



Broadstairs & St Peter's Town Council

23 July 2025

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

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

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To approve the minutes of the Council meeting held on Monday 30 June 2025.

Attach 1

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

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

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

6. PLANNING COMMITTEE

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

ii) To receive nominations for a sixth member of the committee

7. COMMUNITY ASSETS COMMITTEE

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

Attach 2

ii) To consider the wording of a letter to the Deputy Leader of KCC

8. FINANCE AND GENERAL PURPOSES COMMITTEE

- i) To receive the draft minutes of the meeting held on Monday 21 July and consider any recommendations therein. **Attach 3**
- ii) To receive and approve the amended Terms of Reference **Attach 4**
- iii) To receive and approve the updated Statement of Internal Control **Attach 5**
- iv) To receive and approve the updated Annual Governance Statement **Attach 6**
- v) To receive and approve the updated Preferred Contractors List **Attach 7**

9. COMMUNICATIONS

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

10. FINANCE

- i) To receive and approve a report concerning payments for the period 1 July 2025 to 23 July 2025 **Attach 8**
- ii) To receive a report concerning receipts for the period 1 July 2025 to 23 July 2025 **Attach 9**
- iii) To receive information about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive and approve a report concerning payments for the period 23 July 2025 to 28 July 2025.
- vi) To receive and consider a summary report of payments and receipts as to 30 June 2025 (end of Qu. 1) in line with Standing Order 16 cii) **Attach 10**
- vii) To receive and note the bank reconciliation report dated 30 June 2025 (end of Qu 1) in line with Standing Order 17 ciii) **Attach 11**

11. KALC COUNCIL AWARD

To receive the application form and confirm all the criteria have been met. **Attach 12**

12. MEDIA POLICY

To receive and review the updated document **Attach 13**

13. WEB AND SOCIAL MEDIA POLICY

To receive and review the updated document **Attach 14**

14. PUBLIC RELATIONS POLICY

To receive and review the updated document **Attach 15**

15. FOLK WEEK

- i) To receive and approve the event management plan **ENC to follow**
- ii) To receive and approve the event risk assessment **ENC to follow**

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.

16. COMMERCIAL LANDLORD ISSUES

To receive any relevant information from the Town Clerk

17. LEGAL ISSUES -

To receive any relevant information from the Town Clerk

18. BROADSTAIRS MEMORIAL HALL

i) To receive the bundle of documents which the Community Assets Committee received prior to the meeting of Monday 14 July 2025

ENCs 1-8

ii) To receive updated information and consider the recommendation of the Community Assets Committee

ENCs 9-11

Members of the public may re-enter the meeting

19. DATE OF NEXT MEETING –Monday 29 September 2025 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 30 June 2025 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, M Garner, J Hobson, C Leys, P Moore, A Munns, J Nichols, S Roberts & G Rusiecki.

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr M Garner welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

648. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Kemp, Pressland and Farooki were received and accepted. Cllr Orhan was absent (*apologies due to work commitments were received via email during the meeting*)

649. DECLARATIONS OF INTEREST

None received

650. MINUTES

RESOLVED: That the minutes of the Council meeting held on 19 May 2025 can be approved and duly signed as a true record by the Chairman.

651. MATTERS ARISING

Min 628: Cllr K Bright reported that he would not be serving on any committees this year.

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

i) Cllr Finch, KCC Member for Broadstairs gave an update on his activities since the election and confirmed how much he was looking forward to working with the Town Council and other agencies for the good of the people of Broadstairs and St Peter's.

ii) Cllr K Bright had submitted a question for the Chairman of the Council in advance of the meeting as follows:-

Councillors will have been dismayed by the scenes of disorder that we saw on the weekend of 19-22 June. It's right that questions are asked of the police and the level of support that they had throughout the day. I am however

concerned that the Chair and Clerk of the council attended a private meeting with the police and with TDC officers. Given that the majority of the disorder occurred in Viking Ward, I would have expected to have been invited to attend this meeting - as would I'm sure my fellow ward councillors and those representing Bradstow ward.

Can the Chair please confirm in what capacity he was in attendance, why he chose not to extend the invitation to ward councillors given the seriousness of the issue, and give his assurance that the full minutes of this meeting will be shared with councillors before any public communication is made?

Cllr Garner responded as follows:-

I attended the Task Force meeting organised by Kent Police in my capacity as Mayor of the Town at the invitation of the police.

I didn't organise the meeting so wasn't in control of the invitations.

It was requested at the start of the meeting by the police that the discussion at the meeting was not shared. All communication from the meeting was to be managed by the police. The communication was issued last Friday by KCC Police.

I put an item on the agenda of this meeting to enable us to discuss the events of last weekend because I think it's important that we share as much information as possible and work together to make sure we do our best to prevent the scenes we saw last weekend happening again.

I will add that the last time we saw similar scenes of violence on the beaches was 5 years ago soon after the Covid lockdown. At that time, we pushed for a multi-agency task force to take action and also took our own action to hire probe security to help on the beach, a decision which I think has paid dividends over the last few years. I'm sure we'll all agree that Gareth and his team worked very hard alongside the police to make sure last weekend wasn't even worse and they are now part of the multi-agency team that will be working to make sure these disturbances aren't repeated.

653. RECENT ANTI-SOCIAL BEHAVIOUR IN BROADSTAIRS

i) Members received an update from the Town Mayor and from a representative of Probe Security on what actions have been taken in response to the events of the previous weekend. Members were reassured that Kent Police are continuing to do all they can to keep the public safe and dissuade people intent on causing trouble from entering the town. Cllr Garner wished to record a vote of thanks to the Probe team for all they do to serve the town.

ii) Members considered holding a public meeting at Pierremont Hall to help address residents' concerns. It was noted that Polly Billington MP is also planning a meeting. The Town Clerk had offered Pierremont Hall as a venue, but another location has been chosen on safety grounds. The event will be ticketed.

RESOLVED: That although this may not be an open meeting for safety reasons, members agreed it would not be a good use of police time for the Town Council to arrange a parallel meeting at this stage.

654. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 2 June 2025.

RESOLVED: Members agreed to note.

**Cllr Paul Moore left the meeting for work reasons*

655. ENVIRONMENT COMMITTEE

Members were due to receive the draft minutes of the meeting held on Monday 9 June 2025. However, the Town Clerk reported that the meeting had not been held due to an insufficient number of councillors in attendance.

656. EVENTS, LEISURE AND TOURISM COMMITTEE

Members received the draft minutes of the meeting held on 16 June 2025.

RESOLVED: min 152 – that all grant applications in excess of £5000 are taken to Council for consideration.

657. ALLOTMENTS AND LAND COMMITTEE

Members received the draft minutes of the meeting held on Tuesday 24 June.

RESOLVED: members agreed to note.

658. COMMUNICATIONS

i) The Town Mayor gave a report on his activities on behalf of the Council over the last month. Please see attached.

ii) The Town Clerk read a report summarising her experiences so far with the Local Government Restructuring project. She also noted that this council had reached the midway point of its term of office and asked members to complete a confidential questionnaire reflecting on what they had achieved in the first two years and whether they had accomplished what they had set out to do when they stood for election. It is hoped this reflective process will highlight any areas staff can offer better support to members to ensure everyone has the best possible councillor experience.

659. FINANCE

i) Members received a report concerning payments for the period 20 May 2025 to 25 June 2025 (see attached).

RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 20 May 2025 to 25 June 2025 (see attached).

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £37,590.68 for the month of June.

RESOLVED: Members agreed to note.

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

- £1699 plus vat to Hitched, a wedding venue marketing website.
- A new monthly direct debit has been set up with YU energy for the supply of power to the bandstand.

RESOLVED: That the payments be approved.

v) Members received and approved a report concerning payments for the period 25 June 2025 when the agenda was sent out until 30 June 2025. (please see attached)

RESOLVED: That the payments be approved.

vi) Members considered adding Cllr Rusiecki as a signatory to the current accounts to improve the efficiency of the Council's payment process.

RESOLVED: That Cllr Rusiecki be appointed bank signatory on the Natwest and Unity Bank accounts.

660. INTERNAL AUDIT

Members received the audit plan with comments and findings for the year ended 31 March 2025 which had been undertaken by the Independent Internal Auditor and noted that there were no matters for concern and no actions identified.

RESOLVED: That the report be noted.

661. TMD BUILDING CONSULTANTS CONTRACT

i) Members received the final draft of the contract appointing TMD as the building consultants for the phase III project.

