

Attach 1



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 27 October 2025 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, M Garner, C Leys, P Moore, A Munns, J Nichols, E Orhan, 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.

711. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Kemp and Pressland were received and accepted.

Cllr Farooki sent a message during the meeting that she was unavoidably detained at work.

712. DECLARATIONS OF INTEREST

Cllr K Bright declared an interest in item 15: Pierremont Depot as a member of TDC Cabinet.

713. MINUTES

RESOLVED: That the minutes of the Council meeting held on 29 September 2025 can be approved and duly signed as a true record by the Chairman.

714. MATTERS ARISING

Min 708: a formal complaint was made to Brachers which appears to have yielded some action. Correspondence to be discussed at item 21.

The chairman moved item 9 up to this point on the agenda.

715. ALLOTMENTS AND LAND COMMITTEE

The Woodland Officer explained that the planned meeting of 20 October had not gone ahead due to being inquorate so there were no minutes to receive. However an urgent decision was needed on a project for Mockett's Wood so that the budget requirements can be considered by the F&GP committee. Alternative funding sources such as s106 monies and local sponsorship will also be explored. The Woodland Officer presented three options for a new access path through the wood and listed the advantages and disadvantages of each.

RESOLVED:

- i) That option 1: the boardwalk path be approved at an estimated cost of £24,987.
- ii) That the nomination for Cllr K Bright to join the committee be approved.

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

Two members of the public were present but did not wish to speak at this point.

717. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 6 October 2025.

RESOLVED: Members agreed to note.

718. COMMITTEE ASSETS COMMITTEE

i) Members received the minutes of the extraordinary meeting held on Tuesday 7 October 2025.

RESOLVED:

- i) That the Heads of Terms offered by TDC on the War Memorial can be accepted.
- ii) That a solicitor be appointed to oversee the transfer
- iii) That a working group be appointed to explore options surrounding TDC's disposal of Pierremont depot more fully
- iv) That a Terms of reference for the group be drafted
- v) That a site visit be requested as a matter of urgency
- vi) That a meeting of the Head of Property and BSPTC councillors be requested.

ii) Members considered a request from Cllr K Bright to join the committee.

RESOLVED: That the nomination be approved.

iii) Members received and considered the aforementioned draft Terms of Reference for the Depot Working Group.

RESOLVED: That with the agreed amendments the document can be approved.

719. FINANCE AND GENERAL PURPOSES COMMITTEE

Members received the draft minutes of the meeting held on Monday 13 October 2025.

RESOLVED: That the appointment of Cllr Leys to the committee be approved.

720. ALLOTMENTS AND LAND COMMITTEE

This item was discussed at minute 715.

721. COMMUNICATIONS

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

ii) Members received two reports from the Town Clerk.

The co-option process to fill the current vacancy on the Council is now underway, the time for calling an election having passed. The report explained timeframes and details of where the vacancy had been publicised. Since sending out the written report, the vacancy has also been published on social media and on the Isle of Thanet news website.

Community Conversations: The Secretary of the East Thanet NEM had sent on a report detailing recent changes in the way the Police and TDC Community Safety Partnership is working and asking Council whether they felt things were moving in the right direction. The Secretary was present and answered some of Council's questions. She was unsure whether her role had become redundant since she had not received any official notice but the NEM itself no longer appeared to exist.

RESOLVED: that the Town Clerk seek some clarity with TDC officers.

722. FINANCE

i) Members received a report concerning payments for the period 24 September 2025 to 17 October 2025 (see agenda).

RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 24 September 2025 to 17 October 2025 (see agenda).

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £47,128.30 for the month of October.

RESOLVED: Members agreed to note.

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

RESOLVED: That the payments be approved.

v) Members received a report concerning payments for the period 18 October 2025 when the agenda was sent out until 27 October 2025.

None to report.

vi) Members considered transferring £200,000 from the Unity Trust current account to the NatWest current account to assist day to day expenditure.

RESOLVED: That the transfer be approved.

723. BUDGETS AND ACCOUNTS

i) Members received and considered a summary report of payments and receipts as to 30 September 2025 (end of qu. 2) in line with Standing order 17c.

RESOLVED: members agreed to note.

ii) Members received and noted the bank reconciliation report dated 30 September 2025 (end of Qu2) in line with Fin Reg 2.2.

RESOLVED: members agreed to note.

iii) Members received and noted the transparency report for Qu1 in line with Local Government Transparency Code 2014.

RESOLVED: members agreed to note.

724. YOUTH FORUM

Members received the minutes of the meeting held on Wednesday 1 October 2025. Cllr J Bright drew members attention to the new project being undertaken by the Civic and Support Officer and the Events Supervisor in collaboration with the Charles Dickens School and commended them on such an exciting initiative.

RESOLVED: members agreed to note.

725. PIERREMONT DEPOT

The Town Clerk reported that the Friends of Pierremont Park had arranged a meeting to take place on Thursday 6 November 2025 in Pierremont Hall. This is a public meeting and open to all. It will not be council led although councillors and officers may wish to attend.

RESOLVED: that since the group meets the agreed criteria, the use of the Council Chamber may be offered free of charge.

Members considered whether the Town Council's position was being misrepresented via social media. It was agreed that the position is not yet clear pending a site visit. Since TDC has stated the Town Council can be offered no preferential treatment there is nothing to be done until the marketing pack is released. At that point the newly established working group can react with more agility than a committee.

RESOLVED: that a public statement is not necessary at the present time since all discussions regarding the depot have been held in public meetings with minutes published online.

726. PRIDE OF PLACE

Members received a copy of a letter from the Chamber of Commerce to the local MP and to the leader of TDC and considered making a similar representation.

RESOLVED: That the newly established Pierremont Depot working group be charged with monitoring the yet to be announced administrative procedure for the funding and build a proposal once more detail is known. This function of the group to be added in to the Terms of Reference agreed at minute 718 iii).

727. COMMUNITY AWARDS

i) Members considered nominations for the KALC Community Awards.

RESOLVED: That Inspiration Creative and Victoria Suchak be nominated for the awards.

ii) Members considered nominations for The Thanet Community Champions Award.

RESOLVED: that Thanet Wanderers SEND section and The Gap Project be nominated for awards.

The Town Clerk requested that Councillors email her with information to help support the nominations since the process is competitive and the best case must be made.

728. FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Members received and reviewed the document.

RESOLVED: That the document be approved.

729. GIFT AND HOSPITALITY POLICY

Members received and reviewed the document.

RESOLVED: That the document be approved.

The Town Clerk reminded members that by reviewing the documents it was implied they had understood and acknowledged the contents.

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

730. COMMERCIAL LANDLORD ISSUES.

The Town Clerk updated members on the remedial works at Retort House undertaken recently. It was noted that the three-month period for TDC to decide whether they would like to buy back the building has nearly expired.

Other issues to be dealt with under the next item.

731. LEGAL ISSUES

The recent formal complaint had resulted in action. The Town Clerk presented members with a letter from the senior partner of Brachers offering an apology and promising an improved service going forward. He also offered a meeting at which the relationship with the Town Council could be "reset". It was noted that the letter did not refer to advice regarding the pre-emption agreement with TDC.

RESOLVED: that such a meeting be accepted on condition that the Town Council will not be charged a fee, and that a proper service level agreement with measurable goals and timeframes be discussed and agreed.

Letters from two further solicitors had been received by the Town Clerk that day with some complex information requiring careful consideration.

RESOLVED:

i) That the queries regarding the new leases be dealt with by the Town Clerk, the Facilities Manager and Cllr Munns.

ii) That the advice regarding the former tenant be dealt with by a meeting of the legal committee to take place on Thursday 30 October.

732. STAFF MANAGEMENT COMMITTEE

i) Members received the minutes of the meeting held on Wednesday 15 October 2025 and considered the recommendations of the committee.

RESOLVED: That all the recommendations be approved.

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

733. DATE OF NEXT MEETING

Monday 24 November 2025 at 7pm in Pierremont Hall

Meeting closed at 8.40 pm

Signed _____

Date _____

DRAFT



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 3 NOVEMBER 2025

Present: Cllrs J Bayford, M Garner, P Moore
Deputy Town Clerk – Julie Belsey

Minutes marked * require a resolution from the Town Council

Cllr J Bayford chaired the meeting in the absence of the Chair and Vice Chair of the Planning Committee

482 OPENNESS AND TRANSPARENCY

Cllr Bayford 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.

483 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr S Roberts and Cllr K Pressland. Cllr E Orhan was not in attendance.

484 DECLARATIONS OF INTEREST

There were no declarations of interest.

485 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 6th October 2025.

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

None

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

None

488 CORRESPONDENCE

None

489 CHAIR'S REPORT

None

490 SECTION 106

The Deputy Town Clerk to contact the Planning Officer and cc in Iain Livingston at TDC, regarding planning application 25/0372, Land South Of Millennium Way Broadstairs Kent, requesting s106 funding for the Mockett's Wood pathway – citing that it is investing in the community, it is a public amenity and is for the betterment of the local community.

491 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.

492 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

25/0998/ML 21 Kings Avenue, Broadstairs CT10 1DJ
25/1024/VKB 23 Walmsley Road, Broadstairs CT10 2BH
25/0989/DR 5 Rosetower Court, Broadstairs CT10 3BG
25/1013/DR 58 Stanley Road, Broadstairs CT10 1BN
25/1007/GD 8 Percy Avenue, Broadstairs CT10 3LB
25/1037/GD Former Homebase, 1 Westwood Gateway, Margate Road, Broadstairs CT10 2QU
25/1103/DR Flat 7 Naldera, Cliff Promenade, Broadstairs CT10 3QY
25/0937/DR 74 Albion Road, Broadstairs CT10 2UR
25/1031/GD 16 Oaklands Avenue, Broadstairs CT10 2SQ

493 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:

TPO/25/1088/MM 16 Kingsgate Avenue, Broadstairs CT10 3QP
The Committee unanimously recommends REFUSAL to this application as reductions are likely to be over 25%, which goes against the Broadstairs & St Peter's Town Council Neighbourhood Plan Policy BSP3: Protecting and Providing Important Trees. The Committee requests that the Tree & Conservation Manager appraises this application to assess the percentages, and if over 20%, the application is refused.

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

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Tree & Conservation Manager.

The Planning Committee request that the stance and recommendations in the TDC Tree & Conservation Manager 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)

TCA/25/1076/MM 6 Vicarage Street, Broadstairs CT10 2SG

TPO/25/1081/MM 24 Harrow Dene, Broadstairs CT10 2XF

494 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 1st December 2025.

