



# Broadstairs & St Peter's Town Council

25 June 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 30 June 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 29<sup>th</sup> July 2024.

**3. MINUTES**

To approve the minutes of the Council meeting held on Monday 19 May 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. RECENT ANTI-SOCIAL BEHAVIOUR IN BROADSTAIRS**

i) To receive an update from the Town Mayor on what actions have been taken in response to the events of the previous weekend.

ii) To consider holding a public meeting at Pierremont Hall to help address residents' concerns

**7. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on Monday 2 June 2025 and consider any recommendations therein.

**Attach 2**

**8. ENVIRONMENT COMMITTEE**

To receive the draft minutes of the meeting held on Monday 9 June 2025 and consider any recommendations therein.

**9. EVENTS LEISURE AND TOURISM COMMITTEE**

To receive the draft minutes of the meeting held on Monday 16 June and consider any recommendations therein. **Attach 3**

**10. ALLOTMENTS AND LAND COMMITTEE**

To receive the draft minutes of the meeting held on Tuesday 24 June 2025 and consider any recommendations therein. **Attach 4**

**11. COMMUNICATIONS**

- i) To receive the report of the Town Mayor.
- ii) To receive the report of the Town Clerk.

**12. FINANCE**

- i) To receive and approve a report concerning payments for the period 20 May 2025 to 25 June 2025 **Attach 5**
- ii) To receive a report concerning receipts for the period 20 May 2025 to 25 June 2025 **Attach 6**
- 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 25 June 2025 to 30 June 2025.
- vi) To approve the addition of Cllr G Rusiecki as a signatory to the current accounts.

**13. INTERNAL AUDIT**

To receive the Audit Plan with comments and findings for the year ended 31 March 2025 **Attach 7**

**14. TMD BUILDING CONSULTANTS CONTRACT**

- i) To receive and approve the contract **Enc 1**
- ii) To agree which two councillors will sign.

**15. ACTION PLAN 2023-2027**

To review the document at the halfway stage. **Attach 8**

**16. CO-OPTION POLICY**

To receive and review the document **Attach 9**

**17. YOUTH FORUM**

To receive the draft minutes of the meeting held on 30 April 2025 **Attach 10**

**18. DEMENTIA AWARENESS**

To receive the notes of the meeting held on Wednesday 21 May 2025 **Attach 11**

**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.**

**19. COMMERCIAL LANDLORD ISSUES**

To receive confirmation that the service charge certification has been issued by the qualified third party.

**20. LEGAL ISSUES -**

- i) To receive an update from TDC on Retort House
- ii) To receive an update on the expired tenancy at Retort House

**Members of the public may re-enter the meeting**

**21. DATE OF NEXT MEETING –Monday 28 July 2025 at 7pm in Pierremont Hall.**

Attach 1



BROADSTAIRS & ST. PETER'S  
TOWN COUNCIL

## **Minutes of the Annual Council Meeting held on Monday 19 May 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, K Pressland, S Roberts, G Rusiecki.

Town Clerk: Kirsty Holroyd

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

Cllr Garner opened the meeting and called for nominations. Cllr Joanne Bright was nominated and seconded by Cllrs Farooki and Kemp respectively. Cllr Garner was nominated and seconded by Cllrs Leys and Roberts respectively. A vote for and against each candidate was taken by show of hands.

**RESOLVED: That Cllr Mike Garner be appointed Chairman of the Council for the 2025/26 civic year.**

Cllr Garner signed his declaration of acceptance of office and being entitled to use the term Town Mayor, he announced his partner, Carole Martin his Mayoress.

Cllr Garner gave a brief acceptance speech in which he pledged to work with staff, fellow councillors and community members to maintain the momentum which the Council's Cleaner, Safer, Kinder agenda had gained. (see attached)

### **623. ELECTION OF A DEPUTY CHAIRMAN OF THE COUNCIL FOR THE 2025-2026 CIVIC YEAR**

The Chairman called for nominations. Cllr R Farooki was proposed and seconded by Cllrs K Bright and Hobson respectively. Upon reflection, Cllr Farooki declined to accept the nomination.

Cllr Rusiecki was proposed and seconded by Cllrs Nichols and Leys respectively. A vote for and against was taken by show of hands.

**RESOLVED: That Cllr George Rusiecki be appointed Deputy Chairman of the Council for the 2025/26 civic year.**

Cllr Rusiecki signed his declaration of acceptance of office and being entitled to use the term Deputy Mayor, he announced his wife, Dr Sarah Kemp his Deputy Mayoress.

### **624. WELCOME AND INTRODUCTIONS**

The chairman welcomed all councillors and members of the public to the meeting.

**625. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllr Orhan.

**626. DECLARATIONS OF INTEREST**

None received.

**627. OPENNESS AND TRANSPARENCY**

Those present were reminded of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

**628. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OUTSIDE BODIES**

**A.** Members considered the membership for each committee.

i) Planning Committee

**RESOLVED: That five councillors be appointed to the committee as follows: Cllrs J. Bayford, P Moore, E Orhan, K Pressland & S Roberts.**

ii) Finance & General Purposes Committee

**RESOLVED: That eight councillors be appointed to the committee as follows: Cllrs. J Bright, K Bright, R Farooki, M Garner, C Kemp, E Orhan, S Roberts & G Rusiecki**

iii) Community Assets Committee

**RESOLVED That nine councillors be appointed to the committee as follows: Cllrs. J Bright, K Bright, M Garner, J Hobson, C Kemp, C Leys, A Munns, G Rusiecki, S Roberts.**

iv) Events, Leisure and Tourism Committee

**RESOLVED That eight councillors be appointed to the committee as follows: Cllrs. J Bright, M Garner, C Kemp, C Leys, A Munns, J Nichols, S Roberts & G Rusiecki.**

v) Allotments and Land Committee

**RESOLVED That five councillors be appointed to the committee as follows: Cllrs J Bright, J Hobson, E Orhan, J Nichols, K Pressland.**

vi) Staff Management Committee

**RESOLVED That three councillors be appointed to the committee as follows: Cllrs. J. Bayford, M Garner & S Roberts.**

vii) Neighbourhood Planning Sub-committee

**RESOLVED That four councillors be appointed to the committee as follows: Cllrs. K Bright, M Garner & C Leys & S Roberts.**

viii) Environment Committee

**RESOLVED That seven councillors be appointed to the committee as**

**follows: Cllrs. J Bright, J Hobson, C Kemp, A Munns, P Moore, K Pressland, S Roberts.**

B. Members considered nominations for Internal appointments.

i) School Liaison Councillor

**RESOLVED: That Cllr J Bright be appointed School Liaison Councillor for 2025-26.**

ii) Staff Liaison Councillor

**RESOLVED: that Cllr Roberts be appointed Staff Liaison Councillor for 2025-26**

iii) Friends of Mockett's Wood Councillor

**RESOLVED: that Cllr Pressland be appointed Friends of Mockett's Wood Councillor for 2025-26**

iv) Local History and Heritage Councillor

No councillor was appointed to this role.

C) Representatives to outside bodies

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

**RESOLVED: That Cllr Rusiecki be appointed to this role.**

ii) CT10 Parochial Charities

- Confirmation of Town Council nominated trustees continuing in post for the four-year term commencing August 2025: Cllr Garner, Ruth Bailey and Roger Binks. (Nominees do not have to be town councillors)

**RESOLVED: That the three existing trustees continue for another four year term.**

- Appointment of one new trustee to fill the vacancy arising in August 2025

**RESOLVED: That Cllr Kemp be appointed to this role.**

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

**RESOLVED: that Cllr Roberts be appointed to the role.**

*With Council's approval the Chairman moved items 18, 19 and 20 to this point in the meeting in order to present the awards to those members of the public in attendance.*

#### **629. PRESENTATION OF THE MILLENIUM CUP**

Cllr Garner presented the Millenium Cup to Zoe and Peter Hammond of Inspiration Creative in recognition of the significant contribution each has made to promoting Broadstairs and St Peter's and the well-being of the local community.

#### **630. PRESENTATION OF THE MAYORESS CUP**

Cllr Garner presented the Mayoress Cup to representatives of The Gap Project in recognition of the significant contribution the organisation has made to promoting Broadstairs and St Peter's and the well-being of the local

community.

**631. PRESENTATION OF THE KALC COMMUNITY AWARDS**

Kent Association of Local Councils awards were presented to Kerry Millet for inspiring and delivering positive social change through a wide range of innovative and exciting community projects and to Thanet Wanderers SEND section, an inspiring programme which works to include young people in a team sport, foster friendships on tour and fully integrate young people with SEND into the life of the club.

**632. CHAIRMAN'S TERMS OF REFERENCE**

i) Members received the Town Council's protocol document and discussed whether it suits the needs of the current Town Council.

**RESOLVED: That the document is fit for purpose and can be adopted by the Council**

ii) Members considered the Chairman's Allowance in accordance with the Town Council's annual budget.

**RESOLVED: That the mayoral allowance of £6000 as agreed in the budget be approved.**

**633. MINUTES**

**RESOLVED: That the minutes of the Council meeting held on Monday 28 April 2025 can be approved and duly signed as a true record by the chairman.**

**634. MATTERS ARISING**

Minute 609. The Town Clerk enquired on the progress made at the recent meeting with TDC officers regarding the promenade and jetty lighting project. It was still unclear whether the jetty section of festoon lighting would go ahead, although this had never been in the Town Council part of the agreement anyway.

**RESOLVED: That the TDC Coastal Engineer be asked for a full report for the next meeting.**

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

none

**636. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Tuesday 6 May 2025.

**RESOLVED: Members agreed to note.**

**637. COMMUNITY ASSETS COMMITTEE**

Members received the draft minutes of the meeting held on Monday 12 May 2025.

**RESOLVED: That reimbursements totalling £45,033 be offered to all affected by the third-party electrical meter installation error.**

## **638. COMMUNICATIONS**

i) The Chairman reported on his activities as Town Mayor over the previous months. Please see attached.

ii) The Town Clerk updated members on various items:

- The Community Festival will take place on Saturday 24 May. This will be followed on Sunday by the hanging basket workshop. All were encouraged to attend and support the event.
- National Grid – Notification that the Council has until 23 June 2025 to make a relevant representation. It was noted this is due to be discussed at the Town Council's Planning Committee meeting on 2 June.

**RESOLVED: that the planning committee be granted delegated powers to respond on the Town Council's behalf.**

- The Town Clerk reminded all members to ensure their Declaration of Pecuniary Interest forms were kept up to date with any changes throughout their term of office.

## **639. FINANCE**

i) Members received and approved a report concerning payments for the period 29 April 2025 to 14 May 2025. (see attached)

**RESOLVED: That the payments be approved**

ii) Members received information about receipts for the period 29 April 2025 to 14 May 2025.

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

iii) The Town Clerk reported that staff salaries totalling £37,351.58 had been paid since the last meeting.

iv) Members received information about works or services authorised between meetings under financial regulation 5.15. (please see attached.)

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

v) Members received and approved a report concerning payments for the period 8 May 2025 when the agenda was sent out to 13 May 2025 (see attached)

**RESOLVED: That the payments be approved**

vi) Members approved the use of specified direct debits and regular payments.

**RESOLVED: that direct debits and regular payments as listed be approved in order to expedite the business of the Council.**

vii) Members considered advice from PSTAX concerning the Town Council's late registration penalty. They noted that ignorance of the complicated detail surrounding registration is not accepted as a mitigating fact. Due to the his-

toric nature of the error which dates back to 2003 it was agreed it was impossible to offer a reason as to why a penalty does not apply.

**RESOLVED: That the penalty of £7117 be paid to HMRC.**

**640. ACCOUNTS 2024-25**

i) Members received the Annual Governance and Accountability Return 2024/25. The Town Clerk confirmed that the Independent Internal Auditor had already completed his checks and signed off his section on page 3.

ii) Members reviewed the effectiveness of the system of internal control and considered each of the assertions separately.

**RESOLVED: members were able to agree to each of the assertions.**

iii) Members considered the signing of the Annual Governance Statement 2024/25.

**RESOLVED: that the Annual Governance Statement be signed by the Chairman.**

iv) Members considered the accounting statements for 2024/25

**RESOLVED: That the Chairman sign the accounting statements on behalf of the Council.**

v) Members received the following supporting documents which the Town Clerk is obliged to send with the AGAR:-

- a) Explanation of significant variances
- b) Explanation of difference between Box 7 and Box 8
- c) Bank reconciliation at 31 March 2025

**RESOLVED: Members agreed to note.**

vi) Members received confirmation that the dates set for the exercise of public rights are the period Tuesday 3 June 2025 until Monday 14 July 2025.

**RESOLVED: Members agreed to note.**

**641. ABSENCE AND LEAVE POLICY**

Members received and reviewed the existing policy. No amendments were advised.

**RESOLVED: That the document is accepted as fit for purpose.**

**642. SICKNESS POLICY**

Members received and reviewed the existing policy. No amendments were advised.

**RESOLVED: That the document is accepted as fit for purpose.**

**643. TRAINING AND DEVELOPMENT POLICY**

Members received and reviewed the existing policy. No amendments were advised.

**RESOLVED: That the document is accepted as fit for purpose.**

- 644. PRESENTATION OF THE MILLENIUM CUP.**  
Discussed under minute 629.
- 645. PRESENTATION OF THE MAYORESS CUP**  
Discussed under minute 630.
- 646. PRESENTATION OF THE KALC COMMUNITY AWARDS.**  
Discussed under minute 631.
- 647. DATE OF NEXT MEETING**  
Monday 30 June 2025 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 20.07

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

MONDAY 2 JUNE 2025

Present: Cllrs J Bayford, P Moore, E Orhan S Roberts (Chair)  
Deputy Town Clerk – Julie Belsey  
Cllr Mike Garner  
25 members of public

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

### 431 ELECTION OF CHAIR AND VICE-CHAIR FOR THE CIVIC YEAR 2025/26

Cllr S Roberts was elected as Chair  
Cllr E Orhan was elected as Vice Chair

### 432 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.

### 433 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr K Pressland.

### 434 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 435 TERMS OF REFERENCE

The Terms of Reference were AGREED with the following amendments:

- The Planning Committee shall consist of a minimum of 5 councillors
- **Removal of** "The Council's Volunteer Tree Warden in an advisory capacity" under Membership.

### 436 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Tuesday 6<sup>th</sup> May 2025.

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

There were no matters arising.

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

None

### 439 CORRESPONDENCE

i) Cllr Garner spoke on the Minster Marshes Sealink Project. The Town Council have another opportunity to register comments which need to be uploaded by 23<sup>rd</sup> June.

The comments will encompass the points listed below:

- Impact on wildlife and habitats
- Area of scientific interest
- Adverse impact on archaeology and history
- Increased flood risk

- 4-year traffic and road disruptions
- Light pollution
- 15 hectares of farmland lost
- Footpaths and cycle routes impacted

**The Committee AGREED to Cllr Garner and the Deputy Town Clerk registering comments on the Town Council's behalf.**

ii) The Committee considered the amended plans for application 25/042AF – 99 Botany Road, Broadstairs

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

The Committee unanimously recommends REFUSAL to the overbearing nature of the amended plans which will overlook neighbouring properties. The application is out of keeping with the area and will be an overdevelopment of the site.

