



BROADSTAIRS & ST. PETER'S

TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 24 November 2025 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, R Farooki (from 7.03pm) M Garner, C Kemp, C Leys, A Munns, J Nichols, E Orhan, K Pressland, 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.

734. APOLOGIES FOR ABSENCE

Apologies with reason from Cllr Moore were received and accepted.

735. DECLARATIONS OF INTEREST - none

736. CO-OPTION

The chairman thanked the four candidates for applying and for attending the meeting and explained that a fifth was unable to attend due to work commitments. However his application would still be considered. Cllr Garner explained the process the co-option would follow according to the Council's policy.

7.03pm Cllr Farooki entered the meeting

Each candidate addressed those present and nominations and seconds were received. Council then moved to a vote.

RESOLVED: That Paul Jacobs GM be co-opted onto the Town Council to fill the current vacancy.

737. MINUTES

RESOLVED: That the minutes of the Council meeting held on 27 October 2025 can be approved and duly signed as a true record by the Chairman.

738. MATTERS ARISING

Min 726 – the method of allocating pride in Place funding has now been outlined by TDC and it seems unlikely the working group will have the opportunity to develop a proposal. To be further considered under Town Clerk's Report.

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

740. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 3 November 2025.

RESOLVED: Members agreed to note.

741. EVENTS, LEISURE AND TOURISM COMMITTEE

i) Members received the draft minutes of the meeting held on Monday 10 November 2025.

RESOLVED: Min 186 Members noted that the recommended budget figures had been added into the 2026/27 draft budget for the F&GP committee's consideration.

742. ENVIRONMENT COMMITTEE

Members received the draft minutes of the meeting held on Monday 17 November 2025.

RESOLVED: Min 98 and 104: Members noted that the recommended budget figures had been added into the 2026/27 draft budget for the F&GP committee's consideration.

743. COMMUNICATIONS

i) The Town Mayor gave a report on his activities on behalf of the Council over the last month. Please see attached. Cllr Garner added the unexpected news as received on Friday 21 November 2025 that the Broadstairs Memorial Hall (Sarah Thorne Theatre) is to be sold by auction on 11 December 2025. He encouraged anyone who had not already done so to contact KCC to express their disappointment.

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

- Seafront lighting project. New columns are currently being manufactured and will be installed as soon as possible. New festoon lights will be installed.
- A complaint from a member of the public over traffic management at the 5 November fireworks event. Meetings have been held with the TDC parking team and Probe security to identify what could be improved at next year's event.
- In response to a query over the make-up of the Thanet Regeneration Board – the panel tasked with identifying suitable projects for the recently announced Pride in Place funding – the Chief Executive at TDC has confirmed a temporary representative from Broadstairs is appropriate. Members considered who to appoint.

RESOLVED: That Cllr K Bright be appointed to the role.

744. FINANCE

i) Members received a report concerning payments for the period 28 October 2025 TO 18 November 2025 (see agenda).

RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 28 October 2025 to 18 November 2025 (see agenda).

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £42,068 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.

vi) Members received the Transparency Report for Qu 2 (1 July 2025 – 30 September 2025).

RESOLVED: Members agreed to note.

vii) Members received and considered the current Reserves Policy.

RESOLVED:

i) **That the policy of keeping half the current precepted figure as general reserves is deleted.**

ii) **That the reserve known as six months' running costs be renamed two months' running costs.**

iii) **That a figure of £50,000 be added to the precept demand to build up the Future asset refurbishment reserve.**

745. INTERNAL AUDIT

i) Members received and considered the interim report from the Council Independent Internal Auditor and noted a clean sweep of low risk assessments. They also noted a recommendation on page 7 regarding the Town Clerk's delegated authority to move money from account to account.

ii) Members considered altering the Financial Regulations to accommodate the IIA's recommendation and maximise efficiencies.

RESOLVED: that fin reg 6.9 be amended to read *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.

746. PIERREMONT DEPOT

Members had nothing new to share and agreed nothing could be done until the property is marketed.

747. COUNCILLORS' ALLOWANCES

i) Members received the NALC Topic note detailing the legal obligations of the Council when considering payment of Councillors' Allowances.

RESOLVED: Members agreed to note

ii) Members received the East Kent Joint Parish Independent Remuneration Panel's Quadrennial Review of Town and Parish Council Members' Allowances for the municipal years 2021-2025

RESOLVED: Members agreed to note

iii) Members considered the summary of recommendations of the EKJPIRP for the municipal years 2021 to 2025 and considered councillors' allowances for 2025/26. It was noted that the report appears to be out of date. The Town Clerk has been told the new report is drafted and has recommended some changes to band levels and payment levels. However it is not clear when the report will be published.

RESOLVED: that having paid due regard to the recommendations in the report, payment of £600 to each elected councillor be approved in respect of the duties they carry out around the town over the year.

748. PUBLIC PARTICIPATION POLICY

Members received and reviewed the document.

RESOLVED: That the document be approved.

749. TRANSPARENCY POLICY

Members received and reviewed the document.

RESOLVED: That the document be approved.

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

750. COMMERCIAL LANDLORD ISSUES.

Members received a verbal update from the Town Clerk. No decisions were necessary this time.

751. LEGAL ISSUES

Members received a verbal update from the Town Clerk.

RESOLVED: that the legal group be consulted over dates to meet up to consider various issues with a view to advising Council at the next meeting.

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

752. DATE OF NEXT MEETING

Monday 15 December 2025 at 7pm in Pierremont Hall

Meeting closed at 8.16 pm

Signed _____ Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 1 DECEMBER 2025

Present: Cllrs J Bayford, M Garner, P Moore, E Orhan (Vice Chair)
In Attendance: Cllr P Jacobs GM
Deputy Town Clerk – Julie Belsey

Minutes marked * require a resolution from the Town Council

495 OPENNESS AND TRANSPARENCY

Cllr Orhan 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.

496 APOLOGIES FOR ABSENCE

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

497 DECLARATIONS OF INTEREST

There were no declarations of interest.

498 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 3rd November 2025.

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

None

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

None

501 CORRESPONDENCE

i) Correspondence received from Cornerstone regarding the proposed base station upgrade at the rear of Asda car park was NOTED.

ii) Correspondence received from KCC Public Footpaths regarding footpath TB48 (Park Avenue, Broadstairs) definitive map modification order was NOTED.

Members asked the Deputy Town Clerk to email KCC Public Footpaths to enquire as to whether this footpath would be accessible to the disabled.

502 CHAIR'S REPORT

None

503 SECTION 106

The Deputy Town Clerk informed Committee Members that an email has been sent to the Planning Officer and 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. No reply from either has been received.

Cllr Garner will discuss S106 and response to emails at the next Thanet District Council Parish and Town Council meeting on 16th December 2025.

Unconfirmed Planning Minutes 1 December 2025
Subject to Confirmation

Attach 2

504 NEIGHBOURHOOD PLAN BUSINESS

Discussion regarding community members for the Sub Committee will commence early in 2026.

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.

505 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):

25/0997/MH	Seafront Suite, The Parade, Broadstairs CT10 1LZ
A/25/1101/DF	460 Margate Road, Broadstairs CT10 2PR
L/25/0904/VKB	16-18 Albion Street, Broadstairs CT10 1LU
25/1058/DR	11 Queens Avenue, Broadstairs CT10 1EH
25/1153/DR	48 Park Avenue, Broadstairs CT10 2EY
25/1159/VKB	38 Lindenthorpe Road, Broadstairs CT10 1BQ
25/1164/DR	28 Whiteness Green, Broadstairs CT10 3JS
PN15/25/1176/GD	East Kent College, Ramsgate Road, Broadstairs CT10 1PN
25/1071/DR	18 Vere Road, Broadstairs CT10 1JF
25/1195/DR	13 Luton Avenue, Broadstairs CT10 2DH
25/1212/DR	34 Waldron Road, Broadstairs CT10 1TB
25/1184/VKB	21 Cornwallis Gardens, Broadstairs CT10 1DW
25/1201/MH	Land Adjoining 75 Northwood Road, Broadstairs
25/1213/ML	11 Rosemary Gardens, Broadstairs CT10 2ET

506 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/25/1121/MM East Kent College, Ramsgate Road, Broadstairs CT10 1PN
The Committee unanimously recommends REFUSAL as the application does not give the percentages required for the Committee to make an informed decision in conjunction with our Neighbourhood Plan policies. The Town Council asks that percentages are requested for all tree works to ascertain the impact on the trees.