Meeting closed at 19:08
Deputy Town Clerk



Broadstairs & St Peter's Town Council

Events, Leisure & Tourism Committee

Minutes of the meeting held on Monday 10th November 2025 at 7pm in the Mayors Parlour, Pierremont Hall

Present: Cllrs M. Garner (Chairman), G Rusiecki (Vice Chair) J Bright, C Leys, J Nicholls,

Officers: Ms. A Barton – Community Engagement Officer

Ms. M Tillett – Events Supervisor

Ms. S Clifford – Events Administrator

174. 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.

175. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Colin Kemp, S Roberts, A Munn, C Kemp, were received and accepted by resolution of the committee.

176. DECLARATIONS OF INTEREST

None were received.

177. MINUTES

RESOLVED: That the minutes of the Council meeting held on Monday 11th August 2025 can be approved and duly signed as a true record by the Chairman.

178. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None were received.

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

None were received.

180. COMMERCIAL EVENTS UPDATE

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

RESOLVED: Members agreed to note.

i) Antiques Fair – June 13th 2026

It was noted that Dickens Festival had contacted the Events Team asking to host an Antiques Fair on the same weekend as the Dickens Festival so more is on during that weekend for members of the public.

The Events Team will now be organising this with the following stipulations: BSPTC will solely be hosting this with no involvement of from the Dickens Festival in the planning or booking process.

Members were asked questions relating to the logistics of the event.

RESOLVED:

That the event will run as a commercial event without a budget. Takings from the pitch fees are to be put back into the event.

That the event be called Antiques and Collectibles Fair.

The Events Team are to contact Deal Town Council for advice.

The Events team are to contact the Dickens Festival to remind them they will not be able to bring their horse and cart into the Pierremont grounds if we are to host this event.

ii) **WEDDING AWARDS**

Pierremont Hall has made it to the finals again for the Kent Wedding Awards – Wedding Venue of the Year, Something Different. We are the only returning venue from 2025 this year from our category too

RESOLVED: Members congratulated the Events Team.

181. COMMUNITY EVENTS

Members received and considered a report from the Events Administrator.

i) **UNDER 18'S HALLOWEEN**

Members received a report from the Events team:

RESOLVED:

Members agreed to accept the following officer recommendations:

The event is to continue next year.

Next year, the TC will request addresses of those signing up to the free events to make sure they are Broadstairs based.

The events team will host two sessions for the younger group. First group ages 3-7 and second group ages 8-12, this can either be in one day (12pm-2pm then 3pm-5pm) or split over two days

It would be more beneficial to grow the younger sessions (ages 3-12) in the upcoming year.

ii) **BANDSTAND**

Members received and accepted all items within the report supplied by the Events Team with the exception of the following change:

RESOLVED:

The Town Council will not pay for acts to perform on spring fayre dates, however officer's will direct fayre organisers to contact interested bands to hire themselves.

iii) **PUNCH AND JUDY**

Members received and accepted a report supplied by the Events Team:

RESOLVED:

It was agreed by all members that the budget is to increase to £3000 to prepare for any price changes of inflation. The Town Council will also continue with booking performer Ben Bamboozle, due to positive feedback from visitors.

iv) **COMMUNITY FESTIVAL UPDATE**

Members received a verbal update from the Events Administrator and considered stall options from the current provider and Ramsgate town Council.

RESOLVED:

It was agreed that the event will take place on May 16th 2026. The Budget is to be £3000.

The Events Team are to ask Ramsgate Town Council for a quote to supply their stalls for the event.

v) **FIREWORK NIGHT 5TH NOVEMBER**

Members received a verbal update from the Events Team. It was noted that they event went well and the time move appeared to be well received from members of the public.

Issues were raised by members of the public in relation to parking tickets. The Town Clerk has contacted TDC Parking to discuss this with them.

RESOLVED:

It was agreed that the event is to go ahead again next year with the same details as this year. With the budget of £7500.

vi) **HERITAGE WEEK**

Members received a verbal update from the Events Team. Heritage week had gone well with 87 Visitors.

RESOLVED:

The Event will take place again next year.

The Town council are to invite the Village Tour to join.

182. UNDER 18'S EVENTS

Members received a report supplied by the Events Team.

i) WORKING WITH CHARLES DICKENS

RESOLVED:

Members agreed to note and are excited to receive updates.

ii) TEENAGE MARKET

RESOLVED:

Members noted they were happy with the outcome and that the event will take place again next year.

iii) BAUBLE DECORATING

The Event is due to take place on 29th November at the Christmas Fair.

RESOLVED:

Members agreed to note.

iv) DEFIBRILLATOR WORKSHOP

The event is due to take place on 9th April 2026 for under 18's, Hosted by Hopkins. Advertised online and in local schools as of February 2026.

RESOLVED:

Members agreed to note.

v) BATTLE OF THE BANDS

Members received officer recommendations to host the event again in 2026.

RESOLVED:

It was noted by members that the event went well and should be repeated next year working with Sunshine Ocean records again.

It was noted by members that the event should be advertised earlier.

The budget is to stay at £500.

To consider the budget for the prize to be higher (currently £150)

183. SUMMER THEATRE

Members received a verbal update from the Events Administrator.

RESOLVED:

It was agreed that Summer Theatre would go ahead for 2026.

Budget increase is to be considered depending on a quote supplied by Applause.

Budget until then will stay the same, however an increase to £6000 using outstanding bandstand budget if required.

184. CHRISTMAS LIGHTS, TREE AND MARKET

Members received information supplied by the Deputy Town Clerk and the Events Team.

i) CHRISTMAS TREE AND LIGHTS

Lights in Broadstairs are in situ. Due to failures of the eyebolts for the across streetlights, previous lights have been replaced by the icicles as these are lighter.

The rest of the lights will go up when the tree is in place. Scheduled for 24th November, pending Young's confirmation of the tree delivery. The Hopeville Avenue lights will also be in place at this time.

Tree lights will be lit prior to the start of the Christmas Fair, and all lights will be on from late afternoon through the town on 29th.

RESOLVED:

Members agreed to note.

ii) CHRISTMAS MARKET

39 stalls booked.

3 food options

Music throughout the day on the portico and stage including the winner of the Under 18 Battle of the Bands event. School Choir – Dane

Maque Theatre School and Wantsum Women Morris Dancing

Christmas Carol singing at 4:30pm led by Inspiration Creative.

Free meet and greet with Santa.

Will be selling mulled wine and mince pies.

RESOLVED:

Members agreed to note current plans.

That the Event will go ahead next year with a budget of £5000.

185. CIVIC EVENTS

i) Remembrance Sunday Service

Members received an update from the Community Engagement Officer. The Remembrance service went well with positive comments from dignitaries and members of the public.

It was noted that there was additional Probe security this year due to the changes in road closures.

Contact was made earlier on in the year with Stagecoach to reroute the bus service. This worked well, however it was noted that there was an emergency

bus service for the Southeastern that Probe Security managed on the day. Members were pleased with the outcome and thanked the Community Engagement Officer for their work. Thanks were given to Probe, Kent PA and BM Ambulance for their services on the day.

RESOLVED:

**To move the members of the public in the wreath line next year to include them in the service area
That the event is to take place again next year with the same budget.**

To consider radio participation for the next service.

ii) CIVIC SERVICE

Members also received a verbal update of the Mayoral Civic Service that took place on 7th September 2025.

RESOLVED: That the Civic Budget is to stay the same.

186. BUDGET

Members considered and agreed the following budgets for the next Civic Year 2026/2027.

RESOLVED:

- **Community Festival: £3,000**
- **Battle of the bands: £500 (to consider higher prize, currently £150)**
- **Punch and Judy: £3,000**
- **Summer Theatre: £6,000 + marketing**
- **Christmas Market: £5,000**
- **Firework Night: £7,500**

Civic Budget: £2,500

186. DATE OF NEXT MEETING: 16th February 2026

Meeting closed at 20:08pm.

Signed _____

Date _____



Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Minutes of the meeting held at 7pm on Monday 17 November 2025.

Cllrs Present: Chair Joanne Bright, Vice Chair Steve Roberts, Cllr Collin Kemp
 Cllr Kristian Bright, Cllr Kevin Pressland
 Officer: Civic and Support Officer: Abi Barton
 Deputy Town Clerk: Julie Belsey

89. 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

90. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Paul Moore and Alan Muns were given and accepted.

91. DECLARATIONS OF INTEREST

None received.

92. MINUTES OF LAST MEETING

RESOLVED: That the minutes of the Council meeting held on 22nd September 2025 can be approved and duly signed as a true record by the Chairman.

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

None.

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

None.

95. SWIFT AND RSPB PROJECT

The CE Officer has been working with the RSPB and Thanet Swifts to install Swift boxes locally. So far, two have been gifted to the Royal Albion and are due to be installed.

Dane Court have been asked to provide an update regarding the swift box the Town Council previously installed on one of their buildings. The representative from the RSPB has offered to help and support the school to make it a successful nesting box.

The CE Officer has gifted a hedgehog box to Pilgrims Hospice Thanet for their nature garden; this is also a collaboration through Kerry.

The CE Officer will be working with Kerry to put together a press release of all of these projects and others that are in the works.

RESOLVED:

Members agreed to note.

96. LAND AT OSBORNE ROAD

It was discussed with members that the CE Officer has been pressing KCC to secure a "no cultivation" licence on the land for a further year.

The request was originally sent in June. In response a KCC officer has requested that this application be resent closer to the end of licence deadline which is in January. A further request has now been sent to KCC, with no acknowledgement so far.

Within this email, the CE Officer had also requested that no weed killer is to be used by KCC on the pathways or lead up to the road, to avoid killing the meadow, as happened last year.

Winter maintenance on the land has already taken place, with reseeding starting imminently.

Despite no response from KCC to secure the "no cultivation" license, the Town Council will continue with the maintenance and works on the land.

If there is still no response in the next week, the CE Officer is to contact KCC Councillor John Finch to push KCC officer's on a decision.

RESOLVED:

Members agreed to note Officer's verbal report. It was requested by members that the CE Officer is to order more meadow signs to keep KCC from using weed Killer near the meadow.

97. NEW MEADOW PROJECT – CULMERS

It was noted the Big plant week had to be cancelled due to safeguarding concerns on the land. See minute 100 for details.

Members received plans and a quote to extend the current wildflower meadow.

RESOLVED:

Cllr Kristian Bight is to pick up conversations with TDC regarding the land issues.