*Four members of the public left the meeting*

#### **440 CHAIR'S REPORT**

None

#### **441 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.*

#### **442 PLANNING APPLICATIONS**

RESOLVED that the applications be dealt with as detailed below:

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

*In accordance with Standing Orders 3e, 3f and 3g, Leanne Wilford addressed the Committee on application 25/0438/AH – Northwood Court, Millennium Way, Broadstairs CT10 2LA*

*Cllr M Garner addressed the Committee on application 25/0438/AH – Northwood Court, Millennium Way, Broadstairs CT10 2LA*

25/0438/AH Northwood Court, Millennium Way, Broadstairs CT10 2LA

The Committee unanimously recommends REFUSAL on the following grounds:

- Highways refusal due to the proposals not providing adequate vehicle parking facilities within the site and this is likely to lead to vehicles being parked on the highway, to the detriment of highway safety.
- KCC Strategic Development and Place requiring mitigation to the additional impacts on the delivery of its services. These impacts will require mitigation either through the direct provision of infrastructure or the payment of an appropriate financial contribution for such infrastructure.
- Natural England's comments: The proposed development has the potential to have a harmful effect on terrestrial Sites of Special Scientific Interest (SSSIs) and those Special Areas of Conservation (SACs), Special Protection Areas (SPAs) or Ramsar sites that they underpin. This development site is within the zone of influence (Zol) for recreational pressure impacts to one or more

European Sites (habitats sites). Within this Zol, proposals for any net increase in residential units will have a likely significant effect on the qualifying features of the European Site(s) (habitats site(s)) through increased recreational pressure when considered either alone or in combination with other plans and projects.

*Cllr M Garner addressed the Committee on application 25/0372/GF – Land South of Millennium Way, Broadstairs*

25/0372/GF Land South of Millennium Way, Broadstairs

The Committee unanimously recommends REFUSAL on the grounds that KCC Highways require additional comments and satisfactory answers to:

- Millennium Way is a private highway where off site works will not be secured by way of a Section 278 Agreement. Therefore, confirmation is required as to whether the highway is being offered for adoption. Should the highway not be adopted, all matters including the details of the raised table features, drainage, pedestrian / cycle crossing facilities, realignment of the highway opposite the site access, and proposed signage should be submitted at this stage and secured by way of a suitable condition.
- Amendments are required to the internal layout to remove all points of conflict for refuse freighter turning. Tracking is required for a fire tender at the emergency access.
- All bin stores should be located appropriately with dropped kerbs.
- Confirmation of whether any of the development is intended to be offered for adoption is required.

*Cllr M Garner addressed the Committee on application 25/0372/GF – Land South of Millennium Way, Broadstairs*

25/0405/MH Land adjacent 17 The Pines, Broadstairs CT10 2SB

The Committee unanimously recommends REFUSAL on the grounds:

- The site is protected under policy BSP5 of the Broadstairs & St Peter's Town Council Neighbourhood Plan. The area is a designated Local Green Space and as such development proposals in these areas will be managed in accordance with national policy for Green Belts.
- All trees are protected by individual TPO's on this area of land.

*Cllr M Garner left the meeting*

*21 members of the public left the meeting*

*19.41 Cllr P Moore left the meeting*

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

25/0098/ML	25 Kingsgate Castle, Joss Gap Road, Broadstairs CT10 3PH
L/25/0097/ML	25 Kingsgate Castle, Joss Gap Road, Broadstairs CT10 3PH
L/25/0054/RB	Kingsgate Castle, Joss Gap Road, Broadstairs CT10 3PH
25/0444/ZD	4 Charlotte Street, Broadstairs CT10 1LR
25/0446/DR	5 Woodland Way, Broadstairs CT10 3QD
25/0356/DR	46 Whitfield Avenue, Broadstairs CT10 3HX
25/0472/DF	St Peter's Surgery, 6-8 Oaklands Avenue, Broadstairs CT10- 1EY
25/0468/DR	17 Lawn Road, Broadstairs CT10 1AA
25/0526/ZD	10 Dane Court Gardens, Broadstairs CT10 2SB
25/0509/VKB	3 Stone Road, Broadstairs CT10 1DY
L/25/0510/VKB	3 Stone Road, Broadstairs CT10 1DY
25/0550/GD	'Variation' 6-6A Luton Avenue, Broadstairs CT10 2DH
25/0328/DR	3 Woodland Way, Broadstairs CT10 3QD
25/0464/DR	25 Luton Avenue, Broadstairs CT10 2DH
25/0495/ML	90 Kingsgate Avenue, Broadstairs CT10 3LW

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

RESOLVED that the applications be dealt with as detailed below:

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

- TCA/25/0489/MM    Bleak House, Fort Road, Broadstairs CT10 1EY  
The Committee unanimously recommends REFUSAL to this application as per the Broadstairs & St Peter's Neighbour Plan, policy BSP3, the Town Council will not support the removal/felling of healthy trees. The Town Council request that a TPO is placed on this tree.
- TPO/25/0522/MM    5 Woodland Way, Broadstairs CT10 3QD  
The Committee unanimously recommends REFUSAL to this application as per the Broadstairs & St Peter's Neighbour Plan, policy BSP3, the Town Council will not support the removal/felling of healthy trees.

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

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

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

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

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

- TPO/25/0542/MM    Clontarf Cottage, George Hill Road, Broadstairs CT10 3QD  
TCA/25/0564/MM    Flat 1, 19A Granville Road, Broadstairs CT10 1QB  
TCA/25/0496/MM    1 Flint Grove, Broadstairs CT10 2HQ  
TPO/25/0498/MM    8 Woodland Way, Broadstairs CT10 3QD

The Deputy Town Clerk will provide the Committee with the current Tree Preservation Order legislation.

**444 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING**

Next meeting: Monday 7<sup>th</sup> July at 7pm

Meeting closed at 19:51  
Deputy Town Clerk

Draft



Attach 3

# Broadstairs & St Peter's Town Council

## Events, Leisure & Tourism Committee

### Minutes of the meeting held on Monday 16<sup>th</sup> June 2025 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs M. Garner (Chairman), George Rusiecki (Vice Chair), Joanne Bright, Charlie Leys, Steve Roberts, John Nicholls,  
Officers: Ms. A Barton – Civic & Support Officer (C & S Officer)

Members of the public from Broadstairs bowls club were present.

#### **148. ELECTION OF CHAIR AND VICE-CHAIR FOR THE CIVIC YEAR 2025/26 RESOLVED:**

**That Cllr Garner is elected as Chair .**

**That Cllr Rusiecki is elected as Vice Chair.**

#### **149. CHAIRMAN'S WELCOME/OPENNESS AND TRANSPARENCY**

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

#### **150. APOLOGIES FOR ABSENCE**

Apologies with reason from Cllrs Colin Kemp and Alan Munns were received and accepted by resolution of the committee.

#### **151. DECLARATIONS OF INTEREST**

None were received.

#### **152. TERMS OF REFERENCE**

Members received the recommended updates to the terms of reference, After discussions it was agreed by all members that the recommended updates be made to the terms of reference, with the exception of the recommended £10,000 grant limit for the committee.

#### **RECOMMENDATION:**

**i) It was agreed by all members that the new limit for grants approval for the committee be £5000. Any applications over £5,000 are to be approved or discussed by full council.**

**ii) With this amendment all other recommended changes to the terms of reference were approved by all members.**

#### **153. MINUTES OF THE LAST MEETING.**

**RESOLVED: That the minutes of the meeting held on Monday 17th February 2025 can be approved and duly signed as a true record by the**

**Chairman.**

**154. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None were received.

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

None.

**156. GRANTS**

- i) Members received an update on grants allocated to date 2024-2025

**RESOLVED: Members agreed to note.**

- ii) Members received and considered new applications.

- Bowls Club - £2778 - application for equipment and sponsorship  
**RESOLVED: That the grant be approved.**
- Broadstairs Cricket Club - £2000 for Autumn winter school coaching sessions  
**RESOLVED: That the grant be approved.**
- Food Festival – October- £3000 for Town Council Sponsorship of the event  
**RESOLVED: That the grant be approved.**
- St. Peter's Memorial Hall - £6000 for funding a new flat roof  
**RESOLVED: Members agreed that the application lacked detail to be considered for approval.**  
**It was agreed by all members that Cllrs Joanne Bright and Steve Roberts are to meet with St. Peter's Memorial Hall to discuss the application in further detail. If the organisation would still like to pursue a grant they would be invited to apply again where it will be discussed at full council.**

*19:28 Meeting paused as members of the public left.*

*19:29 Meeting resumes*

**157. COMMERCIAL EVENTS UPDATE**

Members received and considered a report supplied by the Events Supervisor.

Members agreed to note the following:

**i) STAFFING**

We currently have four event staff on the books and if required we work with the agency J & J Recruitment.

J & J Recruitment charge rate is £18.05

The Event Supervisor has scheduled through the year when we will need staffing.

**ii) REGULAR BOOKERS**

Our Wednesday night Yoga group is extending to some Sunday sound healing workshops, all in the Music Room.

KSE have booked out the Chamber Hall, one date in May and two in July.

Mondays CH - Yoga is (Weekly)

Tuesdays MR – Pilates (Weekly)

Wednesdays MR – Yoga (Weekly)

Fridays MR – Hartbeeps (Term times)

### **iii) COMMERCIAL EVENTS**

Wine Tasting – 19th July 2025 – Event with a vineyard located in Kent who offer sustainably crafted wines. This event was put in place to fill a weekend in July due to that being the quietest summer months for events. We have offered tickets at an affordable price of £15 per person and if we sell out, we should have made £200 profit whilst providing an experience for the community.

Open Day – 28th September 2025 – We are in the works of putting on an Autumn Open Day for 2026/2027 Brides and Grooms.

This day will be an open event running from 11am-3pm with all three venues set up.

- Music Room – Ceremony Style
- Camber Hall – Ceremony/Reception
- Mayors Parlour – Bridal Suite

This is to hopefully boost bookings for the following years, the event supervisor will be overseeing this day and available to talk to any couples.

Folk Week – 9th-15th August – Have reconsidered their original booking and have now booked from the 9th-15th as a commercial event at £48 per hour (inc VAT) with a community discount.

Total of £3360.

This means they will be supplying their own food vans and bar throughout the whole week.

Event Supervisor has staff accordingly to make sure a responsible person is onsite at all times during their hours of hire.

Event Supervisor will make sure all correct documents have been passed on within a on the of the beginning event date.

Bookings - We currently have 24 weddings booked in with a target of 28 and 34 events total for commercial bookings.

We have had 1 event reschedule for 2027 and 7 events cancel due to cost of living and ill health.

### **iv) UNDER 18S**

- We are aiming to do a "Youth Summer" with multiple Under 18 events throughout the month of August, the events will be run by DBS checked staff.
- **First Aid Youth Classes- 7<sup>th</sup> August** – After the success of the Safe Spring First Aid Class we have put on another workshop from 2pm-3pm.

- **Knife Crime Awareness Workshop – 21<sup>st</sup> August** – Following the Youth Forums we have found many students are wanting to learn about knife crime awareness. Following this we have put an event together to host a free interactive workshop.
- **Entrepreneur Workshop – 28<sup>th</sup> August** – This is a TO BE CONFIRMED event, and the Event Supervisor is planning this alongside TDC to work with the Teenage Market later in the year. This is meant to share skills of running and owning their own business. Once fully planned the Event Supervisor will share to the schools.
- **Teenage Market – 20<sup>th</sup> September** – We have partnered with TDC to put together a Teenage Market, one of three happening over Thanet in 2025. This will be taking place at Pierremont Hall following in similar outdoor layout to Christmas Market.  
All stalls will be free of charge to the youth and all under 16s will be chaperoned by a guardian.  
TDC will be handling stall costs, insurances for selling of goods and stall holders.  
The Event Supervisor will be handling the risk assessment for the day, first aider costs (from under 18s budget, Est £300), venue costs and marketing.  
Indoor Bar will be open during the event for extra profit.
- **October – Halloween Kids Party and 13 – 17s** – After the success of last year we would like to put the Halloween Party again for the two different groups. It will follow the Halloween trick-or-treat trail in the high street by using the Chamber Hall as a party space for young kids after the trail from 16:30 – 17:30. Then host a disco in the evening for £5.00 per ticket for 13- to 17-year-olds from 19:00 – 21:00.  
We are currently waiting for confirmation from one supplier to be able to give confirmation on this event.  
I will have the confirmation by the end of June ready to promote in August, following the same promotion as last year with just a few changes. New mocktail alongside the 13-17 years ticket cost.
- **Bauble Decorating – 29<sup>th</sup> November 2025** – to work alongside the Christmas Market inside the hall. We plan to have the seated tables out full of bauble crafts from Baker Ross for Under 18s to come and decorate their own bauble. This will be from some of the left over under 18s budgets and is a simple activity to put on for the public to be promoted alongside the Christmas Market.

**RESOLVED: Members agreed that Event posters are to be sent out to all Councillors for them to share with their own networks.**

**It was agreed that all under 18 events are to be shared with local based organisations and school for local children to attend.**

## **158. COMMUNITY UPDATES**

Members received and considered a report from the Events Administrator.

### **i) VE Day**

The event ran smoothly, schools got in contact the week before the event and wanted to contribute to proceedings.

A few comments were overheard about the event running too late (especially for children) but this was nationally agreed timing - and the beacon being quite underwhelming.

100 flags were given out (within the first 2 hours). More needed for future events.

The British flag being projected onto Bleak House was a lovely addition  
Total costing for the event was £2,491.21, not including staff time.

### **ii) Bandstand**

2025 is now fully booked, starting 12th April – 12th October.

Great feedback about the line up so far from the Kiosk tenant.

### **iii) Community Festival**

It was hard competing with the already arranged spring fair happening in town on that date.

The weather was not to be helped but massively affected turn out.

There were several last minute cancellations and a disappointing number of no-shows.

Inspiration Creative deserve a massive thanks for everything they did for the event.

out of the £3,000 budget, £2,826.11 was spent and with an income of £1,016.50 this left £1,190.39.

#### **RESOLVED:**

**Councillors noted that Inspiration Creative did well throughout the day.**

**The free ice- creams were also well received.**

**It was agreed by members that the date of the community festival next year should avoid bank holidays and any clash with other town events.**

**It was also noted that officers are to speak to organisations that did not turn up.**

### **iv) Summer Theatre programme 30/07/2025 -29/08/2025**

#### **YP ProgrammeDate**

Aquanauts	30/07/2025
Caspian the Crab	06/08/2025
Wellbeing Wells	17/08/2025
Arcade Mini	20/08/2025
Shed Ache	27/08/2025

**Evening Programme Date**

Three Men in a Boat	01/08/2025
Wasp in a cardigan	08/08/2025
Lily Ramona	17/08/2025
Jekyll and Hyde	22/08/2025
The Laurel & Hardy Cabaret	29/08/2025

**v) Punch and Judy 26/07/2025 – 29/08/2025**

Permit received. Dates of shows as follows:-

Saturday 26th, Sunday 27th, Monday 28th July

Sunday 3rd August

Saturday 16th and Sunday 17th August

Thursday 21st and Friday 22nd August

Monday 25th August

Thursday 28th and Friday 29th August

11 Dates – x3 showings a day

33 Shows

£260.00 per day

£2,860 Total

**vi) Heritage Week**

Pierremont Hall, Bandstand will be participating

12th – 21st September

Pierremont Hall open from 15th – 18th

Bandstand to be open the whole week

Leaflets will be made for both sites, Event Administrator will be liaising with local historians.

**vii) Firework Night**

Live music on the bandstand from 5.30pm. Fireworks due to start at 7pm, The SuperMicks will start their second half of their performance at 7:15pm until 8pm.

Events Administrator to meet with TDC to discuss road closures on the 2nd July.

-5:30pm Band Meiser (no charge)

-6pm-7pm – The SuperMicks

-7pm Fireworks

-7:15pm – 8pm – The SuperMicks (£250)

**viii) Christmas Market 29/11/2025**

Stalls can now be booked – 39 will be available.

