BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

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

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

669. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Pressland, Farooki and Orhan were received and accepted.

670. DECLARATIONS OF INTEREST

None received

671. MINUTES

RESOLVED: That the minutes of the Council meeting held on 30 June 2025 can be approved and duly signed as a true record by the Chairman.

672. MATTERS ARISING

None

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

A resident of Ramsgate Road attended to inform members of increasing speeds and residents' concern over narrow pavements and lack of traffic calming measures.

RESOLVED: A KCC pack will be requested with resources such as 30mph reminder stickers to be shared among residents. Ramsgate Road to be added to the Environment Committee's list of hotspots to be considered via Community Speedwatch or 20mph zones.

674. PLANNING COMMITTEE

i) Members were informed the meeting of Monday 7 July 2025 had not taken place as an insufficient number of councillors were in attendance to form a quorum.

ii) Members received nominations for a sixth member of the committee

RESOLVED: That Cllr Garner be appointed to the Planning Committee.

675. COMMITTEE ASSETS COMMITTEE

Members received the draft minutes of the meeting held on Monday 14 July 2025 and considered the recommendations.

RESOLVED:

min 238: That the Town Clerk will inform all councillors when she is due to meet a third-party individual in case anyone wishes to attend the meeting.

Min 239: That since the deadline of the KALC survey on LGR has been extended to 4 August, late submissions can be accepted.

Min 240: that the recommendation concerning Sarah Thorne Theatre be postponed until additional information is shared at item 18 later in the meeting.

Min 241: That POW be invited to complete the mural at Retort House provided they understand the project is at their own risk.

Min 242: That all rents be increased to £14 per sq/ft as the leases come up for renewal.

676. FINANCE AND GENERAL PURPOSES COMMITTEE

Members received the draft minutes of the meeting held on 21 July 2025.

RESOLVED:

- **i) Min 203: That the amendments to the Terms of Reference be approved**
- **ii) Min 205: That Council 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 any day-to-day expenditure.**
- **iii) Min 213: That David Bucket be appointed IIA for the 2025-6 financial year for a fee of £ 1459.40 to include a mid-term and end of year visit.**
- **iv) That the updated Terms of Reference be approved.**
- **v) That the updated Statement of Internal control be approved.**
- **vi) That the updated Annual Governance Statement be approved**
- **vii) That the updated preferred contractors policy be approved.**

677. 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 the sad passing of Jerome Dillon, who had served as the Council's honorary solicitor for some years. His funeral was due to take place the following day and the Town Council would be well represented by staff and councillors.

RESOLVED: That the Council does not wish to appoint another honorary solicitor at this time.

The next Town Forum is due to take place on Monday 15 September 2025. The Town Clerk asked members what format they would like it to take.

RESOLVED: That a similar format to last time be followed, with an update on Town Council plans and initiatives and an invitation to all attendees to share their own organisation's news and concerns.

678. FINANCE

i) Members received a report concerning payments for the period 1 July 2025 to 23 July 2025 (see attached).
RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 1 July 2025 to 23 July 2025 (see attached).
RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £38,533 for the month of July.
RESOLVED: Members agreed to note.

iv) Members received information about works or services authorised between meetings under financial regulation 4.1 as attached.
RESOLVED: That the payments be approved.

v) Members were due to receive and approve a report concerning payments for the period 23 July 2025 when the agenda was sent out until 28 July 2025. However no such payments had been made.
RESOLVED: Members agreed to note.

vi) Members received and considered a summary report of payments and receipts as to 30 June 2025 (end of Qu. 1) in line with Standing Order 16 cii)
RESOLVED: Members agreed to note.

vii) Members received the bank reconciliation report dated 30 June 2025 (end of Qu 1) in line with Standing Order 17 ciii)
RESOLVED: Members agreed to note.

679. KALC COUNCIL AWARD

Members received a copy of the application form for the Silver Award which the Town Clerk had completed ready for submission. She confirmed that the Town Council had achieved the Foundation Award (now Bronze Award) in August 2024 and that all the relevant criteria were still in place. All documents had been updated as applicable to achieve the new criteria for the Bronze Award which is a requirement before applying for the Silver Award.
RESOLVED: That the Town Council confirms that all the required documents, information and conditions are in place for the Silver Award and the documents are published on the Town Council's website where applicable. The Town Clerk will submit the application prior to the next deadline in September 2025.

680. MEDIA POLICY

Members received and reviewed the document which the Town Clerk had amended and updated.

RESOLVED: That with the removal of all references to X (Twitter) the document be approved.

681. WEB AND SOCIAL MEDIA POLICY
Members received and reviewed the document which the Town Clerk had amended and updated.
RESOLVED: That with the removal of all references to X (Twitter) the document be approved.

682. PUBLIC RELATIONS POLICY
Members received and reviewed the document which the Town Clerk had amended and updated.
RESOLVED: That the document be approved.

683. FOLK WEEK
Members received the event management plan and the event risk assessment and noted several anomalies. The Town Clerk reported that she, the Facilities Manager, the Events Supervisor, TDC Events staff, Cllr Roberts and Cllr Garner had attended an online meeting with Folk Week representatives. All queries had been answered to everyone's satisfaction and it was agreed that although the management plan was out of date, the requirements as far as the Town Council were concerned, appear to be in order.
RESOLVED: That the Town Council acknowledges receipt of the documents and notes the hirer appears to have undertaken its due diligence.

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

684. COMMERCIAL LANDLORD ISSUES.
The Town Clerk reported that the jointly appointed independent expert surveyor would be visiting Retort House to give a valuation the following day accompanied by TDC and BSPTC staff.
All current and prospective tenants have now been informally briefed on the forthcoming works for Phase III. A more formal approach will be made by the solicitors, and provision will be made in all future new or renewed leases.
RESOLVED: Members agreed to note.

685. LEGAL ISSUES
Members received an update from the lawyer on the expired tenancy at Retort House.
RESOLVED: Members agreed to note.

686. BROADSTAIRS MEMORIAL HALL
i) Members received the bundle of documents which the Community Assets Committee had received prior to their meeting of 14 July so that each member was able to make a fully informed decision.
RESOLVED: Members agreed to note.
ii) Members received updated information including the current Fire Risk Assessment, a History of the Hall and the Town Clerk's summary document.

They then considered the recommendations of the Community Assets Committee.

RESOLVED:

i) That the Town Council reaffirms its commitment to supporting the notion that the hall is not sold off by KCC but continues to operate as a community venue.

ii) That the Town Clerk send a letter to the new administration at KCC on behalf of the Town Council requesting again that the building is not sold.

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

687. DATE OF NEXT MEETING

Monday 29 September 2025 at 7pm in Pierremont Hall

Meeting closed at 8.38 pm

Signed________________________________

Date ___________________________________