RESOLVED: That the contract is fit for purpose and can be signed.

ii) Members considered which two councillors will sign the document in line with Financial Regulations.

RESOLVED: That Cllrs Garner and Munns will sign on behalf of the Town Council.

662. ACTION PLAN 2023-27

Members reviewed that document which has been updated by staff.

RESOLVED: That the chairman of each committee be asked to review those projects under their remit and make amendments as necessary.

Cllr Garner wished to record a vote of thanks to council staff for achieving so much of the plan's aims already.

663. CO-OPTION POLICY

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

RESOLVED: That the document be approved.

664. YOUTH FORUM

Members received the draft minutes of the meeting held on 30 April 2025

RESOLVED: That the report be noted.

665. DEMENTIA AWARENESS

Members received the notes of the meeting held on Wednesday 21 May 2025.

RESOLVED: That the report be noted.

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

666. COMMERCIAL LANDLORD ISSUES

The Town Clerk confirmed that the service charge certification had been received from Spurling Cannon and passed onto the tenants along with their 2025-26 service charges.

RESOLVED: Members agreed to note.

667. LEGAL ISSUES

i) Members received an update from TDC concerning the independent valuation of Retort House. The joint expert TDC had originally proposed and who had been agreed at a meeting of the legal group is unable to take up the appointment but has recommended a colleague.

RESOLVED: That the proposed William Knox be approved as valuer for the site at a cost – to be split equally between TDC and BSPTC – of £4000.

ii) Members received an update from the lawyer on the expired tenancy at Retort House.

RESOLVED: That the matter needs careful consideration and will be discussed at a meeting of the legal group to be called as soon as possible.

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

668. DATE OF NEXT MEETING

Monday 28 July 2025 at 7pm in Pierremont Hall

Meeting closed at 8.17 pm

Signed _____

Date _____



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

Present: Cllrs J Bright, M Garner, C Kemp, J Hobson, C Leys, A Munns & S Roberts.

Town Clerk: Kirsty Holroyd

232. ELECTION OF A CHAIRMAN AND VICE CHAIRMAN FOR THE CIVIC YEAR 2025-26

RESOLVED:

- i) That Cllr Munns be appointed chairman of the committee
- ii) That Cllr Leys be appointed vice chairman of the committee

233. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr G Rusiecki

234. DECLARATIONS OF INTEREST

None

235. MINUTES

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

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

236. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

237. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

None

238. UPDATES FROM THANET DISTRICT COUNCIL

Members received a report from the Town Clerk on progress with various projects and initiatives around the town.

Cllr Bright enquired why Cllr Garner had attended a walkabout with TDC's Head of Waste along with the Town Clerk to discuss ongoing issues and why ward councillors had not been invited. When it was explained his role as Chairman of the Council means he can represent the views of the council with third parties, Cllr Bright opined that was not correct and the procedure for meetings with officers needed to be clarified.

RECOMMENDATION: That the matter be discussed at a full Council meeting.

239. LOCAL GOVERNMENT RESTRUCTURING

Members were due to respond to a KALC survey intended to collect relevant information regarding Town and Parishes experiences with the LGR process. However members felt the whole council ought to have a say.

RESOLVED: that the Town Clerk email the survey to all councillors and collate the responses as they come in.

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

240. SARAH THORNE THEATRE

The Town Clerk talked members through a series of documents detailing the Town Councils actions and decisions so far, responses from KCC and issues for consideration by anyone looking to take on the building. She also shared a series of documents from KCC including surveys and risk assessments. Members considered how to evaluate the social value of the building and how to explore all ideas for future management rather than the single idea currently on the table.

RECOMMENDATION:

- i) **That the discussion offered by KCC officers be accepted and all interested parties be invited to attend in order that all possibilities are explored.**
- ii) **That Council agree a list of key stakeholders who should be invited.**

241. LEGAL UPDATES

i) End of tenancy- Unit 2 Retort House: no updates.

ii) Pre-emption agreement: Retort House: no updates following appointment of joint expert. All schedules of works undertaken 2028 – 2022 have been sent to TDC as requested.

Members were informed that POW had approached her and asked for updates on the possibility of the art installation at Retort House. Members were minded to permit the work to go ahead provided the group understood it would be "at risk".

RECOMMENDATION: That Council consider reversing their decision of February 2025 and permitting the mural to go ahead.

iii) Members considered TDC's call for brownfield sites.

RESOLVED: The Town Clerk to discuss Retort House with TDC officers.

242. COMMERCIAL LANDLORD UPDATES

i) Members discussed a rent for the Forsyth Suite when the current lease expires.

ii) Members discussed a rent for the Pierremont Suite when the current lease expires.

RECOMMENDATION: That each new rental figure be based on £14 per sq/ft

iii) Members receive updates on progress with the new tenancies at the Viking Suite, The Cottage and the Charles Cockerell Suite. Brachers had that day updated their advice on dealing with Phase III works.

RESOLVED: That the simple "works" break notice suggested be included in the leases.

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

243. DATE OF NEXT MEETING

Monday 18 August 2025 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 20.12

Signed _____

Date _____



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 21 July 2025 at 7pm in the Council Chamber, Pierremont Hall

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

Town Clerk: Kirsty Holroyd

200. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE 2025-26 CIVIC YEAR.

RESOLVED:

- i) That Cllr Rusiecki be appointed chairman of the committee.
- ii) That Cllr Roberts be appointed vice chairman of the committee.

201. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr Orhan.

(Apologies with reason from Cllr Farooki were received after the meeting.)

202. DECLARATIONS OF INTEREST

None received.

203. TERMS OF REFERENCE

RECOMMENDATION:

- i) That the word "bi-monthly" be changed to quarterly to match the new timetabling of the committee meetings.
- ii) That a new clause "Make recommendations to Council for all grant applications over £5000" be added under Committee functions.
- iii) That with these amendments the document can be approved by Council.

204. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 14 April 2025.

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

205. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

Min 196: The Town Clerk reported that Paddle Media had provided satisfactory answers to the questions raised and had therefore been awarded the £5247 grant requested.

Min 198: The Town Clerk noted that the recommendation had not been picked up and approved at the subsequent Council meeting, so would need to be resubmitted at the next meeting:

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

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

None

207. GRANTS

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

RESOLVED: Members agreed to note.

ii) Members received and considered a new application from Crampton Tower Museum.

RESOLVED: That a grant of £4990 be awarded to enable a room to be refurbished and new hireable space to be created.

208. BUDGETS AND ACCOUNTS

Members reviewed a summary of Council income and expenditure for the first quarter of 2025-26 and considered any virements which might be necessary. Members noted that payment of the annual subscription for the accountancy and booking software would take the training and subscriptions cost code over budget.

RESOLVED:

i) **That the invoice be paid.**

ii) **That there is no need to vire money from an underspent cost code.**

iii) **That the overspend will be highlighted and addressed in the new budget for 2026-27.**

Members noted that the works approved to the Christmas lights will cause this cost code to exceed its budget.

RESOLVED:

i) **That the works be undertaken.**

ii) **There is no need to vire money from another cost code**

iii) **That the overspend will be addressed in the 2026-27 budget.**

209. LOCAL GOVERNMENT PENSION SCHEME

Members received a report on the pooling of pension funds for Town and Parish Councils and considered any questions or comments for submission to KCC.

RESOLVED: That KCC be asked to explain what is driving the change, what the risks are for larger Town Councils and a broad idea of the highest and lowest contribution rates which could arise as a result of any pooling.

210. RISK MANAGEMENT STATEMENT REVIEW

Members received the updated document in line with Financial Regulation 2.2 considered commending it to Council.

RESOLVED: That the risk of cyber attack be addressed in the document before resubmitting for Council approval.

211. STATEMENT OF INTERNAL CONTROL

Members received and reviewed the updated document in line with Financial Regulation 2.4.

RESOLVED: that the document can be commended to Council for approval.

212. ANNUAL GOVERNANCE STATEMENT

Members received and reviewed the updated document in line with Financial Regulation 2.4.

RESOLVED: that the document can be commended to Council for approval.

213. INDEPENDENT INTERNAL AUDITOR

Members received a quote for work to undertake the 2025-26 mid-term and end of year internal audit.

RECOMMENDATION: That David Bucket be appointed IIA for the 2026-7 financial year for a fee of £1459.40.

214. PREFERRED CONTRACTOR POLICY REVIEW

i) Members received the document and considered whether it is still fit for purpose.