There have been 20 enquiries already, and 7 booked and paid for.

Regarding electric and lighting a quote for £680 (£665 2024) has been received, this will include a provision of generator & power distribution to temporary outside event stalls. Temporary installation of overhead coloured festoon lighting & rope lighting throughout stalls and they have ensured that timings will be adhered to this year.

## **159. CIVIC EVENTS**

### **i) Remembrance Sunday Service**

Members received an update for the Remembrance Service that is due to take place on 9<sup>th</sup> November 2025.

#### **RESOLVED:**

**All members approved the quotes supplied by BM ambulance of:  
And Kent PA hire of:**

### **ii) Civic Service**

Members also received an update from Cllr Mike Garner that arrangements are being made for his Mayoral Civic Service on 7th September 2025.

**RESOLVED: Members agreed to note.**

## **160. THANET EXTRAVAGANZA**

Members discussed councillor duties at the upcoming Thanet Extravaganza Event.

#### **RESOLVED:**

**i) Cllr Garner agreed to attend the event to manage the Town Council Stall with the Events Administrator and Events Supervisor.**

**ii) It was agreed that the Town Clerk is to contact all councillors to confirmation of attendance.**

## **161. CHRISTMAS LIGHTS**

Members received a report supplied by the Deputy Town Clerk which included the costing for the required repairs of the decorative lighting.

#### **RESOLVED:**

**Members agreed to note the contents of the report, including the discounts supplied and total spend.**

**All members agreed the approval of the additional £680 to make the repairs. Since this will exceed the allocated budget it will be discussed at F&GP committee meeting on 21 July 2025**

## **162. DATE OF NEXT MEETING: 11<sup>th</sup> August 2025**

**Meeting closed at 20.01pm.**



# Broadstairs & St Peter's Town Council

## ALLOTMENTS AND LAND COMMITTEE MINUTES Tuesday 24<sup>th</sup> June 2025

**Present:** Cllrs J Bright (Chair), J Hobson, K Pressland  
Deputy Town Clerk: Julie Belsey  
One member of public

- 111. ELECTION OF CHAIR AND VICE CHAIR FOR THE CIVIC YEAR 2025/26**  
Councillor J Bright was voted as Chair  
The Vice Chair will be elected at the next meeting.
- 112. OPENNESS AND TRANSPARENCY**  
The Chairman reminded those present of the right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.
- 113. APOLOGIES FOR ABSENCE**  
Apologies with reason were received and approved from Cllr E Orhan.  
Not in attendance: Cllr J Nichols
- 114. DECLARATIONS OF INTEREST**  
There were no declarations of interest.
- 115. TERMS OF REFERENCE**  
Members received the draft Terms of Reference and AGREED their APPROVAL. **The Terms of Reference will go to the next Full Council meeting for final APPROVAL.**
- 116. MINUTES**  
RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 11<sup>th</sup> March 2025.
- 117. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**  
None
- 118. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS & ST PETER'S**  
None
- 119. BUDGET**  
The Committee RECEIVED and NOTED the budget to date.
- 120. NORMAN ROAD & NASH GARDENS ALLOTMENTS**  
We have one vacant plot at Norman Road, St Peter's which became available week commencing 16<sup>th</sup> June. The first person on the waiting list has been notified.

Our Gardeners have removed the ivy and overgrowth along the flint wall of The Pathway which backs on to the allotments in Nash Gardens following a complaint from a resident who lives opposite. This was a huge undertaking and on removal, a lot of the roots were not from the allotment side, however, just our area has been removed and allotment holders have been asked if they could ensure that any growth that appears to be going up the wall is removed should it grow up from the allotments side. There is one area that still requires work, which will be carried out in the cooler weather.

**121. CULMERS AMENITY LAND**

The Civic & Support Officer's (CSO) wild flower project has commenced at Culmers. Unfortunately, the first round of seeding was not successful. The CSO has made arrangements with our Contractor for this area to be reseeded and has also arranged for use of water from the Culmer's Allotment Association. This is fully reported on under the Environment Committee.

NGL Boxgreen continue with the Grounds Maintenance of this land.

**122. MOCKETT'S WOOD**

i. Neil Hibbert started with us on 1<sup>st</sup> April as the Woodland Officer. He has made great strides already and is working closely with the Friends of Mockett's of Wood implementing the Management Plan.

The Woodland Officer has produced an update 'newsletter' which will be posted on social media and our website. He will continue to produce these updates on an ad hoc basis and they will be sent out to Councillors for information. We will also be updating Thanet Council with improvements and to show Mockett's Wood as a 'place to visit'.

A group of volunteers from Saga came to the woods on 12<sup>th</sup> June for the day and have helped with the dead hedging areas. The Town Council will arrange for a staff day at the Woods for planting of bulbs.

The Woodland Officer intends to make contact with the local schools regarding help within the woodland and education of the woodland in the hope that this will lead to alleviating some of the vandalism. He has also had a meeting with the local beat police on the subject of vandalism.

Unfortunately, there had been a fire in the woods following end of exams last week. Evidence of burnt exam papers were found and these have been passed onto the police.

A group of staff have emptied, tidied and made framework for the container used for the Mockett's Wood equipment and also taken an inventory of tools.

Work has started on the blocking of the smaller pathways and thoughts are now on the creation of the circular path.

ii. The Committee received the Mockett's Wood Path Proposal from the Wood Land Officer for phase one. This gave two options for potential surfacing:

**Summary**

Creating durable, accessible paths for Mockett's Wood is currently one of the key challenges & one of the main points of focus.

This task has been split into 2 phases: Phase 1 to upgrade the main path - 240 meters long & 2 metres wide to allow 2 wheelchairs to pass. Phase 2 will focus on re-surfacing the 2 new circular paths – probably using gravel boards & woodchip. At the moment work in the woods is centred on renovating & clearing the 2 circular paths while blocking off & re-wilding surplus pathways.

Options for path surfacing	Advantages	Disadvantages
1. Volunteers & Woodland Officer build main paths using treated gravel board, stakes & woodchip.	<ul style="list-style-type: none"> <li>a. Low cost – most of the woodchip should be free. Gravel boards, stakes &amp; joining plates approx. £2,000.</li> <li>b. Low disturbance / impact to woodland.</li> <li>c. Very eco-friendly materials.</li> <li>d. Can potentially start work this budget year.</li> </ul>	<ul style="list-style-type: none"> <li>i. Time to complete: Likely to take 18 – 24 weeks depending on material availability.</li> <li>ii. Probably won't be able to commence works until current path blocking / renovation work complete. Estimate this will take 33 – 36 weeks.</li> <li>iii. Woodchip paths will have a higher maintenance overhead &amp; the gravel boards may be more vulnerable to vandal damage.</li> </ul>
2. Hire contractor to build main path using eco biodegradable membrane, MOT base & either self-binding gravel [or woodchip] topping. Heavy duty treated wood edging.	<ul style="list-style-type: none"> <li>a. Durability: Paths created with self-binding gravel need very little maintenance &amp; can last 20+ years. The full life cost in terms of materials &amp; labour would be low.</li> <li>b. Less vulnerable to vandal damage than option 1.</li> <li>c. Accessibility: Gravel would be a better surface for wheelchair access than wood chip.</li> </ul>	<ul style="list-style-type: none"> <li>i. Disturbance &amp; impact: Higher due to machinery required to scrape existing path, bring in materials &amp; compact each path layer.</li> <li>ii. Wood closure: For the duration of the works – around 3 weeks.</li> <li>iii. Cost &amp; sourcing required budget &amp; / or external funding. Estimates range from £16k to £33k net for 240 metres of path.</li> <li>iv. Unlikely to be able to start works until next budget year.</li> </ul>

Following discussion, Cllr Pressland gave some other options including sweet chestnut rounds for the edging of paths with bark chippings, and also to look at a compostable membrane as an alternative to the MOT base, with loose gravel chippings. This would promote growth around the edges of the path, whilst the loose gravel could be raked to maintain a growth free pathway.

**Full costs of these alternatives will be obtained and brought back to Committee in October. Dependent on the cost, this will either have to have 3 quotes or go out to tender once a decision has been made.**

#### 123. PIERREMONT HALL GROUNDS

NGL Boxgreen continued with the grounds maintenance of this area. The planters and urns have been replanted for the summer.

Cllr Pressland commented that about 50% of the Ilex Crenata Caroline Upright hedging surrounding the lawned area at the rear Pierremont Hall appears to have failed. The Deputy Town Clerk informed the Committee that this is watered regularly and has had appropriate maintenance since it was planted. The Contractor will be asked to take a look.

#### 124. GREEN SPACES CULTIVATED UNDER LICENCE FROM TDC

Our third Gardener, Graham Back, commenced on 31<sup>st</sup> March and fits in very well with the Team.

Balmoral is looking great, with new shrubs now in situ and a tidy up and general upkeep of the area in place. Our Operations Officer has repainted all the railings around Balmoral Gardens and we have also taken into our care the two large terracotta pots which were left unkempt. These have been cleared and replanted.

The circular bed in Pierremont Park has been cleared and planted and is a huge improvement. The round rose bed has not required any additional maintenance but is in full bloom.

The war memorial has been cleared of the winter planting, and summer bedding is now in place.

To add a 'pop' of colour and impact to Victoria Gardens, a couple of the smaller beds near Morellis have also had bedding plants added.

Cllr Pressland was requested to have a site visit and speak with the Gardeners regarding planting and to also discuss the grassed bed at the front of Victoria Gardens which does not have any planted areas. Included in this discussion will be the sensory raised beds in Balmoral Gardens.

TDC have removed the pergola at Balmoral Gardens which was becoming a health and safety issue. However, we have not been informed if this will be replaced. A plaque was also positioned on the pergola, which should be repositioned back at Balmoral Gardens if the pergola is not replaced. The Deputy Town Clerk to follow this up.

A request has been sent to TDC for the hedge in the circular area by the shelter at Victoria Gardens to be reduced by at least 12 inches. The hedge has not been reduced in a while and is now at a height where it is difficult for the internal bedding areas to be seen. It has been requested that this is incorporated into TDC's winter maintenance programme.

Due to the lack of maintenance of this hedge, the fencing has also started to be pushed out of line. Discussions are taking place with TDC regarding a resolution to this.

The Gardeners have requested that we look into removal of the 'palm trees' within Victoria Gardens. These are in fact cordylines and are part of the bedding

The cordylines do take a lot of the water out of the ground which makes it difficult for other plants to establish around this area.

**On discussion the Committee decided that the cordylines should remain as they are considered to be part of the visual amenity of the seafront, however some maintenance is required, with one cordyline to be reduced by a couple of feet initially to allow for new growth, and this maintenance is to be carried out to the other two in the following season.**

We have been approached by TDC regarding the possibility of taking on Nuckell's Gardens and aiding the volunteers from Dickens House Museum. The TDC Tourism Manager will look into having the area incorporated into our cultivation licence. This is likely to commence in the new financial year. Consideration would need to be given to increasing staff hours for this additional area. Updates will be given as they are received.

## **125. TREE WORKS**

Following discussion regarding the two trees located at the Baird's Hill footpath, it was agreed to pass this back to KCC as this area is not Town Council land and the Committee .

## **126. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING**

Date of next meeting: 20<sup>th</sup> October 2025, to include the Allotment Holders Open Meeting.

Meeting Closed at 20.03  
Deputy Town Clerk

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**  
**TERMS OF REFERENCE FOR**  
**THE ALLOTMENTS AND LAND COMMITTEE**

**MEMBERSHIP**

- The Allotments and Land Committee shall consist of a minimum of four Councillors.
- Councillor members shall have full voting rights on the committee.
- Non-councillor members shall have no voting rights.

**PROCEDURES**

- At the first meeting of the Committee after the Annual Meeting of the Town Council, the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The annual budgeting process will allocate funds to the Allotment and Land Committee, who will propose how the funds will be spent.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Committee.

**FREQUENCY OF MEETINGS**

- The Committee will normally meet three times per year, typically around March, June/July and October. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue or online subject to legislation and will be open to the public.

**COMMITTEE FUNCTIONS**

- To consider any issues relating to the management of the land and facilities owned or managed by the Town Council and not already covered by other committees or sub-committees or referred to it by the Council.
- To discuss and make decisions on matters delegated to the Committee by Council, currently:
  - i) the allotment sites at Norman Road and at Nash Gardens/Prospect Road
  - ii) Culmer's amenity land
  - iii) Mockett's Wood
  - iv) Town Council owned land at Pierremont Park
  - v) green Spaces cultivated under license from Thanet District Council.

Broadstairs & St. Peter's Town Council

25 June 2025 (2025-2026)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34 town maintenance (van costs)	22/05/2025		Lloyds Corporate Cr£		ev charge costs	City Electrical Factors Ltd	S	8.04	1.61	9.65
239 Printer/Photocopier	22/05/2025		Lloyds Corporate Cr£		ink subscription	HP Instant Ink Ltd	S	4.57	0.92	5.49
240 Mocketts Wood	22/05/2025		Lloyds Corporate Cr£		work boots	workandsafety.co.uk	Z	69.99		69.99
241 Events -Bar	22/05/2025		Lloyds Corporate Cr£		bar supplies	Iceland	Z	3.45		3.45
242 Events -Bar	22/05/2025		Lloyds Corporate Cr£		bar supplies	TESCO	Z	15.50		15.50
243 Events -Bar	22/05/2025		Lloyds Corporate Cr£		bar supplies	CO-OP	Z	3.75		3.75
244 Community Event	22/05/2025		Lloyds Corporate Cr£		Supplies	Amazon UK Services Ltd	S	80.76	16.15	96.91
245 Stationery	22/05/2025		Lloyds Corporate Cr£		Supplies	Amazon UK Services Ltd	S	8.82	1.76	10.58
246 Stationery	22/05/2025		Lloyds Corporate Cr£		Supplies	Amazon UK Services Ltd	S	14.97	3.00	17.97
247 Training & Subscriptions	22/05/2025		Lloyds Corporate Cr£		Training	NALC	S	35.00	7.00	42.00
248 Stationery	22/05/2025		Lloyds Corporate Cr£		Postage	Post Office	Z	3.20		3.20
249 Stationery	22/05/2025		Lloyds Corporate Cr£		Supplies	Amazon UK Services Ltd	S	12.97	2.60	15.57
250 Victoria Gardens	22/05/2025		Lloyds Corporate Cr£		Paint	nextdaypaint.co.uk	S	13.15	3.50	16.65
250 Victoria Gardens	22/05/2025		Lloyds Corporate Cr£		Paint	nextdaypaint.co.uk	Z	3.99		3.99
251 Mocketts Wood	22/05/2025		Lloyds Corporate Cr£		tools	howetools.co.uk	Z	65.00		65.00
251 Facilities Team sundry items	22/05/2025		Lloyds Corporate Cr£		tools	howetools.co.uk	Z	65.00		65.00
252 Victoria Gardens	22/05/2025		Lloyds Corporate Cr£		work clothing	Toolstation Ltd	S	31.63	6.33	37.96
253 Facilities Team sundry items	22/05/2025		Lloyds Corporate Cr£		Supplies	Screwfix	S	2.57	0.52	3.09
254 town maintenance (van costs)	22/05/2025		Lloyds Corporate Cr£		Supplies	Screwfix	Z	12.00		12.00
255 town maintenance (van costs)	22/05/2025		Lloyds Corporate Cr£		ev charge costs	City Electrical Factors Ltd	S	1.25	0.25	1.50
256 town maintenance (van costs)	22/05/2025		Lloyds Corporate Cr£		ev charge costs	City Electrical Factors Ltd	S	3.53	0.71	4.24
257 town maintenance (van costs)	22/05/2025		Lloyds Corporate Cr£		ev charge costs	City Electrical Factors Ltd	S	4.66	0.93	5.59
258 Facilities Team sundry items	22/05/2025		Lloyds Corporate Cr£		Supplies	Screwfix	S	16.66	3.33	19.99
259 Facilities Team sundry items	22/05/2025		Lloyds Corporate Cr£		Supplies	Wickes	S	59.13	11.82	70.95
260 Victoria Gardens	22/05/2025		Lloyds Corporate Cr£		fuel	MFG Service Station	S	11.04	2.21	13.25
261 IT	22/05/2025		Lloyds Corporate Cr£		ipad storage	Apple.com	S	7.49	1.50	8.99
262 Mocketts Wood	22/05/2025		Lloyds Corporate Cr£		Equipment	Toolstation Ltd	S	29.16	5.83	34.99
262 Facilities Team sundry items	22/05/2025		Lloyds Corporate Cr£		Equipment	Toolstation Ltd	S	29.16	5.83	34.99
263 Mocketts Wood	22/05/2025		Lloyds Corporate Cr£		Supplies	Wickes	S	61.67	12.33	74.00
264 Mocketts Wood	22/05/2025		Lloyds Corporate Cr£		tools	Cromwell	Z	21.09		21.09
264 Facilities Team sundry items	22/05/2025		Lloyds Corporate Cr£		tools	Cromwell	Z	21.09		21.09
265 Mocketts Wood	22/05/2025		Lloyds Corporate Cr£		Supplies	Jacksons Fencing	S	89.50	17.90	107.40
266 Events Room Hire	22/05/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	19.79		19.79
267 Events Room Hire	22/05/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	10.55		10.55

