



Broadstairs & St Peter's Town Council

19 February 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 23 February 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 26 January 2026.

Attach 1

5. 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.

6. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Monday 2 February 2026 and consider any recommendations therein.

Attach 2

7. COMMUNITY ASSETS COMMITTEE

To receive the draft minutes of the extraordinary meeting held on Tuesday 10 February 2026 and consider any recommendations therein.

Attach 3

8. EVENTS, LEISURE AND TOURISM COMMITTEE

To receive the draft minutes of the meeting held on Monday 16 February 2026 and consider any recommendations therein.

Attach 4

9. COMMUNICATIONS

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

10. FINANCE

- i) To receive and approve a report concerning payments for the period 25 January 2026 to 18 February 2026 **Attach 5**
- ii) To receive a report concerning receipts for the period 25 January 2026 to 18 February 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 18 February 2026 to 23 February 2026.

11. PRECEPT 2026-27

To receive and approve an update on the final figure requested from TDC. **Attach 7**

12. PHASE III

- i) To consider and approve the process by which the main contractor will be appointed. **Attach 8**
- ii) To agree which councillors are to be part of the interview process.

13. QUADRENNIAL REVIEW OF TOWN AND PARISH COUNCIL ALLOWANCES – EKJIRP RECOMMENDATIONS 2026 - 2030.

- i) To receive the NALC advice note concerning Parish Basic Allowances **Attach 9**
- ii) To receive and note the report. **Attach 10**

14. BROADSTAIRS YOUTH FORUM

To receive the minutes of the last meeting. **Attach 11**

15. PRIDE OF PLACE FUNDING

To share any updates

16. SUMMER SECURITY CONTRACT

To receive an update and consider whether to undertake an interview process in addition to the evaluation.

17. GRANTS

To receive an application for sponsorship from the Broadstairs Food Festival **Attach 12**

18. FIXED ASSETS POLICY

To receive and review the document **Attach 13**

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.

19. LEGAL ISSUES -

To receive any relevant information from the Town Clerk.

20. PIERREMONT DEPOT

- i) To discuss Social Value

- ii) To receive legal advice from the Town Council's solicitor
- iii) To receive the Town Clerk's notes regarding the bid.
- iv) To receive a draft risk assessment and options appraisal

ENC 1
ENC 2

Members of the public may re-enter the meeting

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



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 26 January 2026 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, R Farooki, M Garner, C Kemp, C Leys, A Munns, E Orhan, J Nichols, 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.

771. WELCOME AND INTRODUCTIONS

772. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Jacobs, Moore and Pressland were received and accepted.

773. DECLARATIONS OF INTEREST – Cllr K Bright declared an interest in item 15: Pierremont Depot.

774. MINUTES

RESOLVED: That with an amendment to minute 762 to clarify the sum recorded is for December salaries, not November, the minutes of the Council meeting held on 15 December 2025 can be approved and duly signed as a true record by the Chairman.

775. MATTERS ARISING

Minute 761: The letter of thanks has been gratefully acknowledged.
Minute 769: The mandatory training is now available and the link has been sent to all councillors.

776. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETERS

A representative of the friends of Pierremont Park spoke about the sale of the depot and encouraged the Town Council to work with groups in the town to formulate a viable plan for the site.

Cllr Finch, KCC Member for Broadstairs gave Kent Highways' official position on the flags which have been unofficially fixed to lampposts throughout the town.

The Chairman thanked both for their comments and explained each matter would be discussed by Council later in the meeting.

777. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 13 January 2026.
RESOLVED: Members agreed to note.

778. ENVIRONMENT COMMITTEE

Members received the draft minutes of the meeting held on Monday 12 January 2026.

RESOLVED: Min 117: That the quote from Box Green to undertake the town planting scheme for the next 27 months be accepted at a total cost of £19,010.

779. COMMUNITY ASSETS COMMITTEE

Members received the draft minutes of the meeting held on Monday 19 January 2026.

RESOLVED:

Min 280 That the quote from Ability Sash to refurbish 16 sash windows in Pierremont Hall be accepted at a cost of £23,625.

Min 285: That the Town Council does not wish to purchase the former toilet block at Albion Street car park.

780. COMMUNICATIONS

i) The Town Mayor gave a report on the two Carol services he had attended on behalf of the Town Council prior to Christmas.

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

- The Town Council gardeners have agreed to work in Nuckles Garden for a week at the end of January to assist TDC. This will be repeated with a further week's work in the autumn.
- The Woodland Manager has produced his first newsletter of 2026 which has been sent out by email and via social media. Copies were passed to councillors.
- Pierremont Hall has won a second award for the quality of its weddings. This time wedding website Hitched has given it a five star rating based on reviews from couples who have held their wedding at the venue.
- At the recent police surgery, PC Crush was reported to have been contacting the local schools to help identify potential flash points for ASB over the summer (exam dates, end of term dates etc) The Town Clerk has contacted him to arrange a meeting to discuss how the Town Council can assist in a joined up approach to this. It was agreed he should also be invited to the School Forum.
- TMD have sent through the latest progress report as promised. Copies had been sent to all councillors. A decision was needed regarding timeframes for considering tenders.

RESOLVED: That the Town Clerk set up an online meeting with the Phase III subgroup to discuss this.

