



Broadstairs & St Peter's Town Council

23 September 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 29 September 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 28 July 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 4 August 2025 and consider any recommendations therein.

Attach 2

ii) To receive the draft minutes of the meeting held on Monday 1 September 2025 and consider any recommendations therein.

Attach 3

7. COMMUNITY ASSETS COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 18 August 2025 and consider any recommendations therein.

Attach 4

ii) To receive the draft minutes of the meeting held on Monday 8 September 2025 and consider any recommendations therein.

Attach 5

ii) To receive additional information about the War Memorial to assist the decision making at minute 262.

8. EVENTS, LEISURE AND TOURISM COMMITTEE

i) To receive the draft minutes of the meeting held on Monday 11 August and consider any recommendations therein. **Attach 6**

9. ENVIRONMENT COMMITTEE

To receive the draft minutes of the meeting held on Monday 22 September 2025 and consider any recommendations therein. **Attach 7**

10. COMMUNICATIONS

i) To receive the report of the Town Mayor. Town Forum

ii) To receive the report of the Town Clerk. - Christmas Lights and Halloween Helpers

11. FINANCE

i) To receive and approve a report concerning payments for the period 29 July 2025 to 23 September 2025 **Attach 8**

ii) To receive a report concerning receipts for the period 29 July 2025 to 23 September 2025 **Attach 9**

iii) To receive information about staff salaries for the period

iv) To receive information about works or services authorised between meetings. **Attach 10**

v) To receive and approve a report concerning payments for the period 29 July 2025 to 23 September 2025.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-25

To receive information concerning the completion of the annual review.

13. RISK ASSESSMENT DOCUMENT

To receive and approve the updated document as requested by the F&GP committee. **Attach 11**

14. PIERREMONT DEPOT

To discuss recent developments and consider co-ordinating the Town's response.

15. GRANTS

i) To receive information about grants approved year to date **Attach 12**

ii) To receive an application from the Zone Youth Club **Attach 13**

16. EXPENSES POLICY

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

17. DRUGS AND ALCOHOL POLICY

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

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

18. BEACH PATROLS

To review the service provided to the public during summer 2025 **ENC 1**

19. COMMERCIAL LANDLORD ISSUES

ii) To receive information and a quote from the Town Clerk on some urgent building works at Retort House. **ENC 2**

20. LEGAL ISSUES -

To receive any relevant information from the Town Clerk

21 . STAFF MANAGEMENT COMMITTEE

i) To receive the minutes of the meeting held on Thursday 21 August 2025 **ENC 3**

ii) To receive and approve the LGPS policies as required by KCC. **ENC 4**

ii) To receive and approve information regarding the Local Government Services pay agreement 2025. **ENC 5**

Members of the public may re-enter the meeting

22. DATE OF NEXT MEETING –Monday 27 October 2025 at 7pm in Pierremont Hall.



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

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

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

Town Clerk: Kirsty Holroyd

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

669. APOLOGIES FOR ABSENCE

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

670. DECLARATIONS OF INTEREST

None received

671. MINUTES

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

672. MATTERS ARISING

None

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

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

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

674. PLANNING COMMITTEE

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

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

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

675. COMMITTEE ASSETS COMMITTEE

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

RESOLVED:

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

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

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

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

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

676. FINANCE AND GENERAL PURPOSES COMMITTEE

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

RESOLVED:

- i) Min 203: That the amendments to the Terms of Reference be approved**
- ii) Min 205: That Council minute 325 be extended to provide that the Town Clerk may also move money from the interest-bearing account to the current account to cover any day-to-day expenditure.**
- iii) Min 213: That David Bucket be appointed IIA for the 2025-6 financial year for a fee of £ 1459.40 to include a mid-term and end of year visit.**
- iv) That the updated Terms of Reference be approved.**
- v) That the updated Statement of Internal control be approved.**
- vi) That the updated Annual Governance Statement be approved**
- vii) That the updated preferred contractors policy be approved.**

677. COMMUNICATIONS

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

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

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

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

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

678. FINANCE

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

RESOLVED: That the payments be approved.

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

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £38,533 for the month of July.

RESOLVED: Members agreed to note.

iv) Members received information about works or services authorised between meetings under financial regulation 4.1 as attached.

RESOLVED: That the payments be approved.

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

RESOLVED: Members agreed to note.

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

RESOLVED: Members agreed to note.

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

RESOLVED: Members agreed to note.

679. KALC COUNCIL AWARD

Members received a copy of the application form for the Silver Award which the Town Clerk had completed ready for submission. She confirmed that the Town Council had achieved the Foundation Award (now Bronze Award) in August 2024 and that all the relevant criteria were still in place. All documents had been updated as applicable to achieve the new criteria for the Bronze Award which is a requirement before applying for the Silver Award.

RESOLVED: That the Town Council confirms that all the required documents, information and conditions are in place for the Silver Award and the documents are published on the Town Council's website where applicable. The Town Clerk will submit the application prior to the next deadline in September 2025.

680. MEDIA POLICY

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

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

681. WEB AND SOCIAL MEDIA POLICY

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

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

682. PUBLIC RELATIONS POLICY

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

RESOLVED: That the document be approved.

683. FOLK WEEK

Members received the event management plan and the event risk assessment and noted several anomalies. The Town Clerk reported that she, the Facilities Manager, the Events Supervisor, TDC Events staff, Cllr Roberts and Cllr Garner had attended an online meeting with Folk Week representatives. All queries had been answered to everyone's satisfaction and it was agreed that although the management plan was out of date, the requirements as far as the Town Council were concerned, appear to be in order.

RESOLVED: That the Town Council acknowledges receipt of the documents and notes the hirer appears to have undertaken its due diligence.

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

684. COMMERCIAL LANDLORD ISSUES.

The Town Clerk reported that the jointly appointed independent expert surveyor would be visiting Retort House to give a valuation the following day accompanied by TDC and BSPTC staff.

All current and prospective tenants have now been informally briefed on the forthcoming works for Phase III. A more formal approach will be made by the solicitors, and provision will be made in all future new or renewed leases.

RESOLVED: Members agreed to note.

685. LEGAL ISSUES

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

RESOLVED: Members agreed to note.

686. BROADSTAIRS MEMORIAL HALL

i) Members received the bundle of documents which the Community Assets Committee had received prior to their meeting of 14 July so that each member was able to make a fully informed decision.

RESOLVED: Members agreed to note.

ii) Members received updated information including the current Fire Risk Assessment, a History of the Hall and the Town Clerk's summary document.

They then considered the recommendations of the Community Assets Committee.

RESOLVED:

- i) **That the Town Council reaffirms its commitment to supporting the notion that the hall is not sold off by KCC but continues to operate as a community venue.**
- ii) **That the Town Clerk send a letter to the new administration at KCC on behalf of the Town Council requesting again that the building is not sold.**

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

687. DATE OF NEXT MEETING

Monday 29 September 2025 at 7pm in Pierremont Hall

Meeting closed at 8.38 pm

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 4 AUGUST 2025

Present: Cllrs J Bayford, P Moore, S Roberts (Chair)
Deputy Town Clerk – Julie Belsey
2 of public

Minutes marked * require a resolution from the Town Council

445 OPENNESS AND TRANSPARENCY

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

446 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr K Pressland and Cllr M Garner.
Not in attendance – Cllr E Orhan.

447 DECLARATIONS OF INTEREST

There were no declarations of interest.

448 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 2nd June 2025.
The meeting on 7th July 2025 did not take place as the meeting was not quorate.

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

Item 443 (i) Cllr Roberts had approached Thanet Council to have a TPO place on the tree located at Bleak House – application number TCA/25/0489. However, it had been established that the tree was diseased.

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

None

451 CORRESPONDENCE

i) Members received the link to the Thanet Cycle and Walking Infrastructure Plan and were advised that they could place their individual comments on this consultation.

<https://yourvoice.thanet.gov.uk/en-GB/projects/cycling-and-walking>

ii) Members received and noted the Thanet District Council news release regarding the new Design Code for Thanet.

452 CHAIR'S REPORT

None

453 NEIGHBOURHOOD PLAN BUSINESS

None

If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.

454 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

In accordance with Standing Orders 3e, 3f and 3g, Philip Thorley addressed the Committee on application 25/0768/DR & L/25/0769/DR – The Charles Dickens, 5-6 Victoria Parade, Broadstairs CT10 1QS

25/0768/DR The Charles Dickens, 5-6 Victoria Parade, Broadstairs CT10 1QS

L/25/0769/DR The Committee unanimously recommends SUPPORT for this application

Philip Thorley left the meeting

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

25/0778/GD 1 Pierremont Avenue, Broadstairs CT10 1NL

25/0605/DR 102 Beacon Road, Broadstairs CT10 3DQ

25/0755/ML Flat 8, Naldera, Cliff Promenade, Broadstairs CT10 3QY

25/0643/DF 1 Dundonald Road, Broadstairs CT10 1PE

25/0713/EF 477 Margate Road, Broadstairs CT10 2QD

25/0737/DR 18 Eastern Esplanade, Broadstairs CT10 1DR

25/0762/GD 7 Albion Street, Broadstairs CT10 1LU

25/0791/ML 9 Kingfisher Walk, Broadstairs CT10 2SN

25/0635/ZD 19 The Ridgeway, Broadstairs CT10 2HB

25/0581/MH 92 High Street, Broadstairs CT10 2JF

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

RESOLVED that the applications be dealt with as detailed below:

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

In accordance with Standing Orders 3e, 3f and 3g, Tim Seed addressed the Committee on application TPO/25/0740/MM – 49 St Peters Court, Broadstairs CT10 2UU

TPO/25/0740/MM 49 St Peters Court, Broadstairs CT10 2UU

The Committee unanimously recommends REFUSAL for this application. The application goes against the Broadstairs & St Peter's Neighbourhood Plan Policy BSP3 – the Town Council does not support the felling of healthy trees.

The trees in question should be kept and maintained to ensure the safety of others. There is also evidence that bats are roosting nearby and these trees form a major part of their habitat.

Tim Seed left the meeting

ii) The Committee recommends **NO OBJECTION WITH CONCERNS** to the applications listed below:

TPO/25/0767/MM Charles Dickens School, Broadstairs Road, Broadstairs CT10 2RL

The Committee unanimously recommends NO OBJECTION WITH CONCERNS for this application. The Committee would like to see that the felled trees are replaced with well established native trees.

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

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

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

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

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

TPO/25/0629/MM	57 The Silvers, Broadstairs CT10 2LZ
TPO/25/0761/MM	15 Park Avenue, Broadstairs CT10 2YL
TPO/25/0821/MM	22 Holm Oak Gardens, Broadstairs CT10 2JF

456 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 1st September 2025.

Cllr P Moore gave his apologies for this meeting.

Meeting closed at 19:19
Deputy Town Clerk



Attach 3

Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 1 SEPTEMBER 2025

Present: Cllrs J Bayford, M Garner, S Roberts (Chair)
Deputy Town Clerk – Julie Belsey

Minutes marked * require a resolution from the Town Council

The meeting commenced at 7.09pm

457 OPENNESS AND TRANSPARENCY

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

458 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr P Moore, Cllr E Orhan, Cllr K Pressland.

459 DECLARATIONS OF INTEREST

There were no declarations of interest.

460 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 4th August 2025.

461 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA
None

462 QUESTIONS AND/OR OBSERVATIONS, OTHER THAN THOSE FOR SPECIFIC PLANNING APPLICATIONS, FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S
None

463 CORRESPONDENCE
None

464 CHAIR'S REPORT
None

465 NEIGHBOURHOOD PLAN BUSINESS
None

If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.

466 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

25/0826/ML Land Outside Broadstairs Library, The Broadway, Broadstairs
The Committee unanimously recommends **OBJECTION** to this application. The proposed application is in the wrong location. The Town Council has recently installed a defibrillator on the library wall within the same vicinity as the application. It is also felt that as a point of information, it would be better located outside of the train station.

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

25/0876/EF 8 Bairdsley Close, Broadstairs CT10 1BE
A/25/0770/ML Co Operative Pioneer Store, Hopeville Avenue, Broadstairs CT10 2TR
A/25/0827/ML Land Outside 19 The Broadway, Broadstairs
25/0851/AH 1 Davids Close, Broadstairs CT10 1RD
25/0763/DR 16 Sowell Street, Broadstairs CT10 2AT
25/0838/DF Euromarine Insurance Services Ltd, 18 St Peter's Park Road, Broadstairs CT10 2BL
25/0860/ML 5 Ramsgate Road, Broadstairs CT10 1QQ
25/0757/AH Plot 6 Land Adjacent to Clifftop, North Foreland Avenue, Broadstairs
25/0881/ML 9 Crescent Road, Broadstairs CT10 3QU
25/0857/MH Hamilton Lodge, Bishops Avenue, Broadstairs CT10 1EQ
25/0862/DF Land Adjacent to 10 Anson Close, Broadstairs CT10 2YB
25/0873/DR 76 Stone Road, Broadstairs CT10 1EF

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

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

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

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

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

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

* House Sparrow, Starling, Song Thrush

** Hedge Sparrow (Dunnock)

There were no tree applications

468 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 6th October 2025.

Meeting closed at 19:16
Deputy Town Clerk



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

Present: Cllrs J Bright, M Garner, J Hobson, C Leys, A Munns (Chairman) & G Rusiecki.

Town Clerk: Kirsty Holroyd

244. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs Kemp and Roberts.

245. DECLARATIONS OF INTEREST

None

246. MINUTES

Members received the minutes of the meeting held on Monday 14 July 2025.

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

247. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Members noted that the recommendation under minute 240 had not been approved by Council on 28 July. Instead a decision had been made at minute 686 to send a letter to the new administration at KCC requesting again that the building is not sold. The Town Clerk confirmed that the letter was sent on 30 July and has been acknowledged although no response yet received.

248. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

None

249. UPDATES FROM THANET DISTRICT COUNCIL

Members received a report from the Town Clerk on progress with various projects and initiatives around the town. None have moved forward this month with the exception of the new drinking water tap at Victoria Gardens which will be installed on Wednesday 20 August.

250. PHASE III

i) Members reviewed the brief as discussed and agreed at the meeting of this committee in March. At that time a decision had been made to undertake the necessary works to the two large rooms at the southern end of the building to make them fire and damp proof but to leave the final fit out until the future requirements of the Town Council become clear. The Town Clerk reported that due to the increased number of facilities and gardening staff there was now a need for some workshop space for them all to base themselves, store plants and equipment and work during inclement weather. It was felt that the two rooms would be ideal for this purpose and could accommodate the needs of the staff with minimal

refurbishment.

RESOLVED: That this purpose be added to the brief for discussion and development by TMD.

ii) Members received and considered preliminary designs received from TMD. The Town Clerk confirmed the importance of councillors working alongside officers to analyse the plans and ensure the design was following the agreed brief.

RESOLVED: Members agreed to note.

251. RETORT HOUSE MURAL

i) Members received a copy of the original proposal as presented to Council in February.

RESOLVED: Members agreed to note.

ii) Members received an update from the Town Clerk detailing the logistics of how the project would be implemented as explained to her by the project leader and asked councillors whether there was any element which was outstanding or had been overlooked. She also supplied a copy of the group's risk assessment which had been received a few days previously.

RESOLVED: Members are happy to proceed provided confirmation over planning permission is received from the project manager and TDC.

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.

252. BROADSTAIRS MEMORIAL HALL

Members received a copy of a letter from the Theatre's Trust sent to the director of the Sarah Thorne Theatre following a visit by the Trust's National Planning Adviser. The adviser is of the opinion that the building's primary function is that of a theatre.

RESOLVED: Members agreed to note and suggested that the Director be encouraged to list the building with the Trust as a theatre under threat of closure.

253. LEGAL UPDATES

Members received and considered a letter from the Council's solicitor.

RESOLVED: That the solicitor be instructed to write to the tenant starting the process for terminating the lease on the agreed date and opening the way for discussions over future arrangements.

Members of the public were permitted to re-enter the meeting.

254. DATE OF NEXT MEETING

Monday 8 September 2025 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.25

Signed _____

Date _____



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 8 September 2025 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs J Bright, M Garner, A Munns (Chairman), G Rusiecki.

Town Clerk: Kirsty Holroyd

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

255. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs Hobson, Leys, Kemp and Roberts.

256. DECLARATIONS OF INTEREST

None

257. MINUTES

Members received the minutes of the meeting held on Monday 18 August 2025.

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

258. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Min 251: Cllr Rusiecki confirmed he had spoken to planning officers at TDC and planning permission was not needed for the mural at Retort House.

259. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

A representative of POW attended to assure members that although the group of artists had been kept up to speed by the Town Clerk on some issues at Retort House, all involved in the project were confident that they could still undertake the project safely. Their RAMS already account for working on older and disused buildings and they will remain vigilant and alive to the range of complications this can pose.

The chairman thanked the member of POW and told her the matter was due to be discussed in closed session later in the meeting due to commercial sensitivity. The Town Clerk would report back to her the following day.

260. PHASE III

i) Members received the notes of the online meeting held with TMD on 28 August 2025.

RESOLVED: Members agreed to note.

ii) Members were informed that the drainage survey and the opening up works would start on 10 September and the damp specialist would also visit on that day.

RESOLVED: Members agreed to note.

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.

261. RETORT HOUSE

i) Members received the market value report from the jointly approved independent surveyor and noted the contents. The report had been received by the Town Council and TDC on 28 August and this date marks the start of the three-month period. A copy has also been sent to the Town Council's solicitor.

RESOLVED: Members agreed to note.

ii) Members received updated information concerning some debris which appears to have fallen from the steel works on the northwest elevation adjacent to the main entrance. The Town Clerk and Facilities Manager had met with the Principle Surveyor at TDC who had advised fencing off the area as well as the southeastern elevation which has similar steelwork for public safety. The Town Clerk had applied for emergency suspension of the two parking bays and the Facilities Manager had arranged for heras fencing to be installed as soon as this permission was granted. The Town Clerk had also notified Building Control at TDC and the Town Council's solicitor.

RESOLVED:

- i) **That members support these measures.**
- ii) **That a longer-term solution, such as boxing in of the steelworks, be sought as soon as possible for the safety of the public.**
- iii) **That these developments need not affect the POW mural project. POW to be responsible for their own parking bay suspensions, their own fencing and their own safety measures as before. The group to be reminded they are working at risk and to be even more mindful of their own safety and that of the public.**

262. WAR MEMORIAL

Members received and considered the draft Heads of Terms for the Community Asset Transfer from TDC. Members approved in principle but required some confirmation over insurance arrangements and details of the repair of the flagstones.

RECOMMENDATION: that providing satisfactory responses on these issues are received, the Heads of Terms for the asset transfer should be approved.

263. BROADSTAIRS MEMORIAL HALL

Members received a copy of a letter from the new administration at KCC and considered a response.

RESOLVED: That the Town Clerk respond to reassert the Town Council's position that it is KCC's responsibility to ensure that the Memorial Hall including theatre and pottery remains as a community facility until after LGR is completed.

264. LEGAL UPDATES

Members received and considered a letter from the representative of the former tenant at Retort House. They also received advice from the Town Council's solicitor.
RESOLVED: That the solicitor be asked to respond on the Town Council's behalf.

The Town Clerk also reported on a leak which had happened on Thursday 29 August in the Mayor's Parlour. The council's roofer had attended promptly and identified damage caused by squirrels on the roof as the cause of the problem. There was some damage to the ceiling of the Mayor's Parlour which would need professional attention.

RESOLVED: That a quote for repair be sought and if necessary a claim be made on the Town Council's insurance policy.

Members of the public were permitted to re-enter the meeting.

265. DATE OF NEXT MEETING

Monday 19 January 2026 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at

Signed _____

Date _____



Attach 6

Broadstairs & St Peter's Town Council

Events, Leisure & Tourism Committee

Minutes of the meeting held on Monday 11th August 2025 at 7pm in the Mayors Parlour, Pierremont Hall

Present: Cllrs M. Garner (Chairman), G Rusiecki (Vice Chair) C Leys, S Roberts, J Nicholls, A Munns.

Officers: Ms. A Barton – Civic & Support Officer (C & S Officer)

Ms. M Tillett – Events Supervisor

163. CHAIRMAN'S WELCOME/OPENNESS AND TRANSPARENCY

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

164. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Colin Kemp, Joanne Bright, were received and accepted by resolution of the committee.

165. DECLARATIONS OF INTEREST

None were received.

166. MINUTES

RESOLVED: That the minutes of the Council meeting held on Monday 16th June 2025 can be approved and duly signed as a true record by the Chairman.

167. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None were received.

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

None were received.

169. COMMERCIAL EVENTS UPDATE

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

RESOLVED: Members agreed to note the following:

i) STAFFING

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

J & J Recruitment charge rate is £18.05

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

ii) REGULAR BOOKERS

We have three new regular bookers, a yoga group who booked every Thursday and Sunday, another holistic group who are starting out once a month however aim to become more regular as their workshop grows, their first booking is August 21st and a group who have booked into to do a meeting every Monday night.

Mondays CH - Yoga is (Weekly)

Tuesdays MR – Pilates (Weekly)

Wednesdays MR – Yoga (Weekly)

Thursdays & Sundays MR (Weekly)

Fridays MR – Hartbeeps (Term times)

iii) COMMERCIAL EVENTS

Wine Tasting – 19th July 2025 – The wine tasting was very well received, all that attended was pleased with the service and the venue. 14 people attended, we made a £30 profit and hope to do it again at Christmas time aimed towards corporate staff parties.

The Christmas Wine Tasting will be priced a little higher.

Review "I thoroughly enjoyed the wine tasting event. I hadn't heard of Silver hand before. They were very friendly, putting everyone at ease. Each wine was explained before tasting. The way it was treated as it was organic as opposed to having additives. The amount of wine was generous and it was a very relaxed atmosphere. The session was informative and enjoyable whilst being reasonably priced. I would certainly go along to something like this again.

The venue was a very nice, intimate room. Nicely redecorated in a neutral colour, plus the advantage of full length windows and doors which opened out."

iv) TEENAGE MARKET WORKSHOP

August 28th 2025 – TDC have booked a 2-hour slot to hold their teenage market workshop, this is designed to inform the stall holders on the market taking place the following month. Due to the partnership, we will be providing the teas and coffees.

v) OPEN DAY

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

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

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

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

vi) **BOOKINGS**

We currently have 24 weddings booked in with a target of 28 and 42 events total for commercial bookings.

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

vii) **UNDER 18S**
Battle of the bands-

We are aiming to do a youth summer with multiple Under 18 events throughout the month of August, the events will be run by DBS checked staff.

Battle of the Bands – 4th August- This year we hosted the first ever battle of the bands at the Bandstand, in association with Sunshine Records. The event was very well attended. 2 bands performed, Black house Hill were the winners of the £150 cash prize. Both bands will perform at the annual Christmas Market.

viii) **First aid classes-**

Unfortunately the free first aid and free youth defibrator training workshops were cancelled due to lack bookings.

ix) **Knife crime awareness workshop-**

knife Crime awareness workshop was cancelled by the charity due to their host leaving and no replacement in the area.

x) **Teenage Market – 20th September –** We have partnered with TDC to put together a Teenage Market with three happening over Thanet in 2025

This will be taking place at Pierremont Hall following in similar outdoor layout to Christmas Market.

All stalls will be free of charge to the youth and all under 16s will be chaperoned by a guardian.

TDC will be handling stall costs, insurances for selling of goods and stall holders. The Event Supervisor will be handling the risk assessment for the day, first aider costs (from under 18s budget, Est £300), venue costs.

Indoor Bar will be open during the event for extra profit.

xi) **October – Halloween Kids Party and 13 – 17s –** After the success of last

year we would like to put the Halloween Party again for the two different groups. The event doesn't follow the Town Halloween trail this year. #

4pm-6pm – Boo Bash – DJ, Disco, Games, Prizes

7pm- 9pm- Halloween Party – DJ, Disco, Photo booth and a new mocktail.

xii) **Bauble Decorating – 29th November 2025 –** to work alongside the Christmas Market inside the hall we plan to have the seated tables out full of bauble crafts from Baker Ross for Under 18s to come and decorate their own Bauble. This will be from some of the left over under 18s budgets and is a simple activity to put on for the public to be promoted alongside the

Christmas Market.

170. COMMUNITY UPDATES

Members received and considered a report from the Events Administrator.

i) Bandstand 12th April – 12th October

Well underway, with no reported issues. One band did need to finish early due to poor weather. A lot of enquiries for 2026.

ii) Punch & Judy 26th July – 29th August

Season has now started, with positive feedback from visitors.

Performer Ben, was slightly disheartened by the Kent Online news piece regarding their being domestic violence and the suitability for young people. Ben feels he was massively misquoted as he clearly stated that there is no domestic violence in his show.

iii) Summer Theatre 30th July – 29th August

YP Programme Date

Aquanauts 30/07/2025- Attendance: 66 Audience members

Caspian the Crab 06/08/2025 Attendance: 179 Audience members

Still to come:

Wellbeing Wells 17/08/2025

Arcade Mini 20/08/2025

Shed Ache 27/08/2025

Evening Programme Date

Three Men in a Boat 01/08/2025- Attendance: 39 Audience members

Wasp in a cardigan 08/08/2025- Attendance: 29 Audience members

Still to come:

Lily Ramona 17/08/2025

Jekyll and Hyde 22/08/2025

The Laurel & Hardy Cabaret 29/08/2025

iv) Heritage Open days 12th-21st September

Pierremont Hall and the Bandstand will be participating in this year's heritage open days. BSPTC are also supporting other venues sign up. Local historians have supplied lots of information for a leaflet to be made for Pierremont Hall/Bandstand.

v) Firework Night 5th November

7pm Firework start

Meiser 5:30pm

The SuperMicks 6pm

Fireworks 7pm

The SuperMicks 7:15pm - 8pm.

A schedule meeting with TDC to discuss road closures on the 2nd July did not go ahead, and contact has been minimal. Last year's plans have been sent and an enquiry made as to how TDC officers advise we can improve.

vi) Christmas Market 29th November

Stalls can now be booked – 39 available. There have been 32 enquiries, and 15 booked and paid for.

171. CIVIC EVENTS

i) Remembrance Sunday Service

Members received an update for the remembrance service that this due to take place on 9th November 2025. The Event permit has now been received. Officers are now waiting on road closure and parking suspension confirmations.

RESOLVED: Members agreed to note

ii) Civic Service

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

RESOLVED: Members agreed to note.

172. GRANTS

Cllrs Robberts and Bright met with grant applicants from St. Peter's Memorial Hall to request further information in regard to their application submitted to the committee at the last meeting. Cllrs were pleased to note that the hall gets lots of use and is seemingly well managed.

Cllr Roberts advised that a building survey and 2 quotes of work are needed before a new application is submitted.

The Town Clerk had noted that the applicant had reassessed and would like to apply for a new grant application at a lower request. This has not yet been received.

RESOLVED: Members agreed to note.

173. DATE OF NEXT MEETING: 10th November 2025

Meeting closed at 19:22pm.

Signed _____ Date _____



Attach 7

Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Minutes of the meeting held at 7pm on Monday 22nd September 2025.

Cllrs Present: Chair Joanne Bright, Vice Chair Steve Roberts, Cllr Collin Kemp
Cllr Alan Munns.

Officer: Civic and Support Officer: Abi Barton

Member of the public: Kerry of RSPB Thanet

73. Election of Chair and Vice Chair for Civic Year 2025/26

Cllr Joanne Bright was elected as Chair.

Cllr Steve Robberts was elected as Vice chair.