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PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
268	Events Room Hire	22/05/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	30.31		30.31
269	Finance costs	22/05/2025		Lloyds Corporate Cre		bank fee	Lloyds commercial cards	Z	3.00		3.00
270	Facilities Team sundry items	27/05/2025		Unity Trust		calibration	The Calibration Centre	S	120.00	24.00	144.00
271	Events -Bar	27/05/2025		Unity Trust		expenses	Mia Tillet	Z	29.40		29.40
272	Electricity - Retort	27/05/2025		Unity Trust		electricity - retort	SSE Energy Solutions	L	755.88	35.06	790.94
273	VE Day 80th Commemorations	27/05/2025		Unity Trust		event toilets	Fourjays Ltd	S	285.00	57.00	342.00
274	Environmental Initiatives	27/05/2025		Unity Trust		Supplies	Total Supplies Ltd	S	12.00	2.40	14.40
274	Bathroom items	27/05/2025		Unity Trust		Supplies	Total Supplies Ltd	S	22.50	4.50	27.00
275	Beach Security	27/05/2025		Unity Trust		security	Marc One Security	S	816.00	163.20	979.20
276	Cleaning	27/05/2025		Unity Trust		Cleaning	Total Cleaning Services	S	190.84	38.17	229.01
277	Bandstand entertainment	27/05/2025		Unity Trust		Concert	Crystal Palace Band	Z	350.00		350.00
278	Victoria Gardens	27/05/2025		Unity Trust		bedding plants	YOUNG'S NURSERIES	S	185.63	37.12	222.75
279	Fire alarms and emergency light	27/05/2025		Unity Trust		Works	Westgate Security & Electr	S	202.15	40.43	242.58
284	Bandstand entertainment	28/05/2025		Unity Trust		Concert	1st Whitstable Scout Band	Z	350.00		350.00
285	Bandstand entertainment	28/05/2025		Unity Trust		Concert	Sean Jones (Fairisle)	Z	350.00		350.00
286	IT	28/05/2025		Unity Trust		annual hosting	Zonkey	S	595.00	119.00	714.00
287	Community Event	28/05/2025		Unity Trust		ice creams for event	Tania's Ice Creams	Z	380.00		380.00
288	Community Event	28/05/2025		Unity Trust		face painting for event	Gillian Child (face painting)	Z	350.00		350.00
289	Community Event	28/05/2025		Unity Trust		stalls	Ray Linge Market Stalls Ltd	S	1,190.00	238.00	1,428.00
290	Community Event	28/05/2025		Unity Trust		bouncy castles for event	Broadstairs Bouncy Castle	Z	275.00		275.00
291	Office sundries	28/05/2025		Nat West Current Ac		water supply	Water Wellbeing Ltd	S	208.01	41.60	249.61
292	Waste removal	29/05/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	13.80	2.76	16.56
293	Phones and Internet	29/05/2025		Nat West Current Ac		mobile phones	02	S	167.68	33.54	201.22
294	Finance costs	30/05/2025		Nat West Current Ac		bank charges	NATWEST	Z	6.65		6.65
297	Stripe Fee	21/05/2025	Receipt Voucher No. 79	Unity Trust		Stripe Transaction Fee	Stripe	E	1.09		1.09
298	Stripe Fee	17/06/2025	Receipt Voucher No.82	Nat West Current Ac		Stripe Transaction Fee	Stripe	S	66.12	13.23	79.35
303	Electricity	17/06/2025	Receipt Voucher No. 87	Nat West Current Ac		Electricity	Edf	L	1,007.32	50.37	1,057.69
305	Facilities Team sundry items	16/06/2025		Lloyds Corporate Cre		Supplies	Ebay	Z	6.49		6.49
306	Events -Bar	16/06/2025		Lloyds Corporate Cre		bar supplies	Iceland	Z	4.00		4.00
308	Printer/Photocopier	16/06/2025		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	Z	5.49		5.49
309	Environmental Initiatives	16/06/2025		Lloyds Corporate Cre		safety wear	Amazon UK Services Ltd	S	34.11	6.84	40.95
310	town maintenance (van costs)	16/06/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	7.10	1.42	8.52
311	Mocketts Wood	16/06/2025		Lloyds Corporate Cre		plants	Suttons	S	255.72	51.15	306.87
312	town maintenance (van costs)	16/06/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	2.50	0.50	3.00
313	town maintenance (van costs)	16/06/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	7.46	1.49	8.95

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
314 Environmental Initiatives	16/06/2025		Lloyds Corporate Cr�		Equipment	Amazon UK Services Ltd	S	15.92	3.19	19.11
314 Events - Equipment	16/06/2025		Lloyds Corporate Cr�		Equipment	Amazon UK Services Ltd	S	15.92	3.19	19.11
315 Mocketts Wood	16/06/2025		Lloyds Corporate Cr�		Equipment	Kingspan Water & Energy l	S	350.00	70.00	420.00
316 IT	16/06/2025		Lloyds Corporate Cr�		ipad storage	Apple.com	S	7.49	1.50	8.99
317 Mocketts Wood	16/06/2025		Lloyds Corporate Cr�		seeds	Landlife Wildflowers	S	23.75	4.75	28.50
318 Mocketts Wood	16/06/2025		Lloyds Corporate Cr�		seeds	boston seeds	S	24.16	4.83	28.99
319 Mocketts Wood	16/06/2025		Lloyds Corporate Cr�		Fencing	Jacksons Fencing	S	133.00	26.60	159.60
320 Facilities Team sundry items	16/06/2025		Lloyds Corporate Cr�		twine	Rope Source Ltd	S	11.28	2.26	13.54
321 Finance costs	16/06/2025		Lloyds Corporate Cr�		Fee	Lloyds commercial cards	Z	3.00		3.00
322 Rates	06/06/2025		Unity Trust		business rates	Thanet District Council	Z	495.00		495.00
323 Glass Door maintenance	06/06/2025		Unity Trust		Works	ADMI Doors Limited	S	136.00	27.20	163.20
324 Mocketts Wood	06/06/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	42.90	8.58	51.48
325 Defibrillators	06/06/2025		Unity Trust		defibrillator supplies	Hopkins	S	141.60	28.32	169.92
326 Bandstand entertainment	06/06/2025		Unity Trust		bandstand concert	Mr A. Ellingham (5 In The	Z	325.00		325.00
327 Bandstand entertainment	06/06/2025		Unity Trust		bandstand concert	Dartford Concert Band	Z	250.00		250.00
328 Community Event	06/06/2025		Unity Trust		bandstand concert	Danielle Church (Little Cha	Z	250.00		250.00
329 Community Event	06/06/2025		Unity Trust		first aid cover	St. John Ambulance	S	171.60	34.32	205.92
330 Stationery	06/06/2025		Unity Trust		Stationery	VIKING DIRECT	S	20.42	4.08	24.50
331 Container hire	06/06/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	85.80	17.16	102.96
332 Beach Security	06/06/2025		Unity Trust		security	Marc One Security	S	289.00	57.80	346.80
333 Facilities Team sundry items	06/06/2025		Unity Trust		Supplies	B&Q	S	38.33	7.67	46.00
334 Insurance & Audit	06/06/2025		Unity Trust		Audit	David Buckett	Z	679.70		679.70
335 Fire doors and extinguisher che	06/06/2025		Unity Trust		fire door survey	EK Fire Protection	S	595.00	119.00	714.00
336 cleaning	06/06/2025		Unity Trust		Cleaning	Total Cleaning Services	S	885.12	177.02	1,062.14
337 Town Mayor	06/06/2025		Unity Trust		mayoral donation	St. Peter In Thanet Junior	Z	30.00		30.00
338 Victoria Gardens	09/06/2025		Unity Trust		Paint	Screwfix	S	14.57	2.92	17.49
339 Town Mayor	09/06/2025		Unity Trust		Paint	TOYE KENNING & SPENCE	S	726.45	145.29	871.74
340 Events - Equipment	09/06/2025		Unity Trust		linen hire	Limitless Sparkle Ltd	S	55.25	11.05	66.30
341 Beach Security	09/06/2025		Unity Trust		security	Marc One Security	S	1,309.00	261.80	1,570.80
342 Professional Fees	09/06/2025		Unity Trust		Legal fees	Brachers LLP	S	387.50	77.50	465.00
342 Professional Fees	09/06/2025		Unity Trust		Legal fees	Brachers LLP	Z	20.00		20.00
343 Professional Fees	09/06/2025		Unity Trust		Legal fees	Brachers LLP	S	1,010.50	202.10	1,212.60
344 Professional Fees	09/06/2025		Unity Trust		Legal fees	Brachers LLP	S	828.57	165.71	994.28
344 Professional Fees	09/06/2025		Unity Trust		Legal fees	Brachers LLP	Z	14.00		14.00
345 Electricity reimbursements	09/06/2025		Unity Trust		electricity overcharge refund	MMP Accountants Ltd	S	3,277.15	655.43	3,932.58

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
346	Electricity reimbursements	09/06/2025	Unity Trust		electricity overcharge refund	Venture Telecoms Ltd	S	19,160.57	3,832.11	22,992.68
347	Electricity reimbursements	09/06/2025	Unity Trust		electricity overcharge refund	St. James's Place Wealth M	S	7,385.77	1,477.15	8,862.92
348	Electricity	10/06/2025	Unity Trust		Electricity	British Gas	L	16.69	0.83	17.52
369	Office sundries	13/06/2025	Unity Trust		expenses	David Bassett	Z	44.15		44.15
370	Office sundries	13/06/2025	Unity Trust		expenses	Kirsty Holroyd	Z	9.65		9.65
371	Fire alarms and emergency ligh	13/06/2025	Unity Trust		Works	Westgate Security & Electr	S	145.05	29.01	174.06
372	Professional Fees	13/06/2025	Unity Trust		service charge audit	Spurling Cannon	S	500.00	100.00	600.00
373	Bandstand entertainment	13/06/2025	Unity Trust		Concert	Laura Johnston (Rhiamon)	Z	350.00		350.00
374	Bandstand entertainment	13/06/2025	Unity Trust		Concert	INVICTA CONCERT BAND	Z	380.00		380.00
375	Bandstand entertainment	13/06/2025	Unity Trust		Concert	Big Girl Little Voice	Z	100.00		100.00
376	Facilities Team sundry items	13/06/2025	Unity Trust		work wear	Screwfix	S	24.99	5.00	29.99
377	intruder alarm	13/06/2025	Unity Trust		Works	Westgate Security & Electr	S	83.37	16.67	100.04
378	Defibrillators	13/06/2025	Unity Trust		defibrillator maintenance	Hopkins	S	831.60	166.32	997.92
379	event marketing	13/06/2025	Unity Trust		Advertising	Brightside Publishing	S	240.00	48.00	288.00
380	Unplanned building works	13/06/2025	Unity Trust		Works	Westgate Security & Electr	S	1,154.17	230.83	1,385.00
381	Punch & Judy	13/06/2025	Unity Trust		Fee	Thanet District Council	Z	380.00		380.00
382	Window cleaning	13/06/2025	Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
383	Printer/Photocopier	13/06/2025	Unity Trust		photocopier	KCS	S	167.40	33.48	200.88
384	IT	13/06/2025	Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
385	Events -Bar	13/06/2025	Unity Trust		bar sales	Page & Sons	S	371.72	74.34	446.06
386	Security	13/06/2025	Unity Trust		security	Probe Security	S	150.00	30.00	180.00
386	PAT testing	13/06/2025	Unity Trust		security	Probe Security	S	770.00	154.00	924.00
387	Payroll company	13/06/2025	Unity Trust		Payroll	Batchelor Coop Ltd	S	680.60	136.12	816.72
388	Victoria Gardens	13/06/2025	Unity Trust		work shoes	Screwfix	S	36.66	7.33	43.99
389	cleaning	13/06/2025	Unity Trust		Cleaning	Total Cleaning Services	S	930.43	186.09	1,116.52
390	Broadstairs in Bloom	13/06/2025	Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	3,815.00	763.00	4,578.00
390	Culmers Amenity Land	13/06/2025	Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	122.13	24.43	146.56
390	Grounds Maintenance	13/06/2025	Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	886.25	177.25	1,063.50
391	Beach Security	13/06/2025	Unity Trust		security	Marc One Security	S	119.00	23.80	142.80
392	Electricity	17/06/2025	Nat West Current Ac		electricity - music room	Edf	L	75.57	3.78	79.35
393	Phones and Internet	17/06/2025	Unity Trust		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
394	Phones and Internet	17/06/2025	Unity Trust		telephones/wifi	Venture Telecoms Ltd	S	256.42	51.28	307.70
395	Utilities	17/06/2025	Unity Trust		telephones/wifi	Venture Telecoms Ltd	S	107.02	21.40	128.42
396	Stripe Fee	03/06/2025	Unity Trust	Receipt Voucher No. 97	Stripe Transaction Fee	Stripe	E	1.10		1.10
397	Stripe Fee	03/06/2025	Unity Trust	Receipt Voucher No. 98	Stripe Transaction Fee	Stripe	E	0.92		0.92

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
398 Stripe Fee	05/06/2025	Receipt Voucher No. 99	Unity Trust	Receipt #1874-66f	Stripe Transaction Fee	Stripe	E	1.88		1.88
399 Stripe Fee	05/06/2025	Receipt Voucher No. 100	Unity Trust	Receipt #1542-63r	Stripe Transaction Fee	Stripe	E	1.34		1.34
400 Stripe Fee	06/06/2025	Receipt Voucher No. 101	Unity Trust	Receipt #1329-10r	Stripe Transaction Fee	Stripe	E	1.10		1.10
401 Stripe Fee	09/06/2025	Receipt Voucher No. 102	Unity Trust	Receipt #1114-05f	Stripe Transaction Fee	Stripe	E	1.10		1.10
402 Stripe Fee	07/06/2025	Receipt Voucher No. 103	Unity Trust	Receipt #1358-65r	Stripe Transaction Fee	Stripe	E	1.88		1.88
403 Stripe Fee	10/06/2025	Receipt Voucher No. 104	Unity Trust	Receipt #1536-57f	Stripe Transaction Fee	Stripe	E	1.10		1.10
404 Stripe Fee	10/06/2025	Receipt Voucher No. 105	Unity Trust	Receipt #1956-18r	Stripe Transaction Fee	Stripe	E	1.34		1.34
405 Stripe Fee	11/06/2025	Receipt Voucher No. 106	Unity Trust	Receipt #1816-21f	Stripe Transaction Fee	Stripe	E	1.10		1.10
406 Waste removal	16/06/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	261.24	52.25	313.49
407 Insurance & Audit	16/06/2025		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
Total								61,726.15	10,881.65	72,607.80