RESOLVED: That the document is fit for purpose and can be commended to Council.

ii) Members received and reviewed the updated list of preferred contractors.

RESOLVED: That the list can be commended to Council. That any conflicts of interest should be noted.

215. DATE OF THE NEXT MEETING - Monday 13 October 2025 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.30.

Signed _____

Date _____

BROADSTAIRS & ST PETER'S TOWN COUNCIL
Terms of Reference for
The Finance and General Purposes Committee
Reviewed at F&GP meeting on 21 July 2025
For approval by Council on Monday 28 July 2025

MEMBERSHIP

- The F&GP Committee shall consist of up to eight Councillors who shall be elected by the Council and may be re-elected each year at the Annual Meeting of the Town Council
- Councillor members shall have full voting rights on the committee.
- All Councillors may receive electronic papers for committee meetings and have the right to attend meetings and speak but not vote on agenda items.

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 Committee shall act lawfully and in accordance with the Council's Standing Orders.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet quarterly. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

COMMITTEE FUNCTIONS –

The committee shall

- Make recommendations to Council for all items over £10,000
- Make recommendations to Council for all grants over £5000
- Monitor the Council's income and expenditure and receive quarterly budget comparisons. It will draw the attention of the Council to any matters of concern.
- Prepare a budget in conjunction with the Town Clerk
- Prepare precept estimates for consideration by the Council
- Undertake an annual review of the financial management procedures and financial regulations of the Council and make recommendations to the Council on other matters delegated to the committee
- Monitor reserves and assets
- Advise Council on all matters on internal audit with regard to Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement.
- Advise and make recommendations to Council on all aspects of finance and governance.

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31ST MARCH 2025

Reviewed by F&GP committee on 21 July 2025

To be approved by Council on 28 July 2025

Next review July 2026

I SCOPE OF RESPONSIBILITY

The Broadstairs and St Peter's Town Council (The Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

II THE PURPOSE OF THE INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage risk efficiently, effectively and economically.

III THE INTERNAL CONTROL ENVIRONMENT

The Council

The Council has appointed a Chairman to the Council and Chairmen of its committees, who are responsible for the smooth running of meetings and – with the assistance of the Clerk if necessary – for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and its committees make budget recommendations to the Finance and General Purposes Committee. The Finance and General Purposes Committee approves budgets for the following year, and recommends any council tax increase, at its December meeting. The January meeting of the Council approves the level of precept for the following financial year.

The Council has appointed a Finance and General Purposes Committee that convenes four ordinary meetings each year and monitors progress against objectives, financial systems and procedures, budgetary control and has regular reviews of financial matters. The minutes of the meetings are reported to and approved by the Council.

The Council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Finance and General Purposes Committee and the Town Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council/Responsible Financial Officer

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are followed.

Payments

All payments and out of meeting payments are reported to the Council for approval.

Payments made out of the Natwest current accounts are for direct debits and staff payments (salaries, HMRC, pension) only. Direct debits and regular payments are approved en masse at the Annual Council Meeting each May under Financial Regulation 7.9. They are then paid automatically and added to the accounting system by the Finance Officer. They are included on the payment schedule presented at each Council meeting. The payments regarding staff costs are approved at the Annual Council Meeting each May under Financial Regulation 6.6. The total amount each month for salaries, tax and NI payments and pension payments is reported at each Council meeting checked quarterly by an appointed councillor.

Cheque signatories are Cllrs Joanne Bright, Kristian Bright, Mike Garner and Paul Moore. Two signatories are required in order to set up a new direct debit.

Changes to the Nationwide 95-day Notice account must be approved by Council and then authorised by two signatories: account signatories are Cllrs Jill Bayford, Kristian Bright, Paul Moore and James Hobson.

Payments out of the Unity Trust current account must be electronically authorised by two signatories. Signatories are Cllrs Joanne Bright, Kristian Bright, Mike Garner and Paul Moore. Cllr G Rusiecki has also been approved by Council as a signatory and this process is underway.

Risk Assessment/Risk Management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. An Annual Assessment of Risk is created by the Town Clerk and is regularly reviewed annually.

Internal Audit

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:-

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit

Smaller Authorities' Audit Appointments Ltd (SAAA) was formally appointed in January 2016 as the 'person specified to appoint local auditors' under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015 to perform the functions set out in legislation for smaller authorities.

Following a tender process in 2022 Mazars was appointed to all relevant smaller authorities (i.e. local councils, including town council and parish councils, and parish meetings) in 36 contract areas for 5 years from 2022/3, as well as all internal drainage boards (IDBs) and 'other' smaller authorities (e.g. charter trustees, port health authorities, etc) in England.

On conclusion of the external audit Mazars will produce an annual External Auditor Report and certificate, which is presented to the Council.

IV REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the full Council;
- the Finance and General Purposes Committee;
- the Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- Mazars, the Council's external auditors, who make the final check using the Annual Governance and Accountability Return (AGAR) duly signed by the Responsible Financial Officer, the Chairman and the Internal Auditor together with any additional information requested for audit. Mazars issue an annual external audit report and certificate.
- Central Government or external agency on any significant issue, matter or legislation that's raised or implemented during the year.

V SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024-25 financial year, and following an internal audit undertaken on the 7th May 2025, the internal auditor signed the Annual Internal Audit Report 2024/25.

Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control and seeks to address any minor issues and weaknesses raised and reported during the review process.

ANNUAL GOVERNANCE STATEMENT 2024/25

(FOR INCLUSION IN THE AGAR)

Note: all statements that will have to be considered are set out below

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

ANNUAL GOVERNANCE STATEMENT FOR THE YEAR 2024-2025

Review of Internal Controls

Reviewed by F&GP committee 21 July 2025

For approval by Council 28 July 2025

Next review July 2026

Appointments

- (i) The Town Clerk, Kirsty Holroyd, is the Proper Officer and the Responsible Financial Officer from the 11th January 2021 (min.311 of 2020-2021).
- (ii) It was resolved at the Council Meeting on the 13 December 2021 min 410 (2021-22) that Mr David Buckett be appointed as the Town Council's internal auditor.
N.b. This appointment should be considered and approved by Council annually.

Terms of Reference for the Appointment of the Internal Auditor

Scope of Internal Audit

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts

The scope of the Town Council's internal audit is set out in the following annual guide: "Governance and Accountability for Smaller Authorities in England: A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements."

The most recent guide was published in May 2025.

The scope of internal control includes the audit of income and expenditure bookkeeping and accounting, adopted 'Standing Orders' and 'Financial Regulations', payment controls, risk management, risk assessment, budgetary controls, income controls, petty cash procedures, payroll controls, assets controls, bank reconciliations and year end procedures.

Independence

The internal auditor will have no role in the Town Council's financial or decision-making process and will be totally independent of the Council. He/she will not be a Councillor or an employee or be any relation to a Councillor or employee. The internal auditor's report to the Council shall be made in his/her or organisation's own name and address.

Competence

The Town Council must be satisfied that the internal auditor is competent to carry out the work as contained in these 'Terms of Reference'. It is expected that he/she will have a sound track record at senior level working or associated with local government and will preferably also have formal qualifications in local government accounting and/or business administration. Membership of a relevant institute, e.g. the 'Chartered Institute of Public Finance and Accountancy' would be ideal.

It is essential that he/she will have the following competencies.

- Understanding of basic accounting processes.
- Understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of the Town Clerk.
- Awareness of risk management issues; and
- Understanding the accounting requirements of the legal framework and powers of a local council.

There should be no evidence that the internal audit work has not been carried out ethically, with integrity and objectivity.

Relationships

The internal auditor will develop a working relationship with, and receive all information and records from, the Town Clerk. The Town Clerk, who is also the duly appointed Responsible Financial Officer (RFO), is responsible for the Town Council's organisational internal governance which includes risk management, internal finance, procedural control, anti-fraud and corruption. The internal auditor will be responsible for the audit of all these functions.

The internal auditor will report his/her audit findings, in writing, to Full Council and will attend and report to Full Council if requested.

To ensure that Councillors are clear regarding their responsibilities, for the protection of the public purse within the internal audit framework, external KALC, NALC, SLCC training will be available to all Members of the Council.

Audit Planning and Reporting

The Internal Auditor will perform a minimum of one audit per fiscal year, which is to be undertaken at the end of the financial year and to ensure the successful submission of the AGAR. The Annual Internal Audit Report 2025/26 will be completed by the internal auditor at this stage.