781. FINANCE

i) Members received a report concerning payments for the period 16 December 2025 to 20 January 2026 (see agenda).

RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 16 December 2025 to 20 January 2026 (see agenda).

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries totalling £42,648 for the month of January.

RESOLVED: Members agreed to note.

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

RESOLVED: Members agreed to note.

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

RESOLVED: That the payments be approved.

vi) Members received and considered a summary report of payments and receipts as to 30 December 2025 (end of Qu.3) in line with Standing Order 16 cii).

RESOLVED: Members agreed to note.

vii) Members received and noted the bank reconciliation report dated 30 December 2025 (end of Qu.3) in line with Standing Order 17 ciii).

RESOLVED: Members agreed to note.

viii) Members received a report from the Finance Officer and considered writing off a bad debt.

RESOLVED: That the debt to the value of £3805.64 be written off.

782. BUDGET 2026-27

i) Members received an updated summary document detailing proposed expenditure and resulting total requirement. It was noted that with final figures now having been received from various contracts since the December meeting, including items agreed earlier in this meeting, there was a net additional requirement of £8625 bringing the total anticipated expenditure to £1,075,596.60.

RESOLVED: members agreed to note.

ii) Members discussed whether further additions to the reserves were needed.

RESOLVED:

a) That the Memory Bench and Retort House contingencies reserves be closed and the funds moved to Future Asset Refurbishment.

b) That the proceeds of the sale of Retort House be moved to Future Asset refurbishment.

c) That once the £50,000 top up approved at the November meeting is applied, there will be no need for further top-ups to the reserves.

iii) 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 £942,777.60.

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: Members agreed a precept demand of £944,903.34. which results in a Band D Council Tax of £89.58. This represents an increase of approximately 6% on the current year or £5.07 per annum on the average Band D property.

783. PRIVATE MOTION

Members received and considered a proposal from Cllr Garner regarding the display of flags on lampposts. Members acknowledged the official line that Kent Highways will not remove flags from public infrastructure unless they pose a health and safety risk.

RESOLVED:

i) That the Town Clerk:-

Write formally to Kent County Council, as the highway authority, requesting the removal of unauthorised flags attached to lampposts and other highway street furniture within Broadstairs & St Peter's.

Ask Kent County Council to confirm:

- o **the legal position regarding such attachments,**
- o **the process for removal,**
- o **and how the public will be informed of the policy.**

Request that any action taken is communicated clearly as a matter of public safety and community cohesion.

ii) that Broadstairs and St Peter's Town Council reaffirm its commitment to an inclusive, respectful and welcoming town to live, work and visit.

784. CHRISTMAS LIGHTS

Members received and considered a report from the Deputy Town Clerk.

RESOLVED: that an extension to the contract of two years be offered to the current supplier, SparkX at the same cost as 2025.

785. PIERREMONT DEPOT

Members discussed the merits of developing a plan with social value even before viewing the land in order to be well placed for consideration.

RESOLVED:

i) That an informal meeting of the key stakeholders be arranged to discuss and develop such a plan.

ii) That any recommendations and decisions are considered at an extraordinary meeting of the Community Assets Committee to be convened shortly afterwards.

786. PRIDE OF PLACE FUNDING

There were no formal updates but the Town Clerk shared notes from Birchington Parish Council which recently voted in favour of lobbying TDC for each parish to have a share of the money rather than it being allocated to two flag ship projects as publicised. Cllr K Bright considered that would not be possible due to the onerous burden many smaller projects would put on TDC officers who have been tasked with administering the fund.

RESOLVED: Members did not feel able to support the proposal that monies are divided up proportionately but will wait to hear the method of allocation from TDC.

787. GRANTS

i) Members received a report on grants awarded so far this year.

RESOLVED: members agreed to note.

ii) Members received and considered a request for funding from Broadstairs Folk Week.

RESOLVED: That £10,000 be allocated to sponsor the event, proved the Town Council is acknowledged as the headline sponsor.

iii) Members received and considered a request for funding from Broadstairs Christchurch.

RESOLVED: that £14,359 is approved for the provision of a new kitchen and flooring.

iv) Members received and considered a request for funding from the Town Team (Gardening group).

RESOLVED: that £1532 is approved for two projects within the town.

788. SCHEME OF DELEGATION

Members received the updated document and undertook the annual review.

RESOLVED: That the document is approved with the suggested addition to reflect the Council resolution at minute 745 of the November meeting.

789. STAFF EYE TEST POLICY

Members received and reviewed the document.

RESOLVED: That the document be approved with no need for any amendments.

790. PIERREMONT PARK PARKING POLICY

i) Members received and reviewed the document.

RESOLVED: That the document be approved. There is no need to adopt the suggested amendment since a new EVCP is soon to be installed.

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

791. LEGAL ISSUES

The Town Clerk explained the process for accessing legal advice via NALC's Direct Access Service.

RESOLVED: That the Town Clerk has blanket permission to access the service whenever she considers legal advice is in the Town Council's best interests.

792. SUMMER SECURITY MEASURES

i) The Town Clerk updated members on some concerns by local groups at the rise in ASB in the town. Members reaffirmed their commitment to addressing this by means of increasing the budget for beach and high street security. They also agreed that the next Town Forum can focus on security and anti-social behaviour in the town.

ii) Members received the draft tender for the beach and high street summer security contract.