TPO/25/1227/MM East Kent College, Ramsgate Road, Broadstairs CT10 1PN
The Committee unanimously recommends REFUSAL as the application does not give the percentages required for the Committee to make an informed decision in conjunction with our Neighbourhood Plan policies. The Town Council asks that percentages are requested for all tree works to ascertain the impact on the trees.

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 Tree and Conservation Manager.
 - It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list** or 'amber list' birds**), permission for the works should be refused unless there are overwhelming reasons for it to be given.
 - No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.
- * House Sparrow, Starling, Song Thrush
** Hedge Sparrow (Dunnock)

TPO/25/1181/MM	55 Lanthorne Road, Broadstairs CT10 3NA
TPO/25/1180/MM	57 The Silvers, Broadstairs CT10 2LZ
TCA/25/1234/MM	Flat 3, 2 Wrotham Road, Broadstairs CT10 1QG

507 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Tuesday 13th January 2026 at 7pm.

Meeting closed at 19:14
Deputy Town Clerk



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

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

Present: Councillors M Garner, C Kemp, C Leys, S Roberts & G Rusiecki (chairman)

Town Clerk: Kirsty Holroyd

In attendance: Cllr P Jacobs

227. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs J Bright, R Farooki and E Orhan.

228. DECLARATIONS OF INTEREST

None received.

229. MINUTES OF THE PREVIOUS MEETING

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

RESOLVED: that the minutes be approved as a true record of the meeting and signed by the Chairman.

230. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE **None**

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

None

232. BUDGET

Members reviewed a summary of Council income and expenditure for the year to date. There were no areas of concern. Two cost codes were due to be underspent: the professional fees for Phase III (code 925) due to the project starting a little later than planned, and the Youth Activities (code 919) which was monies brought forward from 2023-24 and used as the need arises.

RECOMMENDATION: That these underspends be carried forward to 2026-27.

ii) Members received a detailed draft budget for 2026-27 as compiled by the working group and a notes sheet with headline changes.

RECOMMENDATION: That an additional £15,000 be budgeted for private security in the town bringing the total requirement to £1,062,771.

iii) Members considered the effect of potential underspends from the current year, predicted income for 2026-27 and topping up of reserves as agreed by Council at minute 744.

RESOLVED: Members noted a total precept demand of £929,952.

iv) Members considered the effect of the draft precept demand on Council Tax. It was noted that the 2026-27 tax base figure has not yet been received from TDC so the figures are in draft only.

RESOLVED: That the draft budget resulted in an increase in Band D tax of 4% based on the 2026-27 tax base.

v) Members considered any amendments prior to presenting the draft budget to Council. The Town Clerk confirmed that the final precept demand does not have to be sent to TDC until early February.

RECOMMENDATION:

i) That the draft budget be commended to Council.

ii) That Council consider adding further to reserves to enable the future purchase of town assets.

iii) Figures to be discussed at the next Council meeting at which the tax base figure should also be available.

233. DATE OF THE NEXT MEETING - Monday 13 April 2026 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.40.

Signed _____

Date _____

Broadstairs & St. Peter's Town Council

9 December 2025 (2025-2026)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1015	25/11/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	107.46	21.49	128.95
1016	25/11/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	258.52	51.70	310.22
1017	25/11/2025		Nat West Current Ac		phones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
1018	25/11/2025		Nat West Current Ac		Electricity	Edf	S	1,083.73	216.75	1,300.48
1019	25/11/2025		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
1020	25/11/2025		Unity Trust		stall hire - xmas event	Ray Linge Market Stalls Ltc	S	2,004.00	400.80	2,404.80
1021	25/11/2025		Unity Trust		toilet hire	Fourjays Ltd	S	400.00	80.00	480.00
1022	25/11/2025		Unity Trust		Christmas tree	YOUNG'S NURSERIES	S	1,880.00	376.00	2,256.00
1023	25/11/2025		Unity Trust		Stationery	VIKING DIRECT	S	24.68	4.94	29.62
1024	25/11/2025		Unity Trust		auditor's fee	David Buckett	Z	729.70		729.70
1025	25/11/2025		Unity Trust		callout	Westgate Security & Electr	S	79.73	15.95	95.68
1026	25/11/2025		Unity Trust		Supplies	Page & Sons	S	250.95	50.19	301.14
1027	25/11/2025		Unity Trust		pat testing	Kent Appliance Testing	Z	110.60		110.60
1028	25/11/2025		Unity Trust		tree works	Top Branch Tree Services	S	850.00	170.00	1,020.00
1029	25/11/2025		Nat West Current Ac		mobile phones	02	S	175.68	35.14	210.82
1034	01/12/2025		Unity Trust		santa hire	Simon Jameson-Rickard	Z	475.00		475.00
1035	01/12/2025		Unity Trust		bleed kits	Hopkins	S	213.60	42.72	256.32
1036	01/12/2025		Unity Trust		laundry hire	Limitless Sparkle Ltd	S	27.62	5.52	33.14
1037	01/12/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	44.33	8.87	53.20
1038	01/12/2025		Unity Trust		container hire	Lawrence Container Hire Li	S	88.66	17.73	106.39
1039	01/12/2025		Unity Trust		Cleaning	Total Cleaning Services	S	930.43	186.09	1,116.52
1040	01/12/2025		Unity Trust		water hygiene visit	Ashford Environmental Ser	S	426.50	85.30	511.80
1041	01/12/2025		Unity Trust		water hygiene visit	Ashford Environmental Ser	S	369.50	73.90	443.40
1042	01/12/2025		Unity Trust		water hygiene visit	Ashford Environmental Ser	S	440.50	88.10	528.60
1043	01/12/2025		Unity Trust		callout	C.S. Heating & Plumbing Li	S	87.00	17.40	104.40
1044	01/12/2025		Unity Trust		callout	C.S. Heating & Plumbing Li	S	87.00	17.40	104.40
1045	28/11/2025		Nat West Current Ac		bank charges	NATWEST	Z	6.00		6.00
1046	30/11/2025		Unity Trust		bank fee	Unity Bank	Z	19.35		19.35
1048	05/12/2025		Unity Trust		Fee	Thanet District Council	Z	1,900.00		1,900.00
1049	05/12/2025		Unity Trust		Fee	Socotec Building Control Li	S	1,280.00	256.00	1,536.00
1050	05/12/2025		Unity Trust		keys	access lock & key	S	28.00	5.60	33.60
1051	05/12/2025		Unity Trust		power etc christmas fayre	David Hooker	Z	680.00		680.00
1052	05/12/2025		Unity Trust		film licence	Motion Picture Licensing Cc	S	90.00	18.00	108.00

Attach 4

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1053 Christmas Event	05/12/2025		Unity Trust		entertainment	Jackie Edwards	Z	640.00		640.00
1054 Christmas Event	05/12/2025		Unity Trust		entertainment	P. Giffen (Starfire 98)	Z	150.00		150.00
1055 Container hire	05/12/2025		Unity Trust		container hire	Lawrence Container Hire LI	S	85.80	17.16	102.96
1056 Events -Bar	05/12/2025		Unity Trust		Supplies	Page & Sons	S	79.11	15.82	94.93
1057 Electricity	05/12/2025		Unity Trust		Electricity	British Gas	L	12.08	0.60	12.68
1086 Broadstairs in Bloom	09/12/2025		Unity Trust		Grounds Maintenance	NL Boxgreen Ltd	S	3,510.00	702.00	4,212.00
1086 Culmers Amenity Land	09/12/2025		Unity Trust		Grounds Maintenance	NL Boxgreen Ltd	S	122.13	24.43	146.56
1086 Grounds Maintenance	09/12/2025		Unity Trust		Grounds Maintenance	NL Boxgreen Ltd	S	886.25	177.25	1,063.50
1087 Unplanned building works	09/12/2025		Unity Trust		replace light in Parlour	E. Saunders Ltd	S	85.00	17.00	102.00
1088 Printer/Photocopier	09/12/2025		Unity Trust		photocopier	KCS	S	167.40	33.48	200.88
1089 Civic Events	09/12/2025		Unity Trust		photocopying	SEAWARD COPY SHOP	Z	70.00		70.00
1090 Training & Subscriptions	09/12/2025		Unity Trust		Subscription	The National Allotment Soc	S	70.00	14.00	84.00
1091 Allotments	09/12/2025		Unity Trust		Water	Business Stream	Z	75.68		75.68
1092 Electricity	09/12/2025		Nat West Current Ac		Electricity	Edf	L	154.76	7.74	162.50
1093 electricity	09/12/2025		Nat West Current Ac		Electricity	Edf	S	2,031.26	406.25	2,437.51
Total								23,473.51	3,676.42	27,149.93