All members agreed to approve the quote to extend the Meadow supplied by Box Green NJL:

Remove existing turf by mechanical means (rotovator), creating a smaller water drop shape sited to the allotment side of the existing meadow area leaving a mower width path between the 2 areas.

Prep area by raking to level ready for seeding.

Seed with donated seed & roll to bed seed.

Approved Price: £675.00 + VAT

98. ENVIRONMENTAL BUDGET 2026-2027

It was agreed by all members that the following budget recommendations for the civic year 2026-27 are as follows:

Traffic Initiatives: £5,000

Tree planting: £5,000

Environmental initiatives: £10, 000

Broadstairs in Bloom: £25,000

99. NORMAN ROAD AND NASH GARDENS ALLOTMENTS

The waiting list numbers are 29 at Norman Road and 30 at Nash Gardens. On average it takes 3.5 years to reach the top of the list.

Following discussion, it was agreed that the waiting list would remain closed for the next year and be reviewed in October 2026.

100. **MOCKETT'S WOOD**

Members received an update on works within Mockett's Wood. On Wednesday 12th November we had volunteers organised by the Town Team from Thanet College Finance Department, helping at the Woods

Members were advised that the November newsletter from the Woodland Officer had been sent out to all and were updated on its contents.

Members noted the updated Mockett's Wood Plan, which will be on show for the public within the Mockett's Wood noticeboard.

101. **CULMER'S AMENITY LAND**

We have continuing issues with two homeless people camping within the wooded area at Culmers. We have been liaising with TDC, Rise and the Police. Initially it appeared that the tent had been removed, however, the camp area has now grown considerably. The police have had photos of the increased size of the camp area, which has destroyed vegetation in the area, and holes have been dug. The Police state that "Unfortunately what is depicted in the pictures does not provide any evidence of any breaches. I have also attended the area today and again found the area to be tidy with no evidence of any fires etc."

The Police have spoken to the occupant and informed them that they are no longer welcome to stay on the land. Despite this they maintained that they would be staying as the wooded area provides them with a safe, hassle-free area to stay whilst more permanent housing is provided. They did say that if the area is needed for any upcoming events, then they would leave the area for the duration of this event.

As this is a civil matter, the Police cannot take anything further unless there are reports of antisocial behaviour.

Cllr Kristian Bright will liaise with Cllr Helen Whitehead at Thanet Council regarding this situation.

102. **PIERREMONT PARK GROUNDS**

We have arranged for some of the trees that surround our buildings to have some of the branches reduced in the hope that it will deter squirrels from jumping on the building roofs and eating the adhesive used to stick down the lead, which caused a leak in the Mayor's Parlour.

Hedging – the hedging at the rear of the portico, running along the railings has not been successful. Plants have been fed, composted, bark mulched and watered on a regular basis and over half of the plants have also been replaced all at the contractors own expense.

Members approved the Officer's recommendation to not replace this hedging due to the expense, also, the railings are not unattractive and in need of covering up.

103. **GREEN SPACES CULTIVATED UNDER LICENSE FROM TDC**

i) The Committee received an update on the gardeners' current work. The gardeners are now at capacity with the winter maintenance work required at Louisa Bay and also the ongoing upkeep for the rest of Victoria Gardens, Balmoral Gardens, Pierremont Park and the War Memorial.

The Committee noted Cllr Pressland's recommendations for the area going forward and were also updated with the gardeners' capacity for any additional works.

Members approved the Officer's recommendations that work would continue within our current areas this year and concentrate on:

- **Improving Balmoral raised beds, which would involve incorporating some of Cllr Pressland's proposal's in with the mature established planting which is currently in the raised beds.**

- Winter maintenance and planting of new plants at Lousia Bay end.
- They will also still be keeping up with the care and maintenance of all other areas under licence.

Plans for the planting of the grassed area (area with boxed memorial) which will include the hire of a contractor, plus the increased upkeep and maintenance of such to be planned, to take into account additional man hours required, and considered at the October 2026 meeting.

ii) Members received and noted the reviewed risk assessment for green spaces under licence.

104. ALLOTMENTS & LAND BUDGET 2026-27

The following recommendations were approved:

| Budget Area | 2025/2026 | Notes | 2026/27 |
|--|--|--|--|
| Allotments – both sites general maintenance, non recyclable waste clearance | 2,500 | | Same as 2025/26 £2,500 |
| Culmers Amenity Land – includes lease, grounds maintenance contract, sundry tree works, sundry maintenance work | 10,500 (Lease 7852 Contract 1465 Trees TBC) | | Same as 2025/26 £10,500 |
| Mockett's Wood – includes volunteer's grant which has been brought in-house, emergency tree work, additional tree maintenance on boundary with Church Court Grove, any additional contractor works | 7500 | Path | £8,500 + Path option 1 £25,000 (possible section 106 money/grant) = £33,500 |
| Tree Survey and Works – annual tree safety inspections at Mockett's Wood, Pierremont Hall, Culmer's Amenity Land and Norman Road Allotments, plus works required | 3,500 | 1,500 for surveys 2,000 for works | Same as 2025/26 £3,500 |
| Pierremont Planting – for any additional planting required at Pierremont Hall | 4,000 | Works in addition to the grounds maintenance contract. | Same as 2025/26 £4,000 |

| | | | |
|---|--------|------------------------------------|-----------------------------------|
| Pierremont Grounds Maintenance – for Grounds Maintenance Contract | 10,635 | Increase of contract price 2026/27 | £10,950 |
| Victoria Gardens | 6,000 | | Same as 2025/26 £6,000 |

105. ACTION PLAN

On Friday 26 September the Town Clerk met with the chairs of all committees (Cllrs J Bright, M Garner, A Munns, S Roberts, G Rusiecki) as agreed by Council in June 2025 (min 662) to review and update the action plan.

As a result, a list of new actions was drawn up. The majority of these will be actioned by staff.

Council will be asked to propose places for additional picnic tables.

106. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting, 16th February 2025.

Meeting Closed at 20:23

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

| Vouche Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-------------|------------|--------|---------------------|-----------|---------------------------|----------------------------|----------|----------|--------|----------|
| 814 | 30/10/2025 | | Nat West Current Ac | | Waste Services | Business Waste Co Uk | S | 2.07 | 0.41 | 2.48 |
| 815 | 31/10/2025 | | Nat West Current Ac | | bank charges | NATWEST | Z | 9.90 | | 9.90 |
| 931 | 31/10/2025 | | Unity Trust | | bandstand concert | Marconi Brass | Z | 350.00 | | 350.00 |
| 932 | 31/10/2025 | | Unity Trust | | bandstand concert | Big Girl Little Voice | Z | 145.00 | | 145.00 |
| 933 | 31/10/2025 | | Unity Trust | | expenses | Neil Hibbert | Z | 24.52 | | 24.52 |
| 934 | 31/10/2025 | | Unity Trust | | Window cleaning | G. Piper | Z | 110.00 | | 110.00 |
| 935 | 31/10/2025 | | Unity Trust | | plants | YOUNG'S NURSERIES | S | 450.00 | 90.00 | 540.00 |
| 936 | 31/10/2025 | | Unity Trust | | Supplies | Total Supplies Ltd | S | 85.60 | 17.12 | 102.72 |
| 937 | 31/10/2025 | | Unity Trust | | water machines | Culligan Water | S | 137.46 | 27.49 | 164.95 |
| 938 | 31/10/2025 | | Unity Trust | | Works | Westgate Security & Electr | S | 116.53 | 23.31 | 139.84 |
| 939 | 31/10/2025 | | Unity Trust | | Supplies | Screwfix | S | 2.92 | 0.58 | 3.50 |
| 940 | 31/10/2025 | | Unity Trust | | Supplies | Screwfix | S | 4.99 | 1.00 | 5.99 |
| 941 | 31/10/2025 | | Unity Trust | | Supplies | Screwfix | S | 20.63 | 4.13 | 24.76 |
| 942 | 31/10/2025 | | Unity Trust | | Supplies | Screwfix | S | 5.99 | 1.20 | 7.19 |
| 943 | 31/10/2025 | | Unity Trust | | Supplies | VIKING DIRECT | S | 80.23 | 16.05 | 96.28 |
| 944 | 31/10/2025 | | Unity Trust | | Supplies | VIKING DIRECT | S | 64.31 | 12.86 | 77.17 |
| 945 | 31/10/2025 | | Unity Trust | | Payroll | Batchelor Coop Ltd | S | 405.60 | 81.12 | 486.72 |
| 946 | 31/10/2025 | | Unity Trust | | First Aid/Ambulance Cover | BM Ambulance Service Ltd | S | 1,200.90 | 240.18 | 1,441.08 |
| 947 | 31/10/2025 | | Unity Trust | | linen hire | Limitless Sparkle Ltd | S | 19.78 | 3.95 | 23.73 |
| 948 | 31/10/2025 | | Unity Trust | | glass hire | Rent A Bar | Z | 30.00 | | 30.00 |
| 949 | 31/10/2025 | | Unity Trust | | drain survey | Thanet Drainage | S | 1,150.00 | 230.00 | 1,380.00 |
| 950 | 31/10/2025 | | Unity Trust | | halloween event | Exclusive Sounds (Steven I | Z | 175.00 | | 175.00 |
| 951 | 31/10/2025 | | Unity Trust | | Land Hire Charges | Thanet District Council | Z | 399.00 | | 399.00 |
| 952 | 31/10/2025 | | Unity Trust | | container hire | Lawrence Container Hire LI | S | 42.90 | 8.58 | 51.48 |
| 953 | 31/10/2025 | | Unity Trust | | Cleaning | Total Cleaning Services | S | 979.40 | 195.88 | 1,175.28 |
| 954 | 31/10/2025 | | Unity Trust | | Training | KALC | S | 70.00 | 14.00 | 84.00 |
| 960 | 31/10/2025 | | Unity Trust | | bank charges | Unity Bank | Z | 21.75 | | 21.75 |
| 973 | 06/11/2025 | | Unity Trust | | linen hire | Limitless Sparkle Ltd | S | 11.70 | 2.34 | 14.04 |
| 974 | 06/11/2025 | | Unity Trust | | Grounds Maintenance | NJL Boxgreen Ltd | S | 285.00 | 57.00 | 342.00 |
| 974 | 06/11/2025 | | Unity Trust | | Grounds Maintenance | NJL Boxgreen Ltd | S | 122.13 | 24.43 | 146.56 |
| 974 | 06/11/2025 | | Unity Trust | | Grounds Maintenance | NJL Boxgreen Ltd | S | 886.25 | 177.25 | 1,063.50 |
| 975 | 06/11/2025 | | Unity Trust | | tree works | Invicta Arboriculture | Z | 1,500.00 | | 1,500.00 |
| 976 | 06/11/2025 | | Unity Trust | | timber | Jacksons Fencing | S | 390.92 | 78.18 | 469.10 |
| 977 | 06/11/2025 | | Unity Trust | | Works | Westgate Security & Electr | S | 285.10 | 57.02 | 342.12 |

Attach 5.