RESOLVED: that the tender is fit for purpose and can be published.

**Cllr Orhan left the meeting at 20.50.*

793. STAFF MANAGEMENT ISSUES

i) Members received and considered a summary of the Town Clerk's appraisal.

RESOLVED: That the document be noted and that the Town Clerk receive a one-point salary increment in light of evidenced satisfactory performance.

ii) Members received information about a short term project to research and record the history of Pierremont Hall.

RESOLVED:

i) That a budget of £2000 be allocated to the project.

ii) that organisation of staff for the project be allocated to the Town Clerk.

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

794. DATE OF NEXT MEETING

Monday 23 February 2026 at 7pm in Pierremont Hall.

Meeting closed at 8.59 pm

Signed _____ Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 2ND FEBRUARY 2026

Present: Cllrs J Bayford, M Garner, P Jacobs, P Moore, E Orhan, S Roberts (Chair)
Deputy Town Clerk – Julie Belsey

Minutes marked * require a resolution from the Town Council

521 OPENNESS AND TRANSPARENCY

Cllr Roberts 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.

522 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr K Pressland.

523 DECLARATIONS OF INTEREST

There were no declarations of interest.

524 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 13th January 2026

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

There were no matters arising.

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

None

527 CORRESPONDENCE

None

528 CHAIR'S REPORT

None

529 SECTION 106

Cllr Garner confirmed that section 106 would be an item on the next Town and Parish Forum held at Thanet District Council.

530 NEIGHBOURHOOD PLAN BUSINESS

A recommendation for Cllr P Jacobs to be appointed on to the Neighbourhood Plan Sub-Committee to be taken to full Council on 23rd February 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 matters.

531 PLANNING APPLICATIONS

- i) There were no reserved planning applications to discuss.
- ii) **No Comment** was made on all other applications on the weekly lists (all unanimous):

| | |
|---------------|-------------------------------------------------------|
| 25/1293/ML | 115 Percy Avenue, Broadstairs CT10 3LD |
| 25/1349/DF | 24 Westwood Cross, Margate Road, Broadstairs CT10 2BF |
| A/25/1350/DF | 24 Westwood Cross, Margate Road, Broadstairs CT10 2BF |
| 26/0016/VKB | 8 Stone Road, Broadstairs CT10 1DY |
| 25/1285/ML | The Lookout, The Harbour, Broadstairs CT10 1EU |
| 26/0030/ML | 3 The Ridgeway, Broadstairs CT10 2HB |
| L/25/1377/VKB | 16-18 Albion Street, Broadstairs CT10 1LU |
| 25/1376/VKB | 16-18 Albion Street, Broadstairs CT10 1LU |
| 25/1280/GD | 173 Westwood Road, Broadstairs CT10 2NR |

532 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/ HEDGEROW REMOVAL APPLICATIONS

- i) There were no reserved tree application to discuss.
- 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/26/0015/MM | St Peter's Churchyard, St Peter's Footpath, Broadstairs CT10 2RA |
| TPO/26/0035/MM | 2 Crown Cottages, Pearsons Way, Broadstairs CT10 3JE |

533 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 2 March 2026 at 7pm.

Meeting closed at 19:05
Deputy Town Clerk

DRAFT



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES OF THE EXTRAORDINARY MEETING HELD ON

Tuesday 10 February 2026 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs J Bright, M Garner, C Kemp, C Leys, A Munns (Chairman), S Roberts,

Town Clerk: Kirsty Holroyd

Before the meeting began the Chairman, Cllr Munns welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

287. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllrs K Bright and G Rusiecki

288. DECLARATIONS OF INTEREST

None

289. MINUTES

Members received the minutes of the meeting held on Monday 19 January 2026.

RESOLVED: That the minutes be signed as a true record by the Chairman.

290. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None.

291. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

A member of the public representing Friends of Pierremont Park was in attendance and thanked councillors for taking residents' concerns seriously and calling this extraordinary meeting. She reported that the depot was now being marketed at £475,000 and the existence of the covenant appears to have been disregarded. However she had received assurances from the Leader of TDC that the process need not be rushed and he would wait to hear from the Town Council prior to accepting a commercial offer.

292. PIERREMONT DEPOT

i) Members received the notes of an informal meeting with Friends of Pierremont Park which was held on 3 February 2026 and considered the actions discussed:

1. Town Council continue to request a meeting with TDC leaders to discuss a simple transaction which makes logical sense for both parties.

2. The Town Council work in partnership with TDC to bring Pierremont Park back to life utilising Pride in Place funding and capitalising on the location of the depot to do so.
3. A group made up of FoPP and members of the Community Assets Committee develop a longer-term vision for the site.

To assist the discussion, the Town Clerk read out a note which she had written to the leader and the chief executive of TDC on 29 January 2026:

We read of TDC's intention to sell Retort House with interest. This disposal will realise a significant and hitherto unforeseen capital receipt to be factored into the £1.25m the Council has identified as necessary to meet its capital investment, repairs and maintenance obligations.

The pressure – and perhaps the need – to sell Pierremont Park depot has therefore been significantly reduced and we would welcome a conversation about the future of the site now that the financial landscape has shifted.

Cllr Garner had followed this up a week later on 5 February with the following:

As Kirsty writes we would welcome a conversation with you about the future of the old Pierremont Park Depot. We have been waiting for a marketing pack to be issued since last October and are preparing, working also with members of the local community, to respond if need be.

