



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 15 December 2025 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, R Farooki, M Garner, P Moore, A Munns, 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.

753. WELCOME AND INTRODUCTIONS

754. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Kemp, Jacobs, Pressland, Leys, Orhan and Nicholls were received and accepted.

755. DECLARATIONS OF INTEREST – Cllr K Bright declared an interest in item 12: Pierremont Depot.

756. MINUTES

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

757. MATTERS ARISING - none

758. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETERS - none

759. PLANNING COMMITTEE

i) Members received the minutes of the meeting held on Monday 1 December 2025.

RESOLVED: Members agreed to note.

ii) Members received a nomination for Cllr Jacobs to join the committee.

RESOLVED: that Cllr Jacobs join the committee.

760. FINANCE AND GENERAL PURPOSES COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 8 December 2025.

RESOLVED:

Min 232 i) That underspends from the Phase III professional fees budget (code 925) and the Youth Activities budget (code 919) be carried forward into the 2026-27 budget.

Min 232 ii) That an additional £15,000 be budgeted for private security in the town.

Min 232 v) That all further recommendations from the committee be considered under item 11 budget (minute 763)

ii) Members received a nomination for Cllr Jacobs to join the committee.

RESOLVED: that Cllr Jacobs join the committee.

761. COMMUNICATIONS

i) The Town Mayor gave a report on his activities on behalf of the Council over the last month. Please see attached. The report included a reflection on the events and progress of the last year, for which he extended his thanks to all staff and councillors.

ii) The Town Clerk gave an update on the following: -

- Football goal posts at Retort House – all agreed they are to be offered to 21 Together
- Office Christmas closure will be from 5pm Monday 22 December until 9am on Friday 2 January.
- Response to the query to TDC instructed under minute 721 – all agreed a letter of appreciation to be written to Sue Wall for her services to the community as Secretary for the Neighbourhood Engagement Meetings.
- Dickens House end of season report

RESOLVED: that an additional £4200 be added to the budget to assist TDC in the Nuckell's Garden project.

**Cllr K Bright declared an interest in this item and did not vote.*

762. FINANCE

i) Members received a report concerning payments for the period 25 November 2025 to 9 December 2025 (see agenda).

RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 25 November 2025 to 9 December 2025 (see agenda).

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £41,953 for the month of November.

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.

763. BUDGET 2026-27

i) Members received a summary document detailing proposed expenditure and resulting total requirement. It was noted that with the additional items agreed earlier in this meeting the requirement now stood at £1066,971.60.

RESOLVED: members agreed to note.

ii) Members received an update showing the effect of any surplus and anticipated income to offset the requirement. It was noted that the resulting precept demand would be £934,152.60.

RESOLVED: Members agreed to note.

iii) Members received a document which illustrates the effect of any increase on the Council Tax demand. The Town Clerk confirmed that the updated tax base for 2026-27 had been received and used in this table.

RESOLVED:

i) That in light of the uncertainty over unitarisation it would be prudent to further top up reserves.

ii) That the final figure will be discussed and agreed at the next meeting.

764. PIERREMONT DEPOT

Nothing to report this time.

765. COMMEMORATIVE PLAQUE BLUE PLAQUE POLICY

Members received and reviewed the document.

RESOLVED: That the document be approved.

766. LONE WORKING POLICY

i) Members received and reviewed the document.

RESOLVED: That the document be approved.

ii) Members received and reviewed the corresponding risk assessment.

RESOLVED: That the document is fit for purpose.

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

767. COMMERCIAL LANDLORD ISSUES.

i) Phase III update: members received and reviewed the latest drawings from TMD prior to their submission to TDC as part of the pre-application process. The Town Clerk confirmed that the pre-application is an early informal stage in the planning process where feedback is sought from the local planning authority before submitting the full application.

Members went through each drawing and the Town Clerk drew their attention to the main works and modifications identified at each stage.

RESOLVED:

- 1. That the drawings can be submitted for the pre-application advice.**
- 2. That some minor amendments can be discussed with TMD in due course.**
- 3. That more regular updates are needed from TMD.**

ii) Regular Cleaning Contract: members considered a summary of the tenders received as a result of the recent procurement exercise, including an evaluation assessment and discussed the appointment of a contractor for the next three years.

RESOLVED: that Total Cleaning South Ltd be offered the regular cleaning contract January 2026 to January 2029.

768. LEGAL ISSUES

The Town Clerk reported that the Town Council's offer to sell Retort House to TDC in accordance with the terms of the agreement had been formally accepted on 28 November 2025 and work was now being undertaken to ensure a smooth handover in January 2026.

RESOLVED: Members agreed to note.

769. HR ISSUES

i) Members received an advice note about mandatory sexual harassment prevention. The Town Clerk explained the issue had been discussed with the Staff Management Committee in August and it had been agreed the Town Clerk would undertake a risk assessment.

RESOLVED: Members agreed to note.

ii) Members received the completed risk assessment and considered the recommendations therein.

RESOLVED: That since the Council as a whole constitutes The Employer, all councillors and staff should undertake relevant training as a matter of priority.

iii) Members received the draft policy.

RESOLVED: That the policy be reviewed after everyone has completed the training and are therefore better placed to comment.

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

770. DATE OF NEXT MEETING

Monday 26 January 2026 at 7pm in Pierremont Hall.

Meeting closed at 8.17 pm

Signed _____ Date _____