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|----------------------|-----------|------------------------|----------------------------|----------|----------|--------|----------|
| 978 | 06/11/2025 | | Unity Trust | | install water fountain | Thanet District Council | S | 1,956.00 | 391.20 | 2,347.20 |
| 979 | 06/11/2025 | | Unity Trust | | screenwash for van | Screwfix | S | 5.82 | 1.17 | 6.99 |
| 980 | 06/11/2025 | | Unity Trust | | tree works | Top Branch Tree Services | S | 400.00 | 80.00 | 480.00 |
| 981 | 06/11/2025 | | Unity Trust | | Electricity | British Gas | L | 29.74 | 1.49 | 31.23 |
| 982 | 31/10/2025 | | Lloyds Corporate Cr€ | | Supplies | CO-OP | Z | 10.40 | | 10.40 |
| 983 | 31/10/2025 | | Lloyds Corporate Cr€ | | wild garlic bulbs | Garden Supply Direct Ltd | S | 85.04 | 17.01 | 102.05 |
| 984 | 31/10/2025 | | Lloyds Corporate Cr€ | | event fee Nov 5th | Thanet District Council | S | 62.50 | 12.50 | 75.00 |
| 985 | 31/10/2025 | | Lloyds Corporate Cr€ | | ipad storage | Apple.com | S | 2.49 | 0.50 | 2.99 |
| 986 | 31/10/2025 | | Lloyds Corporate Cr€ | | Supplies | CO-OP | S | 19.76 | 3.95 | 23.71 |
| 987 | 31/10/2025 | | Lloyds Corporate Cr€ | | ink subscription | HP Instant Ink Ltd | S | 3.74 | 0.75 | 4.49 |
| 988 | 31/10/2025 | | Lloyds Corporate Cr€ | | bank charges | Lloyds commercial cards | Z | 3.00 | | 3.00 |
| 990 | 10/11/2025 | | Unity Trust | | Stripe Transaction Fee | Stripe | X | 2.36 | | 2.36 |
| 991 | 10/11/2025 | | Unity Trust | | Patrols | Probe Security | S | 150.00 | 30.00 | 180.00 |
| 991 | 10/11/2025 | | Unity Trust | | Patrols | Probe Security | S | 770.00 | 154.00 | 924.00 |
| 992 | 10/11/2025 | | Unity Trust | | Paint | Screwfix | S | 24.66 | 4.93 | 29.59 |
| 995 | 10/11/2025 | | Unity Trust | | fireworks | Viking Fireworks | S | 4,000.00 | 800.00 | 4,800.00 |
| 996 | 10/11/2025 | | Unity Trust | | expenses | David Bassett | Z | 3.00 | | 3.00 |
| 996 | 10/11/2025 | | Unity Trust | | expenses | David Bassett | Z | 46.38 | | 46.38 |
| 997 | 11/11/2025 | | Unity Trust | | bandstand concert | Greg Edwards | Z | 250.00 | | 250.00 |
| 998 | 11/11/2025 | | Unity Trust | | In Bloom Grant | Housing 21 | Z | 300.00 | | 300.00 |
| 999 | 11/11/2025 | | Unity Trust | | security - Nov 5th | Marc One Security | S | 544.00 | 108.80 | 652.80 |
| 1000 | 11/11/2025 | | Unity Trust | | pa hire | Kent PA Hire | Z | 245.00 | | 245.00 |
| 1001 | 11/11/2025 | | Unity Trust | | Supplies | Total Supplies Ltd | S | 60.00 | 12.00 | 72.00 |
| 1002 | 11/11/2025 | | Unity Trust | | Works | Westgate Security & Electr | S | 206.94 | 41.39 | 248.33 |
| 1002 | 11/11/2025 | | Unity Trust | | Works | Westgate Security & Electr | S | 669.11 | 133.82 | 802.93 |
| 1003 | 11/11/2025 | | Unity Trust | | Works | Westgate Security & Electr | S | 568.01 | 113.60 | 681.61 |
| 1004 | 11/11/2025 | | Unity Trust | | Electricity | Edf | L | 87.20 | 4.36 | 91.56 |
| 1006 | 13/11/2025 | | Unity Trust | | expenses | Kirsty Holroyd | Z | 6.20 | | 6.20 |
| 1006 | 13/11/2025 | | Unity Trust | | expenses | Kirsty Holroyd | Z | 72.00 | | 72.00 |
| 1007 | 13/11/2025 | | Unity Trust | | Fee | TMD Building Consultancy | S | 3,666.55 | 733.31 | 4,399.86 |
| 1008 | 13/11/2025 | | Unity Trust | | Electricity | SSE Energy Solutions | L | 224.31 | 11.22 | 235.53 |
| 1009 | 13/11/2025 | | Unity Trust | | IT support | Cyber Central | S | 175.00 | 35.00 | 210.00 |
| 1010 | 14/11/2025 | | Nat West Current Ac | | Waste Services | Business Waste Co Uk | S | 294.87 | 58.98 | 353.85 |
| 1011 | 17/11/2025 | | Unity Trust | | Stripe Transaction Fee | Stripe | X | 2.90 | | 2.90 |

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

| Vouche Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-------------|------|--------|------|-----------|-------------|----------|----------|-----------|----------|-----------|
| | | | | | | | | 24,532.56 | 4,114.06 | 28,646.62 |
| | | | | | Total | | | | | |

Broadstairs & St. Peter's Town Council

18 November 2025 (2025-2026)

Attach 6

RECEIPTS LIST

| Vouch e | Code | Date | Minute | Bank | Description | net | vat | total |
|---------|--------------------|------------|--------|-------------------|---------------------------|----------|--------|----------|
| 255 | Void transactions | 02/11/2025 | | Unity Trust | delete | | | |
| 256 | Void transactions | 02/11/2025 | | Unity Trust | delete | | | |
| 288 | Events Room Hire | 28/10/2025 | | Unity Trust | Room Hire | 250.00 | 50.00 | 300.00 |
| 288 | Events - Equipment | 28/10/2025 | | Unity Trust | Room Hire | 8.33 | 1.67 | 10.00 |
| 288 | Events -Bar | 28/10/2025 | | Unity Trust | Room Hire | 133.33 | 26.67 | 160.00 |
| 288 | Events - Equipment | 28/10/2025 | | Unity Trust | Room Hire | 6.67 | 1.33 | 8.00 |
| 288 | Events Room Hire | 28/10/2025 | | Unity Trust | Room Hire | 125.00 | 25.00 | 150.00 |
| 289 | Allotments | 28/10/2025 | | Nat West Current | Allotment Charge 01.10.25 | 48.60 | | 48.60 |
| 289 | Allotments | 28/10/2025 | | Nat West Current | Allotment Charge 01.10.25 | 28.98 | | 28.98 |
| 290 | Events Room Hire | 30/10/2025 | | Unity Trust | Room Hire | 54.00 | 10.80 | 64.80 |
| 290 | Events Room Hire | 30/10/2025 | | Unity Trust | Room Hire | 54.00 | 10.80 | 64.80 |
| 290 | Events Room Hire | 30/10/2025 | | Unity Trust | Room Hire | 54.00 | 10.80 | 64.80 |
| 291 | Events -Bar | 30/10/2025 | | Unity Trust | Extra Items | 20.00 | 4.00 | 24.00 |
| 291 | Events -Bar | 30/10/2025 | | Unity Trust | Extra Items | 10.00 | 2.00 | 12.00 |
| 291 | Events - Equipment | 30/10/2025 | | Unity Trust | Extra Items | 7.50 | 1.50 | 9.00 |
| 292 | Events Room Hire | 31/10/2025 | | Unity Trust | Room Hire | 250.00 | 50.00 | 300.00 |
| 292 | Events Room Hire | 31/10/2025 | | Unity Trust | Room Hire | 8.33 | 1.67 | 10.00 |
| 292 | Events Room Hire | 31/10/2025 | | Unity Trust | Room Hire | 125.00 | 25.00 | 150.00 |
| 297 | Bank Interest | 31/10/2025 | | Nat West Business | bank interest | 0.38 | | 0.38 |
| 301 | Events Room Hire | 06/11/2025 | | Unity Trust | Room Hire | -250.00 | -50.00 | -300.00 |
| 302 | Events Room Hire | 06/11/2025 | | Unity Trust | Room Hire | -33.75 | -6.75 | -40.50 |
| 303 | Events Room Hire | 10/11/2025 | | Unity Trust | Room Hire | 120.00 | 24.00 | 144.00 |
| 304 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 1,750.00 | 350.00 | 2,100.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 305 | Events Room Hire | 03/11/2025 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 306 | Events Room Hire | 10/11/2025 | | Unity Trust | Room Hire | 97.50 | 19.50 | 117.00 |

| | | | | | | | | |
|-----|------------------------------|------------|------------------|----------------|-----------------|-----------------|------------------|----------|
| 307 | VAT Refund | 10/11/2025 | Unity Trust | vat refund | | 2,062.00 | 2,062.00 | 2,062.00 |
| 308 | Events Room Hire | 04/11/2025 | Unity Trust | Room Hire | 70.83 | 14.17 | 85.00 | 85.00 |
| 309 | Events Room Hire | 07/11/2025 | Unity Trust | Room Hire | 120.00 | 24.00 | 144.00 | 144.00 |
| 309 | Events Room Hire | 07/11/2025 | Unity Trust | Room Hire | 120.00 | 24.00 | 144.00 | 144.00 |
| 309 | Events Room Hire | 07/11/2025 | Unity Trust | Room Hire | 120.00 | 24.00 | 144.00 | 144.00 |
| 310 | Events -Bar | 10/11/2025 | Unity Trust | bar sales | 97.91 | 19.58 | 117.49 | 117.49 |
| 311 | Events Room Hire | 11/11/2025 | Unity Trust | Room Hire | 386.67 | 77.33 | 464.00 | 464.00 |
| 312 | Events Room Hire | 11/11/2025 | Unity Trust | Room Hire | 416.67 | 83.33 | 500.00 | 500.00 |
| 313 | Events Room Hire | 10/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 313 | Events Room Hire | 10/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 313 | Events Room Hire | 10/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 313 | Events Room Hire | 10/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 314 | Tenants' rent and service ch | 03/11/2025 | Unity Trust | Rent of Office | 520.42 | 104.08 | 624.50 | 624.50 |
| 315 | Tenants' rent and service ch | 03/11/2025 | Unity Trust | Rent of Office | 590.00 | 118.00 | 708.00 | 708.00 |
| 316 | Tenants' rent and service ch | 10/11/2025 | Nat West Current | Rent of Office | 964.00 | 192.80 | 1,156.80 | 1,156.80 |
| 317 | electricity | 10/11/2025 | Unity Trust | Electricity | 366.90 | 73.38 | 440.28 | 440.28 |
| 318 | Events Room Hire | 17/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 318 | Events Room Hire | 17/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 318 | Events Room Hire | 17/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 318 | Events Room Hire | 17/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| 318 | Events Room Hire | 17/11/2025 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 | 36.00 |
| | | | | | 7,046.27 | 3,455.66 | 10,501.93 | |



Broadstairs & St Peter's Town Council Quarterly Transparency Report 1st July 2025 to 30th September 2025

Attach 7

List of expenditure exceeding £500 (NET) – Excluding salaries.