74. CHAIRS WELCOME: OPENNESS AND TRANSPARENCY

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

75. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Paul Moore and Kevin Pressland were given and accepted.

76. DECLARATIONS OF INTEREST

None received.

77. TERMS OF REFERENCE

Members received the terms of reference with recommended officer changes.

Resolved:

That the terms of reference be approved for use with the changes of Dates, removal of mention of Tree Warden.

78. MINUTES OF LAST MEETING

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

79. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

None.

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

Kerry Dowson of Thanet RSPB was give 3 mins to discuss the importance of swift protection and a request to push education in the local area.

It was noted that 'Thanet swift' group log locations and nesting sites on the 'Swift mapper' app.

81. SWIFT BOXES

This item was moved up on the agenda to coincide with Kerry Dawaons talk. Members received information from the C&SO regarding previous Swift related projects in recent years.

It was noted that C&SO had previously investigated Pierremont and Retort house as locations to install swift boxes. The outcome of investigations was that neither building is suitable. Pierremont Hall is a grade 2 listed build with no suitable area for install. Retort House roof and walls will not take the weight. At the time of the previous investigations, donations were made to EKC and Dane Court Grammar School to install swift boxes onto their buildings and several residential swift boxes were purchased and offered to local residents who lived in a 1-mile radius of known swift nesting location, Culmers amenity land. The Town Council Still have 5 Residential boxes available for members of the public.

RESOLVED:

After considering the information supplied by Kerry and the C&SO it was agreed by all members of the council that information signs are to be erected on Culmers amenity land near the meadow and other locations are to be investigated for install. The C&SO/ Kerry are to contact Bleak house, North Foreland golf club and local Shepard Neame Establishments along the Broadstairs Coast for permission to install swift information boards and the possibility of nesting boxes on the higher buildings.

Kerry is to Contact Dane Court for an update on their large swift box and register it on swift Mapper if it hasn't been already.

C&SO if to contact residents who have previously received Swift boxes to ask them to log their boxes on swift mapper.

Kerry is to help the C&SO find new locations for the left over residential swift boxes if required.

82. LAND AT OSBORNE ROAD

Members received an update regarding the meadow this year. Osborne in general has been successful this year with reflowering. Through the summer there were Fox eye daisy's, Poppies, Corn flowers and Yarrow. They had noticeably been more perennials this year than annuals. This shows that the area is establishing well and creating its own natural seed bank.

It was noted that an area of the land had been tampered with, sprayed and then replanted with grass seed by unknown persons.

Due to this, half of the meadow has not flowered this year and is still covered in the grass.

Members received a quote to remove the grass area and reseed the whole meadow, to fight against the lawn grass.

RESOLVED:

Members agreed to note Officers verbal report. It was requested by members that the C&SO is to contact KCC to remind them that this is a rewilding area and glyphosate in this area should be avoided.

Members agreed the proposal quoted of works supplied by preferred contraction to reseed the meadow.

83. TREE PLANTING PROJECT WITH TDC

At the last meeting it was noted by the C & S Officer that most of the Town Council's photo content had been used to promote the TDC Tree Planting Project. Unfortunately, despite the Civic and Support Officer's continuous conversations the Media Team to create a joint press release as the Town Council had donated £10,000 to this project that in turn won TDC further match funding, the Town Council had not been thanked or even mentioned in any content.

Council requested that a formal complaint was to be made to the head of department. This was sent to the head of department where an apologetic response was received. The TDC Media Department then worked with the Town Clerk and C & Support Officer on a new press release that was published by TDC and tagging the Town Council on 22nd April.

RESOLVED:

A new post was shared by TDC to promote Earth day, where staff of The Town Council were thanked for their help with the project.

84. NEW MEADOW PROJECT – CULMERS

Meadow

Members received a verbal report for C&SO. The initial start of this project went very well, it was noted that we have received lots of grateful comments on social media and in person.

Unfortunately, less than 24 hours after meadow was planted, the site was vandalised. The seeded ground had been trampled on and kicked in. The posts were pulled out of the ground, thrown and stolen. The tape ripped up and thrown.

This resulted in a massive uproar on social media, many members of the public offered to help with the project to water and reseed. Very kindly our contactors, who also saw our post, tried to make good the area over that bank holiday weekend by flattening and using the last of the seed. However, due to a hotter and drier than average spring, the seeds did not get a good start. Several members of the public had also been watering the area. Unfortunately, as wildflower seeds are light and fragile, they need a shower of water, and it appears the hoses used, washed most of the seeds out of the area.

Reluctant to let this project fail, the C & S Officer met with the Chair of Culmers allotments to create a plan to reseed. This time when the area was reseeded (this will be covered by a donation from the Mayor) a sprinkler system was used via the water supply within the allotments, timetable of watering for council staff and volunteers at the allotments was followed strictly. This was to avoid the area being over watered again. The watering lasted for a few weeks and cost less than £40 as a donation to the allotments (we are currently waiting on an invoice).

This time there were no signs on the area and we did not advertise for members of the public to water the area.

The Meadow is currently in full bloom and has been receiving lots of positive comments from members of the public.

The C&SO noted that members of the public have been walking through the meadow, sitting and taking pictures creating flat areas. Officer suggestion was that the council add a stepping stone area for sitting in the meadow, to promote using the space in a positive way for meditation.

RESOLVED:

Meadow- It was agreed by members that quotes to make the wild flower meadow slightly bigger is to be supplied by the preferred contractor.

It was agreed by members that new signs are to be erected to educate members of the public of the meadow and to convince visitors not to walk through or sit in the meadow.

Planting project

Members discussed an updated planting proposal sent to landlords of Culmers Amenity Land, CT10 Charities that includes a larger bulb planting area, planting fruit, a wildflower meadow and planting native bulbs as a community project in

the autumn months.

RESOLVED

Planting project - Members agreed that the proposal is to be approved and further funding for the bulb planting project is to be allocated. Purchasing will be at the officer's discretion.

It was agreed advertisement will go out in the coming weeks and that the bulb planting day will be a collaboration with the Youth forum, local schools and other volunteers.

85. BROADSTAIRS IN BLOOM

BROADSTAIRS IN BLOOM In bloom grants:

The town council have received three gardening grants so far. Two from different projects via Broadstairs Town Team and one from Bradstow Court.

Officer recommended that a "wildlife grant" should be investigated to broaden the in bloom grant availability for residents.

RESOLVED

Grants Approved:

Town team, Lousia Bay project - £120

Town team, Queens Road - £150

Bradstow Court- £300

Members requested that grants are to be advertised through the school forum.

Members requested that plaques advertising the TC Grant donations should be included within projects.

C&SO is to research "wildlife grant" criteria and report back to council with findings

Planting Experience:

The planting experience was very well received from the public; we managed to sell out all 50 baskets at the lower price of £15 with an add on of £3 for a healthy mocktail on the day. Everyone took home a healthy recipe to make using the contents of their baskets once they are fully established. It was great to see all ages and abilities attend throughout the day. This was a breakeven event, with the addition of profit on the bar.

RESOLVED:

It was agreed that the 40 baskets left over are to be sold at a second planting day next spring, using other tasty plants, drinks and recipes.

Planting contract

It was noted that The Broadstairs in Bloom Planting contact currently covers the following:

Town planters seasonal display maintenance schedule.

June & September, weekly visits to dead head, weed, water & tidy planters as needed 8no. visits.

July & August, bi-weekly visits to dead head, weed, water & tidy planters as needed 16no. visits.

October- Nov, April - May, fortnightly visits to dead head, weed, water & tidy planters 8no. visits.

Hanging baskets (this year the price included the costings to host our hanging basket event).

Osbourne Road wildflower meadow maintenance

Second wildflower meadow creation.

This contact currently runs out on 25th January 2026.

Officer recommended that seeking 3 quotes from contactors, rather than tender for the contract to last 2 year and 3 months (Jan 2026- March 2028) then to come in line with other Grounds Maintenance contact managed by Deputy Town Clerk. The works are currently under £30k so would not need to go out for tender. Once both contracts are completed, they will then be retendered as one large contract in 2028.

RESOLVED:

All members agreed officer is to seek 3 quotes of works for contract.

ROOTS TO RUBBISH TO BE POSTPONED - SENSORY GARDEN WITH CHARLES DICKENS SCHOOL USING AN IN BLOOM GRANT.

After speaking with the students at the Schools Forum, it was clear they were really interested in how the Town Council use media and marketing within events and projects. Officers were invited to the school to work with students on two projects. The pupils had lots of great ideas, and officers were also able to use them as a focus group to discuss some of the TC upcoming events and project ideas that they would be advertising to their age group.

After discussions students agreed that the Roots to Rubbish Project should be advertised to much younger age groups. Having taken this feedback on board, and discussions with the Town Clerk, I believe there are now better uses for this budget, however we can still do this next spring.

Officers Abi and Mia agreed to help the children organise a Christmas party event and help redesign their sensory garden which will be an "antibully and safe space". This will be using an in-bloom grant.

For the sensory garden Abi be showing the pupils how to apply for a grant, how to use a programme for design, researching and using a budget. The pupils will have help from us creating content to then market these events and projects themselves around the school. I will also be working with our gardeners and the Town Team for guidance on planting.

RESOLVED:

Members agreed to not and look forward to receive the schools application.

86. REFILL/ TAPS PROJECT.

The new tap installed and is open to be used by the public. TDC are also working to have the current taps fixed as children have been putting sand in the buttons. They will now be looking to have the current buttons replaced with sand proof buttons. Signs have also been installed to direct members of the public to the new water fountain.

RESOLVED:

Members agreed to note.

87. HIP AND TRAFFIC INITIATIVES

The C&S Officer and Deputy Town Clerk have recently met with a Highways Officer of KCC to discuss works they have been doing in the last months to push for 20 MPH and 30MPH areas within Broadstairs & St. Peter's. They shared maps of possible areas where these speed restrictions can be implemented. As this is still in the early stages of negotiation and KCC will be completing speed surveys in the following areas on we week commencing 27th September to investigate the viability:

The surveys will take place on the following roads:

Northdown Road

Grange Road

Old Green Road

Osborne Road

Rosemary Avenue

Beacon Road

Pierremont Avenue

And two on Carlton Avenue.

KCC will be funding these for Broadstairs Town Council on this occasion.

We will be receiving an update in the coming weeks on whether these areas are viable.

RESOLVED:

Members agreed to note.

Speed watch

The Deputy Town Clerk has researched quotes for speed watch equipment as requested last meeting, equipment starts at £516 for basic and an intermediate kit from £1684.

The Deputy has also been in contact with Ramsgate Town Council to borrow or hire equipment, this has now been chased by the Town Clerk also.

Members noted that the following roads are to be considered:
Queens Road, Fairfield Road, Northforland light house.

RESOLVED:

Members agreed the following:

The C& S Officer will continue to pursue KCC and Speed watch.

C&S officer is to organise an information drop in for speed watch volunteers. Kent Speed watch and KCC are to be invited. Fliers are to be delivered to problem roads.

From this a speed watch group will be set up.

Once volunteers have been identified, the Town Council is to look to purchase speed watch equipment.

The C&S Officer is to research quotes from speed watch equipment to purchase and to lease.

Members agreed to note.

88. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting, 17th November 2025.

Meeting Closed at 20:19

Broadstairs & St. Peter's Town Council

24 September 2025 (2025-2026)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
548 Facilities Team sundry items	30/07/2025		Unity Trust		removals	Alan's Removals	Z	600.00		600.00
549 Glass Door maintenance	30/07/2025		Unity Trust		glass door service	ADMI Doors Limited	S	118.00	23.60	141.60
550 Bandstand entertainment	30/07/2025		Unity Trust		Concert	Ashley Taylor (Einstein's Cl	Z	350.00		350.00
551 Bandstand entertainment	30/07/2025		Unity Trust		Concert	C.A. Smith	Z	500.00		500.00
552 Licences	30/07/2025		Unity Trust		accounts/events software	Scribe (Starboard Systems)	S	3,398.40	679.68	4,078.08
553 Bathroom items	30/07/2025		Unity Trust		accounts/events software	Scribe (Starboard Systems)	S	32.15	6.43	38.58
554 Bandstand entertainment	30/07/2025		Unity Trust		Concert	Darren Robertson	Z	250.00		250.00
555 Bandstand entertainment	30/07/2025		Unity Trust		Concert	UK PAPER BAND	Z	350.00		350.00
556 cleaning	30/07/2025		Unity Trust		Cleaning	Total Cleaning Services	S	979.40	195.88	1,175.28
557 Beach Security	30/07/2025		Unity Trust		security	Marc One Security	S	1,887.00	377.40	2,264.40
558 Training & Subscriptions	30/07/2025		Unity Trust		registration	KALC	S	50.00	10.00	60.00
559 Community Payback	30/07/2025		Unity Trust		Supplies	Screwfix	S	17.46	3.49	20.95
560 Community Payback	30/07/2025		Unity Trust		Supplies	Screwfix	S	9.97	2.00	11.97
561 Community Payback	18/08/2025		Lloyds Corporate Cre		Supplies	B&Q	Z	46.40		46.40
562 Community Payback	30/07/2025		Unity Trust		Supplies	Screwfix	S	23.32	4.67	27.99
563 Defibrillators	30/07/2025		Unity Trust		Supplies	Screwfix	S	6.57	1.32	7.89
564 Utilities	30/07/2025		Unity Trust		electricity - retort	SSE Energy Solutions	S	52.37	10.47	62.84
565 Travel and Subsistence	30/07/2025		Unity Trust		expenses	victoria jenkins	Z	2.00		2.00
565 Office sundries	30/07/2025		Unity Trust		expenses	victoria jenkins	Z	40.78		40.78
566 Finance costs	31/07/2025		Nat West Current Ac		bank charges	NATWEST	Z	4.90		4.90
567 Phones and Internet	31/07/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	175.00	35.00	210.00
569 Mocketts Wood	01/08/2025		Unity Trust		Equipment	Barry Carter Motor Product	S	399.58	79.92	479.50
570 Community Payback	04/08/2025		Unity Trust		Supplies	Screwfix	S	201.38	40.31	241.69
571 Community Payback	04/08/2025		Unity Trust		Supplies	Screwfix	S	17.04	3.41	20.45
572 Container hire	04/08/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	88.66	17.73	106.39
573 Mocketts Wood	04/08/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	44.33	8.87	53.20
574 Window cleaning	04/08/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
575 Beach Security	04/08/2025		Unity Trust		Beach security	Marc One Security	S	1,207.00	241.40	1,448.40
576 Electricity	04/08/2025		Nat West Current Ac		electricity - cottage	British Gas	L	17.13	0.86	17.99
577 Training & Subscriptions	04/08/2025		Unity Trust		software licence	Edge IT Systems Ltd	S	138.00	27.60	165.60
578 Town Mayor	04/08/2025		Unity Trust		donation re planter	Broadstairs Town Team	Z	100.00		100.00
579 Events -Bar	05/08/2025		Unity Trust		Supplies	Nisbets	S	6.98	1.39	8.37
580 Bandstand entertainment	05/08/2025		Unity Trust		Concert	Adam Reggio	Z	300.00		300.00
581 Bandstand entertainment	05/08/2025		Unity Trust		Concert	Tara James	Z	160.00		160.00