I am hoping that the reason the marketing pack hasn't been issued is because consideration is being given to incorporating the depot into a major capital project to renovate Pierremont Park and Gardens using a significant element of the Pride in Place Impact Fund as was discussed at last December's TDC Council Meeting.

If this is so, I believe it would increase the chances of this proposal being successful if TDC and Town Council were to work together on it, especially now that it is the Town Council gardeners who have taken on the task of looking after some of the gardens in Pierremont Park.

If consideration is not currently being given to this proposal, I would like to ask that it is and ask how best we can be involved in progressing it.

I've cc'd Cllr Bright into this email as he is our nominated representative on the Thanet Regeneration Board for discussions relating to the Pride in Place Impact Fund.

The Chief Executive responded the same day, 5 February 2026 to the Town Clerk's email:

Many apologies for my late reply. I've been waiting for some specific information, but in its absence, I can reply as in the end the answer to your question is more of a general one.

We have a significant capital programme, some part of which is supported by predicted but unspecified capital receipts that arise from selling assets for which TDC has no longer any use. That, for us, is a more sustainable way of funding the programme, as the alternative is borrowing, which has to be funded through our (very tight) revenue budgets.

The parts of the capital programme that are funded by receipts are primarily related to building maintenance. The calls on this funding are significant. Thanet owns substantial property that has not been adequately maintained over a number of years, and the potential spend runs to several £ millions.

We have set ourselves a target of raising up to £6 million of receipts over the next 3-4 years to help us keep our stock up to basic compliance standards.

That means that, even if one receipt becomes available. it does not lift the requirement to pursue other receipts.

It's also worth saying that we don't, as yet, have a formal Cabinet decision to seek to sell Retort House. That will be considered at Cabinet on 16 February.

The Leader responded the following day 56 February 2026 to Cllr Garner's email:

We are proceeding to advertise the depot site for sale next week. The town council will then be able to engage on the same basis as any other interested party and make any proposals it wishes to make. It is important that the process is managed on a fair and transparent basis in order that we comply with our obligations to demonstrate best value.

I look forward to hearing about your ideas in that process.

RESOLVED:

- i) that TDC have stated their position very clearly and consistently.**
- ii) that the contents of the responses render agreed actions 1 and 2 pointless and unattainable.**
- iii) that agreed action 3 be implemented immediately and TDC notified.**
- iv) that the initial vision be shared with Council on 23 February 2026 and if approved a bid be further developed in time for the next Community Assets meeting on 16 March 2026.**

ii) Members received a document identifying the Town Council's obligations under Standing order 16.4.

RESOLVED:

- i) that a survey of the site is not necessary at this point**
- ii) That the Town Council's solicitor be asked to look at the covenant and the land registry details.**

iii) Members received an initial risk analysis outlining key considerations. The Town Clerk explained that whilst the work was being undertaken to develop a community

plan for the site, the council would also have to undertake its usual due diligence and follow agreed and approved processes. This will include a full risk assessment of both acquiring the depot site and *not* acquiring the depot site.

RESOLVED: that members had nothing further to add to the document at present.

293. DATE OF NEXT MEETING

Monday 16 March 2026 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.52

Signed _____

Date _____



Broadstairs & St Peter's Town Council

Attach 4

Events, Leisure & Tourism Committee

Minutes of the meeting held on Monday 17 February 2026 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs: Mike Garner (Chair), Charlie Leys (*arrived 19:40*), Steve Roberts, Alan Munns, Joanne Bright.

Officers: Leanne Hadden – Events and Bookings Manager, Mia Tillett- Events Supervisor & Julie Belsey - Deputy Town Clerk

One member of public

187. CHAIRS WELCOME - OPENNESS AND TRANSPARENCY

Cllr Garner reminded those present of the following: The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

188. APOLOGIES FOR ABSENCE

Apologies with reason were received from Cllrs Colin Kemp and (Vice chair) George Rusiecki and accepted by resolution of the committee.

John Nichols not in attendance.

189. DECLARATIONS OF INTEREST

None were received.

190. MINUTES OF LAST MEETING

RESOLVED: That the minutes of the Council meeting held on Monday 10th November 2025 can be approved and duly signed as a true record by the Chairman.

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

None were received.

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

A member of the public addressed the committee on ideas relating to the Christmas Lights in Broadstairs High Street. Suggestions were given to the committee; fund raising and engagement with local business for window display competition.



Broadstairs & St Peter's Town Council

193. CHRISTMAS LIGHTS

The Deputy Town Clerk informed those present of the costs for additional lights across the street and additional lamp columns and potential costs of changing the lamp column motifs, including the need for wayleaves from the building owners, costs for installation in the first year, ongoing costs each year and all permits and associated costs required.

RESOLVED: Members agreed to note the following:

- i) Deputy Town Clerk to report back to Council on possible alternative options for the across street lighting bearing in mind that there will be a maximum weight and this may change following the pull testing on the current cables.
- ii) Community Engagement Officer to explore ideas on community engagement to encourage Christmas window displays with local businesses and report back to council.

Member of public left the meeting.