The Internal Auditor will report his/her findings from all audits undertaken during the civic year in writing to the Town Council following guidance in the 'Governance and

Accountability for Smaller Authorities in England: A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements'.

The Internal Auditor will report any irregularities to the Town Clerk: If the internal auditor finds or suspects any fraud or corruption then he/she will report, in the first instance, to the Finance and General Purposes Committee.

If the Internal Auditor finds no matters of concern have arisen from his/her internal audit this must be formally reported in writing to the Full Council.

The Internal auditor may be required to give his/her guidance and independent advice on any matter raised by the external auditors.

External Auditor Report Review


The most recent External Auditor Report is for the year ending 31st March 2024. The External Auditor, Mazars, reported on the 25th September 2024 that:

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

Mazar's 'External Auditor's Certificate and Opinion' was reported to Council on 30 September 2024 Min 486.

The Notice of Conclusion of Audit had been posted at the same time.

Work on the Annual Governance and Accountability Return 2024-25 has now been completed. The council's system of internal control and the Annual Governance Statement will be reviewed at the Council Meeting of 30 July 2025. The AGAR will be submitted to the External Auditor within the statutory time frame.

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	<p>Broadstairs and St Peter's Town Council</p> <p>Preferred Contractor Policy</p> <p>Adopted: July 2023 minute 232 ii) Last reviewed: July 2024 To be reviewed by F&GP 21 July 2025 For approval by Council 28 July 2025</p>
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In July 2023 the F&GP committee recommended the implementation of a preferred contractors' list. This was approved by council and necessitated an amendment to the Financial Regulations which allows for the list to be approved annually and used for small and urgent works as follows: -

Financial Regulations 2025 clause 5.22

The Council is not required to obtain multiple quotes for small items of expenditure where it would not be a good use of office resources to do so. For this reason the Council has developed a preferred contractors' list. A list of tried and tested local suppliers has been drawn up by staff and has been approved by Council.

Office staff may request quotes from these companies to carry out small jobs or regular supplies without seeking second or third quotes for comparison. However this does not mean that the council may not seek multiple quotes if it wishes.

Quotes will still be submitted to Council for approval unless the work is urgent and falls below the £2000 or £10,000 limit as stipulated in clause 5.15 or if it falls below the £2000 de minimis amount in clause 5.18.

The list will be reviewed and reapproved annually and those contractors selected by Council as preferred will be openly acknowledged in the interests of transparency. Potential conflicts of interests with staff or councillors will be recorded.

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185 Youth Activities	04/07/2025		Unity Trust	see P147	refund - training	Stand Against Violence	Z	-100.00		-100.00
430 Beach Security	04/07/2025		Unity Trust		Beach security	Marc One Security	S	2,890.00	578.00	3,468.00
431 Beach Security	04/07/2025		Unity Trust		Beach security	Marc One Security	S	2,890.00	578.00	3,468.00
432 Travel and Subsistence	04/07/2025		Unity Trust		expenses	Kirsty Holroyd	Z	205.39		205.39
433 Community Payback	04/07/2025		Unity Trust		Supplies	Screwfix	S	117.72	23.55	141.27
434 Planned building works	04/07/2025		Unity Trust		Works	E. Saunders Ltd	S	1,426.87	285.37	1,712.24
435 Events - Bar	04/07/2025		Unity Trust		bar supplies	Page & Sons	S	16.47	3.29	19.76
436 Bandstand entertainment	04/07/2025		Unity Trust		bandstand concert	A.E. Davin	Z	200.00		200.00
438 Mocketts Wood	04/07/2025		Unity Trust		container hire	Lawrence Container Hire L	S	44.33	8.87	53.20
439 Beach Security	04/07/2025		Unity Trust		Beach security	Marc One Security	S	1,929.50	385.90	2,315.40
440 Unplanned building works	04/07/2025		Unity Trust		Works	C.S. Heating & Plumbing L	S	275.62	55.12	330.74
441 Bandstand entertainment	04/07/2025		Unity Trust		bandstand concert	East Peckham Silver Band	Z	350.00		350.00
442 Water Heater servicing	14/07/2025		Unity Trust		Water	Business Stream	S	400.22	80.05	480.27
443 Professional Fees	14/07/2025		Unity Trust		Legal fees	Brachers LLP	S	793.00	158.60	951.60
444 Professional Fees	14/07/2025		Unity Trust		Legal fees	Brachers LLP	S	1,335.00	267.00	1,602.00
445 Professional Fees	14/07/2025		Unity Trust		Legal fees	Brachers LLP	S	175.00	35.00	210.00
447 Community Payback	14/07/2025		Unity Trust		Supplies	Screwfix	S	58.32	11.66	69.98
448 Bandstand entertainment	14/07/2025		Unity Trust		Concert	Leon Williams - East Coast	Z	500.00		500.00
449 Bandstand entertainment	14/07/2025		Unity Trust		Concert	A. Johnson (East Kent Rod	Z	240.00		240.00
450 Allotments	14/07/2025		Unity Trust		Water	Business Stream	S	110.97	22.19	133.16
451 Window cleaning	14/07/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
452 Events - Equipment	14/07/2025		Unity Trust		linen hire	Limitless Sparkle Ltd	Z	128.28		128.28
453 Licences	14/07/2025		Unity Trust		Fees	Performing Rights Society	S	198.67	39.74	238.41
454 Events - Bar	14/07/2025		Unity Trust		Supplies	Nisbets	S	5.18	1.03	6.21
455 Facilities Team sundry items	14/07/2025		Unity Trust		Supplies	V/KING DIRECT	S	26.44	5.29	31.73
456 Unplanned building works	14/07/2025		Unity Trust		UPS	Westgate Security & Electr	S	214.94	42.99	257.93
457 event marketing	14/07/2025		Unity Trust		Grant	Thanet District Council	Z	250.00		250.00
458 Professional Fees	14/07/2025		Unity Trust		Fee	Information Commissioner	Z	52.00		52.00
459 Events - Bar	14/07/2025		Unity Trust		Supplies	Page & Sons	S	365.72	73.14	438.86
460 Beach Security	14/07/2025		Unity Trust		Beach security	Marc One Security	S	1,870.00	374.00	2,244.00
461 Allotments	14/07/2025		Unity Trust		water charge	Business Stream	S	100.77	20.15	120.92
462 Utilities	14/07/2025		Unity Trust		Water	Business Stream	Z	24.53		24.53
482 Events - Bar	16/07/2025		Nat West Current Ac		fee - wine tasting event	MDCV	S	170.28	34.06	204.34

Attach 8

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
483	03/07/2025	Receipt Voucher No. 128	Unity Trust	Receipt # 1269-131	Stripe Transaction Fee	Stripe	E	0.65		0.65
484	16/07/2025		Nat West Current Ac		Electricity	Edf	S	881.41	176.28	1,057.69
485	10/07/2025	Receipt Voucher No. 129	Unity Trust	Receipt # 1312-311	Stripe Transaction Fee	Stripe	E	0.65		0.65
486	10/07/2025	Receipt Voucher No. 130	Unity Trust	Receipt # 1950-561	Stripe Transaction Fee	Stripe	E	1.10		1.10
487	16/07/2025		Nat West Current Ac		electricity - music room	Edf	L	53.67	2.68	56.35
488	11/07/2025	Receipt Voucher No. 131	Unity Trust	Receipt # 1774-89+	Stripe Transaction Fee	Stripe	E	0.65		0.65
489	16/07/2025	Receipt Voucher No. 133	Unity Trust	Receipt # 1632-721	Stripe Transaction Fee	Stripe	E	1.40		1.40
490	14/07/2025		Nat West Current Ac		electricity - cottage	British Gas	S	14.98	3.00	17.98
491	14/07/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	340.05	68.01	408.06
492	18/07/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	107.95	21.59	129.54
493	18/07/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
494	18/07/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	258.61	51.72	310.33
495	18/07/2025		Nat West Current Ac		mobile phones	02	S	167.68	33.54	201.22
496	18/07/2025		Unity Trust		Refund	Naomi Cass	S	16.67	3.33	20.00
497	18/07/2025		Unity Trust		Supplies	Nisbets	S	57.99	11.59	69.58
498	18/07/2025		Unity Trust		water hygiene	Asford Environmental Ser	S	419.50	83.90	503.40
499	18/07/2025		Unity Trust		water hygiene	Asford Environmental Ser	S	375.50	75.10	450.60
500	18/07/2025		Unity Trust		water hygiene	Asford Environmental Ser	S	405.50	81.10	486.60
501	18/07/2025		Unity Trust		water hygiene	Asford Environmental Ser	S	264.25	52.85	317.10
502	18/07/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	855.00	171.00	1,026.00
502	18/07/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	122.13	24.43	146.56
502	18/07/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	500.00	100.00	600.00
502	18/07/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	886.25	177.25	1,063.50
503	18/07/2025		Unity Trust		bandstand concert	Andrew Wall	Z	350.00		350.00
504	18/07/2025		Unity Trust		bandstand concert	Boneyard Event Services	Z	175.00		175.00
505	18/07/2025		Unity Trust		security	Probe Security	S	750.00	150.00	900.00
505	18/07/2025		Unity Trust		security	Probe Security	S	150.00	30.00	180.00
506	18/07/2025		Unity Trust		Supplies	Screwfix	S	14.16	2.83	16.99
507	18/07/2025		Unity Trust		Supplies	Screwfix	S	58.32	11.66	69.98
508	18/07/2025		Unity Trust		water supply	Business Stream	Z	129.08		129.08
509	18/07/2025		Unity Trust		water supply	Business Stream	Z	147.77		147.77
510	18/07/2025		Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
511	18/07/2025		Unity Trust		water supply	Culligan Water	S	112.55	22.51	135.06
512	18/07/2025		Unity Trust		security	Marc One Security	S	3,077.00	615.40	3,692.40
513	18/07/2025		Unity Trust		photocopier	Procurement Services KCC	S	249.74	49.95	299.69