Broadstairs & St. Peter's Town Council RECEIPTS LIST

Vouch	Code	Date	Minute	Bank	Description	net	vat	total
255	Christmas Event	02/12/2025		Nat West Current	CASH 101809 bar sales	80.00	16.00	96.00
256	Town Mayor	02/12/2025		Nat West Current	CASH 101810 mayor's event	63.00		63.00
257	Bank Interest	28/11/2025		Nat West Business	bank interest	29.52		29.52
324	Events -Bar	26/11/2025		Unity Trust	bar sales	36.02	7.20	43.22
325	Events Room Hire	27/11/2025		Unity Trust	Room Hire	54.00	10.80	64.80
325	Events Room Hire	27/11/2025		Unity Trust	Room Hire	54.00	10.80	64.80
325	Events Room Hire	27/11/2025		Unity Trust	Room Hire	54.00	10.80	64.80
325	Events Room Hire	27/11/2025		Unity Trust	Room Hire	54.00	10.80	64.80
326	Events Room Hire	28/11/2025		Unity Trust	Room Hire	120.00	24.00	144.00
326	Events Room Hire	28/11/2025		Unity Trust	Room Hire	120.00	24.00	144.00
326	Events Room Hire	28/11/2025		Unity Trust	Room Hire	120.00	24.00	144.00
326	Events Room Hire	28/11/2025		Unity Trust	Room Hire	120.00	24.00	144.00
327	Events Room Hire	28/11/2025		Unity Trust	Room Hire	150.00	30.00	180.00
328	Events Room Hire	28/11/2025		Unity Trust	Room Hire	67.08	13.42	80.50
329	Events Room Hire	28/11/2025		Unity Trust	Room Hire	52.50	10.50	63.00
329	Events Room Hire	28/11/2025		Unity Trust	Room Hire	52.50	10.50	63.00
329	Events Room Hire	28/11/2025		Unity Trust	Room Hire	52.50	10.50	63.00
329	Events Room Hire	28/11/2025		Unity Trust	Room Hire	52.50	10.50	63.00
329	Events Room Hire	28/11/2025		Unity Trust	Room Hire	52.50	10.50	63.00
329	Events Room Hire	28/11/2025		Unity Trust	Room Hire	52.50	10.50	63.00
330	Events Room Hire	02/12/2025		Unity Trust	Room Hire	15.00	3.00	18.00
330	Events Room Hire	02/12/2025		Unity Trust	Room Hire	15.00	3.00	18.00
330	Events Room Hire	02/12/2025		Unity Trust	Room Hire	15.00	3.00	18.00
331	Events Room Hire	04/12/2025		Unity Trust	Room Hire	95.83	19.17	115.00
332	Office sundries	08/12/2025		Unity Trust	reimbursement - see P108	15.29		15.29
333	Events Room Hire	08/12/2025		Unity Trust	Room Hire	30.00	6.00	36.00
333	Events Room Hire	08/12/2025		Unity Trust	Room Hire	30.00	6.00	36.00
333	Events Room Hire	08/12/2025		Unity Trust	Room Hire	30.00	6.00	36.00
334	Events -Bar	08/12/2025		Unity Trust	bar sales	610.26	122.05	732.31
335	Events -Bar	01/12/2025		Unity Trust	bar sales	365.62	73.13	438.75
336	Tenants' rent and service c	01/12/2025		Unity Trust	Rent of Office	590.00	118.00	708.00
337	Tenants' rent and service c	02/12/2025		Unity Trust	Rent of Office	520.42	104.08	624.50
338	Tenants' rent and service c	09/12/2025		Nat West Current	Rent of Office	964.00	192.80	1,156.80
						4,680.54	914.55	5,595.09

Attach 5.

Attach 6

	2025-26	2026-27	2026-27
Council tax			
Precept	£ 893,160.00	tbc	
Tax base	10,668.71	tbc	
Band D Equivalent	£ 84.51	tbc	
Weekly Band D	£ 1.63	tbc	
Planned expenditure			
Admin & Office Costs			
Stationery	1,000.00	£ 1,000.00	
Printer/Photocopier	1,700.00	£ 1,700.00	
Licences	7,000.00	£ 7,000.00	
IT	3,200.00	£ 3,200.00	
Insurance & Audit	11,500.00	£ 12,000.00	
Professional Fees	20,000.00	£ 20,000.00	
Training & Subscriptions	4,000.00	£ 4,000.00	
Equipment & Furniture	3,000.00	£ 2,500.00	
Phones and Internet	7,500.00	£ 7,500.00	
Office sundries	2,000.00	£ 2,000.00	
Finance costs	1,000.00	£ 1,000.00	
Container hire	1,200.00	£ 1,200.00	
Council business rates	3,750.00	£ 3,750.00	
SUB TOTAL	66,850.00	£ 66,850.00	
Amenities			
Bandstand Kiosk	2,000.00	£ 1,900.00	
Notice Boards	1,000.00	£ 900.00	
Defibrillators	2,500.00	£ 3,500.00	
Street Furniture	2,000.00	£ 2,000.00	
Decorative Lighting	22,000.00	£ 25,000.00	
Flagpole	1,000.00	£ 1,200.00	
SUB TOTAL	30,500.00	£ 34,500.00	

Civic Costs

Councillor Allowances
Town Mayor
Civic Events
SUB TOTAL

9,000.00
6,000.00
2,500.00
17,500.00

£ 11,900.00
£ 6,000.00
£ 2,500.00
£ 20,400.00

Community

Neighbourhood Plan
Community Payback
Beach Security
Dickens House Matchfunding
Youth Activities
SUB TOTAL

£ -
2,000.00
25,000.00
5,000.00
1,000.00
33,000.00

£ 500.00
£ 2,000.00
£ 45,000.00
£ 5,000.00
£ -
£ 52,500.00

Events

Bandstand entertainment
Summer Theatre
Punch & Judy
November Fireworks
Broadstairs in Bloom
VE Day 80th Commemorations
Misc. events
Christmas Event
Community Event
event marketing
SUB TOTAL

16,500.00
5,000.00
3,000.00
8,500.00
20,000.00
2,500.00
1,000.00
1,500.00
3,000.00
2,865.00
63,865.00

£ 16,500.00
£ 6,000.00
£ 3,500.00
£ 8,500.00
£ 25,000.00
£ -
£ 1,000.00
£ 1,500.00
£ 3,000.00
£ 2,000.00
£ 67,000.00

Grants

Sponsorship
Grants
SUB TOTAL

60,000.00
40,000.00
100,000.00

£ 60,000.00
£ 40,000.00
£ 100,000.00

Open Spaces

Traffic Initiatives

10,000.00

£ 5,000.00

Allotments	2,500.00
Culmers Amenity Land	10,500.00
Mocketts Wood	7,500.00
Tree Survey & Works	3,500.00
Tree planting budget	5,000.00
Environmental Initiatives	5,000.00
town maintenance (van costs)	1,000.00
Facilities Team sundry items	2,500.00
Victoria Gardens	6,000.00
SUB TOTAL	53,500.00

Phase 3 - Basement

Professional fees	88,000.00
SUB TOTAL	88,000.00

Pierremont Annual Maintenance

Algae and gutter clearance	1,350.00
Bathroom items	1,000.00
Waste removal	3,000.00
Hygiene services	2,000.00
cleaning	13,000.00
Drain Clearance	3,310.00
electricity	20,000.00
Fire alarms and emergency lighting	698.00
Fire doors and extinguisher checks	987.00
Fire drills and assessments	595.00
Glass Door maintenance	334.00
Grounds Maintenance	10,635.00
intruder alarm	673.00
Legionnaires testing	839.00
PAT testing	360.00
Roof inspections	2,000.00
Site security	11,000.00
Water rates	2,000.00

