Broadstairs & St Peter's Town Council

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____________