Grants and Councillor Allowances reported separately.

| Description | Supplier | Amount | | Total |
|--------------------------|--------------------------------|-----------|--------|-----------|
| | | Net | Vat | |
| Beach security | Marc One Security | 2,890.00 | 578.00 | 3,468.00 |
| Works | E. Saunders Ltd | 1,426.87 | 285.37 | 1,712.24 |
| Beach security | Marc One Security | 1,929.50 | 385.90 | 2,315.40 |
| Legal fees | Brachers LLP | 793.00 | 158.60 | 951.60 |
| Legal fees | Brachers LLP | 1,335.00 | 267.00 | 1,602.00 |
| Concert | Leon Williams | 500.00 | | 500.00 |
| Beach security | Marc One Security | 1,870.00 | 374.00 | 2,244.00 |
| Electricity | Edf | 709.00 | 141.80 | 850.80 |
| Grounds Maintenance | NJL Boxgreen Ltd | 2363.38 | 472.68 | 2836.06 |
| security | Probe Security | 900.00 | 180.00 | 1180 |
| security | Marc One Security | 3,077.00 | 615.40 | 3,692.40 |
| removals | Alan's Removals | 600.00 | | 600.00 |
| Concert | C.A. Smith | 500.00 | | 500.00 |
| accounts/events software | Scribe (Starboard Systems) Ltd | 3,398.40 | 679.68 | 4,078.08 |
| Cleaning | Total Cleaning Services | 979.40 | 195.88 | 1,175.28 |
| security | Marc One Security | 1,887.00 | 377.40 | 2,264.40 |
| Beach security | Marc One Security | 1,207.00 | 241.40 | 1,448.40 |
| loan repayment | Public Works Loans Board | 17,911.97 | | 17,911.97 |
| supplies - defib | Hopkins | 892.00 | 178.40 | 1,070.40 |
| security | Probe Security | 920.00 | 184.00 | 1,104.00 |
| Cleaning | Total Cleaning Services | 979.40 | 195.88 | 1,175.28 |
| Beach security | Marc One Security | 2,269.50 | 453.90 | 2,723.40 |
| Beach security | Marc One Security | 2,176.00 | 435.20 | 2,611.20 |

| | | | | |
|---------------------------------|---------------------------------|------------------|------------------|-------------------|
| Decorative Lighting | SparkX Ltd | 1,800.00 | 360.00 | 2,160.00 |
| Grounds Maintenance | NJL Boxgreen Ltd | 1958.38 | 391.68 | 2350.06 |
| PPL PRS licence | Performing Rights Society | 779.76 | 155.95 | 935.71 |
| data protection | Breakthrough Communications | 595.00 | 119.00 | 714.00 |
| Electricity | Edf | 643.40 | 128.68 | 772.08 |
| Legal fees | Brachers LLP | 4,526.00 | 905.20 | 5,431.20 |
| valuation fee | Lambert Smith Hampton | 2,000.00 | 400.00 | 2,400.00 |
| catering - civic service | Clare's Home Catering | 560.00 | | 560.00 |
| equipment - grounds maintenance | NJL Boxgreen Ltd | 1768.38 | 353.68 | 2122.06 |
| Punch & Judy | Benjamin Hasker | 2,860.00 | | 2,860.00 |
| Cleaning | Total Cleaning Services | 930.43 | 186.09 | 1,116.52 |
| Electricity Fee | Edf | 627.76 | 125.55 | 753.31 |
| | TMD Building Consultancy Ltd | 3,666.55 | 733.31 | 4,399.86 |
| Works | TC&D Construction | 1,125.00 | 225.00 | 1,350.00 |
| Supplies | Jacksons Fencing | 528.70 | 105.74 | 634.44 |
| Works | John Couzens Roofing Contractor | 550.00 | 110.00 | 660.00 |
| Works | John Couzens Roofing Contractor | 850.00 | 170.00 | 1,020.00 |
| parking suspension | Thanet District Council | 2,250.00 | 426.00 | 2,676.00 |
| Decorative Lighting | SparkX Ltd | 1,440.00 | 288.00 | 1,728.00 |
| Decorative Lighting | SparkX Ltd | 1,180.00 | 236.00 | 1,416.00 |
| bar supplies | Page & Sons | 517.28 | 103.46 | 620.74 |
| summer theatre | Applause Rural Touring | 3,500.00 | | 3,500.00 |
| rent - culmers land | CT10 Parochial Charities | 1,962.91 | | 1,962.91 |
| donation - mayor | Seaside Singers Go Fund Me | 500.00 | | 500.00 |
| | Total | 91,523.97 | 12,501.83 | 104,025.80 |

List of formal Tenders undertaken in accordance with the Town Council Financial Regulations

| Item/Service | Dates of formal tender on Contract Finder | Date public notice/advert was posted on website/social media and noticeboards |
|--------------|---|---|
| | | |

Items and services purchased that required three quotes in accordance with the Financial Regulations:

| | Were three quotes obtained Y/N | If no, provide explanation |
|-----------------|--------------------------------|---|
| Jackson Fencing | N | Three suppliers priced up by officer online |
| | | |

Kirsty Howard

Signed: _____

_____ Responsible Financial Officer



Broadstairs and St Peter's Town Council

Reserves Policy

Adopted by Council 26 September 2022 minute 60ii)

For review at the Council meeting of 24 November 2025

Introduction

Broadstairs and St Peter's Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as **general** or **earmarked**.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements. Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council. Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held. Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources. Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves

The level of financial reserves held by the council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year. **The current level of general reserves to be held by the Council is half of the annual precepted figure.**

Broadstairs & St. Peter's Town Council
Reserves Balance
2025-2026


| <u>Reserve</u> | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|----------------------------|-----------------------|-------------------|--------------|-----------------|-----------------------|
| Capital | | | | | |
| Seven yearly paint | 100,000.00 | | | | 100,000.00 |
| TotalCapital | 100,000.00 | | | | 100,000.00 |
| Earmarked | | | | | |
| General Contingencies | 50,548.00 | -35,788.18 | | | 14,759.82 |
| Elections | 16,573.17 | 5,000.00 | | | 21,573.17 |
| Pierremont Phase 3 | 350,000.00 | | | | 350,000.00 |
| Pierremont contingencies | 50,000.00 | | | | 50,000.00 |
| Memory bench | 3,800.00 | | | | 3,800.00 |
| Retort House contingencies | 15,500.00 | | | | 15,500.00 |
| Future asset refurbishment | 76,800.00 | | | | 76,800.00 |
| six month's running costs | 150,000.88 | | | | 150,000.88 |
| New van (2024-5) | 3,111.00 | | | | 3,111.00 |
| TotalEarmarked | 716,333.05 | -30,788.18 | | | 685,544.87 |
| TOTAL RESERVE | 816,333.05 | -30,788.18 | | | 785,544.87 |
| GENERAL FUND | | | | | 924,845.69 |
| TOTAL FUNDS | | | | | 1,710,390.56 |

The above levels of reserves were agreed and this document adopted by the Town Council at the meeting on the 24 November 2025 to be reviewed again in a year's time when setting the budget for the financial year 2027/28.

Chairman.....

Town Clerk.....

Date..... Minute number.....

| <p>Risk Assessment</p>  | <p align="center">Broadstairs & St Peter's Town Council INTERNAL AUDIT 2025-2026 AUDIT PLAN WITH COMMENTS / FINDINGS</p> <p>I am pleased to report to Members of the Broadstairs & St Peter's Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the six-month period to 30 September 2025, following my audit visit and subsequent conversations on 31 Oct 2025 .</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Town Clerk, Mrs Kirsty Holroyd and Finance Officer Ms Victoria Jenkins for their assistance given to me during my audit visit.</p> | | | |
|---|--|--|---------------------------------|--|
| Area | Item | Comments / Findings | Comments / Findings | |
| <p>Previous Audits</p> | <ul style="list-style-type: none"> Date of last External Audit Certificate or Exemption Certificate for 2024-25 Comments if any Publication on website. Date of last Internal Audit Comments if any Review of any items outstanding from previous internal / external audit reports. | <p>Interim visit 31 Oct 2025</p> <p>Mazars signed off the Report & Certificate 2024-25 on 3 September 2025. Council noted the report on 29 Sept 2025 Min 700</p> <p>There were no comments</p> <p>The unaudited AGAR was published on 2 June 2025 and the audited AGAR on 3 Sept 2025.</p> <p>The year-end Internal Audit Report was considered by Council on 30 June 2025 Min 660 noting there were no matters of concern or actions identified.</p> | <p>Year-end Audit XXXX 2026</p> | |
| <p>Minutes</p> | <ul style="list-style-type: none"> Review of the Council minutes in particular the full Council meetings and the Committees responsible for Governance & Finance matters. General Power of Competence (GPC) ? Dispensations in place eg - S.40 LA&A Act 2014 filming/recording | <p>The "Draft Minutes" are posted onto the website (a recommendation made in a previous Report), the recent Council Meeting held on 27 Oct 2025 is an example with the draft minutes posted on 3 Nov 2025.</p> <p>The Minutes are of a very high standard with the various "Attachments to the Agenda" also posted as separate file on the website (53 pages long for the Council Meeting 27 Oct 2025)</p> <p>General Power of Competence (GPC) adopted following the Elections in May 2023. Council 16 June 2023 Min 207 resolved to adopt the GPC applied retrospectively from the Annual Meeting 15 May 2023.</p> | | |