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
514 Stationery	18/07/2025		Unity Trust		expenses	David Bassett	Z	7.95		7.95
514 Office sundries	18/07/2025		Unity Trust		expenses	David Bassett	Z	12.15		12.15
514 Office sundries	18/07/2025		Unity Trust		expenses	David Bassett	Z	14.00		14.00
514 Travel and Subsistence	18/07/2025		Unity Trust		expenses	David Bassett	Z	3.50		3.50
514 Facilities Team sundry items	18/07/2025		Unity Trust		expenses	David Bassett	Z	25.19		25.19
515 Mocketts Wood	21/07/2025		Lloyds Corporate Cre		Supplies	Longacres Garden Centre	Z	32.93		32.93
516 Commercial Events - Marketing	21/07/2025		Lloyds Corporate Cre		event entry	Sideways Media Limited	Z	65.00		65.00
517 Events - Bar	21/07/2025		Lloyds Corporate Cre		Refreshments	CO-OP	Z	1.75		1.75
518 Printer/Photocopier	21/07/2025		Lloyds Corporate Cre		Ink subscription	HP Instant Ink Ltd	S	3.74	0.75	4.49
519 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	CO-OP	Z	5.00		5.00
520 Christmas Event	21/07/2025		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	Z	19.99		19.99
521 Christmas Event	21/07/2025		Lloyds Corporate Cre		Supplies	Amazon UK Services Ltd	S	47.07	9.41	56.48
522 Facilities Team sundry items	21/07/2025		Lloyds Corporate Cre		Supplies	Poundland	Z	6.00		6.00
523 Mocketts Wood	21/07/2025		Lloyds Corporate Cre		Supplies	Phillip Harris	Z	22.68		22.68
524 Mocketts Wood	21/07/2025		Lloyds Corporate Cre		Supplies	Digital Scales Company	S	17.42	3.48	20.90
525 Facilities Team sundry items	21/07/2025		Lloyds Corporate Cre		Supplies	value products ltd	S	6.71	1.34	8.05
526 town maintenance (van costs)	21/07/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	8.79	1.76	10.55
527 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	CO-OP	Z	8.50		8.50
528 Town Mayor	21/07/2025		Lloyds Corporate Cre		donation - mayor	Just Giving	Z	100.00		100.00
529 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	TESCO	Z	13.05		13.05
530 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	CO-OP	Z	3.20		3.20
531 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	Iceland	Z	7.65		7.65
532 Facilities Team sundry items	21/07/2025		Lloyds Corporate Cre		Supplies	Harrington	Z	2.20		2.20
533 Facilities Team sundry items	21/07/2025		Lloyds Corporate Cre		Supplies	Londis	Z	3.49		3.49
534 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	Tesco Stores Broadstairs E	Z	27.58		27.58
535 Events - Bar	21/07/2025		Lloyds Corporate Cre		Supplies	Iceland	Z	4.00		4.00
536 Mocketts Wood	21/07/2025		Lloyds Corporate Cre		Supplies	British Hardwood Tree Nur	S	96.46	19.29	115.75
537 Mocketts Wood	21/07/2025		Lloyds Corporate Cre		Supplies	Rope Source Ltd	S	11.28	2.26	13.54
538 IT	16/07/2025		Lloyds Corporate Cre		ipad storage	Apple.com	S	7.49	1.50	8.99
539 Printer/Photocopier	16/07/2025		Lloyds Corporate Cre		ink subscription	HP Instant Ink Ltd	S	3.74	0.75	4.49
540 Finance costs	16/07/2025		Lloyds Corporate Cre		bank charges	Lloyds commercial cards	Z	3.00		3.00
541 Insurance & Audit	16/07/2025		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.98		7.98
Total								29,170.42	5,193.36	34,363.78

Broadstairs & St. Peter's Town Council

23 July 2025 (2025-2026)

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	Net	vat	Total
123	Events Room Hire	01/07/2025		Unity Trust	Room Hire	125.00	25.00	150.00
123	Events Room Hire	01/07/2025		Unity Trust	Room Hire	125.00	25.00	150.00
124	Events Room Hire	01/07/2025		Unity Trust	Room Hire	15.00	3.00	18.00
124	Events Room Hire	01/07/2025		Unity Trust	Room Hire	15.00	3.00	18.00
124	Events Room Hire	01/07/2025		Unity Trust	Room Hire	15.00	3.00	18.00
125	Events -Bar	02/07/2025		Unity Trust	Hall hire	33.33	6.67	40.00
125	Events - Equipment	02/07/2025		Unity Trust	Hall hire	8.33	1.67	10.00
125	Events - Equipment	02/07/2025		Unity Trust	Hall hire	6.67	1.33	8.00
125	Events Room Hire	02/07/2025		Unity Trust	Hall hire	70.00	14.00	84.00
125	Events Room Hire	02/07/2025		Unity Trust	Hall hire	125.00	25.00	150.00
126	Allotments	04/07/2025		Unity Trust	Allotment Charge 02.07.25	7.50		7.50
126	Allotments	04/07/2025		Unity Trust	Allotment Charge 02.07.25	2.24		2.24
127	Events Room Hire	07/07/2025		Unity Trust	Room Hire	291.67	58.33	350.00
127	Room Hire - Refundable Dep	07/07/2025		Unity Trust	Room Hire	208.33	41.67	250.00
128	Events -Bar	03/07/2025		Unity Trust	Receipt #1269-1: fee - wine tasting event	25.00	5.00	30.00
129	Events -Bar	10/07/2025		Unity Trust	Receipt #1312-3: fee - wine tasting event	25.00	5.00	30.00
130	Christmas Event	10/07/2025		Unity Trust	Receipt #1950-5: Christmas Market	50.00	10.00	60.00
131	Events -Bar	11/07/2025		Unity Trust	Receipt #1774-8: fee - wine tasting event	25.00	5.00	30.00
132	Events -Bar	11/07/2025		Unity Trust	Receipt #1022-2: fee - wine tasting event	12.50	2.50	15.00
133	Christmas Event	16/07/2025		Unity Trust	Receipt #1632-7: Christmas Market	66.67	13.33	80.00
134	Tenants' rent	01/07/2025		Unity Trust	Rent of Office	590.00	118.00	708.00
135	Tenants' rent	02/07/2025		Unity Trust	Rent of Office	520.42	104.08	624.50
136	Tenants' rent	10/07/2025		Nat West Current	Rent of Office	964.00	192.80	1,156.80
137	town maintenance (van cost	10/07/2025		Nat West Current	ev charge income	7.54	1.51	9.05
138	Tenants' parking	14/07/2025		Unity Trust	car parking	1,000.00	200.00	1,200.00
139	Events - Equipment	08/07/2025		Unity Trust	Room Hire	18.00	3.60	21.60
139	Events Room Hire	08/07/2025		Unity Trust	Room Hire	90.00	18.00	108.00
139	Events Room Hire	08/07/2025		Unity Trust	Room Hire	41.67	8.33	50.00
139	Events Room Hire	08/07/2025		Unity Trust	Room Hire	33.33	6.67	40.00
139	Events Room Hire	08/07/2025		Unity Trust	Room Hire	125.00	25.00	150.00
140	electricity	09/07/2025		Unity Trust	Electricity	313.75	62.75	376.50
141	VAT Refund	10/07/2025		Unity Trust	VAT reclaim		3,556.55	3,556.55
142	Events -Bar	11/07/2025		Unity Trust	Room Hire	8.33	1.67	10.00