Attach 8

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

24 September 2025 (2025-2026)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
582 Grants	05/08/2025		Unity Trust		Grant	CRAMPTON TOWER MUSEI	Z	4,990.00		4,990.00
583 Loan Repayments	01/09/2025		Nat West Current Ac		loan repayment	Public Works Loans Board	Z	17,911.97		17,911.97
584 Bathroom items	06/08/2025		Unity Trust		Supplies	Total Supplies Ltd	S	82.50	16.50	99.00
585 Youth Activities	06/08/2025		Unity Trust		donation - mayor - reimbursem	Mike Garner	Z	150.00		150.00
586 Licences	06/08/2025		Nat West Current Ac		premises licence	Thanet District Council	Z	350.00		350.00
603 Events Room Hire	12/08/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	5.03		5.03
606 Training & Subscriptions	15/08/2025		Unity Trust		Training	KALC	S	70.00	14.00	84.00
607 Training & Subscriptions	15/08/2025		Unity Trust		Training	KALC	S	70.00	14.00	84.00
608 Defibrillators	15/08/2025		Unity Trust		supplies - defib	Hopkins	S	892.00	178.40	1,070.40
609 Container hire	15/08/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	88.66	17.73	106.39
610 Bandstand entertainment	15/08/2025		Unity Trust		bandstand concert	P. Giffen (Starfire 98)	Z	150.00		150.00
611 Bandstand entertainment	15/08/2025		Unity Trust		bandstand concert	J. Edwards	Z	200.00		200.00
612 Office sundries	15/08/2025		Unity Trust		expenses - facilities	Paul Adkins	Z	8.00		8.00
613 IT	15/08/2025		Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
614 Site security	15/08/2025		Unity Trust		security	Probe Security	S	920.00	184.00	1,104.00
615 cleaning	15/08/2025		Unity Trust		Cleaning	Total Cleaning Services	S	979.40	195.88	1,175.28
616 Beach Security	15/08/2025		Unity Trust		Beach security	Marc One Security	S	2,269.50	453.90	2,723.40
617 Beach Security	15/08/2025		Unity Trust		Beach security	Marc One Security	S	2,176.00	435.20	2,611.20
618 Decorative Lighting	15/08/2025		Unity Trust		Decorative Lighting	SparkX Ltd	S	1,800.00	360.00	2,160.00
619 Annual maintenance schedule	15/08/2025		Unity Trust		fire alarm maintenance	Westgate Security & Electr	S	81.65	16.33	97.98
622 Phones and Internet	19/08/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
623 Phones and Internet	19/08/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	107.78	21.56	129.34
624 Phones and Internet	19/08/2025		Nat West Current Ac		telephones/wifi	Venture Telecoms Ltd	S	258.80	51.76	310.56
625 Phones and Internet	19/08/2025		Nat West Current Ac		mobile phones	02	S	177.52	35.50	213.02
626 Electricity	19/08/2025		Nat West Current Ac		Electricity	Edf	L	42.74	2.14	44.88
627 Mocketts Wood	19/08/2025		Lloyds Corporate Cre		Supplies	boston seeds	S	52.49	10.50	62.99
628 Mocketts Wood	19/08/2025		Lloyds Corporate Cre		Supplies	B&Q	Z	41.98		41.98
629 Facilities Team sundry items	19/08/2025		Lloyds Corporate Cre		Supplies	Perspex Sheet Sales	S	13.56	2.71	16.27
630 Town Mayor	19/08/2025		Lloyds Corporate Cre		donation - mayor	mama to mama	Z	100.00		100.00
631 Mocketts Wood	19/08/2025		Lloyds Corporate Cre		timber	Badgers Hill Garden Centre	Z	88.50		88.50
632 Mocketts Wood	19/08/2025		Lloyds Corporate Cre		hammer	B&Q	Z	24.11		24.11
633 town maintenance (van costs)	19/08/2025		Lloyds Corporate Cre		ev charge costs	City Electrical Factors Ltd	S	9.94	1.99	11.93
634 town maintenance (van costs)	19/08/2025		Lloyds Corporate Cre		work gloves	safety gloves co uk	S	49.73	9.95	59.68
635 Mocketts Wood	19/08/2025		Lloyds Corporate Cre		work gloves	boston seeds	S	50.82	10.17	60.99

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
636 Mocketts Wood	19/08/2025		Lloyds Corporate Cr£		equipment hire	kent hire ltd	S	178.39	35.68	214.07
637 Events -Bar	19/08/2025		Lloyds Corporate Cr£		Supplies	ASDA	Z	11.55		11.55
638 Events -Bar	19/08/2025		Lloyds Corporate Cr£		Supplies	Iceland	Z	6.35		6.35
639 Broadstairs in Bloom	19/08/2025		Lloyds Corporate Cr£		Supplies	Wickes	S	207.92	41.58	249.50
640 Facilities Team sundry items	19/08/2025		Lloyds Corporate Cr£		Paint	paints 4 trade	S	39.16	7.83	46.99
641 Office sundries	19/08/2025		Lloyds Corporate Cr£		Refreshments	CO-OP	Z	8.70		8.70
642 Insurance & Audit	19/08/2025		Lloyds Corporate Cr£		mobile phone insurance	tinhat	Z	54.89		54.89
643 Office sundries	19/08/2025		Lloyds Corporate Cr£		Supplies	CO-OP	Z	13.70		13.70
644 Office sundries	19/08/2025		Lloyds Corporate Cr£		Supplies	TESCO	Z	1.20		1.20
645 Office sundries	19/08/2025		Lloyds Corporate Cr£		Supplies	Savers	Z	0.79		0.79
646 Facilities Team sundry items	19/08/2025		Lloyds Corporate Cr£		Supplies	Safety Buyer (UK) Ltd	S	188.89	37.77	226.66
647 Printer/Photocopier	19/08/2025		Lloyds Corporate Cr£		ink subscription	HP Instant Ink Ltd	S	3.74	0.75	4.49
648 Finance costs	19/08/2025		Lloyds Corporate Cr£		Fee	Lloyds commercial cards	Z	3.00		3.00
649 Utilities	27/08/2025		Unity Trust		Electricity	SSE Energy Solutions	L	206.41	10.32	216.73
650 Broadstairs in Bloom	27/08/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	950.00	190.00	1,140.00
650 Culmers Amenity Land	27/08/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	122.13	24.43	146.56
650 Grounds Maintenance	27/08/2025		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	886.25	177.25	1,063.50
651 Bandstand entertainment	27/08/2025		Unity Trust		PPL PRS licence	Performing Rights Society	S	779.76	155.95	935.71
652 Fire alarms and emergency light	27/08/2025		Unity Trust		alarm maintenance	Westgate Security & Electr	S	142.35	28.47	170.82
652 Fire alarms and emergency light	27/08/2025		Unity Trust		alarm maintenance	Westgate Security & Electr	S	49.27	9.85	59.12
652 Fire alarms and emergency light	27/08/2025		Unity Trust		alarm maintenance	Westgate Security & Electr	S	124.17	24.83	149.00
652 Fire alarms and emergency light	27/08/2025		Unity Trust		alarm maintenance	Westgate Security & Electr	S	5.00	1.00	6.00
653 Mocketts Wood	27/08/2025		Unity Trust		Supplies	Screwfix	S	62.48	12.49	74.97
654 Community Payback	27/08/2025		Unity Trust		Supplies	Screwfix	S	32.47	6.50	38.97
655 event marketing	27/08/2025		Unity Trust		printing	SEAWARD COPY SHOP	Z	165.00		165.00
656 Town Mayor	27/08/2025		Unity Trust		compost - donation GAP projec	Mike Garner	Z	48.93		48.93
657 IT	27/08/2025		Unity Trust		computer upgrade	Cyber Central	S	283.33	56.67	340.00
658 Facilities Team sundry items	27/08/2025		Unity Trust		Supplies	Screwfix	S	33.39	6.69	40.08
659 Events - Equipment	27/08/2025		Unity Trust		laundry	Limitless Sparkle Ltd	S	39.44	7.89	47.33
660 Room Hire - Refundable Depos	27/08/2025		Unity Trust		refund - deposit	Broadstairs Folk Week Tru	S	208.33	41.67	250.00
661 Bandstand entertainment	27/08/2025		Unity Trust		Concert	CITY OF CANTERBURY BAI	Z	350.00		350.00
662 Bandstand entertainment	27/08/2025		Unity Trust		Concert	P. Dezoyssa	Z	400.00		400.00
663 Professional Fees	27/08/2025		Unity Trust		data protection	Breakthrough Communicat	S	595.00	119.00	714.00
664 Environmental Initiatives	27/08/2025		Unity Trust		Signage	Expressions Signs	S	112.50	22.50	135.00
665 Waste removal	29/08/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	0.23	0.05	0.28

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
666 Waste removal	29/08/2025		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	257.57	51.51	309.08
667 Electricity	19/08/2025		Nat West Current Ac		Electricity	Edf	S	643.40	128.68	772.08
668 Insurance & Audit	20/08/2025		Nat West Current Ac		mobile phone insurance	Bastion Insurance	Z	7.34		7.34
669 Office sundries	26/08/2025		Nat West Current Ac		Water	Water Wellbeing Ltd	S	112.55	22.51	135.06
670 Bandstand entertainment	29/08/2025		Unity Trust		bandstand concert	A.D. Hudson (The Hot Rats	Z	400.00		400.00
671 Bandstand entertainment	29/08/2025		Unity Trust		bandstand concert	C.A. Smith	Z	400.00		400.00
672 Bandstand entertainment	29/08/2025		Unity Trust		bandstand concert	Ashley Taylor (Einstein's Cl	Z	300.00		300.00
673 Unplanned building works	29/08/2025		Unity Trust		plumbing	C.S. Heating & Plumbing Li	S	470.80	94.16	564.96
674 Facilities Team sundry items	29/08/2025		Unity Trust		key cut	access lock & key	S	3.00	0.60	3.60
675 Professional fees	29/08/2025		Unity Trust		Legal fees	Brachers LLP	S	4,526.00	905.20	5,431.20
676 Container hire	29/08/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	85.80	17.16	102.96
677 Mocketts Wood	29/08/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	42.90	8.58	51.48
678 Decorative Lighting	29/08/2025		Unity Trust		unmetered supply - decorative	Npower	L	257.86	12.89	270.75
679 Professional Fees	29/08/2025		Unity Trust		valuation fee	Lambert Smith Hampton	S	2,000.00	400.00	2,400.00
680 Electricity	01/09/2025		Nat West Current Ac		electricity - cottage	British Gas	L	15.39	0.77	16.16
681 Finance costs	31/08/2025		Unity Trust		bank charges on current accou	Unity Bank	Z	20.40		20.40
682 Stripe Fee	05/08/2025	Receipt Voucher No. 187	Unity Trust	Receipt #1073-15:	Stripe Transaction Fee	Stripe	E	1.10		1.10
683 Stripe Fee	05/08/2025	Receipt Voucher No. 188	Unity Trust	Receipt #1261-55:	Stripe Transaction Fee	Stripe	E	1.10		1.10
684 Stripe Fee	06/08/2025	Receipt Voucher No. 189	Unity Trust	Receipt #1085-02:	Stripe Transaction Fee	Stripe	E	1.10		1.10
685 Stripe Fee	11/08/2025	Receipt Voucher No. 190	Unity Trust	Receipt #1023-87:	Stripe Transaction Fee	Stripe	E	1.34		1.34
686 Stripe Fee	15/08/2025	Receipt Voucher No. 191	Unity Trust	Receipt #1070-13:	Stripe Transaction Fee	Stripe	E	1.34		1.34
687 Stripe Fee	22/08/2025	Receipt Voucher No. 192	Unity Trust	Receipt #1435-26:	Stripe Transaction Fee	Stripe	E	1.10		1.10
688 Stripe Fee	29/08/2025	Receipt Voucher No. 193	Unity Trust	Receipt #1848-89:	Stripe Transaction Fee	Stripe	E	1.10		1.10
689 Stripe Fee	29/08/2025	Receipt Voucher No. 194	Unity Trust	Receipt #1549-86:	Stripe Transaction Fee	Stripe	E	1.10		1.10
690 Finance costs	31/08/2025		Nat West Current Ac		bank charges	NATWEST	Z	5.25		5.25
691 Town Mayor	02/09/2025		Nat West Current Ac		Gift from Mayor	Brunel Engraving Company	S	44.16	8.82	52.98
692 Facilities Team sundry items	06/08/2025		Unity Trust		Supplies	Screwfix	S	44.17	8.83	53.00
693 Void transactions	31/07/2025		Unity Trust		delete	delete	Z			
694 Finance costs	31/07/2025		Unity Trust		bank charges	Unity Bank	Z	18.60		18.60
695 Bandstand entertainment	04/09/2025		Unity Trust		bandstand concert	KENT COASTAL BAND	Z	400.00		400.00
696 Bandstand entertainment	04/09/2025		Unity Trust		bandstand concert	G. Dephlesis	Z	180.00		180.00
697 Civic Events	04/09/2025		Unity Trust		catering - civic service	Clare's Home Catering	Z	560.00		560.00
698 Broadstairs in Bloom	04/09/2025		Unity Trust		equipment - grounds maintena	NJL Boxgreen Ltd	S	760.00	152.00	912.00
698 Culmers Amenity Land	04/09/2025		Unity Trust		equipment - grounds maintena	NJL Boxgreen Ltd	S	122.13	24.43	146.56
698 Grounds Maintenance	04/09/2025		Unity Trust		equipment - grounds maintena	NJL Boxgreen Ltd	S	886.25	177.25	1,063.50