Broadstairs & St. Peter's Town Council

25 June 2025 (2025-2026)

Attach 6

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Receipt No	Description	net	vat	total
68	electricity	22/05/2025		Unity Trust		Electricity	859.09	171.82	1,030.91
69	electricity	22/05/2025		Unity Trust		Electrical Metering Service	454.00	90.80	544.80
70	electricity	22/05/2025		Unity Trust		Service Charge	1,320.51	264.10	1,584.61
71	Events Room Hire	21/05/2025		Unity Trust		Room Hire	307.92	61.58	369.50
72	Events Room Hire	27/05/2025		Unity Trust		Room Hire	866.00	173.20	1,039.20
73	Events Room Hire	27/05/2025		Unity Trust		Room Hire	30.00	6.00	36.00
73	Events Room Hire	27/05/2025		Unity Trust		Room Hire	30.00	6.00	36.00
73	Events Room Hire	27/05/2025		Unity Trust		Room Hire	30.00	6.00	36.00
73	Events Room Hire	27/05/2025		Unity Trust		Room Hire	30.00	6.00	36.00
74	Events -Bar	27/05/2025		Unity Trust		bar sales	267.28	53.46	320.74
75	Events -Bar	27/05/2025		Unity Trust		bar sales	209.97	42.00	251.97
76	Bank Interest	30/05/2025		Nat West Business		bank interest	78.03		78.03
77	Events Room Hire	28/05/2025		Unity Trust		Hall hire	1,834.17	366.83	2,201.00
79	Community Event	21/05/2025		Unity Trust		Receipt #1800-4 stall - community festival	25.00	5.00	30.00
80	VAT Refund	03/06/2025		Unity Trust		vat refund	2,538.94		2,538.94
81	Events -Bar	09/06/2025		Unity Trust		bar sales	503.33	100.67	604.00
82	Broadstairs in Bloom	25/05/2025		Unity Trust		Receipt #1390-7: broadstairs in bloom	12.50	2.50	15.00
83	Broadstairs in Bloom	25/05/2025		Unity Trust		Receipt #1737-1: broadstairs in bloom	12.50	2.50	15.00
84	Broadstairs in Bloom	25/05/2025		Unity Trust		Receipt #1551-1: broadstairs in bloom	12.50	2.50	15.00
85	Broadstairs in Bloom	25/05/2025		Unity Trust		Receipt #1273-4: broadstairs in bloom	12.50	2.50	15.00
86	Broadstairs in Bloom	24/05/2025		Unity Trust		Receipt #1038-5: broadstairs in bloom	25.00	5.00	30.00
87	Broadstairs in Bloom	24/05/2025		Unity Trust		Receipt #1207-1: broadstairs in bloom	12.50	2.50	15.00
88	Events Room Hire	02/06/2025		Unity Trust		Hall hire	465.00	93.00	558.00
89	Events Room Hire	02/06/2025		Unity Trust		Room Hire	15.00	3.00	18.00
89	Events Room Hire	02/06/2025		Unity Trust		Room Hire	15.00	3.00	18.00
89	Events Room Hire	02/06/2025		Unity Trust		Room Hire	15.00	3.00	18.00
90	Events Room Hire	11/06/2025		Unity Trust		Room Hire	112.50	22.50	135.00
91	Events Room Hire	06/06/2025		Unity Trust		Room Hire	75.00	15.00	90.00
92	Tenants' rent	02/06/2025		Unity Trust		Rent of Office	590.00	118.00	708.00
93	Tenants' rent	02/06/2025		Unity Trust		Rent of Office	520.42	104.08	624.50
94	Events Room Hire	11/06/2025		Unity Trust		Room Hire	67.08	13.42	80.50
95	Tenants' parking	11/06/2025		Unity Trust		car parking	500.00	100.00	600.00
96	Tenants' rent	16/06/2025		Unity Trust		Service Charge	608.37	121.67	730.04

97	Christmas Event	03/06/2025	Unity Trust	Receipt #1285-1: Christmas Market	50.00	10.00	60.00
98	Christmas Event	03/06/2025	Unity Trust	Receipt #1959-8: Christmas Market	50.00	10.00	60.00
99	Christmas Event	05/06/2025	Unity Trust	Receipt #1874-6: Christmas Market	116.67	23.33	140.00
100	Christmas Event	05/06/2025	Unity Trust	Receipt #1542-6: Christmas Market	50.00	10.00	60.00
101	Christmas Event	06/06/2025	Unity Trust	Receipt #1329-1: Christmas Market	50.00	10.00	60.00
102	Christmas Event	09/06/2025	Unity Trust	Receipt #1114-0: Christmas Market	50.00	10.00	60.00
103	Christmas Event	07/06/2025	Unity Trust	Receipt #1358-6: Christmas Market	116.67	23.33	140.00
104	Christmas Event	10/06/2025	Unity Trust	Receipt #1536-5: Christmas Market	50.00	10.00	60.00
105	Christmas Event	10/06/2025	Unity Trust	Receipt #1956-1: Christmas Market	50.00	10.00	60.00
106	Christmas Event	11/06/2025	Unity Trust	Receipt #1816-2: Christmas Market	50.00	10.00	60.00
107	Tenants' rent	13/06/2025	Nat West Current	Rent of Office	964.00	192.80	1,156.80
108	town maintenance (van cost	16/06/2025	Nat West Current	ev charge income	13.31	2.66	15.97
109	Events Room Hire	17/06/2025	Unity Trust	Room Hire	15.00	3.00	18.00
109	Events Room Hire	17/06/2025	Unity Trust	Room Hire	15.00	3.00	18.00
109	Events Room Hire	17/06/2025	Unity Trust	Room Hire	15.00	3.00	18.00
109	Events Room Hire	17/06/2025	Unity Trust	Room Hire	15.00	3.00	18.00
109	Events Room Hire	17/06/2025	Unity Trust	Room Hire	15.00	3.00	18.00
110	Events Room Hire	18/06/2025	Unity Trust	Room Hire	120.00	24.00	144.00
111	Events Room Hire	18/06/2025	Unity Trust	Room Hire	908.33	181.67	1,090.00
112	Events -Bar	23/06/2025	Unity Trust	bar sales	544.72	108.94	653.66
113	Events -Bar	23/06/2025	Unity Trust	bar sales	405.78	81.16	486.94
					####	2,700.52	18,820.11
					16,120		

**HIGH** - 0  
**MEDIUM** - 0  
**LOW** - 16

## Broadstairs & St Peter's Town Council

### INTERNAL AUDIT 2024-2025

#### AUDIT PLAN WITH COMMENTS / FINDINGS

I am pleased to report to Members of the Broadstairs & St Peter's Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the twelve-month period to 31 March 2025, following my audit visit and subsequent conversations on 7 May 2025

Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Mrs Kirsty Holroyd and Finance Officer Ms Victoria Jenkins for their assistance given to me during my audit visit.

Risk Assessment			
Area	Item	Comments / Findings Interim visit 14 Oct 2024	Comments / Findings Year-end Audit 07 May 2025
Previous Audits	<ul style="list-style-type: none"> <li>Date of last External Audit Certificate or Exemption Certificate for 2023-24</li> <li>Comments if any</li> <li>Publication on website.</li> <li>Date of last Internal Audit</li> <li>Comments if any</li> <li>Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p>Mazars signed off the Report &amp; Certificate 2023-24 on 25 September 2024. Council noted the report on 30 Sept 2024 Min 486</p> <p>There were no comments</p> <p>The unaudited AGAR was published on 27 June 2024 and the audited AGAR on 27 Sept 2024.</p> <p>Last Internal audit visit was 24 May 2024, the Internal Audit Report was considered by Council on 24 June 2024 Min 447 noting that every element of the Audit Plan had a "low risk" score.</p>	<p>F&amp;GP Comm 14 April 2025 Min 147 considered the JPAG Practitioners' Guide and assessed the IIA responsibilities and proper practices upheld within the Council confirming a positive response to the assertions in Section 1 of the AGAR 2024-25.</p> <p>Council 28 Oct 2024 Min 502 noted the medium risk score in the Interim Report relating to the outstanding decision on the staff pension provision (to be discussed at the forthcoming budget meeting). See further comment under the Budgetary Controls Section.</p>
Minutes	<ul style="list-style-type: none"> <li>Review of the Council minutes in particular the full Council meetings and the Committees responsible for Governance &amp; Finance matters.</li> <li>General Power of Competence (GPC) ?</li> <li>Dispensations in place eg - S.40 LA&amp;A Act 2014</li> <li>filming/recording</li> </ul>	<p>Consideration should be given to uploading the "Draft Minutes" onto the website especially for the Committees who do not meet on a regular monthly basis eg F&amp;GP and Community Assets Committees.</p> <p>General Power of Competence (GPC) adopted following the Elections in May 2023. Council 16 June 2023 Min 207 resolved to adopt the GPC applied retrospectively from the Annual Meeting 15 May 2023.</p>	<p>Council 27 Jan 2025 Min 556 – Scheme of Delegation adopted</p>

<b>Code of Conduct/ Acceptance of Office</b>	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit visit?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance NEXT ELECTION ?</li> </ul>	The revised Thanet DC Code of Practice has been adopted by the Council – 29 July 2024 Min 466  15 Cllrs elected in May 2023, only 3 were existing Councillors. There have been no changes in membership since the Election. DPI information available on the website  May 2027	No change
<b>Standing Orders (SOs) and Financial Regulations (FRs)</b>	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit and minuted?</li> <li>• Are Tender/contract values consistent between SOs &amp; FRs and changes been formally adopted by the Council?</li> <li>• Virtual Meetings / Delegation to Clerk/RFO still in place ?</li> <li>• Updated re New NALC Models SO's 2022, Fin Regs 2024 ?</li> <li>Two signature rule still in place?</li> </ul>	<b>The long-awaited new Model Financial Regulations were published in Late April 2024 on the NALC website with a greater emphasis on Risk Management and separate sections on the new forms of electronic payment arrangements such as BACS, CHAPS and debit &amp; credit cards.</b> As reported previously the F&GP meeting on 22 July 2024 Min166 considered the new Model and requested the Town Clerk to tailor the Council's existing clauses and limits into the new document. This is to be considered by full Council at its meeting on 28 October 2024.  YES	Council 31 Mar 2025 Min 593 adopted the draft Financial Regulations put forward by the Town Clerk that highlighted amendments particularly the contract threshold (£60k inc VAT) and to seek formal tenders from at least 3 suppliers.  Council 28 April 2025 Min 611 the annual review of Standing Orders and deemed fit for purpose.
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• <b>Risk Assessments</b> – Are they: <ul style="list-style-type: none"> <li>○ Carried out regularly?</li> <li>○ Adequate?</li> <li>○ Reported in the minutes?</li> <li>○ Inspections of play equipment etc if carried out by staff/Cllrs have they been trained, accredited?</li> <li>○ <b>ANNUAL REVIEW ?</b></li> </ul> </li> <li>• <b>Insurance cover</b> – is it: <ul style="list-style-type: none"> <li>○ Appropriate/Adequate?</li> <li>○ LTA in place?</li> <li>○ Reviewed regularly?</li> </ul> </li> </ul>	EK Fire Protection carry out fire risk assessments on the major buildings owned/managed by the Council.  No Town Council owned play areas  Annual Review of Risk - F&GP Comm 22 July 2024 Min 168 and Council 29 July 2024 Min 462(vii), published on the Council's website 5 Aug 2024.  Council 24 Mar 2024 Min 377, renewed the Insurance LTA with Zurich Municipal following a tender process involving 2 other Brokers. The new LTA runs from 1 April	

	<ul style="list-style-type: none"> <li>○ Fidelity Guarantee Cover £ (Balances + ½ Precept)</li> <li>● <b>Internal controls</b> – are they: <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Reviewed regularly?</li> <li>○ <b>Statement of Internal Control (SIC)?</b></li> </ul> </li> <li>● <b>Systems and Procedures</b> – are they: <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Followed?</li> <li>○ Reviewed regularly?</li> </ul> </li> </ul>	<p>2024 to 31 March 2027 including Debt Recovery and Contract Disputes cover. The Fidelity Guarantee cover = £1m</p> <p><b>SIC for 2023-24 to be considered as part of the AGAR 2023-24 – 24 June 2024 Min 445(ii)</b></p> <p>Events Publicity Policy – Council 24 June 2024 Min 449 Contractors' Works Policy – Council 29 July 2024 Min 469</p>	<p><b>SIC for 2024-25 to be considered as part of the AGAR 2024-25 – June 2025</b></p> <p>Council 25 Nov 2024 Min 522 &amp; 523 approved the Dignity at Work Policy &amp; Civility Respect Pledge. Min 524 approved the Biodiversity Policy Council 27 Jan 2025 Min 557 adopted the Community Engagement Policy Council 24 Feb 2025 Min 574 adopted the Equality &amp; Diversity Policy and Min 575 the H&amp;S Policy Council 31 March 2025 Min 596 adopted the Maternity Policy, Min 597 the Paternity Policy, Min 598 Shared Parental Leave Policy Council 28 April 2025 Min 615 – Complaints Policy and <b>Min 616 a revised IT Policy in line with the new AGAR Assertion requirements for 2025-26 (see note in final section of this Report)</b></p>
<b>Budgetary Controls</b>	<ul style="list-style-type: none"> <li>● Is the annual budgeting process reported and approved by the full Council? <ul style="list-style-type: none"> <li>○ <b>Budget/Precept amounts minuted?</b></li> <li>○ <b>Review of All Reserves included as part of the Budget Setting Process?</b></li> </ul> </li> <li>● Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>○ Compare with Fin Regs requirements?</li> </ul> </li> <li>● Are significant variances explained in sufficient detail?</li> </ul>	<p>2024-25 Budget monitoring Qtr 1 – Council 29 July 2024 Min 465 includes summary of income &amp; expenditure by Cost Code, bank reconciliation and a transparency report.</p> <p><b>2025-26 Budget &amp; Precept</b> F&amp;GP 14 Oct 2024 Min 176 &amp; 177 – considered a report on the 2024-25 Budget activity to date and a full-year forecast showing potential under and overspend. A verbal report from the Town Clerk on the 2025-26 Budget highlighted those areas likely to have most change from the current year and several potentially large projects to be considered by the Committees which could impact on the 2025-26 Budget. All members of F&amp;GP to consider in more detail at a Budget Working Group meeting to consider the first draft of the Budget for 2025-26.</p>	<p>Budget monitoring Council 28 Oct 2024 Min 501 (inc &amp; Exp for Qtr 2 and transparency report.</p> <p><b>2025-26 Budget</b> First Draft of Budget considered by F&amp;GP 9 Dec 2024 Min 187 taking into account expected spend to March 2025 &amp; potential underspends in 2024-25 and the anticipated income in 2025-26 recommended to Council a total spend of £1,071,933 for 2025-26. Council 16 Dec 2024 Min 537 noted the draft Budget including the staff pension scheme recommendations and the draft Precept Demand for 2025-26 but decision deferred until the Jan 2025 Meeting to allow for further adjustment to the budget figures and formal confirmation of the 2025-26 Tax base from Thanet DC.</p> <p>Council 27 Jan 2025 Min 555, Cllrs agreed to net Budget Requirement of £1,076,933 and a Precept.</p>