Attach 9

142	Events -Bar	11/07/2025	Unity Trust	Room Hire	4.17	0.83	5.00
142	Events -Bar	11/07/2025	Unity Trust	Room Hire	1.25	0.25	1.50
142	Events - Equipment	11/07/2025	Unity Trust	Room Hire	8.33	1.67	10.00
142	Events Room Hire	11/07/2025	Unity Trust	Room Hire	67.92	13.58	81.50
142	Events Room Hire	11/07/2025	Unity Trust	Room Hire	125.00	25.00	150.00
143	Events Room Hire	15/07/2025	Unity Trust	Room Hire	30.00	6.00	36.00
144	Events Room Hire	15/07/2025	Unity Trust	Room Hire	24.00	4.80	28.80
144	Events Room Hire	15/07/2025	Unity Trust	Room Hire	24.00	4.80	28.80
144	Events Room Hire	15/07/2025	Unity Trust	Room Hire	24.00	4.80	28.80
144	Events Room Hire	15/07/2025	Unity Trust	Room Hire	24.00	4.80	28.80
144	Events Room Hire	15/07/2025	Unity Trust	Room Hire	24.00	4.80	28.80
145	Events Room Hire	15/07/2025	Unity Trust	Room Hire	2,220.00	444.00	2,664.00
146	Events -Bar	21/07/2025	Unity Trust	bar sales	36.85	7.37	44.22
					7,577.80	5,070.16	12,647.96

Broadstairs & St. Peter's Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2025 and 30/06/2025)

Attach 10

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs		21.50	21.50 (2150%)	66,850.00	22,213.60	44,636.40 (66%)	44,657.90
Amenities			0.00 (N/A)	30,500.00	1,387.36	29,112.64 (95%)	29,112.64
Civic Costs			0.00 (N/A)	20,126.00	839.45	19,286.55 (95%)	19,286.55
Community			0.00 (N/A)	38,883.00	5,432.50	33,450.50 (86%)	33,450.50
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked reserves			0.00 (N/A)	35,788.18	29,823.49	5,964.69 (16%)	5,964.69
Events	11,200.00	1,533.34	-9,666.66 (-86%)	63,865.00	17,039.36	46,825.64 (73%)	37,158.98
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)	100,000.00	35,057.00	64,943.00 (64%)	64,943.00
Income	819,160.00	469,692.64	-349,467.36 (-42%)			0.00 (N/A)	-349,467.36
Open Spaces	1,200.00	36.22	-1,163.78 (-96%)	57,807.00	11,583.15	46,223.85 (79%)	45,060.07
Phase 3 - Basement			0.00 (N/A)	88,000.00	12,431.00	75,569.00 (85%)	75,569.00
Pierremont Annual Maintenance		2,633.60	2,633.60 (263360)	75,581.00	13,688.12	61,892.88 (81%)	64,526.48
Pierremont Events	40,000.00	18,821.79	-21,178.21 (-52%)	2,500.00	3,058.39	-558.39 (-22%)	-21,736.60
Pierremont Hall	50,500.00	9,349.72	-41,150.28 (-81%)	30,050.00	12,046.09	18,003.91 (59%)	-23,146.37
PWLB Loan			0.00 (N/A)	35,824.00		35,824.00 (100%)	35,824.00
Retort House	38,338.50		-38,338.50 (-100%)	24,500.00	3,016.16	21,483.84 (87%)	-16,854.66
Staff Costs			0.00 (N/A)	455,262.00	102,989.70	352,272.30 (77%)	352,272.30
YE Adjustments		10.43	10.43 (1043%)			0.00 (N/A)	10.43
NET TOTAL	960,398.50	502,099.24	-458,299.26 (-47%)	1,125,536.18	270,605.37	854,930.81 (75%)	396,631.55

Total for ALL Cost Centres	502,099.24	270,605.37
V.A.T.	25,976.49	21,160.33
GROSS TOTAL	528,075.73	291,765.70

Broadstairs & St. Peter's Town Council

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

Date: 30/6/25.

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

Date: 30/6/25.

Bank Reconciliation at 30/06/2025			
A	Cash in Hand 01/04/2025		942,659.51
	ADD		
	Receipts 01/04/2025 - 30/06/2025		528,075.73
			1,470,735.24
	SUBTRACT		
	Payments 01/04/2025 - 30/06/2025		291,765.70
			1,178,969.54
A	Cash in Hand 30/06/2025 (per Cash Book)		
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	0.00	
	Nationwide 95 Day 30/06/2025	554,001.80	
	Nat West Current Account 30/06/2025	25,000.00	
	Nat West Business Reserve 30/06/2025	39,602.93	
	Unity Trust 30/06/2025	248,132.08	
	Lloyds Corporate Credit card 30/06/2025	0.00	
	Unity Instant Access Savings 30/06/2025	314,596.11	
			1,181,332.92
	Less unrepresented payments		3,739.42
			1,177,593.50
	Plus unrepresented receipts		1,376.04
			1,178,969.54
B	Adjusted Bank Balance		
	A = B Checks out OK		

Broadstairs & St. Peter's Town Council**Uncashed payments/transfers out (All banks)****(Upto 30/06/2025)**

Voucher	Date	Cheque No.	Description	Total	Bank
202	31/05/2025		Supplies	118.20	Unity Trust
408	26/06/2025		Advertising	2,039.40	Unity Trust
409	26/06/2025		expenses	23.05	Unity Trust
410	26/06/2025		Supplies	44.99	Unity Trust
411	26/06/2025		Supplies	7.19	Unity Trust
412	26/06/2025		staff training	318.60	Unity Trust
413	26/06/2025		security	846.60	Unity Trust
414	26/06/2025		security	8.05	Unity Trust
415	26/06/2025		Supplies	144.50	Unity Trust
416	26/06/2025		bedding plants	456.09	Unity Trust
417	26/06/2025		Grant	2,000.00	Unity Trust
418	26/06/2025		bandstand entertainment	160.00	Unity Trust
419	26/06/2025		bandstand entertainment	350.00	Unity Trust
420	26/06/2025		bandstand entertainment	240.00	Unity Trust
421	26/06/2025		Supplies	71.87	Unity Trust
422	26/06/2025		Supplies	7.19	Unity Trust
423	26/06/2025		Works	91.40	Unity Trust
424	26/06/2025		Stripe Transaction Fee	12.29	Unity Trust
1528	31/03/2025	see 884	vat refund from TDC	-3,200.00	Unity Trust
Total-----				3,739.42	

Broadstairs & St. Peter's Town Council
Uncashed receipts\transfers in (All banks)
(Upto 30/06/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
1	07/04/2025		delete	12.52	Unity Trust
7	07/04/2025		bar sales	472.52	Unity Trust
16	14/04/2025		Room Hire	85.00	Unity Trust
116	26/06/2025		Room Hire	806.00	Unity Trust
Total-----				1,376.04	

Attach 12

COUNCIL NAME	Broadstairs and St Peter's Town Council
DATE OF APPLICATION	September 2025
AWARD LEVEL	Silver

Please read through the scheme guide before completing this form as it includes essential information in support of the evidence required. If you are unsure of the criteria requirements or need further information, then please check with your local county association or contact NALC at LocalCouncilAwardScheme@nalc.gov.uk

Completed sections required for each award level:

- If you are applying for Bronze level complete the Bronze criteria section
- If you are applying for Silver complete the Bronze and Silver criteria sections
- If you are applying for Gold complete the Bronze, Silver and Gold criteria sections

The exception to the above is if you have achieved an award within the last 12 months, then the section for that level award (and the preceding one) need not be completed.

All relevant sections of the form must be completed with evidence provided for the level that you are applying for. Otherwise, this could result in a delay to your application.

