do to treat burns till an ambulance can reach in injured
- How to look and approach a situation without putting themselves in danger

Plus, more.



UNDER 18's EVENTS




The parents who arrived had a lot of interaction with the Event Supervisor to learn more about the under 18 events, we are hoping this results in more interaction with the future plans and the Event Supervisor guided them to the social media and the website so they can be kept up to date with what is happening here at Pierremont Hall.

Community Payback 2024-25 end of year report

Over the past year this is what we have achieved at Broadstairs;

I respect of time spent at Broadstairs gardens – I estimate we have spent approx. 100 x days on site averaging man hours 3000 man hours.

- Benches - Renovated approx 10 x benches.
- Tidied and edged the large, grassed area.
- Painted all the wooden railings / fences around the green and hedgerows.
- Sanded and painted with hammarite to most of the short metal railings around the flower borders.
- Renovated the Chandos Shelter (Jet washed all areas with Sugar Soap, Sanded down all woodwork, undercoat and painted all wood. Repaired wood where required. Painted the metal details. Cleaned the guttering out of debris and painted with hammarite).
- Clock Tower – Jet and hand washed accessible areas.
- Graffiti Walls, Chandos / Clocktower and seating – Cleaned off graffiti many times – then painted with stain blocker and topcoat.
- Weeds – removed many weeds from all areas.
- Hedgerows – cut back all areas.
- Wooden fences – made repairs to fences where required.
- Stairways to beach – cleaned and painted walls to stairs at both ends of promenade.
- Louisa Bay – Cleared stairs to beech of weeds and overgrown areas.
- Beech litter picks – Litter picked along all beach areas and public paths.
- Supported the gardeners where required

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Complaints Procedure</p> <hr/> <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 12th November 2018 Approved: 17th April 2023 Reviewed: TBC</p>
-----------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. Complaints against the Council

A complaint about something the Council has done or not done will be handled as set out in the Code of Practice below, unless it is a Staff Matter or a Councillor matter, or it should be investigated by another body.

Complaints that may involve criminal conduct should **always** be referred to the police.

Complaints that may involve a breach of any other laws (Data Protection, etc.) should be referred to the appropriate body (Data Commissioner, etc.).

If the complainant is not sure who to refer to, ask the Town Clerk or an independent adviser for advice.

2. Complaints against Members of Council Staff

Complaints regarding a member of staff should be addressed to the Town Clerk. If the complaint is regarding the Town Clerk, this should be addressed to the Chairman.

Complaints will be treated as an employment matter in accordance with the Town Council's Disciplinary and Grievance Procedures and subject to the exclusion of the press and public: Public Bodies (Admissions to meetings) Act 1960 and Section 100 Local Government Act 1972.

The complainant is to be assured that the complaint will be investigated internally and any subsequent appropriate action will be taken. A member of staff may request an independent person to be present during the process.

If the complainant is not satisfied, the complainant should write to the Chairman within 21 days to request a review by the full Council.

Sometimes a complaint names a member of staff but is really intended to be a complaint about the Council's policies, procedures and administration: in that case, the complaint should be dealt with as a complaint against the Council. If this might be an issue, it is good practice to ask the complainant to clarify the nature of the complaint and, if needed, explain why the Council complaints procedure is being used rather than the staff procedure.

3. Complaints against Councillors

All Town Councillors must keep to the Code of Conduct adopted in **July 2024**. Complaints regarding Councillors who are in breach of the adopted Code of Conduct must be passed to the Standards Committee at Thanet District Council.

The Monitoring Officer
 FAO Chair of Thanet District Council Standards Committee
 Thanet District Council
 PO Box 9, Cecil Street
 MARGATE
 Kent CT9 1XZ

4. Complaints against the Council

General queries, questions and complaints regarding the administration and procedures of the Council can nearly always be considered and resolved in the first instance by the Town Clerk.

If that is not appropriate (e.g. the complaint is about something the Town Clerk has done or not done), or the complainant is still not satisfied with the Town Council's administration and procedures, then either the Staff Procedure or the following procedures are to be followed, as appropriate (see above under 'Complaints against Members of Staff' for guidance on which procedure to use).