			request of £892,590 = Band D figure of £84.46 a 2% increase (equiv to £1.66pa increase). <b>Tax Base for 2025-26 = 10,568.71 (2024-25 - 9890.59)</b>
<b>Section 137 expenditure if relevant (GPC adopted?)</b> <b>£10.81 FOR 2024-25</b> <b>(£9.93 FOR 2023-24)</b>	<ul style="list-style-type: none"> <li>What is the cash limit for the year?</li> <li>Is a separate account/analysis kept?</li> <li>Has the cash limit been exceeded?</li> </ul> <p>Have the spending powers been properly used and Minuted?</p>	Not required GPC powers in place	No change
<b>Book-keeping</b>	<ul style="list-style-type: none"> <li>Cashbook - is it:</li> <li>Fit for purpose?</li> <li>Arithmetically correct?</li> <li>Balanced regularly?</li> <li>Reported to Council regularly?</li> <li><b>Turnover above £200k pa ?</b></li> <li><b>Income &amp; Expenditure basis of accounting?</b></li> <li>Record keeping and the arrangements in place to store previous year's accounts etc.</li> </ul>	<p>Scribe Accounts in place since June 2021, used for Budget monitoring during the year and for the 2025-26 Budget preparation.</p> <p><b>The Council accounts on an Income &amp; Expenditure basis.</b></p>	Scribe Accounts year-end information checked against the draft AGAR papers prepared by the Town Clerk for approval by Council.
<b>Petty Cash</b>	<ul style="list-style-type: none"> <li>Has the amount of petty cash float been agreed?</li> <li>Are all petty cash entries recorded?</li> <li>Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>Are petty cash reimbursements signed for?</li> <li><b>Date of last petty cash reimbursement/top-up?</b></li> <li>Is petty cash balance independently checked regularly</li> </ul>	<p>Petty Cash balance at 31 Mar 2024 =£19.18</p> <p>The Finance Officer operated the Petty Cash through the Accounting System but on 30 June 2024 the small balance remaining (£9.73) was paid back into the NatWest current account. Future small purchases will be made using the Unity Multipay card.</p>	No Petty Cash float.

Payroll		
<ul style="list-style-type: none"><li>• <b>Who is on the payroll and are contracts of employment in place?</b></li><li>• <b>Who is the RFO?</b></li><li>• <b>Annual Appraisal in place ?</b></li><li>• Have there been any changes to the establishment and/or changes to individual contracts during the year?</li><li>• <b>Members Allowances in place and paid via payroll system?</b></li><li>• Have new appointments and changes to contracts been approved and minuted?</li><li>• Do salaries paid agree with those approved by the Council?</li><li>• Have PAYE/NI/Pension requirements been properly applied and accounted for?</li><li>• Payroll outsourced?</li></ul>	<p><b>Main changes in the staffing includes -</b></p> <p>Events &amp; Bookings Supervisor (P/T) to be made permanent and retitled Events Supervisor and to be asked to work F/T from December 2024 to cover the Events &amp; Booking Manager's maternity leave (for commercial events only).</p> <p>A new P/T post of Events Asst. to be appointed to manage the Council run events</p> <p><b>Victoria Gardens</b> – taken over by the Town Council from TDC Jan 2024. Two staff employed to manage the gardens and flower beds.</p> <p><b>Staff Appraisals have been reported to Council 30 Sept 2024 Min 489</b></p> <p>Additional sites to be taken over from TDC if agreed as part of the existing licence for Victoria Gardens will create a new P/T gardener's post.</p> <p><b>All the above was considered by Council 30 Sept 2024 Min 489.</b></p> <p>Cllr Roberts appointed "Staff Liaison Cllr" – Council 24 July 2023 Min 241 (ii)</p> <p>Cllr's Allowances for 2024-25 – to be considered by Council 28 Oct 2024</p> <p>Payroll administrator - Batchelor Coop Ltd</p> <p>NEST pension scheme in place for all eligible employees</p> <p><b>Council 26 Feb 2024 Min 363</b> noted the recommendation for staff to be offered the LGPS in line with District and County Officers.</p> <p><b>I understand no further discussion or decision has been made.</b></p>	
<p><b>WORKPLACE PENSION IN PLACE</b></p>		<p>Outstanding staff appraisals reported to Council 28 Oct 2024 Min 508 and received info. Concerning the national pay award for 2024-25 to be applied and back-dated to 1 April 2024</p> <p>Council 287 Oct 2024 Min 505 resolved that for 2024-25 £600 Cllr allowance to each elected Cllr in line with the guidance received from the Independent remuneration Panel.</p> <p>Council 16 Dec 2024 Min 537(i) as part of the 2025-26 Budget discussions agree the staff membership to the LGPS.</p> <p>Council 24 Feb 2025 Min 578(ii) received the Kent LGPS Actuarial Report to join the Pension Scheme – Council approved the application to join.</p> <p><b>Council 31 March 2025 Min 592 – Council Resolution to join the Kent LGPS available to all staff and open to future new staff.</b> Actuary Contribution rate – 20.2%</p> <p>As at 31 March 2025 there were 9 employees contributing to the NEST pension scheme. All will transfer over to the LGPS in May 2025.</p>

<p><b>Payments</b></p>	<ul style="list-style-type: none"> <li>• Are all payments recorded and supported by appropriate documentation?</li> <li>• Are payments minuted?</li> <li>• Review of DD's and SO's ?</li> <li>• <b>STAFF costs definition for inclusion in Box 4 for 2024-25, check parity for 2023-24 ?</b> Currently includes salary, tax, NIC &amp; Pension (employee &amp; ers) + taxable benefits ( home working allowance, broadband &amp; phone allowance etc NOT incl.)</li> <li>• Has VAT been identified, recorded and reclaimed?</li> <li>• Have internal control procedures inc. segregation of duties been adhered to?</li> <li>• Contracts:             <ul style="list-style-type: none"> <li>○ What contracts exist?</li> <li>○ Compliance with SOs &amp; FRS for letting of contracts?</li> <li>○ Have any new contracts or contract variations and/or extensions been awarded in the year?</li> <li>○ Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>	<p>Payments authorised between Meetings are well minuted eg Council 24 June 2024 Min 444 i) also Receipts Min ii), Min iii) referred to works &amp; services authorised in between meetings. All payments are in the "additional documents" attached to the Agenda as listed on the website under the Meeting they were approved.</p> <p>The Quarterly Transparency Reports lists the payments made of £500 and above, which are also posted to the website.</p> <p>Direct Debits and regular payments considered by Council 13 May 2024 Min 427 v)</p> <p><b>Staff costs included in Box 4 compliant with the definition.</b></p> <p><b>PS Tax Consultants advised on the VAT liability and calculation back to 2003. Council paid £231,750 on 9 April 2024</b></p> <p><b>Monthly VAT claims from 1 April 2024 –</b> April - £1,251, May - £6,250, June – (£4,125) July – (£719), August – £2,940</p> <p><b>Sample contracts/agreements in place:</b> <b>NB F&amp;GP and Council approved a list of preferred contractors – Council 29 July 2024 Min 462 (vi)</b> Total Cleaning Services – Pierremont Hall Cleaning Box Green Landscapes – Garden Mice Pierremont Hall (3 years from 1 April 2022) includes street planters &amp; Culmer's Amenity Land Marc One Security – Beach Patrols PSTax – VAT advice Brachers LLP – legal support to the Basement Project Probe Security – evening security for Council buildings G Piper- window cleaning</p>	<p><b>Monthly VAT claims</b> Sept - £3,967, Oct - (£214), Nov £5,201, Dec £3,929, Jan 2025 £5,092, Feb £1,143 Note payments received 14 April 2025. Mar 2025 - £4,119 repayment outstanding at the time of my Audit Visit.</p> <p>City Electrical Factors Ltd – EV charging, Canva subscription Spark X Ltd – Xmas lighting 2024 Lawrence Container Hire Ltd – 20ft container (council offices) &amp; 10ft container at Mocketts Wood Venture Telecom Procurement Services (trading name of KCC) – Office Printer/Photocopier</p> <p>Tenancy Arrears reported to Council 28 Oct 2024 Min 506</p> <p>Other income in 2024-25 totalled £156,900 compared to £211,500 the previous year. The main income sources are -</p>
<p><b>Receipts</b></p>	<ul style="list-style-type: none"> <li>• Are all receipts recorded correctly?</li> <li>• Are all receipts promptly banked?</li> </ul>	<p>VAT to be charged for taxable supplies from 1 April 2023 Commercial Tenants invoicing for rent, parking and electricity etc to be brought in-house from 1<sup>st</sup> August 2023 Live Financial Services vacated March 2024 with arrears, which is being pursued.</p>	

	<ul style="list-style-type: none"><li>• Precept, CTSG and Sect 106 &amp; CIL payments</li><li>• Are income records inc allotments, burials, hirings adequate?</li><li>• Are invoicing arrangements adequate including VAT where applicable?</li></ul>		<p>Pierremont Hall £41,300 Pierremont events £51,500 Retort House - £13,800 Bank Interest - £10,550</p>																												
Bank reconciliation & PWLB Loans	<ul style="list-style-type: none"><li>• What current/deposit accounts exist?</li><li>• Investment Strategy recommended where bank balances are in excess of £100k. FSCS aware ?</li><li>• Are bank reconciliations regularly carried out for each account and signed off by Councillors?</li><li>• Year-end Level of Balances to Precept ratio</li><li>• Are the cheque counterfoils, paying-in books and bank statements adequately referenced?</li><li>• When was the last review of the banking arrangements?</li><li>• Internet Banking?</li><li>• Debit/Credit Card?</li><li>• and if in place Financial Regs up to date ?</li><li>• Signature review (Two signatures required?)</li><li>• Any PWLB loans in place ?</li></ul>	<p><b>Bank account balances as at 30 Sept 30 2024 -</b></p> <table><tr><td>NatWest Business Reserve (6508)</td><td>- £50,716 (1.45%)</td></tr><tr><td>NatWest Current (1301)</td><td>- £25,000</td></tr><tr><td>Unity Trust Current (0349)</td><td>- £508,895</td></tr><tr><td>Unity Trust Instant Access (5155)</td><td>- £257,300 (2.75%)</td></tr><tr><td>Nationwide Instant Saver a/c</td><td>- £554,002 (4.3%)</td></tr><tr><td>Petty Cash</td><td>- £0</td></tr><tr><td><b>Total cash balance</b></td><td><b>- £1,395,913</b></td></tr></table> <p>Monthly bank reconciliations undertaken and reported to Cllrs</p> <p>Council 22 April 2024 Min 400 – Investment Strategy reviewed and adopted for 2024-25 – recommended to move £250k from Unity c/a to Nationwide Instant Access to earn a higher interest rate.</p> <p>The Council has a Corporate Multi-pay Card in use. Signatories list updated following the Elections – Council 15 May 2023 Min 197 v) – Unity Trust Bank Cllrs K Bright, M Garner, P Moore &amp; J Hobson (NB Nationwide – Cllrs K Bright, M Garner &amp; J Hobson</p> <p>PWLB Loan balance as at 31 March 2024 - £317,542</p>	NatWest Business Reserve (6508)	- £50,716 (1.45%)	NatWest Current (1301)	- £25,000	Unity Trust Current (0349)	- £508,895	Unity Trust Instant Access (5155)	- £257,300 (2.75%)	Nationwide Instant Saver a/c	- £554,002 (4.3%)	Petty Cash	- £0	<b>Total cash balance</b>	<b>- £1,395,913</b>	<p><b>Bank account balances as at 31 March 2025 -</b></p> <table><tr><td>NatWest Business Reserve (6508)</td><td>- £16,011 (1.25%)</td></tr><tr><td>NatWest Current (1301)</td><td>- £25,000</td></tr><tr><td>Unity Trust Current (0349)</td><td>- £12,709</td></tr><tr><td>Unity Trust Instant Access (5155)</td><td>- £362,746 (2.5%)</td></tr><tr><td>Nationwide Instant Saver a/c</td><td>- £554,002 (3.95%)</td></tr><tr><td>Petty Cash</td><td>- £0</td></tr><tr><td><b>Total cash balance</b></td><td><b>- £970,468</b></td></tr></table> <p>Unpresented payments = (£27,808) Unpresented receipts = Nil</p> <p>F&amp;GP 14 April 2025 Min 198 – Investment Strategy reviewed and included delegated authority to the Town Clerk to move monies between the Unity Trust Current a/c and the Instant Access a/c to be able to maximise the investment interest.</p> <p>PWLB Loan balance as at 31 March 2025 - £297,853</p>	NatWest Business Reserve (6508)	- £16,011 (1.25%)	NatWest Current (1301)	- £25,000	Unity Trust Current (0349)	- £12,709	Unity Trust Instant Access (5155)	- £362,746 (2.5%)	Nationwide Instant Saver a/c	- £554,002 (3.95%)	Petty Cash	- £0	<b>Total cash balance</b>	<b>- £970,468</b>
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<b>Assets changes</b> <b>Asset Register (AR) and</b> <b>Investment Register if</b> <b>applicable</b>	<ul style="list-style-type: none"> <li>Are all the material assets owned by the Council recorded in an AR?</li> <li>Is the AR up to date?</li> <li>Basis of Asset Values and Reviews</li> <li>Are long-term investments recorded?</li> <li>Does the AR show the insurance values?</li> <li>Digital Photographic evidence?</li> <li>Is there a separate Inventory List of low value items (e.g. below the insurance excess levels)?</li> <li>Loans to local bodies including any indemnities in place.</li> </ul>	Asset Values as at 31 March 2024 - £646,675  Asset Register to be reviewed as part of the year-end audit.	Net increase in Asset Values as at 31 March 2025 - £5,900 to £652,575  <b>New Assets in 2024-25</b> Defibrillator (library) - £1,800 7 folding tables (Pierremont Hall) - £1,300 IT equipt - £1,100 Large mower - £900 Picnic Tables (Open spaces) - £1,100 £6,200 Less Disposals (mower) (£300) <b>Net increase in Assets</b> <b>£5,900</b>
<b>Year-end procedures</b> <b>Inc. AGAR</b>	<ul style="list-style-type: none"> <li>Does the <b>2024-25 AGAR Statement of Accounts</b> agree with the cashbook?</li> <li>Is there an audit trail from the financial records to the accounts and have debtors and creditors been properly recorded?</li> <li>Date of approval of <b>2023-24 AGAR &amp; Certificate of Exemption</b> criteria met, exemption declared</li> <li><b>PROOF</b> of public rights provision during summer 2024 &amp; website— AIAR ICOs</li> <li><b>Public Inspection Period Minuted?</b></li> <li>Governance compliance regime - refer to <b>Practitioners' Guide 2024</b></li> </ul>	Year-end procedures to be checked at final audit  The AGAR 2023-24 was approved by Council 24 June 2024 Mins 445 ii, iii & iv, the RFO had signed off the Statement of Accounts on 19 June 2024  Date of Announcement - 27 June 2024 <b>Public Inspection period – 28 June to 8 Aug 2024</b> <b>Evidence – Posting dates on the website</b> Council 24 June 2024 Min 445 vi minuted the Inspection Period as above.	Draft AGAR 2024-25 figures for the Statement of Accounts were audited and compared to the Scribe reports provided.  AGAR meeting scheduled for 24 June 2025  Proposed Public Inspection Period is 28 June to 8 August 2025

