



Broadstairs & St Peter's Town Council

21 January 2026

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

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 24 January 2026 at 7pm.**

A handwritten signature in black ink that reads "Kirsty Holroyd".

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 15 December 2025.

Attach 1

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

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

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

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

7. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Tuesday 13 January 2026 and consider any recommendations therein.

Attach 2

8. ENVIRONMENT COMMITTEE

To receive the draft minutes of the meeting held on Monday 12 January 2026 and consider any recommendations therein.

Attach 3

9. COMMUNITY ASSETS COMMITTEE

To receive the draft minutes of the meeting held on Monday 19 January 2026 and consider any recommendations therein. **Attach 4**

10. COMMUNICATIONS

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

11. FINANCE

- i) To receive and approve a report concerning payments for the period 16 December 2025 to 20 January 2026 **Attach 5**
- ii) To receive a report concerning receipts for the period 16 December 2025 to 20 January 2026 **Attach 6**
- iii) To receive information about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive and approve a report concerning payments for the period 21 January 2026 to 24 January 2026.
- vi) To receive and consider a summary report of payments and receipts as to 30 December 2025 (end of Qu. 3) in line with Standing Order 16 cii) **Attach 7**
- vii) To receive and note the bank reconciliation report dated 30 December 2025 (end of Qu 3) in line with Standing Order 17 ciii) **Attach 8**
- viii) To receive a report from the Finance Officer and consider writing off a bad debt. **ENC 1**

12. BUDGET 2025/26

- i) To receive an updated document detailing proposed expenditure and resulting total requirement. **Attach 9**
- ii) To discuss and approve the final requirement
- iii) To receive an update showing the effect of any surplus and anticipated income to offset the requirement **Attach 10**
- iv) To receive a document complete with 2026-27 tax base figures to illustrate the effect of any increase on the Council Tax demand upon the Council tax. **Attach 11**

13. PRIVATE MOTION

To receive and consider a proposal from Cllr Garner regarding the display of flags **Attach 12**

14. CHRISTMAS LIGHTS

To receive a report from the Deputy Town Clerk and consider extending the term of the contract. **Attach 13**

15. PIERREMONT DEPOT

To share any updates.

16. PRIDE OF PLACE FUNDING

To share any updates

17. GRANTS

- i) To receive a report on grants awarded so far this year **Attach 14**
- ii) To receive and consider a request for funding from Broadstairs Folk Week **Attach 15**
- iii) To receive and consider a request for funding from Broadstairs Christchurch.

iv) To receive and consider a request for funding from the Town Team (Gardening group) **Attach 16**
Attach 17

18. SCHEME OF DELEGATION

To receive the updated document and undertake the annual review. **Attach 18**

19. STAFF EYE TEST POLICY – DISPLAY SCREEN USERS

To receive and review the document **Attach 19**

20. PIERREMONT PARK PARKING POLICY

To receive and review the document **Attach 20**

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.

21. LEGAL ISSUES -

To receive any relevant information from the Town Clerk.

22. SUMMER SECURITY MEASURES

- i) To receive information received by the Town Clerk (Summer fireworks)
- ii) To receive and approve the draft tender for beach and high street summer security contract **ENC 2**

23. STAFF MANAGEMENT ISSUES

- i) To receive a summary of the Town Clerk’s annual appraisal 2025 **ENC 3**
- ii) To receive information about a short term project and consider allocating it to a member of staff. **ENC 4**

Members of the public may re-enter the meeting

24. DATE OF NEXT MEETING –Monday 23 February 2026 at 7pm in Pierremont Hall.