



Broadstairs & St Peter's Town Council

10 December 2025

To: Members of Broadstairs & St. Peter's Town Council.

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 15 December 2025 at 7pm.**

Kirsty Holroyd
Town Clerk

AGENDA

1. WELCOME AND INTRODUCTIONS

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29th July 2024.

4. MINUTES

To approve the minutes of the Council meeting held on Monday 24 November 2025.

Attach 1

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

i) To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

7. PLANNING COMMITTEE

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

Attach 2

ii) To receive and consider a nomination for Cllr Jacobs to join the committee

8. FINANCE AND GENERAL PURPOSES COMMITTEE

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

Attach 3

ii) To receive and consider a nomination for Cllr Jacobs to join the committee

9. COMMUNICATIONS

- i) To receive the report of the Town Mayor.
- ii) To receive the report of the Town Clerk.
 - Dickens House Museum 2025 Season Report

ENC 1

10. FINANCE

- i) To receive and approve a report concerning payments for the period 25 November 2025 to 9 December 2025 **Attach 4**
- ii) To receive a report concerning receipts for the period 25 November 2025 to 9 December 2025 **Attach 5**
- iii) To receive information about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive and approve a report concerning payments for the period 10 December 2025 to 15 December 2025.

11. BUDGET 2025/26

- i) To receive a summary document detailing proposed expenditure and resulting total requirement. **Attach 6**
- ii) To receive an update showing the effect of any surplus and anticipated income to offset the requirement **Attach 7**
- iii) To receive a document based on 2024-25 figures which illustrates the effect of any increase on the Council Tax demand upon the Council tax. **Attach 8**

12. PIERREMONT DEPOT

To share any updates.

13. COMMEMORATIVE PLAQUE (BLUE PLAQUE) POLICY

To receive and review the document

Attach 9

14. LONE WORKING POLICY

- i) To receive and review the draft document **Attach 10**
- ii) To receive and approve the corresponding risk assessment **Attach 11**

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

15. COMMERCIAL LANDLORD ISSUES

- i) Phase III update
To receive and review the latest drawings for approval and submission.
- ii) Regular Cleaning contract – Pierremont Hall **ENCs 2-14**
To receive a summary of the tenders received as a result of the recent procurement exercise and appoint a contractor for the three-year period. **ENCs 15-16**

16. LEGAL ISSUES -

To receive any relevant information from the Town Clerk.

17. HR ISSUES

- i) To receive an advice note about mandatory sexual harassment prevention **Attach 12**
- ii) To receive a risk assessment as requested by Staff Management Committee and consider the recommendations therein. **Attach 13**
- iii) To receive the draft policy. **Attach 14**

Members of the public may re-enter the meeting

18. DATE OF NEXT MEETING –Monday 26 January 2026 at 7pm in Pierremont Hall.