Additional tests – (as necessary)			
<ul style="list-style-type: none"> <li>Computer systems:               <ul style="list-style-type: none"> <li>The procedures for the backing up of computerised records</li> <li>Council owned PC/laptop ?</li> <li>Email security</li> <li>Encryption of data?</li> </ul> </li> <li>Trust Funds/Charities – Charity Commission filing?</li> <li>Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</li> <li>Website host and Webmaster and any changes?</li> <li>Website functionality &amp; accessibility NALC L09-18</li> <li>TRANSPARENCY CODE compliant especially for Exempt Authorities</li> <li>Post GDPR (May 2018)               <ul style="list-style-type: none"> <li>Privacy Notice</li> <li>Cllr email addresses?</li> <li>Email disclaimer</li> </ul> </li> <li>Other matters inc DPO arrangements</li> </ul>		<p>There have been no major changes in IT security arrangements since my last visit.</p> <p>Cyber Central is the IT Support company used by the Council.</p> <p>Office 365 software and systems in place.</p> <p>Councillors have been issued with iPads.</p> <p><b>Not applicable</b></p> <p>F&amp;GP 15 April 2024 Min 153, Cllrs considered the JPAG Practitioners' Guide 2024 extract relating to the Internal Audit arrangements/responsibilities.</p> <p>F&amp;GP 22 July 2024 Min 165 –</p> <p>i) My appointment for 2024-25</p> <p>ii) To attend F&amp;GP 14 Oct 2024 to meet Cllrs</p> <p>Council 29 Jan 2024 Min 346 – Council's website to be migrated to a platform provided by Zonkey to include annual hosting.</p> <p>Went live with Zonkey on Monday 20 May 2024 just before my 2023-24 year-end audit visit.</p> <p>Satswana re-appointed as the DPO for the Council</p> <p>Ex-councillors email addresses have been deleted and new Councillors issued with their "generic" email address to be used solely for Town Council business.</p> <p>Example generic email address</p> <p><a href="mailto:Cllr-Joe.bloggs@broadstairs.gov.uk">Cllr-Joe.bloggs@broadstairs.gov.uk</a></p>	<p>Satswana to be re-appointed for 2025-26</p> <p><b>PRACTITIONERS' GUIDE 2025</b></p> <p>From 2025-26 the AGAR Section 1 Annual Governance Statement will include an additional Assertion 10 Digital and Data Compliance. It mainly concerns the requirement for every local council to have a generic email account hosted on the local councils owned domain/website such as .gov.uk or .org.uk The website itself must meet the Web Content Accessibility Guidelines (already covered in the internal audit check list above). To warrant a positive response to this new Assertion 10 the Council must also have an IT policy in place.</p> <p>Council 28 April 2025 Min 616 – updated IT policy approved taking account of this AGAR 2025-26 requirement.</p>

**PRACTITIONERS' GUIDE 2025**

CLEANER – updated June 2025						
Issue	Solution	Who responsible?	Started?	Resource implication £	Additional info	outcome
Dog fouling on footpaths	“We’re watching you campaign”	Civic and Support Officer and Environment committee	YES	Minimal £100 signage	5 signs erected at pre-agreed locations Education/ threat of repercussions/ conscience pricked	More dog mess cleared up properly
	To provide a one stop shop for reporting dog fouling	Civic and Support Officer	yes	Officer time	Posters to be produced asking people to report dog fouling in order to identify “hot spots”. TDC to be informed and asked to visit the site. TDC declined to participate. Project discontinued.	More dog mess cleared up properly
Dog poo bags accessible and easily available	Each dog poo bag station to be stocked	Town Council agreed to adopt this responsibility	YES	Minimal £50 per 1000	Eleven bag stations identified: some missing – project discontinued due to lack of TDC input.	More dog poo disposed of correctly
	Plastic Free Broadstairs campaign	Town Council in partnership with Surfers against Sewage	YES	minimal	Change in law 1 Oct 2023. Takeaways banned from using certain items. KCC Trading Standards to enforce.	Reduction in plastic litter discarded in the street
Single use plastic discarded in the streets	Additional litter picks to be established in every ward	BSPTC Environment committee. Individual councillors	YES	nil	Project ready September 2023. Regular picks in Beacon Road ward took place in 2024. Regular picks in St Peter’s ward in 2024 and 2025	Pride in local area returns, less litter lying around
		Events and Bookings Manager	YES	£50	Under 18s event Litter pick and Pizza event held to encourage	

<b>Verges look neglected</b>	Encourage strategic planting. Rewilding, meadows instead of grass	Kent Highways	YES	Minimal Kent Highways	<p>younger people to get involved. To be repeated in summer 2025</p> <p>Osborne Road pilot project: Trees planted. Cultivation licence from KCC obtained Nov 2023. Wild flower planting spring 2024.</p> <p>Second site Fosters Avenue could not be progressed in 2024. Verges project discontinued due to complications with subterranean utilities. Changed to pockets (Culmer's etc)</p>	Increased bio-diversity. Fewer poorly mowed, unattractive verges
<b>Areas of land unkempt and unsightly</b>	Town council to assume some level of responsibility	BSPTC and other agencies	YES	Considerable: to be considered under detailed budgets.  Main cost - salaries	<p>Land at Bromstone Roundabout. Officers and councillors to meet with Riverside and further develop plan. August 2024 draft heads of terms drawn up.</p> <p>Research on subterranean services concluded project not viable Jan 2025.</p> <p>Wimpey estate ongoing monitoring. Letters sent to new owners asking them to keep their areas tidy through 2023 and 2024.</p> <p>Victoria Gardens: licence signed with TDC 8 March 2024. First gardener employed from Jan 2024 and a second from April 2024.</p> <p>August 2024 decision approved to add Balmoral Gardens, the</p>	<p>Increased bio-diversity. Pride increased in local area. More attractive surroundings.</p> <p>Significant improvements noted by many residents and visitors.</p>

					War Memorial and two flower beds at Pierremont Park to the licence from Jan 2025. April 2025 third part-time gardener joins the team Staff scoping further gardens to be added to the licence in due course.	
					Large piece of land rewilded. Wildflower meadow planted spring and summer 2025. Community based project working with Culmer's allotment society, CT10 charities and local residents. Autumn 2025 bulbs and fruit tree planting with local schools and BSPTC staff taking part.	Improved biodiversity
Single use water bottles	Town Council to investigate installation of free to use water bottle filling station.	BSPTC Environment Committee	YES	£3500 budgeted	Talks with TDC officer responsible. April 2024 tap purchased by Town Council for installation on Viking Bay. Installed July 2024 Tested and operational August 2024. A second tap installed on Stone Bay summer 2024 A third has been purchased to be installed at the Bandstand in 2025	Reduction in number of discarded plastic bottles
	Water refill project around shops	Town Team, Chamber of commerce, Surfers against sewage	YES	nil	Environment Committee to support roll out in shops. Stickers designed and distributed by BSPTC staff	Reduction in number of discarded plastic bottles

Trees dwindling in number	Town Council to identify street where KCC have removed trees and ask to have them replaced	BSPTC and KCC	YES	£10,000 budgeted for tree planting. Indicative costs £500 per tree	Two trees planted at Osborne Road. Prunus Avium Plena (wild cherry) total cost £744 Fruit trees to be planted at Culmer's Autumn 2025	Cleaner air
	Town Council to determine location for potential super tiny forest	BSPTC and all partners including local landowners.	YES	£10,000 budgeted for tree planting	TDC consulted/partnership project investigated Spring 2024 Land identified at St Peter's Recreation Ground and money approved for planting in October 2024 - completed	Cleaner air Increased Biodiversity
Mockett's Wood suffering from ASB	Woodland officer April 2025 employed to engage with local community, schools and local beat officers to reduce ASB in the area				Signage erected around woodland camps not to discourage the building but to encourage den builders to be more environmentally aware when doing so. Woodland Officer offers his time and materials to ensure good practice.	
Mockett's Wood not reaching full potential as a community asset	Management plan commissioned Summer 2024  Implementation of advisory measures implemented by Woodland Officer from April 2025				Dead hedging installed to cut off smaller paths and create habitats. Native climbing plants (clematis and honeysuckle) planted. Circular path prepared to enhance visitor experience summer 2025. Wild flower seeding undertaken summer 2025. Working with local tree surgeon who provides additional materials.	

Litter in residential streets	Adopt a street campaign: Everyone responsible for the patch immediately in front of their property.	Town Council/ local residents/local businesses/ individual councillors		Minimal. Social media campaign and councillor led?	<p>Closer working with Friends of Mockett's Wood to move projects forward.</p> <p>Volunteer policy and packs created to safeguard volunteers.</p> <p>Volunteer day with Saga staff to install dead hedging.</p> <p>BSPTC staff to spend team building day assisting with planting.</p> <p>Newsletters produced to update residents with projects and plants identified.</p> <p>Future plans to involve schools (D of E volunteers) education projects such as information boards.</p>	
Graffiti on street furniture	Public art to decorate Exchange boxes Mapping exercise to ascertain hot spots for removal	Town Council/ local artists and owners of infrastructure		£2000 already ringfenced  Nil – councillors and staff to undertake		Increased pride in local area  Less graffiti attracts less graffiti
Coaches idling in Vere Road car park & opposite Lilliput's	Town Council to erect signage to discourage?	TDC Enforcement	YES 19 March 2024	Nil	TDC Parking Team commit to ensuring Civil Enforcement officers will attend the sites	Air and noise pollution reduced

Vehicles idling outside shops and schools	Town Council to encourage schools to run campaigns		nil		Air and noise pollution reduced
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## SAFER

Issue	Solution	Who responsible?	Started?	Resource implication	Additional info	outcome
Accessibility	Improve access across Viking Bay	TDC and BSPTC partnership	YES	£16k pledged on top of £25k gift from Southern Water	Completed July 2023	Increased access to the sands and across the bay. Renewed pride
Lighting	Improvement to infrastructure on promenade Viking Bay	TDC and BSPTC	YES	£50,000 pledged	TDC advise project commenced May 2025	Improvement to visual amenity. Area becomes accessible at night. Perception of crime reduced.
Young people afraid to go out	More youth activities	BSPTC	YES	£1000 seed funding granted from mayoral/civic budget. Remainder of Mayor's budget carried forward for youth projects in 2024-25 and monthly events planned.	Gallentine's event: February 2024 Personal safety First aid training and Litter pick and pizza events also held over summer 2024. Hallowe'en event Oct 2024 First aid event April 2025 and August 2025 Teen market August 2025 Knife Crime educational workshop August 2025 Hallowe'en event Oct 2024 and 2025 Christmas art event planned for Dec 2025	Young people have a warm, safe space to spend time
ASB on the beaches	Private beach security patrols at peak times	BSPTC and private provider	YES	£25,000 budgeted 24-25	Security Company to be asked to increase cover to provide nighttime patrols.	Perception of crime reduced. ASB stopped before it starts.

Lack of enforcement of PSPOs on the beaches						Summer 2025 BSPTC lobbied for greater co-operation between TDC and Probe.	Probe trained and enabled to issue penalty notices.
Speeding vehicles	Community Speedwatch	BSPTC – Deputy Town Clerk	YES	£10,000 allocated in 2025-6 for traffic initiatives Officers assigned to start the process		Luton Avenue identified as potential for pilot project. Local residents to be involved; following Speedwatch survey, site was deemed unsuitable. Meetings with KCC Highways Steward to discuss possibilities are on-going. “20’s Plenty” banners purchased and distributed to display outside schools.	Vehicles travelling at more appropriate speeds in built up areas.  Vehicles travelling at more appropriate speeds in built up areas.
Don’t know neighbours	20 mph campaign. Better signage in existing areas	Kent Highways (KCC) BSPTC	Research stage  YES	£3000 in budget 2024-25 and 25-26 for a new community event		Events organised for 27 April 24 and 27 May 25	Community cohesion. Pride in the place we live.
First aiders	Campaign to publicise first aiders in each business	BSPTC and organisations in partnership					
Defibrillators	Community Defibrillaors purchased and maintained under BSPTC ownership: Chandos Square The Jetty Retort House Pierremont Hall	BSPTC staff		£3000 in each annual budget for inspections and maintenance		Additional defib installed at Broadstairs Library April 2025 in partnership with local community who fundraised.  Community training event to be held Autumn 2025	

Traffic and congestion	Raise awareness of free parking in St Peter's Park road car park on Saturdays	BSPTC		minimal			Reduce congestion. Reduce air and noise pollution.
	Promote use of public transport	KCC TDC BSPTC		minimal			Less congested town centre. Noise and air pollution reduced
	Inform and educate public about traffic issues across the town.	BSPTC TDC KCC Kent Police Community Speedwatch				Traffic information drop in events held at Pierremont Hall on 27 August. 200 attendees Data analysed and presented to KCC in support of various initiatives.	Community informed abouts "20's plenty" and Community Speedwatch.

## KINDER

Issue	Solution	Who responsible?	Started?	Resource implication	Additional info	outcome
Young people blamed for ASB but have little diversion	Provide opportunities. Youth events at Retort House	BSPTC and Schools Liaison Councillor	YES	£1000 wired from Town Mayor's budget for set up costs September 2023. Budget established for 2024-25 to continue programme. Mayoral budget 2023-24 underspend brought forward. £6000	Inaugural event held 14 February 2014. Programme of youth events has been developed by Events and Bookings Manager	Young people feel valued, engaged with what's going on.
	Engage with young people: link with youth groups	BSPTC events team and Schools Liaison Councillor	YES	Safeguarding training £30 per person. One person to be trained to be safeguarding lead.	Retort House to offered to youth groups free of charge if they meet certain conditions. Project discontinued due to works needed at Retort House	Young people take an interest in civil life, citizenship and being part of a wider community
	Engage in schools	Schools Liaison Councillor	YES	Safeguarding training £30 per person One person to be trained to be safeguarding lead	5 schools engaged in 12 separate visits. Approx 500 students have learnt about the work of the Town Council and how they can contribute.  Summer social media project initiated involving workshops run by BSPTC staff.	Young people become interested in democratic process, championing their own causes, being counted and accountable
	Establish Youth Forum	Schools Liaison Councillor and Town Clerk	YES	Officer time Meeting room hire (notional)	First forum held on 2 October. Young people from four secondary schools	Young people more engaged in democratic process and civic life.