194. COMMERCIAL EVENTS UPDATE

Members received and considered a report supplied by the Events and Bookings Manager & the Events Supervisor

RESOLVED: Members agreed to note the following:

i) KENT WEDDING AWARDS

Members received an update from the Events and Bookings Manager & the Events Supervisor on the Kent Wedding Awards. Members were asked if they would like the Events team to apply for a third year.

RESOLVED: All Members agreed to apply for a third year and explore different award categories with Kent Wedding Awards. Members all agreed that this help market Pierremont Hall.

All members agreed to the direction to which the commercial events are going for 2026 so far.

195. COMMUNITY EVENTS

Members received and considered a report on past 2025 events not presented at the last committee meeting (10th November 2025) supplied by the Events Supervisor.

RESOLVED: Members agreed to note.

Members received and considered a report on community events in 2026 supplied by the Events Manager.

RESOLVED: Members agreed to note the following:



Broadstairs & St Peter's Town Council

i) COMMUNITY FESTIVAL

Members received an update from the Events and Bookings Manager on the commercial stalls for the Community Festival. Due to cost of the stalls and bad weather from last year's event, it was suggested by the Events and Bookings Manager that gazebos would be a better structure for commercial business. Due to the council not owning their own gazebos to offer to businesses, at a hire cost, the suggestion was given that the event was to operate as a pitch fee instead for a stall hire.

RESOLVED: All members agreed to commercial businesses bringing their own gazebos at a pitch cost of £40.00, and to receive a 50% off for those with a CT10 post code.

ii) SUMMER THEATRE

Members also received a link to the Summer Theatre contract with Applause Rural Touring with breakdown of cost and dates agreed.

RESOLVED: All members approved the dates and costs totalling £4902 and agreed that the contract can now be signed.

iii) CHRISTMAS MARKET

Members received an update from the Events and Bookings Manager on the stalls for the Christmas Market. Following bad weather last year, the Events and Bookings Manager is exploring alternative stall options to offer commercial businesses.

Join to time restraints, it was asked if members granted the Events and Bookings Manager final approval on attendance fees for commercial businesses.

19:40 Cllr C Leys entered the meeting

RESOLVED: All members agreed that the Events and Bookings Manager will continue to research alternative solutions for better stalls for the Christmas Market and is granted approval on final fee prices to commercial business in line with the set events budget.

Cllr Allan Munns suggested researching costs for the council in the future to purchase their own gazebos to hire to market holders.

iv) UNDER 18'S

Members received an update from the Events and Bookings Manager & the Events Supervisor on the Under 18's Events planned in 2026.

Events and Bookings Manager updated the council on the 14th February event, Valentines Day Film Night which could not be in the previous agenda due to happening days before this meeting. The updated was that five young people attended the event. It was reported that the events team are struggling to reach the demographic when marketing to Under 18's.



Broadstairs & St Peter's Town Council

Events and Bookings Manager & the Events Supervisor updated the council on the Youth Forum generated event, The Winter Ball, which was cancelled after the agenda was published, due to lack of ticket sales. Reasons given to the council by the Events and Bookings Manager as to why this may have occurred, were as followed; miss communication as to who the event was for (public or just towards Charles Dickens students) and lack of interest from students involved in organising the event. It was suggested by the Events and Bookings Manager that before the Events Department get involved with the next school, a meeting with Charles Dickens is needed to receive as much feedback as possible. As well as a meeting with the School Engagement Officer to understand what is expected from these school generated events.

RESOLVED: Members agreed to note.

Cllr Joanne Bright to arrange a meeting with Events and Bookings Manager and Town Clerk.

196. GRANTS

- i) Members received a summary of grants awarded this financial year.
RESOLVED: Members agreed to note.
- ii) Members received a request for funding from The GAP project.
RESOLVED: That a grant of £4097 be awarded to fund the children and families work programme.
- iii) Members received a request for funding from the Sarah Thorne Theatre
RESOLVED: That a grant of £4500 be awarded to sponsor less commercial productions on condition that the Town Council is acknowledged in all publicity.

197. DATE OF NEXT MEETING: NOT RESOLVED. Dates will be updated on the 20th April for 2026-2027 Calendar of Meetings.

Meeting closed at 20:07pm.