Application Tips

- Check all relevant documents are attached with your submission and hyperlinks provided are working correctly.
- Hyperlinks to the council's website must be to the exact evidence required. If this is not possible then include details of how the evidence can be found (i.e. menu, sub-menu etc).
- All published policies and documents must be tailored/personalised to the council.
- Check policies and procedures are not overdue for review. It is best practice to include a review date on all relevant documents and for Silver/Gold award levels the next review date must be included.
- If you are providing minutes as evidence, it is important you include the specific minute reference.
- For the Silver and Gold award levels, a more in-depth assessment will be undertaken of the evidence provided for the preceding award levels. For Gold in particular, the assessment panel will be looking for evidence of best practise throughout the application.
- A column has been provided on this form for any supporting comments you may have.

Local Council Award Scheme Application Form



BRONZE RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Bronze award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Standing Orders	https://www.broadstairs.gov.uk/wp-content/uploads/2024/08/Updated-Standing-Orders-2024.pdf	
2. Financial Regulations	https://www.broadstairs.gov.uk/wp-content/uploads/2025/04/Financial-regulations-2025.pdf	
3. Code of Conduct and a link to councillors' registers of interests		See attached
4. Accessibility statement	https://www.broadstairs.gov.uk/web-accessibility-statement/	
5. Publication scheme	https://www.broadstairs.gov.uk/town-council/policies-and-publications/	
6. Complaints procedure	https://www.broadstairs.gov	

Local Council Award Scheme Application Form

	uk/wp-content/uploads/2024/03/Complaints-Procedure-1.pdf	
7. Privacy notice	https://www.broadstairs.gov.uk/privacy-notice/	
8. Last annual return	https://www.broadstairs.gov.uk/town-council/finance/accountability/	
9. Transparent information about council payments	https://www.broadstairs.gov.uk/town-council/finance/transparency/	ALL payments also listed in agenda for monthly approval at Council meeting.
10. Calendar of all meetings including the next annual meeting of electors	Committees - Broadstairs & St Peter's Town Council	
11. Minutes for at least <u>one year</u> of full council meetings and (if relevant) all committee/sub-committee meetings	Committees - Broadstairs & St Peter's Town Council	
12. Current agendas	Committees - Broadstairs & St Peter's Town Council	
13. The Budget and Precept information for the current or next financial year	https://www.broadstairs.gov.uk/town-council/finance/budgets/	
14. Biodiversity policy	https://www.broadstairs.gov.uk/wp-content/uploads/2024/11/Biodiversity-Policy.pdf	
15. Council contact details and councillor information in line with the Transparency Code	https://www.broadstairs.gov.uk/town-council/councillors/councillor-profiles/	

Local Council Award Scheme Application Form

	https://www.broadstairs.gov.uk/contact-us/	
16. Action plan for the current year		
17. Evidence of consulting the community		www.instagram.com/broadstairs8stpeters/?hl=en-gb https://www.facebook.com/profile.php?id=100069082934706
18. Publicity advertising council activities		https://www.facebook.com/profile.php?id=100069082934706 www.instagram.com/broadstairs8stpeters/?hl=en-gb
19. Evidence of participating in town and country planning		https://www.facebook.com/profile.php?id=100069082934706 www.instagram.com/broadstairs8stpeters/?hl=en-gb
20. Evidence of publicising elections and vacancies on the council		https://www.facebook.com/profile.php?id=100069082934706 www.instagram.com/broadstairs8stpeters/?hl=en-gb
21. Risk management policy	https://www.broadstairs.gov.uk/wp-content/uploads/2024/08/Risk-Management-Assessment-2024-25.pdf	
22. Register of assets		See attached
23. Up-to-date insurance policies that mitigate risks to public money		See attached
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area	Speedwatch Beach Security Community litter picks	See attached

Local Council Award Scheme Application Form

	<p>CCTV policy</p> <p>VAWG - Gallentines</p> <p>Liaison with local police and any related policies.</p> <p>TIDS</p>	
25. Disciplinary and Grievance procedures		See attached
26. A policy for training and development of staff and councillors	https://www.broadstairs.gov.uk/wp-content/uploads/2024/03/Training-and-Development-Policy-.pdf	
27. A record of all training undertaken by staff and councillors in the last year		See attached
28. A current clerk who has achieved 12 CPD points in the last year		See attached
29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy	https://www.broadstairs.gov.uk/wp-content/uploads/2024/11/25-November-2024.pdf	See minute 523

Local Council Award Scheme Application Form



SILVER RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Silver award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.


Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Health and Safety policy	https://www.broadstairs.gov.uk/wp-content/uploads/2024/03/Health-and-Safety-Policy.pdf	
2. Policy on Equality	https://www.broadstairs.gov.uk/wp-content/uploads/2024/03/Equalities-and-Diversity-Policy-1.pdf	
3. Co-option policy	https://www.broadstairs.gov.uk/wp-content/uploads/2024/03/Co-Option-Policy-1.pdf	
4. Community engagement policy involving two-way communication between council and community	https://www.broadstairs.gov.uk/wp-content/uploads/2025/06/Community-Engagment-Policy.pdf	
5. Councillor profiles	https://www.broadstairs.gov.uk/town-council/councillors/councillor-profiles/	
6. Grant awarding policy	https://www.broadstairs.gov.uk/community/grants/	
7. Evidence showing how electors contribute to the Annual Parish or Town	https://www.broadstairs.gov.uk/community/town-assembly/	

Local Council Award Scheme Application Form

Meeting		
8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review	https://www.broadstairs.gov.uk/town-council/town-action-plan/	Needs updating and budget adding
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	https://www.broadstairs.gov.uk/town-council/councillors/get-involved/ https://www.broadstairs.gov.uk/news/ https://www.broadstairs.gov.uk/community/	
10. Evidence of helping the community plan for its future	https://www.broadstairs.gov.uk/community/neighbourhood-planning/	
11. Evidence of encouraging public engagement in local democracy	https://www.broadstairs.gov.uk/town-council/councillors/get-involved/	
12. Scheme of Delegation (where relevant)		See attached
13. At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	See links to TDC pages – can't fit here	
14. Evidence of customer service with		See attached

Local Council Award Scheme Application Form

examples of managing/handling correspondence with the public		
15. A current qualified clerk		Yes see attached
16. A formal appraisal process for all staff		Yes – see attached

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Media Policy</p> <hr/> <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 12th July 2021 Reviewed: June 2025 Approved: TBC</p>
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Introduction

1. Broadstairs and St Peter's Town Council ("the Council") is committed to the provision of clear and accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme¹, please contact the Town Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with any legal requirements and restrictions that apply. To be read in conjunction with the Public Relations Policy and the Web and Social Media Policy.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings


6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, representatives of the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted until the meeting has closed.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting.
12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. All media enquiries should be directed through the Town Council's Office or the Chairman to ensure consistency of message. If the Town Clerk and the chairman are unavailable, the Vice Chairman may answer media enquiries. In the event that no-one is available to answer an enquiry a councillor may make a statement but should make it clear they are responding in a private capacity.
17. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

¹ The Council's Publication Scheme explains what information the Council makes routinely available and how it can be accessed. It can be viewed on the Council's website under the "Freedom of Information" tab.

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Web and Social Media Policy
	BROADSTAIRS & St. PETER'S TOWN COUNCIL
	Adopted 24th July 2017 Reviewed: June 2025 Approved: TBC

1. Introduction

The aim of this Policy is to set out guidance to Councillors, Council Staff and anyone affiliated with the Town Council including volunteers or external contractors under contract with the Town Council, on the use of the Town Council Website and online communications, collectively referred to as social media.

This policy should be read in conjunction with the Public Relation (PR) Policy and the Media Policy.

2. Policy Purpose

This policy helps people make the right decisions about the use of digital communications and understand the impact should they get it wrong. It outlines the standards we expect when using social media and publishing things on the web, how we will monitor use and what will happen if it is used inappropriately.

3. Scope of Policy

This policy will cover the following digital communications:

- Town Council website www.broadstairs.gov.uk
- social media* when the accounts or comments relate to Broadstairs & St. Peter's Town Council
- e-mails sent from accounts ending in @broadstairs.gov.uk
- blogs, wikis, podcasts, forums, message boards, or comments on web-articles, when the accounts or comments relate to Broadstairs & St. Peter's Town Council.

* Social media includes all social networking sites, including but not exclusive to, X, Facebook, Instagram, YouTube, LinkedIn, Pinterest, Flickr, etc.

4. Responsibility for Implementation of the Policy

All Town Councillors, employees, volunteers or external contractors under contract with the Town Council, are responsible for their own compliance with this policy and for ensuring that it is consistently applied to protect the privacy, confidentiality, reputation and interests of Broadstairs & St. Peter's Town Council.