Support local people feeling the cost of living crisis	Free to attend Summer events: Summer Theatre at Pierremont Hall, Punch and Judy, Bandstand concerts	BSPTC	YES	£24,000	and the college attend regularly.	Forum identifies and supports new ways of involving young people. Broadstairs maintains its wide offering of diverse visitor attractions.
	Free to attend winter events Christmas Event Christmas tree and Christmas lights November Fireworks	BSPTC	YES	£27,000	All events completed by Events, Leisure and Tourism committee with Events and Bookings Manager in 2024 and 2025. All events completed by Events, Leisure and Tourism committee with Events and Bookings Manager in 2024 and 2025.	Residents feel valued and appreciate their town and all it can offer.
	Community Payback team: continue to engage	BSPTC	YES	£3000 spent per annum 2021-24	£3000 agreed for 2024-25	Local amenities maintained to high quality by local people giving something back
	Hedgehog boxes and bird boxes provided free of charge to members of the public	BSPTC Environment Committee	YES	£25 per house	Hedgehog house donated to residents of Church Grove. Hedgehog tunnels dug in boundary fence with Mockett's Wood and advice on keeping hedgehogs safe given.	Environmental measures to improve bio-diversity
	Continue to support local groups and organisations by means of grants and sponsorship scheme.		YES	£60,000 in budget for 2023-24. Increased to £100,000 for 2024-25.	Increase of £40,000 to grants budget agreed January 2024. Total budget £100,000	Local groups able to offer a wide variety of year-round entertainment and amusement

	Continue to support local charities and not for profit groups by offered community discounts for hire of Pierremont Hall and the Music Room.	BSPTC staff	YES	nil	Local charity and Folk Week have both used this offer.	Local community feel ownership of a community asset and can access more regularly.
Older people often feel overlooked, lonely, ignored	More benches	BSPTC	YES	Approx £600 per bench. Town Council's own staff install	St Peter's Court x1 installed. Oct 2023	Benches give a place to congregate and chat to combat loneliness
	Jigsaw puzzle exchange	BSPTC	YES	Officer time	Thursday morning drop in with tea and coffee launched in the Music Room 11 April 2024. Branded Chatty Café. Volunteer recruited. Average four visitors per morning - discontinued due to lack of interest	
	U3A, St Peter's Old Boys, BRADARA, and all other organisations for older members to be better publicised by Community and Council		NO			Wide variety of opportunities available in the town for all ages
	Dementia Awareness training for councillors and staff		YES	£30 per person	All staff and several councillors undertook training Spring 2024	Understanding our neighbours and local community to get the best out of life in a small town.

	Dementia Friendly town project initiated.	YES	Minimal – officer time  Café set-up to be funded by BSPTC grant scheme accessed by third party	Working group meetings held summer 2024. Drop in session held April 2025 in Pierremont Hall. Continued meetings. Scheme has been set up and pilot forms distributed. BSPTC to register with Dementia Action Alliance. A further councillor-led drop-in session to be held in 2025.  Not progressed	Creating networks of like-minded people who can work together to achieve common aims.
<b>Volunteering: Great support groups and volunteering opportunities exist but they are not always well publicised</b>	Community WhatsApp group to encourage each other to help to be kinder and to promote helping each other		Community BSPTC to promote	August 2024 BSPTC staff members attended Town Team event to clean and clear St Peter's mosaic. June 2025 Saga volunteer team at Mockett's Wood. Six individuals for 3 hours each.	More people understand the sense of gratification in giving one's time to help others

						BSPTC staff to commit one day's work at Mockett's Wood. Both to be publicised and other companies invited to come forward and volunteer.	
	Celebrating volunteering day/night/week to sign up new vols and raise awareness of what's going on.	BSPTC could provide similar to Coronation event	YES	£3000 dedicated to new community event		Community Festival organised for Saturday 27 April 2024 at Pierremont Hall Repeated in May 2025	Providing opportunities for people to network and connect, find volunteering opportunities and publicise their work all in one place.
	Protect local treasures, amenities, historic pubs and shops . Have access to cooperative ownership	BSPTC, TDC, KCC all community organisations					Celebrate local heritage and appreciate other organisations.
Town Council meetings inaccessible	Town Council to explore option of recording and live streaming meetings Hearing Loop to be installed	BSPTC	YES - research	£5000 technical upgrades £10,000 p/t officer		Live Streaming not feasible at present. To be reconsidered In future. Deputy Town Clerk researched options for hearing loop but no secure method identified	Improved community engagement, transparency and accessibility
	Accessible entrance to rear of building identified as poorly lit	BSPTC	YES			Three additional external lights fixed to enable safer disabled access.	
	Every committee meeting to have a section for questions	Council Officers	YES	Nil		Implemented after Council decision approved at meeting	Local residents feel empowered to ask

	and/or observations form members of the public on the agenda				on 25 March 2024 min 383	questions of their elected members
<b>Town Councillors inaccessible</b>	Town Council to aim to have a regular presence at community events in Broadstairs	Councillors	YES	Use of van, gazebo, information board, chairs, table, feather banners and weights.	Cllrs attended Thanet Games, Thanet Wanderers Community Day, Food Festival, Dickens Festival in 2024. Thanet Extravaganza in 2025??	Councillors are more visible and approachable. Local residents know how to contact and approach their councillors.
<b>Town Council as an entity seen as remote</b>	Closer working with Town Team, Town Shed, Tasty Planters, NEM, Culmer's allotments, Community volunteers, community payback.	Officers, Councillors	Yes	Officer time	More regular social media posts, good news stories on website, press releases.  Volunteers from the Town Team assisted at Victoria Gardens and Balmoral Gardens.  Town Shed volunteers have assisted with development of Dementia Project  Closer working with local charities (21 Together, Inspiration Creative, Sarah Thorne Theatre, Pie Factory)	

	<b>Councillor Co-Option Policy</b>  <b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b> <b>Adopted: 24<sup>th</sup> September 2018</b> <b>Reviewed: 12<sup>th</sup> April 2023</b> <b>Approved: 25<sup>th</sup> September 2023</b> <b>Updated and reviewed at the Council meeting of 30 June 2025</b>
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## **1. Introduction**

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Broadstairs & St. Peter's Town Council (BSPTC). The Co-option procedure is entirely managed by BSPTC and this policy will ensure that a fair and equitable process is carried out.

## **2. Co-option**

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

BSPTC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. BSPTC will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, BSPTC is able to co-opt a volunteer.

## **3. Confirmation of Co-option**

On receipt, of written confirmation, from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:

- ~~Get approval or prior approval from Council to instigate the co-option~~
  - Advise BSPTC **Thanet District Council** that the Co-option Policy has been instigated
  - **Advertise the vacancy for four weeks or such other period as the Town Council may agree on the Town Council notice boards and website.**

BSPTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

Councillors elected by co-option are full members of BSPTC **but do not currently qualify for the Parish Basic Allowance..**

#### **4. Eligibility of Candidates**

BSPTC is able to consider any person to fill a vacancy provided that:

- He/She is over 18 years old
- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within 4.8km (direct) of the parish.

There are certain disqualifications for election, of which the main are (see 5. 80 of the Local Government Act 1972):

- holding a paid office under the Town Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

#### **5. Applications**

Members may point out the vacancies and the process to any qualifying candidate(s). Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B).

~~A Council meeting will be arranged within two weeks of the receipt of the applications.~~  
Applications will be considered at the next full Council meeting after the four week period expires. This meeting will include an agenda item 'To receive written applications for the office of Town councillor and to Co-opt a candidate to fill the existing vacancy'.

Copies of the candidates' applications will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential and in accordance with General Data Protection Regulations.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of BSPTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

## **6. At the Co-option Meeting**

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of BSPTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. **This part of the meeting will take place in public session.**

Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public. **As soon as these discussions have concluded, members of the press and public will be invited to rejoin the meeting.**

The council will proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix C and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. **Each vacancy will be voted on in turn.** ~~The vote will be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question.~~

In order for a candidate to be elected to BSPTC, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second of casting vote.

After the votes has been concluded, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

## Appendix A: Application for Co-option

Thank you for your interest in becoming a Town Councillor. Please complete the form below to assist the Council in making their decision.

Full Name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	
<p>About You: Please provide the council with some background information about yourself: <i>(please use additional paper if required)</i></p>	

Reasons for applying:

Please provide the council with your reasons for wanting to become a Parish Councillor : *(please use additional paper if required)*

Signature:

Your application also requires signatures of two registered electors (known as a proposer and seconder) from the parish area of Broadstairs & St. Peter's

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application to the Town Clerk. Your application will be considered by the Town Council, where a vote will be held to decide whether the council agrees to co-opt you in to Broadstairs & St. Peter's Town Council.

Data Protection Act: The information provided on this application will remain Private and Confidential.

## Appendix B: Co-option Eligibility Form

**1. In order to be eligible for co-option as a Broadstairs & St. Peter's Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.**

Please tick all which apply to you:

a) I am over 18 years old.	
b) I am registered as a local government elector for the parish; or	
c) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or	
d) My principal or only place of work during those twelve months has been in the parish; or	
e) I have during the whole of twelve months resided in the parish or within 3 miles of it	

**2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:**

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- III. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively.

In (iii), it ceases on the expiry of five years from the date of discharge.

### Declaration:

I..... hereby confirm that I am eligible for the vacancy of Broadstairs & St. Peter's Town Councillor, and the information given on this form is a true and accurate record.

Signature..... Date.....

**Appendix C: Co-opted Councillor Person Specification Broadstairs & St. Peter's Tow Council**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time.</li> </ul>	



## Broadstairs Youth Forum

**Minutes of the meeting held on 30 April 2025 at 10am in the Council chamber, Pierremont Hall, Broadstairs.**

Present:

- Cllrs Mike Garner, Chairman of the Council and Town Mayor and Joanne Bright, School Liaison Councillor.
- Students and accompanying teacher from Stone Bay School
- Students and accompanying teacher from The Charles Dickens School
- Students and accompanying teacher from St Georges C of E Foundation School
- Students and accompanying teacher from East Kent College
- Kirsty Holroyd: Town Clerk
- Abigail Barton: Civic and Support Officer
- Mia Tillet – Events Supervisor

Dane Court Grammar School staff and pupils offered apologies for being unable to attend this time.

**18. Welcome and Introduction** by Cllr Bright and Cllr Garner who explained a little about their roles and what they were hoping to achieve via this forum.

**19. School Delegate Introductions** – Cllr Bright asked everyone to introduce themselves.

**20. Approval of the minutes of the last meeting – 29 January 2025**

It was agreed the minutes were an accurate record of what had been discussed at the last meeting.

**21. Schools Community Project**

At the last meeting it was agreed that the forum would like to get involved in a community project. Cllr Bright introduced the Town Council's Civic and support Officer Abigail Barton, who spoke about her work in Broadstairs and St Peter's and how young people might like to get involved. Her latest project is the rewilding of part of Culmer's Amenity land in the centre of Broadstairs. The aim is to create a wildlife habitat of wildflowers and fruit trees to enhance the biodiversity of this part of town. In November there will be a community bulb planting day at the site and Abigail encouraged everyone present to come along to volunteer.

Other ideas for community projects were encouraged and discussed:

- Education for the public on dog-fouling and littering – perhaps signage could be designed by young people?
- Young people given the opportunity to perform on Broadstairs Bandstand
- Fire prevention – BBQs etc – education project
- Defibrillators – where are they situated and how to use them
- Intergenerational work – café? Maurice House/ Disabled Riding Centre
- Gardening projects – Tasty planters are always looking for new volunteers.





## Broadstairs Youth Forum

### 22. Parks and Open Spaces

Students were asked to discuss which parks they used and what they thought about them

- Problems with bullying/ anti-social behaviour
- Would like to see more youth workshops at places like the Pavillion youth café
- More football goals in parks
- Zoned areas for different aged children and young people
- Art to be displayed outside
- More little libraries
- 13-18 clubs and places to hang out at weekends
- Child safety/ stranger danger peer education
- A official graffiti site

### 23. Social media communications

Delegates were asked to consider how best to share the information about these meetings with young people who aren't present. It was agreed that reels on Instagram and Tik Tok were most likely to appeal o young people. Several delegates would be happy to assist the Town Council in marketing its youth events. Cllr Bright will contact the Thanet Youth network to enquire about setting up a Broadstairs Youth Forum social media presence.

### 24 .Road safety around schools

Cllrs Garner and Bright confirmed they are still working with Kent Highways on the 20 mph campaign outside schools but that such work is always very painstaking. Students thought that parents need to be educated about thoughtless parking around schools which causes dangerous conditions for crossing.

### 25. Youth Events

Cllr Bright encouraged everyone to come along to the Community Festival on 24 May to find out how they can get more involved with what is happening in the town. She also reminded them that a series of free events will be taking place at Pierremont Park and Pierremont Hall during Folk including open mike and busking sessions for inexperienced musicians and young people.

### 26. Proposals for future projects or agenda items for this forum

- Anti social behaviour
- More bins needed in Stone Bay area
- More recycling on the go bins needed throughout the town.
- Broadstairs Carnival to be reinstated.

### 27. Date for next meeting: September 2025

Cllr Bright and Cllr Garner thanked everyone for their time and their valuable contributions and closed the meeting at 11.30am.





# Broadstairs Youth Forum



## **Broadstairs Dementia Friendly Town Project Meeting**

**Wednesday 21<sup>st</sup> May 2025**

### **In attendance:**

Councillor Joanne Bright  
Kerry Millett – Broadstairs Town Team/Town Shed  
Julie Belsey – Broadstairs & St Peter's Town Council  
Abigail Barton - Broadstairs & St Peter's Town Council  
Lucy Taylor – Stone Bay School  
Louisa Mansfield – Age UK Dementia & Me  
Zoe Mead - Age UK Dementia & Me  
Lucy Kennedy – KCC Libraries  
Ian Lodge – Broadbiz/Broadstairs Business Club  
Jude Coveney – Chartwell House Care Home

### **1. Drop-in Session discussion**

Completed forms were discussed at the meeting. These forms would also be available at the Community Fair on the Town Council stand. Forms will also be placed on the stands in the Dementia Area of the fair.

### **2. Update on a Broadstairs Dementia Café**

Julie Thurman-Newell will be having a discussion with the Gap Project about having a dementia café. Julie TN had asked about costs. Julie Belsey had asked for confirmation of what the costs would be. Cllr Joanne Bright mentioned that Julie TN could apply for a grant from the Town Council for the café costs.

There is also a possibility that the Broadstairs Library would be able to put on a dementia café. Julie TN to contact Lucy Kennedy at KCC Libraries.

### **3. Scheme Discussion**

The forms have had the small amendments made to them. The Dementia Friendly Environment Checklist requires businesses to tick as many items as possible. It is not a requirement or pass/fail to tick all, but a work in progress to try and ensure that the organisation/business is aware and try and complete as many items as possible.

We should bear in mind that many businesses may not want to be part of the scheme as they may see the time taken to complete the forms as too costly in business terms. It should be made as easy as possible for the forms to be completed and paper copies made available. Also, maybe undertake video engagements to show how easy the forms are to complete and that help is available.

We also need to promote how quickly businesses can become a dementia friend by watching a very short online video.

### **4. Widget sheet for businesses**

Julie printed some sheets and said that widgets that were appropriate for businesses could be placed on one sheet. The Town Council can print off and laminate for businesses to place by their tills/reception, and also on our Dementia page on the website to be printed off.

Lucy Taylor is looking at community boards within the area. Cllr Joanne Bright informed Lucy that she can apply for a grant towards the purchase of these.

Lucy was also directed to Neurodivergent Kent to maybe work with and also Southeastern Railways for possible further funding.

It was discussed that a map showing safe spaces and toilets would be a good idea. Cllr Joanne Bright said she would talk to those on the TDC stand at the Community Fair regarding the Community Shield.

#### **4. Forward Plans**

Town Council to look at signed up to the Dementia Action Alliance. Cllr Joanne Bright will get this information.

Councillors to look at putting on/manning another drop in session, maybe in conjunction with the DAA. The use of the Chamber would be free, and stalls could be placed at the bandstand/Co-op/Visitor Information kiosk with permission.

All those invited to the project meetings to forward their network contacts to the Town Council, so that these can be used for mail shots to advertise our scheme, drop in session, events etc. Email Julie @ [town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)

Look at encouraging schools to participate in becoming dementia friends and also scout/girl guides groups.

The Library can receive and display all leaflets advertising events etc.

Chartwell House have a dementia friendly Ceilidh during Folk Week. If the information for this is passed to the Town Council, we will also share the information/advertise (email Abi @ [admin@broadstairs.gov.uk](mailto:admin@broadstairs.gov.uk))

The Food Festival could be approached to have an early opening for those living with Dementia to attend.