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
699 Punch & Judy	04/09/2025		Unity Trust		punch & judy	Benjamin Hasker	Z	2,860.00		2,860.00
700 Events - Equipment	04/09/2025		Unity Trust		laundry	Limitless Sparkle Ltd	S	51.25	10.25	61.50
701 Bathroom items	04/09/2025		Unity Trust		Supplies	Total Supplies Ltd	S	73.33	14.67	88.00
702 Window cleaning	04/09/2025		Unity Trust		Window cleaning	G, Piper	Z	110.00		110.00
703 cleaning	04/09/2025		Unity Trust		Cleaning	Total Cleaning Services	S	930.43	186.09	1,116.52
706 Fire alarms and emergency light	11/09/2025		Unity Trust		Works	Westgate Security & Electr	S	285.10	57.02	342.12
707 Bandstand entertainment	11/09/2025		Unity Trust		bandstand concert	Jamie Moore	Z	400.00		400.00
708 Printer/Photocopier	11/09/2025		Unity Trust		Photocopier Charges	KCS	S	167.40	33.48	200.88
709 Bandstand Kiosk	11/09/2025		Unity Trust		Electricity	Edf	L	16.25	0.81	17.06
710 Stationery	11/09/2025		Unity Trust		Stationery	VIKING DIRECT	S	34.92	6.98	41.90
711 Electricity - Retort	11/09/2025		Unity Trust		Electricity	SSE Energy Solutions	L	196.47	9.82	206.29
712 Annual maintenance schedule	11/09/2025		Unity Trust		legionnaires testing	Ashford Environmental Ser	S	264.25	52.85	317.10
713 Drain Clearance	11/09/2025		Unity Trust		plumbing	Clear Flow Drainage (Robe	Z	80.00		80.00
714 Facilities Team sundry items	11/09/2025		Unity Trust		safety wear	Gary Jacobs	Z	39.50		39.50
715 Bandstand Kiosk	11/09/2025		Unity Trust		Insurance	Thanet District Council	Z	286.07		286.07
716 Drain Clearance	11/09/2025		Unity Trust		drainage	Clear Flow Drainage (Robe	Z	240.00		240.00
717 Town Mayor	11/09/2025		Unity Trust		mayoral donation	Mike Garner	Z	250.00		250.00
719 Bandstand Kiosk	11/09/2025		Unity Trust		Insurance	Thanet District Council	Z	43.12		43.12
720 Electricity	11/09/2025		Nat West Current Ac		Electricity	Edf	S	627.76	125.55	753.31
721 Electricity	11/09/2025		Nat West Current Ac		Electricity	Edf	S	32.91	6.58	39.49
722 Events Room Hire	11/09/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	0.98		0.98
723 Events Room Hire	11/09/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	0.93		0.93
724 Events Room Hire	12/09/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	1.07		1.07
725 Events Room Hire	15/09/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	1.47		1.47
744 Events Room Hire	16/09/2025		Unity Trust		Stripe Transaction Fee	Stripe	X	1.05		1.05
745 Phones and Internet	19/09/2025		Unity Trust		phones/wifi	Venture Telecoms Ltd	S	257.50	51.50	309.00
746 Phones and Internet	19/09/2025		Unity Trust		phones/wifi	Venture Telecoms Ltd	S	106.91	21.38	128.29
747 Phones and Internet	19/09/2025		Unity Trust		phones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
748 Phones and Internet	19/09/2025		Unity Trust		mobile phones	02	S	175.68	35.14	210.82
749 Professional fees	19/09/2025		Unity Trust		Fee	TMD Building Consultancy	S	3,666.55	733.31	4,399.86
750 Professional fees	19/09/2025		Unity Trust		Works	TC&D Construction	S	1,125.00	225.00	1,350.00
751 Fire drills and assessments	19/09/2025		Unity Trust		fire risk assessment	EK Fire Protection	S	445.00	89.00	534.00
752 Allotments	19/09/2025		Unity Trust		water - norman road	Business Stream	S	206.13	41.23	247.36
753 Mocketts Wood	19/09/2025		Unity Trust		Supplies	Jacksons Fencing	S	528.70	105.74	634.44

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
754	Unplanned building works	19/09/2025	Unity Trust		Works	John Couzens Roofing Con	S	850.00	170.00	1,020.00
754	Roof inspections	19/09/2025	Unity Trust		Works	John Couzens Roofing Con	S	550.00	110.00	660.00
755	Unplanned building works	19/09/2025	Unity Trust		parking suspension	Thanet District Council	S	2,130.00	426.00	2,556.00
755	Unplanned building works	19/09/2025	Unity Trust		parking suspension	Thanet District Council	Z	120.00		120.00
756	IT	22/09/2025	Unity Trust		IT support	Cyber Central	S	175.00	35.00	210.00
757	Decorative Lighting	22/09/2025	Unity Trust		Decorative Lighting	SparkX Ltd	S	1,440.00	288.00	1,728.00
758	Decorative Lighting	22/09/2025	Unity Trust		Decorative Lighting	SparkX Ltd	S	1,180.00	236.00	1,416.00
759	Bathroom items	22/09/2025	Unity Trust		Supplies	Total Supplies Ltd	S	60.00	12.00	72.00
760	Training & Subscriptions	22/09/2025	Unity Trust		Training	KALC	S	30.00	6.00	36.00
761	Bandstand entertainment	22/09/2025	Unity Trust		bandstand concert	C.A. Smith	Z	450.00		450.00
762	Bandstand entertainment	22/09/2025	Unity Trust		bandstand concert	R.L. Clarke	Z	250.00		250.00
763	Facilities Team sundry items	22/09/2025	Unity Trust		Supplies	access lock & key	S	28.58	5.72	34.30
764	Travel and Subsistence	22/09/2025	Unity Trust		expenses - parking	Gary Jacobs	Z	9.00		9.00
765	Facilities Team sundry items	22/09/2025	Unity Trust		Supplies	Screwfix	S	10.47	2.10	12.57
766	Events Room Hire	23/09/2025	Unity Trust		Stripe Transaction Fee	Stripe	X	0.95		0.95
767	Events Room Hire	23/09/2025	Unity Trust		Stripe Transaction Fee	Stripe	X	0.88		0.88
Total								85,900.68	9,998.63	95,899.31

Broadstairs & St. Peter's Town Council

24 September 2025 (2025-2026)

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	net	vat	total
155	Christmas Event	31/07/2025		Unity Trust	Refund	-16.67	-3.33	-20.00
156	Bank Interest	31/07/2025		Nat West Business	bank interest	29.42		29.42
157	Events Room Hire	04/08/2025		Unity Trust	Room Hire	208.33	41.67	250.00
158	Events Room Hire	01/08/2025		Unity Trust	Room Hire	833.33	166.67	1,000.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Events Room Hire	01/08/2025		Unity Trust	Room Hire	15.00	3.00	18.00
159	Room Hire - Refundable Dep	01/08/2025		Unity Trust	Room Hire	83.33	16.67	100.00
160	Events -Bar	04/08/2025		Unity Trust	bar sales	54.79	10.96	65.75
161	Events -Bar	04/08/2025		Unity Trust	bar sales	285.37	57.07	342.44
162	Events -Bar	07/08/2025		Unity Trust	bar sales	69.32	13.87	83.19
163	Events -Bar	07/08/2025		Unity Trust	bar sales	15.56	3.11	18.67
164	Events Room Hire	07/08/2025		Unity Trust	Room Hire	100.00	20.00	120.00
165	VAT Refund	11/08/2025		Unity Trust	vat refund		8,537.88	8,537.88
166	Events Room Hire	11/08/2025		Unity Trust	Room Hire	125.00	25.00	150.00
167	Bandstand entertainment	04/08/2025		Unity Trust	Bandstand Kiosk Licence 2	9,166.67	1,833.33	11,000.00
168	Bandstand Kiosk	11/08/2025		Nat West Current	refund - electricity charge	2,526.41	505.28	3,031.69
169	Tenants' rent	01/08/2025		Nat West Current	Rent of Office	590.00	118.00	708.00
170	Tenants' rent	04/08/2025		Nat West Current	Rent of Office	520.42	104.08	624.50
171	electricity	07/08/2025		Nat West Current	Electricity	646.13	129.23	775.36
172	Tenants' rent	07/08/2025		Nat West Current	Rent of Office	964.00	192.80	1,156.80
173	town maintenance (van cost)	08/08/2025		Nat West Current	ev charge income	8.69	1.74	10.43
174	Events - Equipment	12/08/2025		Unity Trust	Room Hire	8.33	1.67	10.00
174	Events Room Hire	12/08/2025		Unity Trust	Room Hire	135.00	27.00	162.00
174	Events Room Hire	12/08/2025		Unity Trust	Room Hire	125.00	25.00	150.00
175	Bandstand Kiosk	15/08/2025		Nat West Current	refund - electricity charge	60.00		60.00
176	Events - Equipment	13/08/2025		Unity Trust	Room Hire	2.50	0.50	3.00
177	Events - Equipment	28/08/2025		Unity Trust	Room Hire	25.00	5.00	30.00

Attach 9

177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	232.50	46.50	279.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	25.00	5.00	30.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	125.00	25.00	150.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	13.33	2.67	16.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	40.00	8.00	48.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	125.00	25.00	150.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	83.33	16.67	100.00
177	Events Room Hire	28/08/2025	Unity Trust	Room Hire	40.00	8.00	48.00
178	Events Room Hire	28/08/2025	Unity Trust	Room Hire	154.17	30.83	185.00
178	Events Room Hire	28/08/2025	Unity Trust	Room Hire	8.33	1.67	10.00
178	Events Room Hire	28/08/2025	Unity Trust	Room Hire	125.00	25.00	150.00
178	Events Room Hire	28/08/2025	Unity Trust	Room Hire	8.00	1.60	9.60
179	Events -Bar	18/08/2025	Unity Trust	bar sales	11.47	2.29	13.76
180	Events -Bar	18/08/2025	Unity Trust	bar sales	22.10	4.42	26.52
181	Events -Bar	18/08/2025	Unity Trust	bar sales	111.35	22.27	133.62
182	Events -Bar	18/08/2025	Unity Trust	bar sales	2.05	0.41	2.46
183	Events Room Hire	22/08/2025	Unity Trust	Room Hire	30.00	6.00	36.00
183	Events Room Hire	22/08/2025	Unity Trust	Room Hire	30.00	6.00	36.00
183	Events Room Hire	22/08/2025	Unity Trust	Room Hire	30.00	6.00	36.00
183	Events Room Hire	22/08/2025	Unity Trust	Room Hire	30.00	6.00	36.00
184	Events Room Hire	19/08/2025	Unity Trust	Room Hire	45.00	9.00	54.00
185	Events -Bar	28/08/2025	Unity Trust	bar sales	43.97	8.80	52.77
186	Events Room Hire	29/08/2025	Unity Trust	Room Hire	54.00	10.80	64.80
186	Events Room Hire	29/08/2025	Unity Trust	Room Hire	54.00	10.80	64.80
187	Christmas Event	05/08/2025	Unity Trust	Receipt #1073-1: market stalls for christmas	50.00	10.00	60.00
188	Christmas Event	05/08/2025	Unity Trust	Receipt #1261-5: market stalls for christmas	50.00	10.00	60.00
189	Christmas Event	06/08/2025	Unity Trust	Receipt #1085-0: market stalls for christmas	50.00	10.00	60.00
190	Christmas Event	11/08/2025	Unity Trust	Receipt #1023-8: market stalls for christmas	50.00	10.00	60.00
191	Christmas Event	15/08/2025	Unity Trust	Receipt #1070-1: market stalls for christmas	50.00	10.00	60.00
192	Christmas Event	22/08/2025	Unity Trust	Receipt #1435-2: market stalls for christmas	50.00	10.00	60.00
193	Christmas Event	29/08/2025	Unity Trust	Receipt #1848-8: market stalls for christmas	50.00	10.00	60.00
194	Christmas Event	29/08/2025	Unity Trust	Receipt #1549-8: market stalls for christmas	50.00	10.00	60.00
195	Bank Interest	29/08/2025	Nat West Busines	bank interest	10.81		10.81
196	Events -Bar	31/07/2025	Unity Trust	bar sales	8.19	1.64	9.83
197	Events Room Hire	01/09/2025	Unity Trust	Room Hire	30.00	6.00	36.00
198	Events -Bar	01/09/2025	Unity Trust	bar sales		74.88	74.88
199	Precept	01/09/2025	Unity Trust	Precept	446,580.00		446,580.00
200	Events Room Hire	05/09/2025	Unity Trust	Room Hire	187.50	37.50	225.00
201	VAT Refund	09/09/2025	Unity Trust	vat refund		4,497.14	4,497.14
202	Allotments	11/09/2025	Unity Trust	Allotment Charge 01.10.25	32.40		32.40