A Web and Social Media Register is attached at Appendix 1, which must be signed by any person given administration rights to a social media platform before they can post or comment on any social media platforms being hosted by the Town Council.

Anything uploaded onto the Website or a Social Media platform is evidence of the council's work, and may be used for reference by others in future or subject to a Freedom of Information Request. Therefore, content must follow copyright and data protection laws.

5. Procedures

5.1 Website

The Town Council website can be updated by any employee that has been given permission by the Town Clerk.

The Town Council website should be kept up-to-date and contain and display the most up-to-date and relevant information regarding the Town Council's activities and procedures.

Any content should be written in plain English, so that it is usable and accessible to everyone, regardless of their language and vocabulary skills. All text must be checked for spellings and grammatical errors before it is published to the website.

Any content that is found to be against these guidelines should be reported to the Town Clerk in the first instance.

5.2 Social Media

The Town Clerk will be the main account holder for any social media accounts. The Town Clerk can give administration rights to employees of the Town Council that have read and signed the Social Media Agreement form.

5.2.1 Posting content/comments:

- a) The main purpose of any social media account being run by the Town Council should be to provide details of news, Town Council events and service updates only.
- b) A social media account being run by the Town Council should be checked at least once a day during the working week. This can be undertaken by either the Town Clerk or someone with administration rights.
- c) Content uploaded, posted or forwarded that contains any abusive, obscene, discriminatory, harassing, derogatory or defamatory content, this includes against colleagues, members of the public or Broadstairs & St. Peter's Town Council as an organisation, will result in disciplinary action.
- d) Any comments made on social media should not disclose commercially sensitive, anti-competitive, private or confidential information. When making use of any social media platform (e.g. X or Facebook), their terms of use must also be complied with.
- e) During periods of purdah, the six-week run up to an election - Local, General or European – the council should not do or say anything that could be seen in any way to support any political party or candidate. Therefore, during this period social media content will consist of important service announcements only.

5.2.2 Responding to content/comments received via social media:

- a) If a comment made by an external party is found to be offensive in terms of language or sentiment, this should be removed or hidden if the social media platform provides this functionality.
- b) The Town Council should avoid, where possible, having lengthy online dialogue with people posting content or comments.
- c) Where content/comments are received relating to a post from the Town Council, the representative of the Town Council should reply "this comment was responded to via a private message" and then respond privately accordingly.

d) Councillors or parishioners who have any concerns regarding content placed on social media sites should report them to the Town Clerk. Anyone who feels that they have been harassed, bullied, or are offended by material posted or uploaded should inform the Town Clerk who will investigate the matter.

e) Where contentious comments are received, these should be answered in accordance with the Town Council's complaints procedure.

5.3 Email:

All emails relating to Town Council business should be sent with the following disclaimer "This email and any attachments are confidential and intended solely for the addressee and may also be privileged or exempt from disclosure under applicable law. If you are not the addressee, or have received this email in error, please notify the sender immediately, delete it from your system and do not copy, disclose or otherwise act upon any part of this email or its attachments. Any views expressed in this email are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Broadstairs and St. Peter's Town Council."

5.4 Blogs, wikis, podcasts, forums, message boards, or comments on web-articles:

Only the Town Clerk has permission to post content on any of the platforms named at 5.4

6. If a web or social media account is hacked

If any email, web content account or social media account hosted by the Town Council gets hacked, the passwords for that account should be changed as soon as possible by anyone who has administration rights to that account. Any offensive or spam messages sent from the account should be deleted and then the incident reported to the Town Clerk, who may wish to disable the account.

7. Failure to comply with the Policy

It's always possible to make a mistake and get it wrong. If this happens tell the Town Clerk in the first instance, who will, along with the Chairman, decide on remedial action to avoid embarrassment and reputational damage to the Town Council.

Where evidence of misuse is found, the Town Clerk will undertake a more detailed investigation. If the misuse is considered deliberate, the Town Council may undertake action in line with the most current disciplinary procedure, currently the Town Council uses the ACAS 2015 Code of Practice On Disciplinary and Grievance Procedure.

Misuse can also, in certain circumstances, become a criminal offence or otherwise give rise to legal liability against you and the organisation. If necessary, The Town Council may hand over information to the police in connection with a criminal investigation.

8. Review

This policy will be reviewed by the Town Clerk 2 yearly. If any changes are needed these will be reported at a meeting of the Council.

Appendix 1:



Web and Social Media Policy Register

I confirm that I have read and agreed to the contents of the Broadstairs and St. Peter's Town Council Web and Social Media Policy

Name	Signed	Date

 BROADSTAIRS & ST. PETER'S TOWN COUNCIL	Public Relations Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 5th June 2017 Reviewed: June 2025 Approved: TBC

1. Introduction

All staff, elected Councillors and volunteers have a significant part to play in establishing good working relationships with the media, both in terms of reacting to press enquiries and to maintaining a proactive stance in identifying positive media stories. It is vital that Broadstairs & St. Peter's Town Council should have a good working relationship established with the media, based on mutual understanding and co-operation.

This PR policy should be read in conjunction with the Web and Social Media Policy and the Media Policy.

2. Policy Purpose

Public relations, or PR, is the practice of managing the flow of information between an organisation and the public. The aim of the Town Council PR policy is to deliver the correct message of the activities being undertaken by Council over a period of the year, in order to raise the positive profile of the Town Council. It will also ensure that the correct procedures are undertaken when information requests are received by external parties.

3. Scope of Policy

The policy covers all media stories that are related to the Town Council, both media releases and requests

Media includes newspapers, television, radio and specialist journals. It also includes web updates and social media posts that conform to the Web and Social Media Policy.

4. Procedures

4.1 Incoming requests

It is important to develop a mechanism for channelling possible public relations stories through one person. All media enquiries must be referred to the Town Clerk in the first instance. In the absence of the Town Clerk media enquiries should be directed to the Deputy Town Clerk.

The Town Clerk will assess the media story and contact the Mayor/Chair of the Council to decide which Councillor would be best suited to provide a response. In the first instance this should always be the Mayor/Chair of the Council, but it could be another Councillor that has more knowledge about the specific media enquiry.

Interviews will only be given by the Mayor/Chair of the Council or a person designated by the Mayor/Chair.

The public should be dealt with in the same way as the Press, as the Press might approach in the guise of the public.

The Town Clerk will keep a log of all the media requests received during the civic year and information about how the Town Council responded to the request.

In case of doubt as to how to handle an issue or the interpretation of this policy, the Town Clerk should be consulted for support.

4.2 Press releases

All press releases from Broadstairs & St. Peter's Town Council will be planned, coordinated and released through the Town Clerk, in the absence of the Town Clerk, the Deputy Town Clerk should undertake this role.

All reactive press releases should adhere to the procedures in part 4.1 of this policy and be in writing to avoid any misinterpretation of the facts.

5. Media coverage

It is important that Broadstairs Town Council monitors the media for coverage; especially following a press release story. However, all employees and Councillors and volunteers should make the Town Clerk aware of radio, newspaper and television coverage relevant to the activities of Broadstairs & St. Peter's Town Council.

Where external media stories have been identified, the general public should be made aware of these stories where appropriate through the provision of 'News Items' on the Town Council website.

6. Verbal PR

Councillors, staff and volunteers should be aware that their comments in public gatherings could be reported to the press and therefore care should be taken.

Positive or negative stories on the organisation travel widely and quickly and affect public perception. This affects reputation, and thus creates hurdles in implementation of policies. Staff should avoid discussing any negative internal issues with the external public.

Staff members should always present Broadstairs & St. Peter's Town Council in a positive light as the local community, family and friends can be the target audience of the Town Council's Statutory functions.

7. Town Council Logo

All documents released by the Council should contain the Town Council logo.

Any external events, either sponsored or supported by Broadstairs & St. Peter's Town Council, for example through provision of a grant, should include the Town Council logo on all marketing and advertising material for the event. The website related to the event should provide a link to the Town Council website (www.broadstairs.gov.uk).

Any charities or organisation that receive a grant from Broadstairs & St. Peter's Town Council, and are not specifically related to an event, should state on their website that they have received a grant from Broadstairs & St. Peter's Town Council, show the logo and provide a link to the Town Council website (www.broadstairs.gov.uk).

8. Review

This policy will be reviewed by the Town Clerk 2 yearly. If any changes are needed these will be reported at a meeting of the Council.