Signed _____ Date _____



Broadstairs & St Peter's Town Council

Draft

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

18 February 2026 (2025-2026)

| Voucher Code | Date | Minute | Bank | Payment Ref. | Description | Supplier | VAT Type | Net | VAT | Total |
|-------------------------------------|------------|--------|----------------------|--------------|-------------------------------|-----------------------------|----------|----------|--------|----------|
| 1163 IT | 26/01/2026 | | Lloyds Corporate Cre | | lpad storage | Apple.com | S | 2.49 | 0.50 | 2.99 |
| 1249 Waste removal | 26/01/2026 | | Nat West Current Ac | | Waste Services | Business Waste Co UK | S | 186.40 | 37.28 | 223.68 |
| 1251 Licences | 26/01/2026 | | Unity Trust | | film hire | Motion Picture Licensing Co | S | 450.00 | 90.00 | 540.00 |
| 1252 Planned building works | 26/01/2026 | | Unity Trust | | fire doors | Cinque Ports Construction | S | 3,545.00 | 709.00 | 4,254.00 |
| 1253 Printer/Photocopier | 26/01/2026 | | Unity Trust | | photocopier | KCS | S | 108.60 | 21.72 | 130.32 |
| 1254 cleaning | 26/01/2026 | | Unity Trust | | Cleaning | Total Cleaning Services | S | 587.64 | 117.53 | 705.17 |
| 1255 Events - Equipment | 26/01/2026 | | Unity Trust | | linen hire | Limitless Sparkle Ltd | S | 3.86 | 0.77 | 4.63 |
| 1256 Mocketts Wood | 26/01/2026 | | Unity Trust | | Supplies | Screwfix | S | 35.78 | 7.16 | 42.94 |
| 1257 Utilities | 26/01/2026 | | Unity Trust | | phones/wifi | Venture Telecoms Ltd | S | 105.40 | 21.08 | 126.48 |
| 1258 Events Room Hire | 27/01/2026 | | Unity Trust | | Stripe Transaction Fee | Stripe | X | 1.82 | | 1.82 |
| 1259 Bathroom items | 30/01/2026 | | Unity Trust | | bathroom supplies | Total Supplies Ltd | S | 79.20 | 15.84 | 95.04 |
| 1260 Fire alarms and emergency ligf | 30/01/2026 | | Unity Trust | | emergency call out | Westgate Security & Electr | S | 403.78 | 80.76 | 484.54 |
| 1262 Mocketts Wood | 30/01/2026 | | Unity Trust | | container hire | Lawrence Container Hire LI | S | 40.04 | 8.01 | 48.05 |
| 1263 Container hire | 30/01/2026 | | Unity Trust | | container hire | Lawrence Container Hire LI | S | 80.08 | 16.02 | 96.10 |
| 1264 Equipment & Furniture | 30/01/2026 | | Unity Trust | | replacement ThinkPad recondit | Cyber Central | S | 450.00 | 90.00 | 540.00 |
| 1265 Electricity | 30/01/2026 | | Unity Trust | | Electricity | British Gas | L | 40.34 | 2.02 | 42.36 |
| 1267 Stripe Fee | 25/01/2026 | | Unity Trust | | Stripe Transaction Fee | Stripe | E | 0.01 | | 0.01 |
| 1271 Finance costs | 30/01/2026 | | Nat West Current Ac | | Stripe Transaction Fee | NATWEST | Z | 7.96 | | 7.96 |
| 1272 Finance costs | 31/01/2026 | | Unity Trust | | bank charges | Unity Bank | Z | 15.30 | | 15.30 |
| 1274 Events Room Hire | 03/02/2026 | | Unity Trust | | Stripe Transaction Fee | Stripe | X | 2.36 | | 2.36 |
| 1275 Broadstairs in Bloom | 05/02/2026 | | Unity Trust | | Grounds Maintenance | NDL Boxgreen Ltd | S | 190.00 | 38.00 | 228.00 |
| 1275 Culmers Amenity Land | 05/02/2026 | | Unity Trust | | Grounds Maintenance | NDL Boxgreen Ltd | S | 122.13 | 24.43 | 146.56 |
| 1275 Grounds Maintenance | 05/02/2026 | | Unity Trust | | Grounds Maintenance | NDL Boxgreen Ltd | S | 886.25 | 177.25 | 1,063.50 |
| 1277 Glass Door maintenance | 05/02/2026 | | Unity Trust | | door service | ADMI Doors Limited | S | 118.00 | 23.60 | 141.60 |
| 1278 Training & Subscriptions | 05/02/2026 | | Unity Trust | | Training | KALC | S | 30.00 | 6.00 | 36.00 |
| 1279 Training & Subscriptions | 05/02/2026 | | Unity Trust | | CLILCA training | KALC | S | 600.00 | 120.00 | 720.00 |
| 1280 Licences | 05/02/2026 | | Unity Trust | | website hosting | Coppard Digital Ltd | S | 200.00 | 40.00 | 240.00 |
| 1281 intruder alarm | 12/02/2026 | | Unity Trust | | cttv maintenance | Westgate Security & Electr | S | 129.17 | 25.83 | 155.00 |
| 1282 Travel and Subsistence | 12/02/2026 | | Unity Trust | | expenses | Kirsty Holroyd | Z | 64.00 | | 64.00 |
| 1283 Window cleaning | 12/02/2026 | | Unity Trust | | Window cleaning | G. Piper | Z | 110.00 | | 110.00 |
| 1284 town maintenance (van costs) | 12/02/2026 | | Unity Trust | | ev charger sim card | E. Saunders Ltd | Z | 180.00 | | 180.00 |
| 1285 Victoria Gardens | 12/02/2026 | | Unity Trust | | lawnmower servicing | D. Knight | Z | 180.00 | | 180.00 |
| 1286 Site security | 13/02/2026 | | Unity Trust | | Patrols | Probe Security | S | 770.00 | 154.00 | 924.00 |
| 1286 Security | 13/02/2026 | | Unity Trust | | Patrols | Probe Security | S | 75.00 | 15.00 | 90.00 |