£	2,500.00
£	10,500.00
£	33,500.00
£	3,500.00
£	5,000.00
£	10,000.00
£	1,000.00
£	2,500.00
£	6,000.00
£	79,500.00

£	-
£	-

£	1,870.00
£	1,000.00
£	3,000.00
£	2,500.00
£	13,000.00
£	3,720.00
£	20,000.00
£	733.00
£	906.00
£	1,285.00
£	340.00
£	11,000.00
£	707.00
£	2,693.00
£	110.00
£	1,650.00
£	11,000.00
£	2,000.00

Window cleaning 1,800.00
 Water heater service 633.60
SUB TOTAL 75,581.00

Pierremont Events
 Events - Marketing 2,500.00
SUB TOTAL 2,500.00

Pierremont Hall
 Planned building works 10,000.00
 Annual maintenance schedule 5,000.00
 Rates 4,500.00
 Unplanned building works 4,000.00
 Licence 550.00
 Landscaping and planting 4,000.00
 Furniture/equipment 1,000.00
 Electricity 1,000.00
SUB TOTAL 30,050.00

PWLB Loan
 Loan Repayments 35,824.00
SUB TOTAL 35,824.00

Retort House
 Retort House Bookings -
 Retort House Tenants -
 Utilities -
 Rates -
 Annual maintenance schedule -
 Licences 500.00
 Cleaning 2,500.00
 Unplanned building works 3,000.00
 Equipment 500.00
 Tenant service charge -

£ 1,800.00
 £ 633.60
£ 79,947.60

£ 2,500.00
£ 2,500.00

£ 5,000.00
 £ 2,500.00
 £ 4,500.00
 £ 5,000.00
 £ 550.00
 £ 4,000.00
 £ 1,000.00
 £ 1,000.00
£ 23,550.00

£ 35,824.00
£ 35,824.00

£ -
 £ -
 £ -
 £ -
 £ -
 £ -
 £ -
 £ -
 £ -

Security
Electricity - Retort
SUB TOTAL

1,250.00
6,000.00
24,500.00

£ -
£ -
£ -

Staff Costs

Salaries
Pension
NI & Tax
Travel and Subsistence
Payroll company
Eye tests and glasses
SUB TOTAL

273,000.00
54,110.00
126,352.00
300.00
1,300.00
200.00
455,262.00

£ 340,000.00
£ 81,000.00
£ 77,000.00
£ 500.00
£ 1,500.00
£ 200.00
£ 500,200.00

Budget requirement

1,076,932.00

£ 1,062,771.60

calculations

2026-7

Budget requirement	Agreed F&GP 8/12/25	£ 1,062,771.00
top up reserves	agreed Council min 744 Nov 2025	£ 50,000.00

Total requirement £ 1,112,771.00

Minus anticipated underspend 25-26	£ 65,000.00
Minus anticipated income 26-27	£ 117,819.00

Precept demand £ 929,952.00

Anticipated income 2026-27

Retort House rent	£	-
Retort House bookings	£	-
Pierremont Hall rent	£	25,000.00
Pierremont Hall Service charge	£	18,419.00
Pierremont Hall parking	£	3,000.00
Pierremont Hall bookings	£	40,000.00
Bandstand kiosk licence	£	12,000.00
Bank interest	£	18,000.00
Allotments	£	1,400.00
	£	117,819.00

Anticipated 2025-26

		underspend	overspend
Admin and Office costs	£	1,000.00	
Amenities	£	1,000.00	
Civic costs	£	-	
Community c/f youth	£	5,000.00	£ 5,000.00
Events	£	2,000.00	
Grants	£	-	
Open Spaces	£	15,000.00	
phase 3 c/f pro fees	£	40,000.00	
PAM	£	-	
Pierremont Hall	£	1,000.00	
Retort House	£	12,000.00	
staff			£ 7,000.00
	£	77,000.00	£ 12,000.00

surplus £ 65,000.00

Attach 8.

Precept £	% increase	Increase £	Total Precept	Tax Base	Total Income	Increase £
2025-6						
84.51	0	0.00 £	84.51	10,548.08	891,418.24	0
84.51	1	0.85 £	85.36	10,548.08	900,332.42	8,914.18
84.51	2	1.69 £	86.20	10,548.08	909,246.61	17,828.36
84.51	5	4.23 £	88.74	10,548.08	935,989.15	44,570.91
84.51	6	5.07 £	89.58	10,548.08	944,903.34	53,485.09
84.51	7	5.92 £	90.43	10,548.08	953,817.52	62,399.28
84.51	8	6.76 £	91.27	10,548.08	962,731.70	71,313.46
84.51	9	7.61 £	92.12	10,548.08	971,645.88	80,227.64
84.51	10	8.45 £	92.96	10,548.08	980,560.06	89,141.82
84.51	15	12.68 £	97.19	10,548.08	1,025,130.98	133,712.74
84.51	20	16.90 £	101.41	10,548.08	1,069,701.89	178,283.65
84.51	25	21.13 £	105.64	10,548.08	1,114,272.80	222,854.56

 <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small>	Commemorative Plaque (Blue Plaque) Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 24th July 2017 Reviewed: November 2025 Approved: TBC

1 Introduction:

Commemorative plaques (often referred to as blue plaques) can be added to buildings as a means of honouring key people and events in history.

There is no single national scheme for commemorative plaques although Historic England operates the commemorative plaque scheme in London and there are many other schemes operating across the UK.

This document sets out Broadstairs and St. Peter's Town Council's approach to awarding commemorative plaques.

2 Policy Purpose:

This policy:

1. Provides guidance for new commemorative plaques requests and details the decision-making process for plaque requests
2. Describes the eligibility criteria for the awarding of a commemorative plaque.

3 Scope of Policy:

This policy covers requests for commemorative plaques on buildings and assets which fall within the parished area of Broadstairs and St. Peter's.

4. Plaque Requests and Decision-making Process:

All requests for a commemorative plaque should be made to the Town Clerk in the first instance. The Town Clerk will then circulate the request to all Councillors as an Agenda item at the next meeting of the Finance & General Purposes Committee (F&GP). The decision regarding the awarding of a plaque will be discussed and decided at this F&GP Committee.

It should be noted that the cost of the plaque, its installation and unveiling must be paid for by applicant and any planning application needed for the placing of the plaque should be undertaken by the applicant following the approval of the request by the Town Council.

5. Eligibility:

(Based on the Historic England and Manchester University Guidance on eligibility criteria for the awarding blue plaques)

5.1 Plaques commemorating individuals:

- The individual should have a significant link to the Broadstairs and St. Peter's area and the building under which the application is being made should have been a significant residence during their life.
- At least 20 years should have passed since the individual's death. This will

ensure that their achievements can be assessed objectively with proper historical perspective and that the resultant plaque is fully justified and rational.

- An individual should be regarded as significant within their field and there should be reasonable grounds for believing that the subject(s) are regarded as eminent by a majority of members of their discipline or profession.
- An individual's achievements must have made a lasting and significant contribution and be sufficiently famous to be familiar and important to succeeding generations.
- An individual should be sufficiently well known that the well-informed passer-by immediately recognises their name(s), or, they deserve national recognition.
- As far as possible, the building or site on which the plaque will be installed must be directly related to the person that the plaque commemorates.

5.2 The following restrictions apply to events commemorated on a plaque

- At least 20 years should have passed since an event occurred.
- The event should be sufficiently well known, or of such national importance, that the well-informed passer-by immediately recognises the event and its significance.
- As far as possible, the building or site proposed for installation must be directly related to the event.

5.3 The following criteria apply to plaques for individuals and events:


- Plaques will only be approved for locations that are visible to passers-by and accessible to the general public.
- Plaques will only be situated on sites of former buildings in exceptional circumstances.
- Exceptional cases will be considered on their merits, subject to the submission of a thoroughly researched and justified case.

6. Design of Plaques:

The design of any plaque and the wording should be submitted with the plaque request so that it can be considered by the F&GP committee.

7. Review:

This policy will be reviewed by the Town Clerk 2 yearly. If any changes are needed these will be reported at a meeting of the Finance and General Purposes Committee.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	Lone Worker Policy
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted 13th November 2017 Reviewed: December 2025 Approved: TBC</p>

1 Introduction

Broadstairs & St. Peter's Town Council recognises that some staff are required to work by themselves for periods of time, both within the office environment and outside of office hours.