202	Allotments	11/09/2025	Unity Trust	Allotment Charge 01.10.25	19.32	19.32	
203	Allotments	11/09/2025	Unity Trust	Allotment Charge 01.10.25	30.00	30.00	
203	Allotments	11/09/2025	Unity Trust	Allotment Charge 01.10.25	18.59	18.59	
204	Allotments	12/09/2025	Unity Trust	Allotment Charge 01.10.25	36.45	36.45	
204	Allotments	12/09/2025	Unity Trust	Allotment Charge 01.10.25	21.73	21.73	
205	Allotments	15/09/2025	Petty Cash	payment received	36.45	36.45	
205	Allotments	15/09/2025	Petty Cash	payment received	21.73	21.73	
206	Allotments	15/09/2025	Unity Trust	Allotment Charge 01.10.25	53.10	53.10	
206	Allotments	15/09/2025	Unity Trust	Allotment Charge 01.10.25	31.66	31.66	
207	Allotments	12/09/2025	Unity Trust	Allotment Charge 01.10.25	30.00	30.00	
207	Allotments	12/09/2025	Unity Trust	Allotment Charge 01.10.25	11.86	11.86	
208	Tenants' rent	01/09/2025	Unity Trust	Rent of Office	590.00	118.00	708.00
209	Tenants' rent	02/09/2025	Unity Trust	Rent of Office	520.42	104.08	624.50
210	town maintenance (van cost)	15/09/2025	Nat West Current	ev charge income	11.02	2.20	13.22
211	Tenants' parking	15/09/2025	Unity Trust	car parking	750.00	150.00	900.00
212	Tenants' rent	11/09/2025	Nat West Current	Rent of Office	964.00	192.80	1,156.80
213	Tenants' rent	11/09/2025	Unity Trust	Service Charge	2,887.11	577.42	3,464.53
214	Allotments	12/09/2025	Unity Trust	Allotment Charge 01.10.25	30.00	30.00	
214	Allotments	12/09/2025	Unity Trust	Allotment Charge 01.10.25	10.89	10.89	
215	Allotments	16/09/2025	Unity Trust	Allotment Charge 01.10.25	35.64	35.64	
215	Allotments	16/09/2025	Unity Trust	Allotment Charge 01.10.25	21.25	21.25	
216	Void transactions	19/09/2025	Unity Trust	delete			
217	Allotments	23/09/2025	Unity Trust	Allotment Charge 01.10.25	30.00	30.00	
217	Allotments	23/09/2025	Unity Trust	Allotment Charge 01.10.25	20.26	20.26	
218	Allotments	23/09/2025	Unity Trust	Allotment Charge 01.10.25	30.00	30.00	
218	Allotments	23/09/2025	Unity Trust	Allotment Charge 01.10.25	15.16	15.16	
Total					471,605.07	17,987.59	489,592.66

Payments authorised by the Town Clerk between meetings as per Financial Regulation 5.15 (payments up to £2000) and payments between £2000 and £10,000 which must be made with the Chairman of the Council or the Chairman of the appropriate Committee.

For Council meeting on 29 September 2025 (Approved at minute xxx) (all ex-vat)

- £350 to TDC for premises licence (Pierremont Hall)
- £337.80 to CS Heating for repairs to cistern in second floor gents toilet
- £285.10 to Westgate Security for replacement emergency lights in the Pierremont Suite
- £283.33 to Cyber Central for repairs and upgrade to Town Clerk's PC
- £1150 to Thanet Drainage for a below ground survey for Phase III project.
- £99 to Total supplies for bathroom supplies
- £1190 to Hi Dam access to clean algae and clear gutters – Maintenance schedule 2026
- £400 to Sealy for post driver – Mockett's Wood fencing
- £285.10 to Westgate Security for replacement emergency lights in Pierremont suite
- £892 to Hopkins for replacement defibrillator at the jetty
- Saunders – PAT testing
- £82.87 Amazon PPE – insect repellent and tick removal kits
- £32.46 Nothing but Padlocks – padlock for Mockett's Wood
- £4.87 Tool station – drill bit – Mockett's Wood
- £18.94 Safetec tools for Mockett's Wood
- £24.10 Ground bolt for earth anchors at Mockett's Wood
- £73.33 to Total Supplies for kitchen and bathroom supplies
- £2000 to Lambeth Smith Hampton for Independent valuation of Retort House
- £4060 to Clearflow drains for 2026 preventative maintenance schedule
- £1250 to Top Branch for tree works at Mockett's Wood
- £512 to Jackson Fencing for fence at Mockett's Wood
- TDC Parking suspension – costs unclear at time of application
- £29.97 Viking Direct – stationery
- £17.79 to Amazon for kitchen caddy liners
- £60.00 to Total Supplies for hand towels
- £95.90 to Kent Appliance Testing for 2025 PAT testing
- £160 for Broadstairs in Bloom grant to Town Team Garden Group – Queens Gardens project
- £300 for Broadstairs in Bloom grant to Bradstow Court
- £2250 to TDC to suspend parking bays at Albion Street car park pending repairs to Retort House
- To Cinque Ports to supply and install heras fencing at Retort House
- £1500 to Invicta Arboriculture to undertake the annual tree inspections
- £1440 to Sparkx for installation of icicle decorations across High Street
- £59.02 to Amazon for sweets for Halloween parties

- £98.16 to Amazon for mulled wine stall equipment and decoration.
- £37.49 to Screwfix for new work boots for gardener
- £517.28 to Page and Sons for a bar order
- £103.14 to Amazon for supplied for Christmas Market

Broadstairs Town Council

RISK MANAGEMENT ASSESSMENT 2024/2025 approved by Council 29 July 2024 Next review July 2025

1. Physical Assets			
Risk	Control	Status	Action
1.a. Loss or significant damage to assets Including risk of fire damage			An Asset Register has been compiled. Equipment is included at original and at replacement value.
	1.a.1. Register of assets		Photographs to be taken to provide electronic register in line with IIA recommendations
	1.a.2. Buildings and street furniture insured and value adjusted annually.	In place	Asset register reviewed and updated every March to comply with insurance valuations and completion of AGAR
	1.a.3. Items on insurance to be checked against Asset Register	To be done	All buildings professionally valued by RICS certified surveyor February 2022 and updated values sent to insurance company.
		Done: needs review	Actions on identified areas for improvement implemented immediately. Experts employed for advice. Staff trained in use of fire extinguishers Staff trained in fire warden duties Regular testing of fire alarms, smoke and heat alarms and emergency lighting implemented Fire assembly point signage installed
	1.a.4 Fire risk assessment of Pierremont site and Retort house undertaken in August 2021 and annually thereafter	completed	Fire alarm, intruder alarm and CCTV now remotely monitored

Attach 11

1.b. Damage/decay of assets due to lack of maintenance/attention	1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).	In place	
	1.b.2. Risk assessment of Mockett's Wood, Culmer's Amenity Land, both allotment sites to be reviewed annually by relevant committee.	In place	Annual maintenance schedule designed and implemented
	1.b.3 Safety Inspections of Mockett's Wood, Culmer's Amenity land, and both allotment sites to be undertaken by individuals twice yearly.	In place	Maintenance issues addressed as soon as staff notified
	1.b.4 Fixed Assets and Asset Valuation Policy		Document updated if new amenities added or circumstances change
	Facilities Officer employed to ensure building is well maintained, and hazards, damage and deterioration dealt with promptly and efficiently. Operations Officer employed from April 2022 to ensure prompt attention to any hazard or asset needing repair and negating the need to involve lengthy waiting times with third parties	In place Employed from June 2021. Made permanent in August 2022	Hazards identified and reported to the office and relevant committee. Checked back against risk assessment for appropriate action.

<ul style="list-style-type: none"> 1.c improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed; 	<p>Building currently has very few tenants. Staff can manage but situation to be monitored when tenants increase again.</p> <p>Independent RICS qualified accountancy firm has carried out end of year service charge validation check.</p> <p>Risk assessments for new or major projects are undertaken by professional company to ensure best practice</p>	<p>In place April 2022</p>	<p>Issues identified will be dealt with accordingly and risk assessment used as basis for future assessments</p>
<ul style="list-style-type: none"> Assets purchased or acquired without due consideration of on-going resource needed to adequately protect, maintain and run it or without due consideration of legislative or financial constraints upon the council or consideration of financial, reputational, strategic and operational risks facing the Council 	<p>No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).</p>	<p>Financial Regulation 16.4 reviewed and adopted along with all other standing orders March 2025</p>	<p>Council has developed an action plan to guide effective decision making over the four-year term. All decisions to be weighed against a risk matrix to establish good decision making, quantify benefits to the Town, and underpin prudent use of public funds.</p>
2. Financial			

2.a. Inadequate financial controls and/or records	<p>2.a.1. Standing Orders and Financial Regulations in place with annual review.</p> <p>2.a.2. Regular bank reconciliations (done monthly by the Clerk) approved by Council.</p>	<p>In place</p> <p>To be done</p>	<p>NALC Model Standing orders 2018 adopted. Reviewed and readopted by Council in April 2025</p> <p>New 2024 Financial Regulations considered and approved by Council on 31 March 2025 (replacing 2018 version)</p>
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Risk	Control	Status	Action
2.b. Loss through fraud, corruption or collusion.	<p>2.b.1. Approval of expenditure and system for payments/receipts:</p> <ul style="list-style-type: none"> - approval by the council required before any expenditure is incurred (committed). If a transaction has to be completed between council meetings, approval by the Chairman of the Council or Vice-Chairman of the Council is required; - payments or commitments made between meetings ratified at the next meeting of the council; - monies received paid into bank immediately and receipts issued if necessary; and - accounts checked quarterly by a councillor who is not a member of F&GP committee <p>2.b.2 Electronic banking procedures as follows:-</p> <ol style="list-style-type: none"> 1. The Town Clerk will authorise set up of payment for invoices received and send them electronically to the Finance Officer in small regular batches. 2. The Finance Officer will input them into the accountancy system and the Unity Bank system and send an electronic copy of the invoices to two bank account signatories. 3. The signatories will check bank entries against invoices and authorise payment on the Unity Bank system. This will happen as regularly as necessary to ensure invoices are paid on time, but 	All in place	<p>Financial Regulations adopted March 2025 and reviewed annually cover all these risks.</p> <p>Signatories</p> <p>Lapsed during lockdown</p>

Risk	Control	Status	Action
	<p>2.b.2. Payments approved retrospectively by council meeting –invoices checked against onscreen amount at point of approval by signatory.</p> <p>2.b.3. Annual Review of effectiveness of internal audit and system of internal control</p> <p>Professional internal auditor appointed.</p>	In place	Council auditors to be appointed ??
2.c. Non compliance with legislation on employer/ee liability.	2.c.1. Insurance is in place for the clerk.	In place	Reviewed annually. Next review July 2026
2.d. Non compliance with HM Revenue & Customs.	2.d.1. Regular returns to HM Revenue and Customs on advice of Batchelor Coop	In place	Insurance cover reviewed March 2024. Three year agreement renewed with Zurich.
2.e. Non compliance with Revenue & Customs regulations.	2.e.1. VAT 100 is submitted monthly. Professional advice sought to address issues raised by operational changes within the organisation	In place	Monthly payroll runs carried out by Batchelor Coop and monthly payments made to HMRC.
2.f. Inadequate budgetary control. Significant over/under spend.	2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	VAT 100 completed from financial information system
2.g. Non compliance with borrowing regulations	2.g.1. Procedures for dealing with, and monitoring of, loans received	In place	Quarterly reports presented to Town Council
2.h. Inappropriate use of funds granted to the community	2.h.1. Procedures for dealing with, and monitoring of, grants made by the Council: - accounts of the organisation and purpose of the grant to be submitted with the request; - for match funding, accounts to be submitted and checked.	In place	PWLB loan repaid in interest and capital instalments twice yearly Grants are often made up front unless stipulated by Council. Grant recipients required to complete a monitoring form.

2.i. Inadequate control and/or poor performance/ standards under grants/partnership agreements	2.i.1. Monitoring of partnership standards and/or performance.	Not applicable	Currently no partnership agreements are in place.
	2.i.2. Recording in the Minutes the precise powers under which grants are made	In place	To be recorded in minutes and website summary report

Risk	Control	Status	Action
	2.i.3. Developing systems of performance measurement	In place	No partnership agreements in place at the present time
2.j. Damage/injury to third party property or individuals Claims made on Council's insurance policy	2.j.1. Public Liability insurance cover is in place. Public areas visually inspected periodically. In addition twice yearly safety inspections and risk assessments are done. Facilities Officer ensures works are carried out to highest H&S standards	In place	Insurance cover reviewed in March 2024. Annual and regular inspections too be carried out. See also 1.b.2
	2.j.2. Annual review of land maintenance contracts	n/a	Culmer's amenity land lease expires 2033
2.k. Non compliance with 'Employer Liability' requirements. New Councillors unaware of obligations as an employer	2.j.3. Verification of insurance cover of service suppliers when contract given.	In place	All contractors to provide evidence of public liability insurance.
	2.k.1. Compliance with employment laws - employer liability insurance held 2.k.2 Training session to be held to explain council's responsibilities	In place To be arranged	Insurance cover reviewed March 2025. Next review March 2026
	2.k.2. Compliance with Disability and Discrimination Act	Communal areas comply with the Act as far as is practicable	
2.l Financial loss through non-payment of rents and service charges by tenants	Leases to be drawn up by suitably qualified professionals. As existing leases expire, new standardised leases to be offered. Month end checks on receipt of payments of invoices. Direct debit for rental payments is mandatory Reminder invoices are sent. Any payments outstanding after reminder invoice to be reported to Council immediately.	In place but under constant review	New standardised lease developed throughout 2023 and offered to Viking Suite. All new leases to follow this one ensuring consistency and efficiency.