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| <p>Code of Conduct/ Acceptance of Office</p> | <ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit visit? • DPI's complete • DPI's on website or weblink • New Governance Compliance NEXT ELECTION ? <p>Local Govt Restructuring in Kent</p> | <p>Local Council Award Scheme – Silver Application submitted in Sept 2025</p> <p>15 CILrs in post as at 1 April 2025 with their DPI information available on the website, although some of the information needs to be updated.</p> <p>Cllr J Hobson resigned as reported in a Report to Council 27 Oct 2025, no request for an election received by the deadline the co-option deadline is 17 Nov 2025.</p> <p>May 2027</p> <p>Various Unitary Council options have been considered by the “Principal Councils” (ie Borough & District Councils and KCC and Medway Council) with draft business plans published 5 Nov 2025, which have to be submitted to the Govt by 28 Nov 2025. The effective date for the eventual outcome of the Restructuring in Kent is 1 April 2028. The Town Clerk advised me that the Town Council is keeping abreast of developments at District & County level and preparing itself for the possibility of being approached to take over any assets and/or services.</p> | |
| <p>Standing Orders (SOs) and Financial Regulations (FRs)</p> | <ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit and minuted? • Are Tender/contract values consistent between SOs & FRs and changes been formally adopted by the Council? • Virtual Meetings / Delegation to Clerk/RFO still in place ? • Updated re New NALC Models SO's 2025, Fin Regs 2024 ? <p>Two signature rule still in place?</p> | <p>Council 31 Mar 2025 Min 593 adopted the draft Financial Regulations put forward by the Town Clerk that highlighted amendments particularly the contract threshold (£60k inc VAT) and to seek formal tenders from at least 3 suppliers.</p> <p>Council 28 April 2025 Min 611 the annual review of Standing Orders and deemed fit for purpose.</p> <p>YES</p> | |
| <p>Risk Management</p> | <ul style="list-style-type: none"> • Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? | <p>EK Fire Protection carry out fire risk assessments on the major buildings owned/managed by the Council.</p> | |

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| | <ul style="list-style-type: none"> ○ Reported in the minutes? ○ Inspections of play equipt etc if carried out by staff/Cllrs have been trained, accredited? ○ ANNUAL REVIEW ? ● Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) ● Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control (SIC)? ● Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? ● IT Policy covering digital and data compliance 2025 | <p>No Town Council owned play areas</p> <p>Annual Review of Risk - F&GP Comm 21 July 2025 Min 210 Town Clerk asked to consider the risk of cyber attack before submission to full Council for adoption. Council 29 Sept 2025 Min 701 new section identifying the Technology Risks and details measures to mitigate the risks (professional support to identify outstanding risks to be identified and addressed), published on the Council's website 3 Oct 2025.</p> <p>The new Zurich Municipal LTA runs from 1 April 2024 to 31 March 2027 including Debt Recovery and Contract Disputes cover.</p> <p>The Fidelity Guarantee cover = £1m</p> <p>SIC for 2024-25 to be considered as part of the AGAR 2024-25 – 28 July 2025 Min 676 v)</p> <p>Council 28 April 2025 Min 615 – Complaints Policy and Min 616 a revised IT Policy in line with the new AGAR Assertion requirements for 2025-26 (see note in final section of this Report)</p> <p>Council 19 May 2025 Min 641, 642 & 643 approved the existing policies respectively – Absence & Leave, Sickness, Training & Development.</p> <p>Council 30 June 2025 Min 663 – Co-option Policy</p> <p>Council 28 July 2025 Min 676 – Preferred Contractor Policy, Min 680, 681, 682 Media Policy, Web & Social Media Policy, Public Relations Policy</p> <p>Council 29 Sept 2025 Min 704 & 705 - Employees Expenses Policy, Drugs & Alcohol Policy</p> <p>2025-26 Budget monitoring Qtr 1 – Council 28 July 2025 Min 678 vi & vii) includes summary of income & expenditure by Cost Code, bank reconciliation and a transparency report.</p> <p>Budget monitoring Council 27 Oct 2025 Min 723 (inc & Exp for Qtr 2 and transparency report.</p> | |
| <p>Budgetary Controls</p> | <ul style="list-style-type: none"> ● Is the annual budgeting process reported and approved by the full Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? | | |

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| | <ul style="list-style-type: none"> ○ Review of All Reserves included as part of the Budget Setting Process? ● Is the actual performance against the budgets reported to the Council during the year ○ Compare with Fin Regs requirements? ● Are significant variances explained in sufficient detail? ● What is the cash limit for the year? ● Is a separate account/analysis kept? ● Has the cash limit been exceeded? <p>Have the spending powers been properly used and Minuted?</p> | <p>2026-27 Budget & Precept F&GP 13 Oct 2025 Min 223 – Working Party to be setup to work through the Budget 2026-27 to be scrutinised by the F&GP Comm on 8 Dec 2025. The Minutes were received by Council 27 Oct 2025 Min 719.</p> | |
| <p>Section 137 expenditure if relevant (GPC adopted?)</p> <p>£11.10 FOR 2025-26 (£10.81 FOR 2024-25)</p> | | <p>Not required GPC powers in place</p> | |
| <p>Book-keeping</p> | <ul style="list-style-type: none"> ● Cashbook - is it: ● Fit for purpose? ● Arithmetically correct? ● Balanced regularly? ● Reported to Council regularly? ● Turnover above £200k pa ? ● Income & Expenditure basis of accounting? ● Record keeping and the arrangements in place to store previous year's accounts etc. | <p>Scribe Accounts in place since June 2021, used for Budget monitoring during the year (as mentioned above under the Budgetary Controls Section) and for the 2026-27 Budget preparation.</p> <p>The Council accounts on an Income & Expenditure basis.</p> | |
| <p>Petty Cash</p> | <ul style="list-style-type: none"> ● Has the amount of petty cash float been agreed? ● Are all petty cash entries recorded? ● Are payments made from petty cash fully supported by receipts / VAT invoices? ● Are petty cash reimbursements signed for? | <p>N/A</p> | |

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| | <ul style="list-style-type: none"> • Date of last petty cash reimbursement/top-up? • Is petty cash balance independently checked regularly | | |
| <p>Payroll</p> <ul style="list-style-type: none"> • Who is on the payroll and are contracts of employment in place? • Who is the RFO? • Annual Appraisal in place ? • Have there been any changes to the establishment and/or changes to individual contracts during the year? • Members Allowances in place and paid via payroll system? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have PAYE/NI/Pension requirements been properly applied and accounted for? • Payroll outsourced? <p>WORKPLACE PENSION IN PLACE</p> | | <p>Staffing structure is on the Councils website and includes – Council Office staff including the Town Clerk (4) Events & Bookings staff (3) Facilities Team (3) Gardening Team (3) Mockett's Wood (1) a new part-time post (20hrs pw) from 1 April 2025 for a 1-year fixed term contract (subject to review) NB Not all staff are full-time.</p> <p>Cllr Roberts appointed "Staff Liaison Cllr" – Council 29 May 2025 Min 628 Bii)</p> <p>Cllrs Allowances for 2025-26 – £600 paid each Nov to qualifying Cllrs who wish to receive the Allowance. The quadrennial report on Allowances is due to be published/discussed later this financial year.</p> <p>Payroll administrator - Batchelor Coop Ltd</p> <p>As at 31 March 2025 there were 9 employees contributing to the NEST pension scheme. All will transfer over to the Kent Pension Fund LGPS in May 2025. Council 31 March 2025 Min 592 – Council Resolution to join the Kent LGPS available to all staff and open to future new staff.</p> <p>The next 3-year Actuarial Valuation of the Kent Pension Fund is due as at 31 March 2025 with the results effective from 1st April 2026. The Council has had an ongoing dialog with the Kent Pensions Team particularly concerning the proposal to "pool" all the 61 Town and Parish Scheme Members (F&GP 21 July 2025 Min 209 & 13 Oct 2025 Min 224)</p> | |

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| <p>Payments</p> <ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • STAFF costs definition for inclusion in Box 4 for 2025-26, check parity for 2024-25 ? Currently includes salary, tax, NIC & Pension (employee & ers) + taxable benefits (home working allowance, broadband & phone allowance etc NOT incl.) • Has VAT been identified, recorded and reclaimed? • Have internal control procedures inc. segregation of duties been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SOs & FRs for letting of contracts? ○ Have any new contracts or contract variations and/or extensions been awarded in the year? ○ Have contract payments been made in accordance with the contract document? | <p>Payments authorised between Meetings are well minuted eg Council 28 July 2025 Min 678 ii) also Receipts Min i), Min iv) referred to works & services authorised in between meetings. All payments are in the "additional documents" attached to the Agenda as listed on the website under the Meeting they were approved.</p> <p>Min 678 vi) The Quarterly Transparency Reports lists the payments made of £500 and above, which are also posted to the website.</p> <p>Direct Debits and regular payments considered by Council 19 May 2025 Min 639 vi)</p> <p>Staff costs included in Box 4 compliant with the definition.</p> <p>PS Tax Consultants has advised on the VAT liability and calculation back to 2003, last considered by Council 19 May 2025 Min 639 vii)</p> <p>Monthly VAT claims from 1 April 2025 – March 2025 - £4,119, April - £2,539, May - £3,557, June - £8,538, July - (£4,497), August - £1,482. PLUS £15,380 VAT refund referred to previous claims</p> <p>Sample contracts/agreements in place: TMD Building Consultants – building consultants for the Phase III project Total Cleaning Services – Pierremont Hall Cleaning Box Green Landscapes – Garden Mtce Pierremont Hall (3 years from 1 April 2022, extended 1 year) includes street planters & Culmer's Amenity Land Marc One Security – Beach Patrols PSTax – VAT advice Brachers LLP – legal support to the Basement Project Probe Security – evening security for Council buildings G Piper- window cleaning Cyber Central – IT Support package Business Waste co.uk – waste disposal</p> <p>Commercial Tenants invoicing for rent, parking and electricity etc to be brought in-house from 1st August 2023. Council Assets Comm 14 July 2025 Min 242</p> |
| <p>Receipts</p> <ul style="list-style-type: none"> • Are all receipts recorded correctly? | <p>Commercial Tenants invoicing for rent, parking and electricity etc to be brought in-house from 1st August 2023. Council Assets Comm 14 July 2025 Min 242</p> |