Broadstairs & St. Peter's Town Council recognises that it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its Employees to minimise this risk.

2 Policy Purpose:

This policy outlines the measures that are required to manage the risk present when employees of Broadstairs and St. Peter's Town Council are required to work alone.

3 Scope of Policy:

This policy covers lone working by all staff members of Broadstairs & St. Peter's Town Council.

4. Who is at Risk?

4.1 All employees who, as part of their contracted duties, are required to work alone and without direct supervision.

4.2 This policy does not set out to identify all the situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks.

4.4 It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

5. Assessing the risk

5.1 The Town Clerk is responsible for identifying and assessing the risks of lone working both in terms of the likelihood of causing harm to a member of staff.

5.2 Consideration will be given to whether the activity is one that can be safely accomplished by one person or whether the presence of another member of staff would be advisable.

5.3 If a risk cannot be eliminated completely, action must be taken to reduce the risk to the lowest level practicably achievable.

6. Specific Guidance

6.1 The Town Clerk should take account of the following factors when evaluating the risk:

- a) the degree of isolation
- b) the type of work activity
- c) the level of supervision and support
- d) contact or proximity with members of the public

6.2 Any person who is recruited for a job likely to involve lone working should be reasonably physically fit and must declare if they have any medical disability that may put them at risk whilst working alone, e.g. hearing impairment, diabetes.

6.3 A first aid kit should be readily available at all times in order to render first aid for minor injuries should they be sustained.

6.4 All lone workers should have access to a mobile telephone or hand-held radio which must be switched on so that they may be contacted or to summon help should the need arise. For all high-risk activities, e.g. where activity is remote from other people, it is imperative that the employee gives clear guidance to another team member as to their location(s) during the day.

6.5 Panic alarms will be offered to lone working staff if they would like one, but it is not compulsory to carry one. These can be used to summon assistance in the event of an attack and will disorientate potential attackers.

6.6 Lone workers must contact a nominated person in the office before they finish work for the day if they intend to go directly home. If planning to work out of standard hours this must be agreed in advance with the Town Clerk.

7. Duties of Broadstairs & St. Peter's Town Council

7.1 In order to fulfil its statutory responsibilities, the Council places specific duties on all managers to ensure:

- a) All lone working activities are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.
- b) Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.
- c) The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.
- d) Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake work alone.
- e) Adequate supervision, instruction and training are in place and that the lone worker is competent. The extent of the supervision is a management decision, which should be established through a risk assessment process.
- f) Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

8. Duties of an Employee

8.1 All employees have a responsibility to take care of their own safety and to co-operate with Council procedures.

8.2 Employees should not knowingly place themselves in situations which expose them to additional risk by working alone.

8.3 If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should ensure that the Town Clerk is made aware of the circumstances at the earliest opportunity and then assist in the process of identifying the steps needed to either prevent the lone worker situation from arising, or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.

8.4 Lone workers have a responsibility to inform the Town Clerk if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

9. Risk Assessment

9.1 The risk assessment process will be undertaken as a collaborative exercise by both the lone worker and the Town Clerk, or a person appointed by the Town Clerk and that the agreed safe working procedures are recorded and communicated to all persons who may be required to work alone and any other employees who have a role in ensuring their safety.

9.2 The following outlines the steps that must be taken for a lone working risk assessment:

- a) Identify the hazards to which the person may be exposed. The hazards are likely to be the same for a particular activity whether lone working or not. The assessment of the risks to which a lone worker may be exposed must take into account normal and foreseeable scenarios.
- b) The hazards may be such that the risk cannot be controlled sufficiently and therefore lone working is prohibited.
- c) Identify all persons who may be required to work alone. Consideration must be given to an individual's ability to carry out their activities safely on their own. Some individuals may be at greater risk than others for example, new and expectant mothers and young persons or those who are new to a role. It may be necessary to make reasonable enquiries to ensure that lone workers are medically fit to undertake the work alone.
- d) Assess whether current controls are adequate, and if not, consider what additional/alternative control measure(s) can be put in place. Examples of control measures include the provision of suitable training and communication strategies.
- e) Record the risk assessment findings for any significant risks identified. Ensure that the lone worker is made aware of the findings of the risk assessment.

10. Review:

This policy will be reviewed by the Town Clerk on a two yearly basis. If any changes are needed these will be reported at a meeting of the Council.

General Risk Assessment

Task / activity or premises assessed: Staff Work

Location: Lone Working

Name of assessor: Julie Belsey

Date of assessment: 16 January 2025

Review Date: January 2026

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Managing the risk to members of staff that are required to work alone.					
Ability to maintain contact with lone worker: Harm to lone worker, safety and wellbeing. Possibility of falling ill, injury/fall or violence from others	Lone Worker	16	<ul style="list-style-type: none"> • Regular contact by telephone with other workers. • Periodic site visits by Supervisor. • Emergency contacts left with office colleagues. • Emergency contacts set up on telephone. 	8	
Building security: Possible violence at work, intruders in the building and injury.	Lone Worker	16	<ul style="list-style-type: none"> • CCTV in place in and around buildings. • Emergency contacts set up on telephone including security company. • Access to buildings is restricted to authorised personnel only outside of office hours. • Security company undertakes regular checks. 	8	
Means of access and egress: Personal security issues, injury/illness	Lone Worker	12	<ul style="list-style-type: none"> • Mobile telephone to be carried. • Adequate lighting surrounding buildings. • Security company undertakes regular checks. • CCTV in place around buildings 	6	

Attach 11

Driving: Car accident/injury.	Lone Worker	12	<ul style="list-style-type: none"> • Drive at appropriate speed for road conditions. • Drive in accordance with the Highways Law. 	6	
Emergencies: Illness/injury, unsafe locations.	Lone Worker	12	<ul style="list-style-type: none"> • Mobile telephone to be carried. • Regular contact by telephone with other workers. 	6	
First Aid: Minor or severe injury, ill health, unable to get medical help.	Lone Worker	12	<ul style="list-style-type: none"> • Mobile telephone to be carried. • First Aid training to be undertaken. • First Aid kit to be on site/location • Contact 999 for emergency help. • Inform Line Manager/other staff of situation 	6	
Use of Machinery: Injury	Lone Worker	16	<ul style="list-style-type: none"> • Use equipment according to manufacturers instructions. • Use correct PPE for equipment used. • First Aid kit to be on site/location • Mobile telephone to be carried. • Training to be provided where necessary. 	6	
Hazardous Substances: Injury including burns, breathing issues, long term injuries.	Lone Worker	16	<ul style="list-style-type: none"> • Use according to manufacturers instructions. • Store as per COSHH guidelines. • Where necessary, only trained staff to use. • Training to be provided where necessary. • Under 18's not permitted to use. 	6	

Manual Handling: Injury	Lone Worker	16	16	<ul style="list-style-type: none"> Manual handling training to be undertaken. Do not lift anything that is outside of their capability. Do not lift load that is too heavy (max 25KG male, 16KG female) 	6	
Rough Terrain: Injury through tripping	Lone Worker	16	16	<ul style="list-style-type: none"> Care to be taken when walking on rough/uneven terrain. Ensure line manager/other staff are aware of your working environment. 	8	
Slips, trips and falls: Injury/illness	Lone Worker	16	16	<ul style="list-style-type: none"> Areas are well lit Regular inspection of area to ensure that any trip hazards received prompt attention Equipment stored in designated places. Care taking when working/walking outside. Outdoor equipment to be removed from walkways when not in use. Care to be taken during wet/icy weather Appropriate footwear to be worn. 	8	
Vehicle Movement: Crush or struck by moving vehicle causing injury.	Lone Worker	12	12	<ul style="list-style-type: none"> Hi visibility jackets to be worn at all times. Pay particular attention to all vehicles, particularly those reversing. Site briefing/awareness Never assume vehicle has seen you. Keep safety in mind at all times 	6	

<p>Violence at work: Psychological problems, depression, injury</p>	<p>Lone Worker</p>	<p>16</p>	<ul style="list-style-type: none"> • Do not put personal safety at risk. • Remain calm, stick to factual information and do not enter into heated dialogue. • Withdraw rather than face conflict. 	<p>8</p>	
<p>Work activity – use of computers and office equipment: Injury and illness</p>	<p>Lone Worker</p>	<p>12</p>	<ul style="list-style-type: none"> • Take regular breaks from DSE work. • Display screen equipment self assessment to be undertaken and work to be done as per guidelines. • Work station and equipment to be set up to ensure good posture. 	<p>4</p>	

Signature of Assessor: _____ Date: _____

ADVICE NOTE: SEXUAL HARASSMENT POLICY

This advice note is written as a guide to councils as the employer and while broad in scope it will be seen that different circumstances will apply to differing councils due to size and resources available across the sector. It should be adapted accordingly.