3. Compliance with Legal Requirements				
3.a. Parish Council business or activity not within appropriate legal powers.	3.a.1 Activities checked by the Clerk when setting the agenda for meetings.	All in place		General Power of Competence reinstated at Council meeting of June 26 2023
	3.a.2. Powers under which activities to be carried out will be stated on the agenda.			
	3.a.3. Precise legal powers recorded in the Minutes and also in the notes for the Internal Auditor.			
	3.a.4. Clerk to clarify the legal position for any new proposal.			
	3.a.5. Legal advice sought if necessary.			
	3.a.6. Section 137 payments listed separately in the Receipts and Payments book and recorded in the Minutes.			
3.b. Non compliance with relevant legislation.	3.b.1. The Council's acknowledgement of Acts to be recorded in the minutes and documented. (Relevant Acts - Race Relations Act, Freedom of Information Act, and Disability Discrimination Act.)	Needs renewing		The Council has adopted the Freedom of Information Act (January 2019) and is fully compliant with the requirements of the Act including its publication scheme. Information is published on the Council's web site and is available from the Clerk. The Council has registered with the ICO
	Control	Status	Action	
3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.	3.c.1. Documented Procedures: - council's publication scheme, in compliance with Freedom of Information Act, on website - Agendas and calendar of meetings displayed on the High Street notice board; and - audit notices and audited accounts displayed on the High Street notice board and the website in accordance with Audit Regulations.	In place In place In place		Notice of agendas and agendas are displayed prior to meetings but notice boards are too small to display 8/9 pages of minutes. They are published on the web site and available in the Parish Office. Compliance with Accounts and Audit Regulations etc carried out for 2024/2025 Final Accounts

3.d. Inadequate reporting of Council business.	3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.	In place	Minute book of council minutes to be paginated and stored separately
	3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman.	In place	
	3.d.3. Approved, signed copy of minutes filed by the Clerk.		
3.e. Inadequate documentation: - loss, damage, incomplete; - no evidence to support decisions; and - no evidence of adequate stewardship or performance of council.	3.e.1. Safe storage of legal business: - old Minutes and Parish Records to be properly and safely archived - deeds and legal documents for all Parish Council owned lands are securely kept.	In place In place	All current records are safely and securely stored at Pierremont Hall. Fireproof and waterproof filing cabinet ensures documents secure. Document management policy and archiving policy written and adopted July 2021. Reviewed and readopted November 2023
	3.e.2. Documented procedures for: - receipt/response and handling of documents; - responding to consultations; - dealing with enquiries by the public; and - dealing with complaints by the public.	In place	Work to be undertaken. Complaints procedure in place and recently reviewed (April 2025)
3.f. Councillors allowances not made in compliance with legislation.	Risk	Status	Action
	3.f.1. Register kept of all allowances paid. All allowances paid to be published at the end of the Financial year on the High Street notice board.	In place	To be displayed on notice boards and web-site along with East Kent Remuneration Panel report for 2021

3.g. Clerk unavailable.	3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.		Short term absence – senior member of staff to stand-in or share services of a neighbouring parish clerk. Long term absence – Use of Locum or share services of a neighbouring parish clerk and advertise the position in local papers and KALC newsletter and web site.
4. Councillor Property			
4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received. 4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors' interests kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)	All in place	Councillors to be reminded annually about obligations to keep the Register up to date
4.b. Inappropriate action/conduct by Parish Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment.	In place	New Kent Model considered and adopted at Council meeting of 29 July 2024 Council formally signed up to Civility and Respect pledge November 2024 min 523.
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document. 4.c.2. This document to be reviewed annually, also as/when any changes to council business/activity are made or other circumstances require it. 4.c.3 Detailed risk register to be compiled 4.c.4 Annual timetable of risk assessments established 4.c.5 Risk Management Strategy document to be written	In place In place Summer 2024 In place Summer 2024	This document was reviewed and updated in July 2025. Next review due in July 2026.
5. Technology risks	Additional section August 2025		

Data breach	Cyber Central assistance available as part of monthly support package.		
Misuse of AI – confidential data harvested by AI whose histories can be accessed by public	Staff discouraged from using Chat GPT etc and Microsoft Co-pilot removed from devices until AI is regulated in the UK.		
Virus/hacking	Cyber Central continuously monitor antivirus and firewall systems as part of ongoing effort to improve security and system efficiency, aimed at catching potential issues before they arise. Third encrypted device to be used for backups in addition to the Cloud and the existing hard drive. To be kept in fireproof safe and updated weekly. Two factor verification to be introduced for all devices and a phone to be used for this purpose and kept in the fireproof safe.		
Cyber security compliance	IT support package in place with Cyber Central assist with basic cyber security compliance including alignment with the Cyber Essential framework. Annual security audit ensures compliance and security standards are met Ongoing monitoring of security measures and backups throughout the year. Weekly software updates included as part of support package. Remote monitoring of software and hardware.		
Outdated and inefficient systems			
Breaches of new legislation such as Online Safety Act	Town Council social media accounts tethered to accounts of actual members of staff who may have to prove their identity to continue usage. All internet usage due to become subject to ID checks including online ordering , music apps and marketing apps. ID verification managed by third parties.		

	Security unclear. Situation to be monitored.		
GDPR - Misuse of personal data. Poor processing and handling practice	Mapping and audit exercise to be undertaken with Breakthrough Communications to ensure best practice		Deputy Town Clerk to lead project and action and changes recommended by the third party expert.

Copies of the Risk Management Assessment document are available from the Clerk to the Council:

[illegible]



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- Please complete the form carefully in readable CAPITALS in black ink, or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved we may ask for evidence of quotes to back up your budget statement.
- Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the Panel of Councillors will have a scoring sheet and be assessing your application in accordance with the Grant Criteria as set out on our website.
- If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

THE ZONE YOUTH CLUB, BROADSTAIRS

Grant amount requested:

£4920.48

FOR OFFICE USE ONLY

Date form received

18 August 2025

Accounts Enclosed

Yes

Copy of Constitution

NO

Grant Approved / Declined

1. Contact Name

VICTORIA SUCHAK

2. Position

MANAGER

3. Address

REGISTERED ADDRESS:
C/O SYRINGA, NORMAN ROAD, BROADSTAIRS, CT10 3BZ

OPERATING ADDRESS:
THE PAVILION YOUTH & COMMUNITY CAFÉ
ST PETER'S RECREATION GROUND
CALLIS COURT ROAD
BROADSTAIRS CT10 3AE

4. Telephone

07963226275

5. email

Toria1107@aol.com

6. Website

www.thepavilioncommunitycafe.co.uk

7. Name & address
Of TREASURER

MR IAN CURTIS
MICHAEL MARTIN PARTNERSHIP
PIERREMONT HALL
BROADSTAIRS

8. If your organisation has a management committee, how is it appointed?
If not, how is your organisation managed? Does your group/organisation have constitutional rules?

THE ZONE YOUTH CLUB, BROADSTAIRS IS A REGISTERED CHARITABLE
INCORPORATED ORGANISATION (CIO), No. 1161470. WE HAVE FOUR APPOINTED
TRUSTEES.
DAY TO DAY ORGANISATION IS MANAGED BY VICTORIA SUCHAK (CLUB MANAGER)
WHO REPORTS TO THE TRUSTEES ON A REGULAR BASIS.

9. What are the aims / objectives of your organisation?

The objects of the CIO are:

To advance in life and relieve needs of young people through:

- (a) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
- (b) Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The population of Thanet will benefit from the work of the Charity. The charity will put particular emphasis on reaching young people who have poorer access to physical activities and learning because of poverty, disability or ethnicity in an area of high deprivation and levels of unemployment.

10. How does your organisation benefit the local community of Broadstairs & St. Peter's?

We operate from The Pavilion Youth & Community Café, and provide a safe, stimulating, fun, well-organised and supervised place for young people to enjoy. As a direct result of young people being engaged in our club they take responsibility for themselves and others, and our community as a whole benefits through reduced anti-social behaviour, an understanding of needs, and support for each other.

We are currently the only established after school open access youth club provision in Broadstairs, having started as a grass-roots club and progressing to a vibrant, essential community hub with our own building (with a 20 year TDC lease, 13 years remaining).

Our young people and their families are taking pride in us and their community, raising aspirations, enjoying a better quality of life, and creating opportunities.

Our team has developed professionally, we have created employment, and now aspire to provide a long-term, community-centred service which benefits all users.

11. Approximately how many people benefit from the activities of your organisation?

Members: 130.....	Non-members:	Broadstairs & St. Peter's Residents: 250.....	Visitors:
Approximate overall TOTAL: ...380.....			

12. Amount of grant being requested
An amount must be stated

£4920.48

13. For what purpose will the grant be used? Please be specific.

The grant will be used to provide two part-time youth workers to help deliver our vital club sessions at the Pavilion Youth & Community Café, St Peter's from September to December 2025. We currently run three youth club sessions, aimed at children aged 7-16. We ensure we have at least three staff on duty per youth club session (including the Manager), to ensure safety and the correct ratio of staff to young people. Our staff hold Enhanced DBS clearance, all are qualified First Aiders, have Level 2 Safeguarding training, sports coaching, and a wide range of skills which support our youth provision. When KCC cut their youth provision commissioning last year, we became dependant on raising our core cost funding from other charitable organisations, including Kent Community Foundation and Colyer-Fergusson Charitable Trust, both of whom have recognised the importance of our work and have granted us three-year funding towards our costs. However this is a reducing amount each year, and we are now having to access our Reserves to maintain our current level of provision. We were hugely grateful to Broadstairs & St Peter's Town Council for a grant earlier this year, which helped us through to Easter. We have achieved "Approved Provider" status with KCC for their Holiday Activities & Food programme which pays for holiday provision for children who receive benefits-related free school meals, however this is only for a portion of the summer, Christmas and Easter holidays. Term time provision is vital to our local young people, especially as other local youth clubs in the district are being forced to close or reduce their services.

14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

We provide a **safe**, stimulating, fun, supportive, caring, well-organised and supervised place for young people to enjoy. As a direct result of young people being engaged in our club, they take responsibility for themselves and others, and our community as a whole benefit through reduced anti-social behaviour, an understanding of needs, and support and **kindness** towards each other.

To include all the Council's initiatives, we also encourage all children using our club to take responsibility for regularly clearing rubbish nearby to us, using our recycling bins, and have an understanding of the importance of **cleanliness** and hygiene.

We are currently the only established free, after school open access youth club provision in Broadstairs. Since the reduction of KCC-run provision, we are seeing more children coming from further afield – Margate, Ramsgate, and the outlying villages – as many attend our high schools in Broadstairs and we are easily accessible to them after school.

15. Our young people and their families take great pride in us and value our services to our community. We encourage aspirations, enjoying a better quality of life, and creating opportunities.

£5000

Date(s) February 2025 to April 2025

16. How was this money spent?

We used the grant to pay for a youth worker and a sports coach to help deliver our term-time youth club provision.

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs	
Expenditure (eg Equipment, Transport etc)	£
Senior Youth Worker @ £18.48ph x 9hrs pw x 16weeks (Sep-Dec 2025)	£2661.12
Youth Worker @ £15.69ph x 9hrs pw x 16 weeks (Sep to Dec 2025)	£2259.36
(Hourly rate includes accrued holiday pay @ 12.07%)	£
	£
	£
	£
Total Project Costs This should match the Total funding required for your project	£4920.48

Please provide the following details from your most recent annual accounts.	
Total Income	£74307
Less Total Expenditure	£68609
Surplus / Loss	£5698
Savings (Reserves, Cash, Investments)	£64461

You should **also enclose the most recent set of accounts.** (See checklist on front page)

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: ☒ No: ☐

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?
No

I am an Employee: Please record your job title, department and line-manager.	
My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.	
I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.	
SIGNED: Victoria Suchak	DATE: 12 th August 2025

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk

Charity registration number 1161470

THE ZONE YOUTH CLUB
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2025

THE ZONE YOUTH CLUB

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs T Dickinson
Mr I Curtis
Mrs L Baker
Mr T Boyce

Charity number

1161470

Independent examiner

Claire Dean FCCA
MMP Limited
Chartered Certified Accountants
18/20 Canterbury Road
Whitstable
Kent
England
CT5 4EY

THE ZONE YOUTH CLUB

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THE ZONE YOUTH CLUB

TRUSTEES' REPORT

FOR THE YEAR ENDED 28 FEBRUARY 2025

The trustees present their annual report and financial statements for the year ended 28 February 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

To advance in life and relieve needs of young people in Thanet through:

- (a) the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
- (b) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The Charity will put particular emphasis on reaching young people who have poorer access to physical activities and learning because of poverty, disability or ethnicity in an area of high deprivation and levels of unemployment.

Our Youth Club aims to:

- Provide a safe, happy, warm and stimulating environment for all young people to play, learn and develop freely.
- Help young people to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage young people to have a positive attitude and respect for both themselves and other people.
- Offer inclusive services that are accessible to all young people in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of young people.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

THE ZONE YOUTH CLUB

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2025

Achievements and performance

The past year has seen us maintain our high quality of youth provision, Holiday clubs, café service, and Minizone baby group. This is mainly due to the security of grants from Colyer Fergusson Charitable Trust, Kent Community Foundation, KCC HAF Funding for our holiday clubs, Broadstairs and St.Peter's Town Council and Streetgames, as well as a number of smaller grants and donations which have enabled the smooth-running of the Pavilion, and security of employment for our staff.

Although our Commissioned Agreement with KCC ended last March, we have continued to align with their relevant strategic plans and outcomes, which included:

Secure parenting:

- Champion good familial mental health and emotional well-being, so parents are able to develop secure attachments and confidence in their relationships with their children.
- Focus on those affected by isolation and challenges in accessing services.

Readiness to learn:

- Support development in pre-birth and early years, overcome barriers including poverty and develop a shared understanding of "Readiness to learn".
- Support families to achieve successful transitions to enable children and young people to access learning and thrive in their development and future opportunities.
- Provide support for families, children and young people with special educational needs or disabilities.