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|--|--|--|---------------------------------|---|----|------------------------|---|--------|----------------------------|---|----------|-----------------------------------|---|------------------|------------------------------|---|------------------|------------|---|----|---------------------------|--|---------------------|---------------------------------|---|-----------------|------------------------|---|---------|----------------------------|---|---------|-----------------------------------|---|-----------------|------------------------------|---|------------------|------------|---|----|---------------------------|--|-------------------|--|
| | <ul style="list-style-type: none"> • Are all receipts promptly banked? • Precept, CTSG and Sect 106 & CIL payments • Are income records inc allotments, burials, hirings adequate? • Are invoicing arrangements adequate including VAT where applicable? | <p>approved a rental rate based on £14 per sq ft for new lets.</p> <p>Income to 30 Sept 2025 - Pierremont Hall - £20,210 Pierremont events - £29,150 Bank interest - £22,400 Bandstand & Event income - £12,180</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Bank reconciliation & PWLB Loans</p> <ul style="list-style-type: none"> • What current/deposit accounts exist? • Investment Strategy recommended where bank balances are in excess of £100k. FSCS aware ? • Are bank reconciliations regularly carried out for each account and signed off by Councillors? • Year-end Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? • Internet Banking? • Debit/Credit Card? • and if in place Financial Regs up to date ? • Signature review (Two signatures required?) • Any PWLB loans in place ? | <ul style="list-style-type: none"> • Monthly bank reconciliations undertaken and reported to CILrs • F&GP 14 April 2025 Min 198 – Investment Strategy reviewed and included delegated authority to the Town Clerk to move monies between the Unity Trust Current a/c and the Instant Access a/c to be able to maximise the investment interest. Council 28 July 2025 Min 676 ii) extended to move money back to the Current a/c to cover day to day expenditure. • NB The Council has already earned significant interest in the first 6 months of 2025-26 this would be further enhanced if the Town Clerk had the authority to move funds between the different Banks not just the accounts within the same bank (ie money from Unity to Nationwide and back) • The Council has a Corporate Multi-pay Card in use. • The signatories list requires updating following the resignation of Cllr Hobson (Unity and Nationwide) • PWLB Loan balance as at 31 March 2025 - £297,853 • Half-yearly payments due Sept & Mar. | <p>Bank account balances as at 30 Sept 2025 -</p> <table border="0"> <tr> <td>NatWest Business Reserve (6508)</td> <td>-</td> <td>£0</td> </tr> <tr> <td>NatWest Current (1301)</td> <td>-</td> <td>£7,508</td> </tr> <tr> <td>Unity Trust Current (0349)</td> <td>-</td> <td>£591,485</td> </tr> <tr> <td>Unity Trust Instant Access (5155)</td> <td>-</td> <td>£316,380 (2.25%)</td> </tr> <tr> <td>Nationwide Instant Saver a/c</td> <td>-</td> <td>£554,002 (3.95%)</td> </tr> <tr> <td>Petty Cash</td> <td>-</td> <td>£0</td> </tr> <tr> <td>Total cash balance</td> <td></td> <td>- £1,469,375</td> </tr> </table> <p>Bank account balances as at 31 March 2025 -</p> <table border="0"> <tr> <td>NatWest Business Reserve (6508)</td> <td>-</td> <td>£16,011 (1.25%)</td> </tr> <tr> <td>NatWest Current (1301)</td> <td>-</td> <td>£25,000</td> </tr> <tr> <td>Unity Trust Current (0349)</td> <td>-</td> <td>£12,709</td> </tr> <tr> <td>Unity Trust Instant Access (5155)</td> <td>-</td> <td>£362,746 (2.5%)</td> </tr> <tr> <td>Nationwide Instant Saver a/c</td> <td>-</td> <td>£554,002 (3.95%)</td> </tr> <tr> <td>Petty Cash</td> <td>-</td> <td>£0</td> </tr> <tr> <td>Total cash balance</td> <td></td> <td>- £970,468</td> </tr> </table> <p>Unpresented payments = (£27,808) Unpresented receipts = Nil</p> | NatWest Business Reserve (6508) | - | £0 | NatWest Current (1301) | - | £7,508 | Unity Trust Current (0349) | - | £591,485 | Unity Trust Instant Access (5155) | - | £316,380 (2.25%) | Nationwide Instant Saver a/c | - | £554,002 (3.95%) | Petty Cash | - | £0 | Total cash balance | | - £1,469,375 | NatWest Business Reserve (6508) | - | £16,011 (1.25%) | NatWest Current (1301) | - | £25,000 | Unity Trust Current (0349) | - | £12,709 | Unity Trust Instant Access (5155) | - | £362,746 (2.5%) | Nationwide Instant Saver a/c | - | £554,002 (3.95%) | Petty Cash | - | £0 | Total cash balance | | - £970,468 | |
| NatWest Business Reserve (6508) | - | £0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NatWest Current (1301) | - | £7,508 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unity Trust Current (0349) | - | £591,485 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unity Trust Instant Access (5155) | - | £316,380 (2.25%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nationwide Instant Saver a/c | - | £554,002 (3.95%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Petty Cash | - | £0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total cash balance | | - £1,469,375 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NatWest Business Reserve (6508) | - | £16,011 (1.25%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NatWest Current (1301) | - | £25,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unity Trust Current (0349) | - | £12,709 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unity Trust Instant Access (5155) | - | £362,746 (2.5%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nationwide Instant Saver a/c | - | £554,002 (3.95%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Petty Cash | - | £0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total cash balance | | - £970,468 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>Assets changes Asset Register (AR) and Investment Register if applicable.</p> <p>Loans by the Council</p> | <ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values and Reviews • Are long-term investments recorded? • Does the AR show the insurance values ? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? • Loans to local bodies including any indemnities in place. | <p>Asset Values as at 31 March 2025 - £652,575</p> <p>Asset Register to be reviewed as part of the year-end audit.</p> <p>New Assets in 2025-26</p> <p>The Town Clerk advised me of the discussions with Thanet DC about the future of Retort House which has been closed and the possible acquisition of the Pierremont Park Depot (Community Assets Comm 7 Oct 2025 minutes considered by Council Oct 2025 Min 718)</p> | |
| <p>Year-end procedures</p> <p>Inc. AGAR</p> | <ul style="list-style-type: none"> • Does the 2025-26 AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts and have debtors and creditors been properly recorded? • Date of approval of 2024-25 AGAR & Certificate of Exemption criteria met, exemption declared • PROOF of public rights provision during summer 2025 & website– AIAR ICOs • Public Inspection Period Minuted ? • Governance compliance regime - refer to Practitioners’ Guide 2025 | <p>Year-end procedures to be checked at final audit</p> <p>The AGAR 2024-25 was approved by Council 19 May 2025 Mins 640 iii & iv, the RFO had signed off the Statement of Accounts on 12 May 2025</p> <p>Date of Announcement - 2 June 2025 Public Inspection period – 3 June to 14 July 2025 Evidence – Posting dates on the website</p> <p>Council 19 May 2025 Min 640 vi minuted the Inspection Period as above.</p> | |

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| <p>Additional tests – (as necessary)</p> | <ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data ? • Trust Funds/Charities – Charity Commission filing ? • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Website host and Webmaster and any changes ? • Website functionality & accessibility NALC L09-18 • TRANSPARENCY CODE compliant especially for Exempt Authorities • Post GDPR (May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer <p>Other matters inc DPO arrangements</p> <p>PRACTITIONERS' GUIDE 2025 From 2025-26 the AGAR Section 1 Annual Governance Statement will include an additional Assertion 10 Digital and Data Compliance.</p> | <p>There have been no major changes in IT security arrangements since my last visit. Cyber Central is the IT Support company used by the Council.</p> <p>Office 365 software and systems in place. Councillors have been issued with iPads.</p> <p>Not applicable</p> <p>F&GP 21 July 2025 Min 213 – reappointed for 2025-26</p> <p>Website design by Zonkey includes the annual hosting fee.</p> <p>Satswana re-appointed as the DPO for the Council for 2025-26</p> <p>All Councillors issued with their “generic” email address to be used solely for Town Council business. Example generic email address Cllr-Joe.bloggs@broadstairs.gov.uk</p> <p>Council 28 April 2025 Min 616 – approved a revised IT Policy in line with the new AGAR Assertion requirements for 2025-26. As it stands the Town Council should be able to answer “YES” to the Digital and Data Compliance Assertion assuming there is no change to the list of actions in the Practitioners’ Guide 2025</p> | |
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The Independent Internal Auditor has suggested an amendment to allow the Town Clerk to move monies from any bank to any bank would enhance the Council's ability to earn interest (page 7 as highlighted) The current Financial Regulations only provide for

- transfers of up to £10,000 or
- any amount from Unity Trust Bank to Unity Trust Bank and NatWest Bank to NatWest Bank only. (min 676 Council July 2025).

The precept is paid into the Unity Trust Bank but the salaries are paid out of the NatWest bank so transfers between banks are necessary.

The Town Clerk ((RFO) there proposes the following amendment to the Financial Regulations:-

6.9 The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

iv) Fund transfers within the Council's banking arrangements ~~up to the sum of £10,000~~ provided that such a list of payments shall be submitted to the next appropriate meeting of Council.

A change to the Scheme of Delegation will also be necessary. This will be dealt with at the annual review in January.

K Holroyd

Town Clerk and Responsible Finance Officer.

COUNCILLORS' ALLOWANCES

This advice note was written by our in-house solicitors and last updated on 1 August 2019.

<https://www.nalc.gov.uk/resource/councillors-allowances.html>

The information and commentary in the note do not constitute legal advice for any individual case or matter. For specific advice on your circumstances, we strongly encourage you to seek tailored legal advice.

Introduction

This advice note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated, statutory references are to the 2003 Regulations.

The parish basic allowance

A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.

The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.

Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at

least 14 days within the area of the council, a notice containing the following information:

- Any recommendation in respect of PBA made by the parish remuneration panel (see below).
- The level or levels at which the authority has decided to pay PBA and to which members it is to be paid.
- A statement that in reaching the decision was regarded as the recommendation of the parish remuneration panel.
- The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
- The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

Parish travelling and subsistence allowance

Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories:

- The attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
- The attendance at a meeting of any association of authorities of which the council is a member.
- The performance of duties in connection with a tender process.
- The performance of any duty which requires the inspection of any premises.
- The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Recommendations

Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26, and so at face value, it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However, in NALC's view, it would be appropriate for councils to also take the view of the parish remuneration panel into account.