Introduction

From 26th October 2024, the Worker Protection (Amendment of Equality Act 2010) Act 2023 came into force. The Act introduces a new positive obligation on employers to take reasonable steps to prevent sexual harassment where the unwanted conduct is of a sexual nature. A failure to do so can result in an uplift of up to 25% on all (uncapped) compensation awarded under the discrimination legislation (the Equality Act 2010), not just the compensation awarded for sexual harassment, in a successful sexual harassment of a sexual nature claim.

In addition, workers can report concerns that their employer has breached the preventative duty directly to the Equality and Human Rights Commission (EHRC), although they should in the first instance consider raising them with their employer or trade union. Failure to comply with the new duty can also result in enforcement action being taken against the employer by the EHRC, even if no Employment Tribunal claims are being pursued.

Under equality law employers must take reasonable steps to prevent sexual harassment of workers. The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Under the Equality Act 2010 employers have a positive legal duty to take reasonable steps to prevent sexual harassment of their workers. This is called the preventative duty. If employers do not comply with it, they are breaking the law. The preventative duty is designed to improve workplace cultures by requiring employers to anticipate how sexual harassment might happen in their workplace and take proactive reasonable steps to prevent it happening.

The preventative duty includes worker-on-worker harassment and harassment by third parties such as customers, clients or patients. If an employer fails to take reasonable steps, the EHRC can take enforcement action. Employers also risk an employment tribunal increasing the amount of compensation if an individual's claim of sexual harassment is successful.

The law does not list specific steps an employer must take. Different employers may seek to prevent sexual harassment in different ways, but all employers must take action, and no employer is exempt from the sexual harassment preventative duty.

Everyone has a right to feel safe and supported at work. If you as an employer do not deal with sexual harassment in your workplace, it can have a damaging effect on your workers' mental and physical health. This can affect them across their personal and working life. It has a negative impact on workplace culture and productivity.

PRACTICAL STEPS

The practical steps below illustrate the types of action you can take to prevent and deal with sexual harassment in the workplace. These steps are not an exhaustive list, but implementing these steps should help you take positive action to prevent and deal with sexual harassment at work.

Step 1: develop an effective anti-harassment policy

You may have separate policies to deal with sexual harassment and other forms of harassment, or a single policy covering both. A good policy should:

- specify who is protected
- state that sexual harassment will not be tolerated and is unlawful
- state that the law requires employers to take reasonable steps to prevent sexual harassment of their workers
- state that harassment or victimisation may lead to disciplinary action up to and including dismissal
- state that aggravating factors, such as abuse of power over a more junior colleague, will be taken into account in deciding what disciplinary action to take
- define sexual harassment and provide clear examples of it - these should be relevant to your working environment and reflect the diverse range of people that harassment may affect
- include an effective procedure for receiving and responding to complaints of harassment
- address third-party harassment (such as by customers or service users).

The section addressing third party harassment should explain clearly:

- that the law requires employers to take reasonable steps to prevent sexual harassment by third parties
- that while an individual cannot bring a claim for third-party harassment alone, it can still result in legal liability when raised in other types of claim
- that it will not be tolerated
- that workers are encouraged to report it
- what steps will be taken to prevent it
- what steps will be taken to remedy a complaint and prevent it from happening again – for example, warning a customer about their behaviour, banning a customer, reporting any criminal acts to the police or sharing information with other branches of the business.

The overall policy should also:

- include a commitment to review the policy at regular intervals, monitor its effectiveness and implement any changes that may be required
- cover all areas of the business including any overseas sites, subject to any applicable local laws.

Step 2: engaging your staff

Conduct regular one to ones, run staff surveys and exit interviews, and have open door policies.

These can be used to help you understand where any potential issues lie and whether the steps you are taking are working.

Make sure that all workers are aware of:

- how they can report sexual harassment
- your sexual harassment (or other) policy such as dignity at work
- the consequences of breaching the policy

Step 3: assess and take steps to reduce risk in your workplace

Undertaking a risk assessment will help you comply with the preventative duty. When doing a risk assessment, consider factors that might increase the likelihood of sexual harassment and the steps that can be taken to minimise them. For example:

- Where are the power imbalances?
- Is there a lack of diversity in your workforce?
- Is there job insecurity for a particular group or role?
- Are staff working alone or at night?
- Do your staff have customer-facing duties?
- Are customers or staff drinking alcohol?
- Are staff expected to attend external events, conferences or training?
- Do staff socialise outside of work?
- Do staff engage in crude or disrespectful behaviour at work?

Step 4: reporting

Consider using a reporting system (such as an online or independent telephone-based service) that allows workers to raise an issue either anonymously or in name.

Explain clearly to all workers:

- what is considered acceptable behaviour
- how to recognise sexual harassment
- what to do if they experience or witness it

- keep centralised, confidential records of all concerns raised, formal and informal. This enables trends to be identified.

Step 5: training

Workers, including managers and senior staff, should be trained on:

- what sexual harassment in the workplace looks like
- what to do if they experience or witness it
- how to handle any complaints of harassment
- in industries where third-party harassment from customers is more likely, workers should also be trained on how to address these issues.

You should review the effectiveness of any training and offer refresher sessions at regular intervals.

Step 6: what to do when a harassment complaint is made

- Act immediately to resolve the complaint, taking into account how the worker wants it to be resolved
- Respect the confidentiality of all parties
- Protect the complainant from ongoing harassment or being victimised during an investigation or complaint. For example, move the alleged harasser to another team or site. You should also protect witnesses to the sexual harassment.
- If a worker makes a complaint of harassment that may be a criminal offence, you should speak to the individual about whether they want to report the matter to the police and support them with this if they go ahead.
- Communicate the outcome of the complaint and outline any appeals process to the complainant in a timely manner.

Step 7: dealing with harassment by third parties

Harassment by a third party, such as a resident, customer, client or supplier, should be treated just as seriously as that by a colleague. Employers should take steps to prevent this type of harassment, including putting reporting mechanisms in place or assessing high-risk workplaces where staff might be left alone with customers.

Step 8: monitor and evaluate your actions

It is important to regularly evaluate the effectiveness of the steps you put in place to prevent sexual harassment in your workplace and implement any changes arising from that. This will help you comply with the preventative duty and protect your staff from sexual harassment.

You could evaluate the effectiveness of the steps you have taken by:

- reviewing informal and formal complaints data to see if there are any trends or particular issues and appropriate actions

- surveying staff anonymously on their experiences of sexual harassment, including whether they have witnessed or been subjected to harassment, whether they have or would in the future report it (and if not, why not) and what further steps they think you could take
- comparing reported complaints with survey feedback to ensure you have an accurate reflection of the level of sexual harassment in your workplace, and take appropriate actions
- hold lessons-learned sessions after any complaints of sexual harassment are resolved.

You should also review policies, procedures and training regularly. It is important to seek input from workers (or their representatives), to consider whether any changes are needed. These changes should then be implemented, where appropriate.

You should also consider whether there have been any changes in the workplace or workforce that mean there are further steps that would now be reasonable for you to take.

Sexual Harassment Risk Assessment

Task / activity or premises assessed: Risk to events and lone working staff

Location: Pierremont Hall, Mockett's Wood, Victoria Gardens

Name of assessor: K Holroyd Date of assessment: 5 December 2025 Review Date: Dec 2026

Reason for risk assessment

By law, all employers must take reasonable steps to prevent sexual harassment of their employees.

The law is the Worker Protection (Amendment of Equality Act 2010) Act 2023. The law came into effect on 26 October 2024.

The law covers sexual harassment from:

- other people at work
- third parties – for example customers and clients

Employers must take action to assess risks and put measures in place. It is not acceptable to wait until sexual harassment happens. If it's already happened, the employer must take action to stop it happening again.

Events staff face additional risks in that they work with members of the public, late at night, in the dark and with the presence and consumption of alcohol. All of these factors increase risk and likelihood of sexual harassment.