Before the Meeting

- 1 The complainant to put the complaint in writing to the Town Clerk or Chairman of the Council.
- 2 Town Clerk or the Chairman of the Council to acknowledge receipt of the complaint and will advise the complainant that the matter will be considered in the Council Chamber, Pierremont Hall, Broadstairs by the appropriate Committee with delegated powers for that area of business (Planning, Finance & General Purposes Committee, Allotments & Land, Environment, Community Assets or Events, Leisure & Tourism).
- 3 The complainant to be advised when the complaint is to be heard and will be invited to attend with such representative as they wish.
- 4 Any complaint heard by the Town Council, committee, or sub-committee will require all documentation and evidence to be presented 7 clear working days prior to the meeting.

At the Meeting

- 1 The Committee Chairman shall consider whether the circumstances of the meeting warrant the exclusion of the public and press. Any decision on a complaint shall be announced at the Council meeting in public.
- 2 Chairman to introduce everyone.
- 3 Chairman to explain procedure.
- 4 Complainant (or representative) to outline grounds for complaint.
- 5 Members may ask any question of the complainant.
- 6 If relevant, Town Clerk or other proper officer to explain the Council's position.
- 7 Members may ask the Town Clerk or other proper officer any question.
- 8 Town Clerk or other proper officer and complainant to be offered opportunity of last word. (In that order).
- 9 Town Clerk or other proper officer and complainant to be asked to leave the Chamber while members decide whether or not the grounds for the complaint should be upheld. (If a clarification is necessary, both parties to be invited back).

- 10 Town Clerk or other proper officer and complainant to return to hear decision, or be advised when decision will be made.


After the Meeting

- 1 Decision to be confirmed in writing within seven working days, together with details of any action to be taken.
- 2 If not satisfied, Complainant may ask full Council to consider the complaint by writing to the Chairman within 21 days of the decision being given.

NOTE

It may be necessary for the Council to seek independent advice on the subject matter of the complaint, so that the Town Clerk can clerk the complaint meeting: otherwise there could be (or appear to be) a conflict of interest.

Alternatively, another member of staff should clerk the meeting, if the Town Clerk has previously advised on the subject matter of the complaint.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>I.T. POLICY</p> <hr/> <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p> <hr/> <p>For consideration by Council on 28 April 2025</p>
-----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------

1. Introduction

Broadstairs and St Peter's Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Broadstairs and St Peter's Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Broadstairs and St Peter's Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Broadstairs and St Peter's Town Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Broadstairs and St Peter's Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Broadstairs and St Peter's Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Broadstairs and St Peter's Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Broadstairs and St Peter's Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Broadstairs and St Peter's Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Broadstairs and St Peter's Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Broadstairs and St Peter's Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Recipients

Mayoress Cup

2001	n/a
2002	n/a
2003	n/a
2004	n/a
2005	n/a
2006	St Peter's viallge Tour
2007	Dickens Festival
2008	Folk Week
2009	Twinning Association
2010	The Victorians
2011	5 November family Event
2012	St Peter's Old Boys and Community Association
2013	Bowls Club
2014	Water Gala
2015	Food Festival
2016	Town Team
2017	Harbour and Seafront Group
2018	Crampton Tower Museum
2019	Libarary Bank Project
2020	None
2021	None
2022	Food Bank
2023	Broadstairs Fireworks
2024	Town Team

Millenium Cup

Mrs Pat Armstrong (posthumously) Horse Show
Joyce Smith, Jack Tullet, Keith Wragg (Broadstairs Society)
Mrs Ivy Clarke
Mr Peter Shaw
Joyce Smith & Brian Sleightholm
Jack Tullet
Michael Bon
Lee Ault
June Hodgson
Ian dale
Bill Peppiatt
Nora Setterfield (Riding for the Disabled)
Horace
Frank Thorley
Janet Thomas
Jerry Dillon
Mark Strand
Victoria Suchak
Laura Scotney, Sue Wall & Peter Lorenzo
None
None
Karen Mackenzie
Sue Henderson
Brian Sleightholm and Sue Elliot

Millennium Cup Criteria

For 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.

Mayoress Cup Criteria

For 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.