Parish remuneration panel

Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas, panels will not be set up as there is no duty to do so. The implication is that the panel is established when an appropriate local council makes a request to do so. The process of making such a request is not specified within the 2003 Regulations, and how this is achieved in practice will differ around the country.

The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.

Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to:

- The amount of PBA payable to members of the local council (the council must take this into account when setting the agreed level).
- The amount of travelling and subsistence allowance payable (see above comments on taking this into account).
- Whether the PBA should be payable only to the chairman of the council or to all of the elected members.
- If the PBA is to be paid to all members, should the level to be paid to the chairman should be higher and, if so, what that higher figure should be?
- The responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.

A copy of this report is sent to each council to inform them of the recommendations that have been made.

Levels of allowances

Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for which it was established or else recommend different levels for different councils.

The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

What to do after receiving the recommendation?

Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must:

- Ensure that copies are available for public inspection on reasonable notice.
- Publish a notice in a conspicuous place for a period of at least 14 days, which:
 - States that it has received the recommendation.
 - Describes the main recommendations and specifies the recommended amounts of each allowance.
 - States that copies of the panel's report are available for inspection upon giving reasonable notice and giving details of how a request to inspect should be given.

A reasonable fee can be charged for the provision of a copy of the report.

The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.

At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.

Election to forgo an allowance

Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

Recovery of payments made

Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

Chair's allowance

S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chair for the purpose of enabling them to meet the expenses of their office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

Dependants' carer's allowance

In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

Tax implications

When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally, so local councillors will be subject to tax provisions the same way principal authority councillors are. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also, advice can be requested from NALC's Accounts and Audit Advisor.


Councillors' allowances in Wales

Under the 2011 Measure, the [Independent Remuneration Panel for Wales](#) prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the panel's annual reports.

Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 for deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance.
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

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|  <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p> | <p>Public Participation at Council Meetings Policy</p> |
| | <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted by Council on Monday 11 July 2022 Reviewed: November 2025 Approved: TBC</p> |

Broadstairs and St Peter's Town Council welcomes members of the public to its meetings and encourages their attendance in order to increase interest in the proceedings of the Council and foster greater transparency.

Members of the public have a legal right to attend decision-making meetings of the council and its committees except where they are excluded for specific items which need to be addressed in confidence (eg staffing matters or tenders for contracts). However members of the public have no legal right to speak at meetings of the council or its committees and so when they're allowed to do so it is considered a privilege. Broadstairs and St Peter's Town Council's Standing Orders 3 d-k state that a member of the public may speak subject to certain rules. The Council sets time aside for public participation during which members of the public may make a representation, contribution, suggestion or ask a question.

Neither councillors nor officials are under any obligation to respond immediately or at all to comments or questions made during public participation. The chairman's decision to allow a question or require an answer to be given will be final. Members of the public do not have a right to force items onto the council agenda.

It is recognised that some members of the public may abuse the opportunity to speak. While the chairman will endeavour to ensure an answer to a question this may be refused if continuous representations are made or repetitive questions asked.

Members of the public should not heckle or otherwise disrupt and must respect the rulings of the chair. As per the Council's Standing Orders if a person disregards the request of the chairman of the meeting to moderate or improve their conduct any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion if seconded shall we put to the vote without discussion.

Rules

1. A maximum of nine minutes will be set aside for public participation at council and committee meetings.
2. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The conduct of public participation will be regulated by the Chairman having regard to the guidelines set out but with the right of discretion reserved.
3. The Chairman's decision on the relevance of a representation or question and on the method of dealing with any issue in connexion with this procedure will be final.

This includes the Chairman's decision to allow a representation or question or require an answer to be given.

4. Questions must be clear and concise and be relevant to matters for which the council has powers or duties. Only one question may be asked by any member of the public and the question must relate to a single topic.
5. If a large number of people wish to speak on one topic the chairman will ask for single representative to be appointed.
6. Questions, representations, contributions or suggestions should not:
 - a) contain offensive expressions or be personal or verbal attacks on any staff or member of the council.
 - b) divulge or require the answer to divulge confidential or exempt information.
 - c) repeat questions or representations previously asked earlier meetings unless there has been a material change of circumstances.
7. Questions may only be asked of the Chairman.
8. The following process will apply at the meeting:
 - a) the Chairman will invite representations to be made or questions to be asked at the meeting
 - b) the Chairman will invite the member of the public to address the meeting from the front of the council chamber.
 - c) up to a maximum of three minutes per person will be allowed to address the meeting.
 - d) the Chairman shall decide on whether or not a response is appropriate and if so shall respond or invite a councillor or officer of the council to respond which may take the form of
 - a direct oral response
 - where the desired information is in a publication of the Council or other published work a reference to that publication or
 - where the reply cannot conveniently be given orally, a written response circulated later to the questioner and made available to all members of the Council and to the public.
9. The timing of questions and responses is controlled by the Chairman and Town Clerk
10. No debate will be allowed on any question or the response thereto with the exception of planning meetings where councils may ask questions for clarification.
11. Any person excluded from a meeting will forfeit the opportunity of addressing any meeting for a period of 12 months or until such time as the Council may decide otherwise

Other ways to ask questions

Members of the public should be aware that rather than bringing questions to the entire Council and other members of the public during public question time, questions may also be addressed during business hours to the Town Clerk's office or via the Mayor or your ward councillors. These methods of communication are encouraged when more detailed dialogue is required than three minutes allow. The Council meeting is not the correct forum for conducting longer debates between councillors and members of the public.

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|  <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p> | Transparency Policy |
| | <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 25th March 2019 Reviewed: November 2025 Approved: TBC</p> |

1. Introduction

The Local Government Transparency Code 2015 came into effect on 1 April 2015¹.

Broadstairs & St. Peter's Town Council will utilise this code as the primary basis for its transparency policy. However, the code will also be used in conjunction with other Acts and Frameworks which have a requirement for public sector information to be released and accessed.

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012). Including the requirements for a publication scheme.
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community regulations 2009
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local council's accounting records and supporting documentation, and to make copies of them.
- Data Protection Act 2018

Broadstairs & St. Peter's Town Council meets the definition of a local authority covered by the requirements of the code, defined as 'a parish council which has gross annual income or expenditure (whichever is higher) exceeding £200,000'.

The code requires local authorities in England to publish the following information quarterly:

- Expenditure Exceeding £500
- Procurement Information
- Government Procurement Card transactions - (not applicable to BSPTC as the Town Council does not have a Government Procurement Card.)

Additionally, local authorities are required to publish certain information annually:

- Land and buildings owned by the Local Council
- Grants to voluntary, community and social enterprise organisations
- Grants Policy
- Social housing assets
- Organisational Chart

¹The code is issued by the Secretary of State for Communities and Local Government in exercise of powers under section 2 of the Local Government, Planning and Land Act 1980, and replaces any previous codes issued in relation to authorities in England under those powers.

- Salaries above £50,000
- Pay Multiple²
- Trade union facility time
- Parking account
- Parking spaces
- Fraud

2. Annual Transparency Statement and Quarterly Transparency Report

Broadstairs & St. Peter's Town Council will make transparency information available on its website via a dedicated webpage. This will include quarterly reports and an Annual Transparency Statement based on the report sheets at the end of this policy.

The quarterly reports will be based on the Local Council financial year, 1st April -31st March, with report publishing dates as follows:

| Publication Date | Period covered by report |
|-------------------------|---|
| 1 st April | 1 st January-31 st March |
| 1 st July | 1 st April- 30 th June |
| 1 st October | 1 st July- 30 th September |
| 2nd January | 1 st October-31 st December |

The Annual Transparency statement will cover the preceding financial year and be reported to the next Finance and General Purposes Committee held in May or June. The report will be published on the website shortly after this date.

3. Publication Scheme

In addition to the requirements of the Transparency Code, the Town Council will make other information available to the public, set out in the Town Council's Publication Scheme. The publication scheme can be found in the Broadstairs & St. Peter's Freedom of Information Policy and Schedule 2019.

4. Precept and Budget

The Town Council will publish its precept and budget heading spend through Thanet District Council as the billing authority who collects the precept element of the Council Tax

Figures will be set out against the following headings:

- Staffing & Administration
- Civic & Election
- Events & Promotion
- Other (incl. s137 expenditure)

² The pay multiple, which is defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce.

- Transferred to/from balances
- Income
- Total Precept

Please refer to the Thanet District Council Tax webpage for more information:
<https://www.thanet.gov.uk/info-pages/parish-town-council-precepts/>

5. Annual Accounts and Audit:

The Town Council will publish its accounts annually in accordance with sections 25 and 26 of the Local Audit and Accountability Act 2014, which provides rights for persons to inspect a local council's accounting records and supporting documentation, and to make copies of them.

Documents relating to the Annual Governance & Accountability Return for Broadstairs & St. Peter's Town Council will be uploaded to the Town Council website annually.



Broadstairs & St. Peter's Quarterly Transparency Report

Time period covered by the report: _____

List of expenditure exceeding £500:

| Item |
|------|
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List of formal Tenders undertaken in accordance with the Town Council Financial Regulations:

| Item/service | Dates of formal tender on Contract Finder | Date public notice/advert was placed in local newspaper |
|--------------|---|---|
| | | |
| | | |
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| | | |
| | | |

Items and services purchased that required three quotes in accordance with the Financial Regulations

| Item | Were 3 quotes obtained? Y/N | If no, provide explanation |
|------|--------------------------------|----------------------------|
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| | | |

Signed: _____

Responsible Financial Officer



Broadstairs & St. Peter's Annual Transparency Statement

Time period covered by the statement: _____

Assets:

List of land and buildings owned by Broadstairs & St. Peter's Town Council

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| |

Does the Town Council own any social housing assets? Y/N

How many parking spaces did the Town Council have available for hire in the statement period?

How much money has been earned from parking in this statement period?

Grants:

Total amount of grants awarded to community groups and organisations in the statement period: £

Total amount of event grants awarded in statement period: £

Link to grant policy:

Staffing and Salaries:

Does the Town Council pay any salaries above £50,000 per year? Y/N

Organisational chart of the Town Council: (*diagram of organisational chart of the Town Council*)

Are any staff members, members of a trade union? Y/N

Please set out the Pay Multiple of the Town Council: £

Fraud:

Has the Town Council been investigated or fined over any fraudulent activity in the statement period? Y/N

Signed: _____

Responsible Financial Officer