Lone working staff face additional risk in that they are alone, working in remote sites with no immediate recourse to help.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Employees suffer from sexual harassment in the work place due to lack of action by employer</p> <p>Effects include:</p>	Employees	Major	<p>A positive organisational culture has been fostered where equality, diversity and inclusion are understood and respected. A framework of robust policies and procedures exists to support the organisation.</p>	Major	<p>RECOMMENDATION: Councillors (the Employer) to undergo mandatory training as a matter of urgency. Once employer is aware of the risks and ramifications policy can be implemented from top down.</p> <p>RECOMMENDATION: All employees</p>

Attach 13

<ul style="list-style-type: none"> • Demoralised and undervalued work force • Potential absenteeism • Sickness leave • Inefficiencies • Low staff morale • Poor staff retention 			<ul style="list-style-type: none"> • Dignity at Work Policy in place to deal with bullying and harassment . • Code of Conduct includes respectful behaviour standards. • Council have agreed Civility & Respect statement. • Complaint and reporting procedure in place. <p>Staff receive mandatory annual training on Equality, Diversity and Inclusion</p>		<p>to undergo mandatory training as a matter of urgency so that they can identify and call out sexual harassment if the experience or witness it.</p>
<p>BSPTC suffers reputational and financial damage from costly legal action.</p> <p>If an employer does not take reasonable steps to prevent sexual harassment, the Equality and Human Rights Commission (EHRC) could take action against them. A higher rate of compensation might be applicable if an employee makes a successful claim at an employment tribunal.</p>		<p>Major</p>	<p>Some relevant policies are in place but do not demonstrate actions being positively undertaken to prevent sexual harassment.</p>	<p>Major</p>	<p>BSPTC needs to demonstrate it is actively preventing sexual harassment</p> <ul style="list-style-type: none"> • Policies to be discussed as part of staff induction process • Anonymous staff surveys to be carried out. • Policy to be devised • Training for all employees to be undertaken • Training to be undertaken by all councillors (the Employer) • All documents to be reviewed in light of legislation • Contracts with third parties to include clause about zero tolerance to sexual harassment

<p>Inappropriate Comments or Jokes.</p> <p>Risk of inappropriate comments or jokes made by elected officials, employees, contractors, clients or public attendees that could be perceived as harassment.</p>	<p>Employees, volunteers, casual workers, clients, customers, clients</p>	<p>Major</p>	<p>Positive organisational culture has been fostered where equality, diversity and inclusion are understood and respected.</p> <ul style="list-style-type: none"> • Dignity at Work Policy in place to deal with bullying and harassment . • Code of conduct includes respectful behaviour standards. • Council have agreed Civility & Respect statement. • Complaint and reporting procedure in place. <p>Staff receive mandatory annual training on Equality, Diversity and Inclusion</p>	<p>Major</p>	<p>Require periodic feedback surveys to gauge effectiveness of training and policies.</p> <p>Review feedback, monitor changes, implement improvement measures, offer refresher training</p>
<p>Unwanted Physical Contact</p> <p>Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events and the day to day working environment.</p>		<p>Major</p>	<p>Positive organisational culture has been fostered where equality, diversity and inclusion are understood and respected.</p> <ul style="list-style-type: none"> • Dignity at Work Policy in place to deal with bullying and harassment . • Code of conduct includes respectful behaviour standards. • Council have agreed Civility & Respect statement. 	<p>Major</p>	<p>Require periodic feedback surveys to gauge effectiveness of training and policies.</p> <p>Review feedback, monitor changes, implement improvement measures, offer refresher training</p>

			<ul style="list-style-type: none"> Complaint and reporting procedure in place. <p>Staff receive mandatory annual training on Equality, Diversity and Inclusion</p>		
<p>Misuse of Power Dynamics</p> <p>Risk of elected officials or senior employees using positions of authority to exert undue influence or engage in inappropriate behaviour.</p>		Major	<p>A positive organisational culture has been fostered where such behaviour is not normalised.</p> <p>A diverse work force fosters a culture of respect, empathy, and open communication where all individuals feel valued, safe, and empowered to speak up against inappropriate behaviour.</p>	Major	<p>Require periodic feedback surveys to gauge effectiveness of training and policies.</p> <p>Review feedback, monitor changes, implement improvement measures, offer refresher training</p>
<p>Inappropriate Digital Communication</p> <p>Risk of harassing or inappropriate messages sent via council-owned email, social media, or digital channels by or to employees, councillors, or members of the public.</p>		Major	<p>The Council has established guidelines for digital communication.</p> <p>A Social Media Policy was agreed by Full Council, distributed to all employees and Councillors and published on the website. Reviewed and updated regularly</p>	Major	<p>Require periodic feedback surveys to gauge effectiveness of training and policies.</p> <p>Review feedback, monitor changes, implement improvement measures, offer refresher training</p>
<p>Risk of employees not reporting inappropriate behaviour.</p> <p>Incidents go unreported due to:-</p>		Major	<p>Complaints Procedure, Grievance Policy and Disciplinary Policy all reviewed regularly published on website and Staff Handbook.</p>	Major	<p>Bespoke Sexual Harassment policy to be drafted as a matter of urgency to address all issues, and confirm confidentiality, a no repercussion clause and zero tolerance.</p> <p>Training to be undertaken and policy</p>

<p>Fear of retaliation, repercussion or intimidation – damage to career prospects</p> <p>Lack of trust in the process, not understanding the process or being unaware there is a reporting mechanism.</p> <p>Shame or embarrassment</p> <p>Minimising or normalising the behaviour</p> <p>Fear of not being believed</p> <p>Concerns over confidentiality</p> <p>Failure to Address Complaints Properly</p> <p>Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.</p>				<p>shared and discussed so that all staff are aware of the Town Council's stance and the method of reporting.</p>
		<p>Complaints Procedure & Disciplinary Procedure already in place</p>	<p>Major</p>	<p>Sexual Harassment Policy with step by step procedure for dealing with incidents to be drawn up as a matter of urgency.</p>

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Inadequate Knowledge of Sexual Harassment Policies.</p> <p>Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.</p>		Major	<p>Complaints procedure Code of Conduct, Dignity at Work, Equality, Diversity and inclusion policies disseminated to all.</p>	Major	<p>Mandatory training for Employer and employees to be undertaken as a matter of urgency.</p> <p>Sexual Harassment Policy to be drafted as a matter of urgency and shared with all.</p>
<p>Public Misconduct Towards Elected officials and Staff</p> <p>Risk of harassment by members of the public towards Councillors or employees during public events or meetings and the day to day working environment.</p>		Major	<p>Clear behavioural expectations for public attendees. Protocol on Public Participation in meetings published on website and displayed at all meetings. Complaint system open to elected officials, staff, and public attendees.</p>	Major	N/a
<p>Additional risks faced by Events staff and Lone workers</p> <p>Inappropriate behaviour by members of the public</p>		Major	<p>Staff never work alone at events.</p>	Major	<p>Staff to receive training as a matter of urgency.</p>

<p>at commercial events.</p> <p>Exacerbated by standards of sexual harassment being normalised and long tolerated in the hospitality industry and corresponding attitudes of clients or guests. Staff have become desensitized.</p> <p>Exacerbated by consumption of alcohol</p>		<p>Taxi home if event finishes after 7pm.</p> <p>Probe Security patrols are always on call and will attend to deal with any disturbance</p>	<p>To be familiarised with the Sexual Harassment policy and to be assured of the Town Council's commitment to take all reports seriously without fear of repercussion, retaliation or intimidation even if the complaint is not upheld.</p> <p>Staff to report all incidences, however seemingly trivial in a log kept for the purpose. These incidences can be monitored; certain contractors or regular bookers can be cancelled or dismissed.</p> <p>As staff become more trusting in the support the Council will give, these incidences should decrease.</p>
<p>Inappropriate behaviour by contractors and visitors to Pierremont Hall or sites where council staff are working</p>	<p>Major</p>	<p>Staff aware they can call a meeting off or cut it short if they are uncomfortable</p>	<p>Once policy is developed approved and published ensure employees are aware of their right to cut short a meeting at which they feel uncomfortable or to remove themselves form a situation that doesn't feel right, even if that means packing up equipment and leaving a site</p>

Signature of Assessor: _____

Date: _____

	Minor	Moderate	Major	Catastrophic
Operational	Loss of service for up to one day	Loss of service for up to two days	Loss of service for up to one week	Near total loss of service
Financial	Minor loss of income/minor penalty	Moderate loss of income/moderate penalty	Major loss of income/moderate penalty	Catastrophic loss of business
Organisational	Minor impact on key objectives	Moderate impact on key objectives	Late delivery of key objectives	Non-delivery of key objectives
Threat to safety	Minor injuries to multiple people	Serious injuries to multiple people	Single loss of life	Multiple loss of life
Environmental	Minor damage to the environment	Moderate damage to the environment	Major damage to the environment	Catastrophic damage to environment
Legal	No involvement from regulatory body	Warning from regulatory body	Exposure to fines and penalties	Exposure to prosecution
Reputational	Minor local negative publicity	Moderate local negative publicity	National negative publicity	Near total loss of public confidence.

