



Broadstairs & St Peter's Town Council

19 November 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 24 November 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. CO-OPTION

To receive written applications for the office of Town councillor and to co-opt a candidate to fill the existing vacancy.

Encs 1-5

4. MINUTES

To approve the minutes of the Council meeting held on Monday 27 October 2025.

Attach 1

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

6. 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.

7. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Monday 3 November 2025 and consider any recommendations therein.

Attach 2

8. EVENTS LEISURE AND TOURISM COMMITTEE

To receive the draft minutes of the meeting held on Monday 10 November 2025 and consider any recommendations therein.

Attach 3

9. ENVIRONMENT COMMITTEE

To receive the draft minutes of the meeting held on Monday 17 November 2025 and consider any recommendations therein. **Attach 4**

10. COMMUNICATIONS

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

Enc 6

11. FINANCE

- i) To receive and approve a report concerning payments for the period 28 October 2025 to 18 November 2025 **Attach 5**
- ii) To receive a report concerning receipts for the period 28 October 2025 to 18 November 2025 **Attach 6**
- iii) To receive information about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive and approve a report concerning payments for the period 20 November 2025 to 24 November 2025.
- vi) To receive the transparency report for Qu 2 (1 July 2025 – 30 September 2025) **Attach 7**
- vii) To receive and consider the current Reserves Policy **Attach 8**

12. INTERNAL AUDIT

- i) To receive and consider the interim report. **Attach 9**
- ii) To consider updating the Scheme of Delegation and the Financial Regulations to accommodate the IIA's recommendation and maximise efficiencies **Attach 10**

13. PIERREMONT DEPOT

To share any updates.

14. COUNCILLORS ALLOWANCES.

- i) To receive the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances. **Attach 11**
- ii) To receive the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025 **Attach 12**
- iii) To consider the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and consider councillors' allowances for 2025/26 **pp 19-24 of Attach 12**

15. PUBLIC PARTICIPATION POLICY

To receive and review the draft document

Attach 13

16. TRANSPARENCY POLICY

To receive and review the draft document

Attach 14

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.

17. COMMERCIAL LANDLORD ISSUES

To receive any relevant information from the Town Clerk.

18. LEGAL ISSUES -

To receive any relevant information from the Town Clerk.

Members of the public may re-enter the meeting

19. DATE OF NEXT MEETING –Monday 15 December 2025 at 7pm in Pierremont Hall.