Providing opportunities to achieve and raise aspirations for children and young people:

- Support young people who are not in education, training or employment (NEET), or persistently school absent, to overcome barriers and access appropriate opportunities to enable them to realise their potential and aspirations, particularly where there are challenges in accessing services.
- Support young people and their parents/carers particularly where the child/young person is experiencing anxiety related to educational attendance.
- Support children and young people's resilience when in education, through good pastoral care, recognising the impact of bullying, low confidence and friendship difficulties on their mental health.
- Provide opportunities for young people to participate in activities, including accredited programmes, and celebrate the achievements of young people and share this widely with partners and families.

Building resilience from exploitation and improving emotional well-being of children and young people:

- Equip children, young people and parents with the skills and behaviours to become more emotionally resilient and improve emotional well-being.
- Support families to understand adolescent development.
- Support those at risk of exploitation, drug and alcohol misuse and those affected by poverty and isolation.
- Provide adequate youth provision recognising the importance of face-to-face delivery particularly to build relationships.

Supporting child victims of domestic abuse:

- Develop multi-agency responses to increase safeguarding to children living in an environment of domestic abuse.
- Develop a multi-agency response to reducing offending behaviours and holding perpetrators to account for domestic abuse.
- Improve resilience for children and young people exposed to domestic abuse
- Partners and families to recognise the importance of the lived experience of the child.
- Provide access to safe spaces outside of the family home.

THE ZONE YOUTH CLUB

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2025

Fundraising

We are in year two of 3-year grants from Colyer-Fergusson Charitable Trust and Kent Community Foundation, and have benefited from a number of smaller grants from organisations such as StreetGames, Broadstairs & St Peter's Town Council, London Array, and from KCC for the Holiday Activities and Food programme which we delivered during the Easter and Summer holidays, with huge success. These grants contribute to our core costs (staff, utilities etc).

We have also received grants from our County Councillor (Member Grant), Thanet Business Network, and Thanet Lotto, Admiral Aviation, and Holy Trinity Church Broadstairs, to help with activities costs including trips out, art and sport resources, new flooring and a new oven!

We receive regular private donations from well-wishers, including cash into our collection pots at the cafe.

KCC confirmed funding for Easter Holiday Club with their HAF (Holiday Activities and Food) fund. There were some conditions to this fund, which is aimed at families with children who receive free school meals, but the money covered most of our expenses for 4 days of Easter delivery. We have now achieved "Approved Provider" status with KCC to continue funding HAF Holiday Clubs for 2 years, to Christmas 2026.

We are very grateful to the Co-Op for their food donations 3 days per week

Broadstairs Business Club give a donation of £100 per month which pays for much of the food we provide for the young people, especially through the holidays.

We receive around £25 per month from proceeds of the Thanet Lotto, and occasional donations from the EasyFundraising shopping platform.

Financial review

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Due to the current economic crisis costs have increased.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE ZONE YOUTH CLUB

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2025

Plans for future periods

Our financial year started on 1st March, which brought the end of the KCC Commissioned funding from Kent County Council, which we have benefitted from for the past 11 years. Prior to that, KCC granted us Partnership Awards, so we have a long-standing relationship with them, for which we are very proud and grateful for.

As a legacy of this relationship, we have a strong governance and administrative structure, with CPD opportunities for our staff, an established and professional programme of youth club activities, and a database providing wealth of reports to substantiate further funding applications. We still have a supportive relationship with KCC through their HAF (Holiday Fund) programme,

We have control of what and how we deliver our youth service to the young people of Broadstairs. As a result, we are now a highly respected, professional and valued youth club, and our community café is thriving. This was formally recognised recently with a Community Champion Award being presented to Victoria Suchak.

This support, along with the years of experience we have gained, ensures that we are more than capable of maintaining a sustainable youth club and community café for the years ahead.

- We have 12 years remaining on our lease for the Pavilion with Thanet District Council.
- We have a strong, supportive, knowledgeable Board of Trustees.
- We have dedicated, experienced staff. We are recruiting more.
- We have people who want to work for us, and support us.
- We have financial Reserves to see us through the next 6-9 months until we secure further funding.
- We are forming a strong, workable strategy which will guide our future plans, including funding, staffing and delivery.
- We are part of a community who value and trust us, and will fight for us when necessary.

Structure, governance and management

The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs T Dickinson
Mr I Curtis
Mrs L Baker
Mr T Boyce

None of the trustees has any beneficial interest in the charity. All of the trustees are members of the charity and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

Mrs T Dickinson
Trustee

3 April 2025

THE ZONE YOUTH CLUB

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE ZONE YOUTH CLUB

I report to the trustees on my examination of the financial statements of The Zone Youth Club (the charity) for the year ended 28 February 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Claire Dean FCCA

MMP Limited
Chartered Certified Accountants
18/20 Canterbury Road
Whitstable
Kent
CT5 4EY
England

Dated: 3 April 2025

THE ZONE YOUTH CLUB

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 28 FEBRUARY 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
<u>Income from:</u>							
Donations and legacies	3	9,123	-	9,123	6,001	-	6,001
Charitable activities							
The Pavilion Youth & Community Café	4	15,124	49,344	64,468	30,059	19,540	49,599
Investments	5	716	-	716	530	-	530
Total income		<u>24,963</u>	<u>49,344</u>	<u>74,307</u>	<u>36,590</u>	<u>19,540</u>	<u>56,130</u>
<u>Expenditure on:</u>							
Charitable activities	6	<u>17,189</u>	<u>51,420</u>	<u>68,609</u>	<u>30,345</u>	<u>42,887</u>	<u>73,232</u>
Net income/(expenditure) for the year/							
Net movement in funds		7,774	(2,076)	5,698	6,245	(23,347)	(17,102)
Fund balances at 29 February 2024		<u>47,607</u>	<u>11,156</u>	<u>58,763</u>	<u>37,096</u>	<u>38,769</u>	<u>75,865</u>
Fund balances at 28 February 2025		<u><u>55,382</u></u>	<u><u>9,079</u></u>	<u><u>64,461</u></u>	<u><u>47,607</u></u>	<u><u>11,156</u></u>	<u><u>58,763</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

THE ZONE YOUTH CLUB

BALANCE SHEET

AS AT 28 FEBRUARY 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	11		1,063		640
Current assets					
Debtors	12	1,498		2,940	
Cash at bank and in hand		63,838		56,861	
		<u>65,336</u>		<u>59,801</u>	
Creditors: amounts falling due within one year	13	<u>(1,938)</u>		<u>(1,678)</u>	
Net current assets			63,398		58,123
Total assets less current liabilities			<u>64,461</u>		<u>58,763</u>
Income funds					
Restricted funds			9,079		11,156
Unrestricted funds - general			55,382		47,607
			<u>64,461</u>		<u>58,763</u>

The financial statements were approved by the Trustees on 3 April 2025

Mrs T Dickinson
Trustee

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2025

1 Accounting policies

Charity information

The Zone Youth Club is a charitable incorporated organisation registered with the Charity Commission 29 April 2015.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2025

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance
-----------------------	----------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2025

3 Donations and legacies

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Donations and gifts	9,123	6,001

4 Charitable activities

	The Pavilion Youth & Community Café 2025 £	The Pavilion Youth & Community Café 2024 £
Performance related grants	55,814	42,384
Café sales	8,654	7,215
	64,468	49,599
Analysis by fund		
Unrestricted funds - general	15,124	30,059
Restricted funds	49,344	19,540
	64,468	49,599

5 Investments

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £
Interest receivable	716	530

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2025

6 Charitable activities

	The Pavilion Youth & Community Café 2025 £	The Pavilion Youth & Community Café 2024 £
Staff costs	52,082	56,863
Depreciation and impairment	266	360
Café purchases	3,966	4,905
Games and equipment	1,346	1,374
Activities	3,428	4,281
Light and heat	2,543	1,113
Rates	345	45
Insurance	965	1,357
Repairs and maintenance	976	234
Telephone	258	286
Computer and internet	392	372
Printing, postage and stationery	101	127
Travel costs	55	27
Training	126	439
Sundry expenses	560	249
	<u>67,409</u>	<u>72,032</u>
Share of governance costs (see note 8)	<u>1,200</u>	<u>1,200</u>
	<u>68,609</u>	<u>73,232</u>
Analysis by fund		
Unrestricted funds - general	17,189	30,345
Restricted funds	51,420	42,887
	<u>68,609</u>	<u>73,232</u>

7 Description of charitable activities

The Pavilion Youth & Community Café
Community café and youth club.

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2025

8 Support costs

	Support costs	Governance costs	2025	Support costs	Governance costs	2024
	£	£	£	£	£	£
Accountancy	-	1,200	1,200	-	1,200	1,200
	<u>-</u>	<u>1,200</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>1,200</u>
	<u>-</u>	<u>1,200</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>1,200</u>
Analysed between Charitable activities	-	1,200	1,200	-	1,200	1,200
	<u>-</u>	<u>1,200</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>1,200</u>

9 Trustees

The trustees did not receive any remuneration during the year.

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	7	5
	<u>7</u>	<u>5</u>
Employment costs	2025 £	2024 £
Wages and salaries	52,082	56,863
	<u>52,082</u>	<u>56,863</u>

There were no employees whose annual remuneration was more than £60,000.

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2025

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 29 February 2024	4,030
Additions	689
	<u>4,719</u>
At 28 February 2025	4,719
Depreciation and impairment	
At 29 February 2024	3,390
Depreciation charged in the year	266
	<u>3,656</u>
At 28 February 2025	3,656
Carrying amount	
At 28 February 2025	<u>1,063</u>
At 28 February 2024	<u>640</u>

12 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	<u>1,498</u>	<u>2,940</u>

13 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	688	478
Other creditors	50	-
Accruals and deferred income	<u>1,200</u>	<u>1,200</u>
	<u>1,938</u>	<u>1,678</u>

THE ZONE YOUTH CLUB

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 28 FEBRUARY 2025


14 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Fund balances at 28 February 2025 are represented by:						
Tangible assets	1,063	-	1,063	640	-	640
Current assets/(liabilities)	63,398	-	63,398	58,123	-	58,123
	<u>64,461</u>	<u>-</u>	<u>64,461</u>	<u>58,763</u>	<u>-</u>	<u>58,763</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

Agenda 14

 BROADSTAIRS & ST. PETER'S TOWN COUNCIL	Employees' Expenses Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL For consideration by Council on Monday 29 September 2025 Adopted: TBC Next review:TBC

Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk for approval. Once approved the claim form will be passed to the Finance Officer for payment.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the Clerk.

Training

When attending training courses all employees should be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should take TOIL on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £450 should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from [the Clerk] (or the Chair in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of [45p] per mile for mileage under 10,000 miles and [25p] per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of [20p] or [24p] per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to [£120] maximum in a major city and [£100] elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home overnight on council business, or if you are required to work beyond your contracted hours, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and

- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims


If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Drugs & Alcohol Policy BROADSTAIRS & ST. PETER'S TOWN COUNCIL ADOPTED: TBC APPROVED: TBC
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1. Purpose

Being under the influence of alcohol or drugs can seriously impair an individual's judgment and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform their duties is impaired or their attendance at work is interfered with, or they endanger the safety of others."

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform their duties is impaired, or their attendance at work is interfered with, or they endanger the safety of others."

2. Principles

- All employees and workers will be treated consistently and fairly in line with this policy.
- Rules on drugs and alcohol will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at their earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

3. Scope

- The Council's Drugs and Alcohol policy applies to all employees.
- The rules laid out in this policy apply to all employees, workers and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in line with the Council's appropriate policies.
- Poor performance in relation to alcohol and drugs will be dealt with in line with the Council's appropriate policies.
- Problems with attendance or a long term alcohol/drugs related illness will be managed in line with the council's appropriate policies.

4. Rules

The Council's policy is that during working hours and whilst on duty at the work premises*** employees must be free from the influence of drugs or alcohol. This will help ensure that the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the Council, and to ensure customers receive the service they require. For these reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall:

- Report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse;
- Be in possession of alcohol or illegal drugs** in the workplace;
- Supply others with illegal drugs** in the workplace;
- Supply others with alcohol in the workplace, except in the course of work duties. For example serving customer drinks at the bar or at Civic functions for example Civic Ceremony.
- Consume alcohol or illegal drugs or abuse any substance whilst at work.

* Whether an employee is fit for work is a matter for the reasonable opinion of management.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

***Civic functions and other Civic activities – on the occasion when an employee is asked to work at a civic function when there is the likelihood of alcohol being available, an employee will be notified when the work duty period ends by the Town Clerk or their nominated deputy. After this announcement and employee is free to engage with others in partaking of alcohol on a social basis (unless they have notified the Council that they have a problem with alcohol when they will be prohibited from partaking).

In addition employees, workers or contractors must:

- Ensure they are aware of the side effects of any prescription drugs;
- Advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others, for example, drowsiness.

Contravention of these rules is gross misconduct and the Council will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon breach of these rules. When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting to for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.

In addition, possession of or dealing in illegal drugs on Council premises will, without exception, be reported to the Police.

5. Help and Support

The Council will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health Service. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. The Council may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups. Any employee who seeks the assistance of the Council in finding treatment for a drugs or alcohol problem has the Council's complete assurance of confidentiality.

Some useful links to websites are provided below.

Alcoholics Anonymous

National help line on 0800 9177 650 or contact us by email: help@aamail.org

There is also the opportunity for Live Chat - to message one of their volunteers. (This service is not staffed round-the-clock). The "Chat Box" is found on this page <https://www.alcoholics-anonymous.org.uk/>

These services are staffed by volunteer members of AA who will be happy to answer your questions or put you in touch with those who can.

Alternatively, by post: - General Service Office (GSO) Alcoholics Anonymous, PO Box 1, 10 Toft Green, York YO1 7NJ. Tel. 01904 644026 (Monday to Thursday 9am to 5pm - Friday 9am to 4.30pm) Email:- aainformation@gsogb.org.uk

FRANK

Tel 0300 123 6600 (24 hours) www.talktofrank.com

NHS (Information and advice from the National Health Service) www.nhs.uk