 BROADSTAIRS & ST. PETER'S TOWN COUNCIL	SEXUAL HARASSMENT POLICY
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted by Council Next review due

1. Policy Statement

Broadstairs and St Peter's Town Council is committed to providing all employees with a safe working environment that is free of any discrimination and harassment, including sexual harassment. We operate a zero-tolerance approach for any form of sexual harassment in the workplace and will treat all incidents seriously. We will investigate all allegations promptly and respectfully and will endeavour to treat them in confidence.

Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal. Nobody will be victimised for making a complaint.

2. Definition of sexual harassment

Sexual harassment is any unwelcome conduct of a sexual nature which makes a person feel offended, uncomfortable, humiliated and/or intimidated. This includes 'quid pro quo' harassment, in which a person is asked to engage in a sexual activity as a condition of their employment, and situations that create an environment which is considered hostile, intimidating and humiliating for the recipient.

Sexual harassment can involve single or multiple incidents. Actions constituting harassment may be physical, verbal or non-verbal. Examples of these types of behaviour include, but are not limited to:

Physical conduct

- i. Unwelcome physical contact including
 - pinching,
 - inappropriate touching,
 - patting,
 - stroking,
 - kissing,
 - hugging
 - fondling.
- ii. Physical violence, such as sexual assault.
- iii. The use of job-related rewards or threats to solicit sexual favours.

Verbal conduct

- i. Intrusive questions about someone's private life.
- ii. Sexual comments, stories and inappropriate jokes.
- iii. Sexual advances.
- iv. Repeated and unwanted invitations for physical intimacy or dates.
- v. Comments on an employee's appearance, age, private life etc.
- vi. Insults based on sex.
- vii. Sending sexually explicit messages, such as by phone, email or via social media.

Non-verbal conduct

- i. Displaying sexually explicit, suggestive or erotic material.
- ii. Sexually suggestive signals or gestures.
- iii. Whistling.
- iv. Leering.

This list is by no means exhaustive. Sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the recipient.

Anybody can be a victim of sexual harassment, regardless of their sex and the sex of the harasser. Sexual harassment can also occur between people of the same sex. Similarly, we recognise that sexual harassment can occur between peers or through power disparities, such as a manager and an employee.

Anybody, including employees, clients, customers, casual workers, cleaners, contractors, visitors or representatives of partner organisations who sexually harasses another person will be reprimanded as set out in this policy.

All forms of sexual harassment are prohibited whether they take place on our work premises or offsite, including at social events, business trips, training sessions or conferences.

3. Complaints procedures

Anybody subject to sexual harassment should, if possible, inform the harasser that the conduct is unwanted and unwelcome. However, we realise that sexual harassment may occur in unequal power relationships (such as between an employee and a supervisor) so it may not be possible for the victim to inform the harasser.

If this is the case, he/she can approach one of the designated staff members responsible for handling complaints of sexual harassment. The designated staff members are the Town Clerk, the Deputy Town Clerk and the Staff Liaison Councillor.

When the designated person receives a complaint of sexual harassment, they will:

- Record the dates and times of the incident(s).
- Record the facts of the incident(s).
- Ask the victim what outcome they want from the complaint.
- Ensure the victim is aware of the complaint procedure and how the Council will handle it.
- Discuss and agree the next steps.
- Keep a confidential record of all discussions.
- Respect the choice of the victim and not push them to act differently.
- Explain to the victim that they can take the complaint outside the company, such as to an employment tribunal, if they wish.

Employees are entitled to receive counselling services to discuss the emotional impact of sexual harassment if they wish to do so.

4. Informal complaints

If the victim wishes for the matter to be dealt with more informally, the designated person will:

- Speak to the alleged harasser and give them the opportunity to respond to the complaint.
- Ensure that the alleged harasser understands the complaints procedure.
- Facilitate discussion between both parties to achieve an informal resolution that the complainant is happy with or refer the issue to a mediator.
- Keep a confidential record of the events and what happens.
- Follow up after the resolution has been achieved to ensure the behaviour has stopped.
- Ensure that the complaint is handled within ten days of being made.

5. Formal complaints

If the victim wishes to make a formal complaint, or if the informal complaint procedure has not given them a satisfactory outcome, then a formal complaint procedure should be followed. If the latter is the reason for the formal complaint, then the designated person who handled the first complaint should be different to who handles the second.

The person carrying out the investigation should:

- Interview the victim and harasser separately.
- Interview other relevant third parties separately.
- Find out the details of what took place.
- Produce a report detailing the investigations and findings.
- Decide the appropriate outcome for the harasser and liaise with the victim to do so.
- Follow up after the procedure to ensure the behaviour has stopped and the victim is happy with the outcome.
- Keep a record of all actions taken and ensure these remain confidential.
- Make sure that the complaint is addressed in a fair and timely manner and within ten days of the complaint being made.

6. External complaints

A person subjected to sexual harassment can also make a complaint outside the Council. This can be done through an employment tribunal, ombudsperson, etc.

7. Sanctions and disciplinary measures

Anybody found guilty to have sexually harassed another person, as outlined in the definitions section of this policy, may be subjected to any of the following sanctions:

- A verbal or written warning.
- Performance evaluation.
- Demotion.
- Transfer.
- Suspension.
- Dismissal.

The disciplinary measure taken will depend on the extent and seriousness of the harassment. Our zero-tolerance policy means that issues such as these are not trivial. Certain cases, such as sexual assault, will be reported to the police.

In the case of harassment by a third party contractor or partner organisation, that person's employer will be informed. In the case of harassment by a client or customer the Council will refuse to have any further dealings.

In cases where a complaint is not upheld they will not face any disciplinary action as long as their complaint was not malicious.

8. Time off due to sexual harassment at work

If a victim requires time off as a result of sexual harassment this may be taken as sickness absence or time off for specialist appointments such as counselling. Time off will be paid.

9. Implementation of the policy

Broadstairs and St Peter's Town Council will ensure that this policy is circulated to everyone in the organisation as well as included in the staff handbook. All new employees must be trained on this policy as part of their induction in the company. Every year, Broadstairs and St Peter's Town Council will require all employees to undertake refresher training on sexual harassment. It is the responsibility of all managers to ensure that their employees are aware of this policy.

10. Monitoring of the policy

We recognise the importance of monitoring this sexual harassment policy and evaluating its effectiveness. As a result, we will ensure that we continuously check the effectiveness of the policy by anonymously gathering data, such as through questionnaires.

Supervisors, managers and those who are responsible for dealing with sexual harassment cases will report on staff compliance with this policy. They will also report on the number of incidents, how they were dealt with and any recommendations made by victims.

11. Active prevention

The Council has a duty to take reasonable steps to prevent sexual harassment of its employees. Consequently it will do the following;

- Make it clear to everyone who works for the Town Council or uses its services that sexual harassment of its staff will not be tolerated.
- Encourage all staff to report incidents of sexual harassment.

- Encourage staff to report situations where they felt at risk even if nothing happened.
- Set standards of behaviour and an inclusive culture of respect where harassment is neither tolerated nor ignored.

11. Support

There are many external support agencies that can offer you help and support if you are a victim of sexual harassment and you need someone to talk to. Some examples include:

- Contact Citizens Advice 0800 144 8848.
- Contact the ACAS helpline: 0845 747 4747.

If you have been the victim of sexual assault or rape, you can contact:

- NHS direct on 111
- Victim Support line: 0808 168 9111.
- Survivors UK 0808 8010332
- Male Survivors Partnership www.malesurvivor.co.uk