Attach 5

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Payment Ref. | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|-------------|--------------|--------------------------|-----------------------------|----------|------------------|-----------------|------------------|
| 1288 | 13/02/2026 | | Unity Trust | | D. Bradley | Broadstairs Food Festival C | Z | 450.00 | | 450.00 |
| 1289 | 13/02/2026 | | Unity Trust | | Electricity | SSE Energy Solutions | L | 157.01 | 7.85 | 164.86 |
| 1290 | 13/02/2026 | | Unity Trust | | re Fairhurst | TMD Building Consultancy | S | 1,596.00 | 319.20 | 1,915.20 |
| 1291 | 13/02/2026 | | Unity Trust | | Phase 3 - invoice 23532 | TMD Building Consultancy | S | 11,028.55 | 2,205.71 | 13,234.26 |
| 1292 | 13/02/2026 | | Unity Trust | | Phase 3 fees | TMD Building Consultancy | S | 3,666.55 | 733.31 | 4,399.86 |
| 1293 | 13/02/2026 | | Unity Trust | | supplies - facilities | Screwfix | S | 116.60 | 23.32 | 139.92 |
| 1294 | 13/02/2026 | | Unity Trust | | electricity - music room | Edf | L | 169.37 | 8.47 | 177.84 |
| Total | | | | | | | | 26,984.69 | 5,139.66 | 32,124.35 |

Broadstairs & St. Peter's Town Council

18 February 2026 (2025-2026)

RECEIPTS LIST

Attach 6

| Vouch e | Code | Date | Minute | Bank | Description | net | vat | total |
|---------|------------------------------|------------|--------|-------------------|----------------|--------|----------|----------|
| 367 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 70.83 | 14.17 | 85.00 |
| 370 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 519.17 | 103.83 | 623.00 |
| 371 | Events Room Hire | 27/01/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 371 | Events Room Hire | 27/01/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 371 | Events Room Hire | 27/01/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 373 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 373 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 373 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 373 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 373 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 373 | Events Room Hire | 26/01/2026 | | Unity Trust | Room Hire | 15.00 | 3.00 | 18.00 |
| 374 | Tenants' rent and service ch | 27/01/2026 | | Unity Trust | Service Charge | 608.37 | 121.67 | 730.04 |
| 375 | Tenants' rent and service ch | 27/01/2026 | | Unity Trust | Service Charge | 608.37 | 121.67 | 730.04 |
| 376 | Tenants' rent and service ch | 27/01/2026 | | Unity Trust | Service Charge | 608.36 | 121.67 | 730.03 |
| 377 | Events Room Hire | 28/01/2026 | | Unity Trust | Room Hire | 25.00 | 5.00 | 30.00 |
| 378 | Events - Bar | 29/01/2026 | | Unity Trust | Room Hire | 10.00 | 2.00 | 12.00 |
| 378 | Events Room Hire | 29/01/2026 | | Unity Trust | Room Hire | 90.00 | 18.00 | 108.00 |
| 379 | Events Room Hire | 30/01/2026 | | Unity Trust | Room Hire | 120.00 | 24.00 | 144.00 |
| 379 | Events Room Hire | 30/01/2026 | | Unity Trust | Room Hire | 120.00 | 24.00 | 144.00 |
| 381 | Bank Interest | 30/01/2026 | | Net West Business | bank interest | 128.96 | | 128.96 |
| 382 | Events Room Hire | 03/02/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 382 | Events Room Hire | 03/02/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 382 | Events Room Hire | 03/02/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 382 | Events Room Hire | 03/02/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 383 | Events Room Hire | 02/02/2026 | | Unity Trust | Room Hire | 54.00 | 10.80 | 64.80 |
| 383 | Events Room Hire | 02/02/2026 | | Unity Trust | Room Hire | 54.00 | 10.80 | 64.80 |
| 383 | Events Room Hire | 02/02/2026 | | Unity Trust | Room Hire | 54.00 | 10.80 | 64.80 |
| 384 | VAT Refund | 10/02/2026 | | Unity Trust | VAT reclaim | | 1,970.95 | 1,970.95 |
| 385 | Events - Equipment | 06/02/2026 | | Unity Trust | Room Hire | 8.33 | 1.67 | 10.00 |
| 385 | Events Room Hire | 06/02/2026 | | Unity Trust | Room Hire | 150.00 | 30.00 | 180.00 |
| 385 | Events - Equipment | 06/02/2026 | | Unity Trust | Room Hire | 56.67 | 11.33 | 68.00 |
| 385 | Events Room Hire | 06/02/2026 | | Unity Trust | Room Hire | 54.17 | 10.83 | 65.00 |
| 386 | Events Room Hire | 09/02/2026 | | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |

| | | | | | | | |
|-----|------------------------------|------------|------------------|----------------|--------------|-----------------|------------------|
| 386 | Events Room Hire | 09/02/2026 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 386 | Events Room Hire | 09/02/2026 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 386 | Events Room Hire | 09/02/2026 | Unity Trust | Room Hire | 30.00 | 6.00 | 36.00 |
| 387 | Tenants' rent and service ch | 09/02/2026 | Nat West Current | Rent of Office | 964.00 | 192.80 | 1,156.80 |
| 388 | Tenants' rent and service ch | 09/02/2026 | Unity Trust | Service Charge | 2,887.11 | 577.42 | 3,464.53 |
| 389 | Tenants' rent and service ch | 02/02/2026 | Unity Trust | Rent of Office | 590.00 | 118.00 | 708.00 |
| 390 | Tenants' rent and service ch | 11/02/2026 | Unity Trust | Rent of Office | 520.42 | 104.08 | 624.50 |
| 391 | Events -Bar | 12/02/2026 | Unity Trust | Room Hire | 125.00 | 25.00 | 150.00 |
| 391 | Events - Equipment | 12/02/2026 | Unity Trust | Room Hire | 41.67 | 8.33 | 50.00 |
| 391 | Events - Equipment | 12/02/2026 | Unity Trust | Room Hire | 13.33 | 2.67 | 16.00 |
| 391 | Events - Equipment | 12/02/2026 | Unity Trust | Room Hire | 58.33 | 11.67 | 70.00 |
| 391 | Events Room Hire | 12/02/2026 | Unity Trust | Room Hire | 404.17 | 80.83 | 485.00 |
| 391 | Events Room Hire | 12/02/2026 | Unity Trust | Room Hire | 125.00 | 25.00 | 150.00 |
| 391 | Events Room Hire | 12/02/2026 | Unity Trust | Room Hire | 80.00 | 16.00 | 96.00 |
| 391 | Events Room Hire | 12/02/2026 | Unity Trust | Room Hire | 125.00 | 25.00 | 150.00 |
| 392 | Events Room Hire | 16/02/2026 | Unity Trust | Room Hire | 350.83 | 70.17 | 421.00 |
| | | | | | ##### | 3,954.16 | 13,999.25 |

On Monday 26 January 2026 Council approved its precept demand for 2026-7 : £944,903.34 (minute 782 iii)

However, TDC require demands which are divisible by 9 for ease of calculating Council tax.

Our final request is therefore **£ 945,529.89**, and increase of £626.55

Band D tax will therefore be **£89.64** an additional £0.06 per annum.

| Precept £ | % increase | Increase £ | Total Precept | Tax Base | Total Income | Increase £ | nearest Band D divisible by 9 must be divisible by 9 to 2 decimal places |
|-----------|------------|------------|---------------|-----------|--------------|------------|--------------------------------------------------------------------------------|
| 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 | ok |
| 84.51 | 6 | 5.07 | £ 89.58 | 10,548.08 | 944,903.34 | 53,485.09 | 89.64 £ 945,529.89 |
| 84.51 | 7 | 5.92 | £ 90.43 | 10,548.08 | 953,817.52 | 62,399.28 | 90.45 £ 954,073.84 |
| 84.51 | 8 | 6.76 | £ 91.27 | 10,548.08 | 962,731.70 | 71,313.46 | 91.26 £ 962,617.78 |

Attach 7

Procedure for TMD to tender and shortlist candidates for appointment as lead contractor for Phase III.

RECOMMENDATION: Council agrees that:

- That the Town Council delegates the tender process to TMD
- TMD to abide by the legislation under the Procurement Act and the Town Council's own Financial Regulations
- Tenders will be returned to TMD – not the Town Clerk as stipulated in Financial Regulations Appendix A
- Electronic applications will be accepted on this occasion but will not be opened until the formal evaluation procedure starts. A special email box will be set up by TMD for this purpose.
- (Hard copies can be accepted but it is unlikely applicants will use this method)
- TMD to advise on the scoring analysis and evaluation matrix
- A shortlist of potential contractors to be drawn up by TMD
- Final interviews and decision making to be undertaken by the Town Council and TMD.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

COUNCILLORS' ALLOWANCES

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

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

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

Introduction

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

The parish basic allowance

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

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

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

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

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

Parish travelling and subsistence allowance

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

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

Recommendations

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

Parish remuneration panel

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

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

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

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

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

Levels of allowances

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

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

What to do after receiving the recommendation?

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

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

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

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

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

Election to forgo an allowance

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

Recovery of payments made

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

Chair's allowance

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

Dependants' carer's allowance

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

Tax implications

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

Councillors' allowances in Wales

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

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

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

Councils should consult HMRC for taxation questions.



Attach 10

Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax:
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk

To: Town/Parish Clerks

Contact: Kate Batty-Smith
Direct line: (01304) 872303
e-mail: democraticservices@dover.gov.uk
Our ref: EKJIRP/KBS
Your ref:
Date: 23 January 2026

Dear Town/Parish Clerk

QUADRENNIAL REVIEW OF TOWN AND PARISH COUNCIL ALLOWANCES – EKJIRP RECOMMENDATIONS

I am writing to inform you of the outcome of the Quadrennial Review of Town and Parish Council Allowances for the period 2026 to 2030. This follows my letter of 12 March 2025 seeking your views ahead of the review.

The East Kent Joint Independent Parish Remuneration Panel met on 9 January 2026 to consider the results of the review and the recommendations proposed by Democratic Services. The Panel agreed with the recommended allowances and that the report should be circulated to town and parish councils within the Canterbury City Council, Dover District Council and Thanet District Council areas.

A summary of the recommended allowances (Parish Basic Allowance, Chairman's Parish Basic Allowance and travel and subsistence allowances) for the period 2026 to 2030 are set out in Section Four (pages 24 to 31) of the Quadrennial Review report attached to my e-mail.

For ease, the main changes to the Basic Allowance levels are an additional band and a new percentage structure (see table below). The additional band (Band A) is designed to recognise the complexity and workload of the larger councils, whilst the percentages have been increased to reflect the average level of inflation over the last four years and increased costs of living since the last review was carried out in 2021.

The new banding and percentage structure for 2026-2030 is as follows:

| New Band & Percentage | Previous Allowance & Percentage (2021-2025) | Recommended Basic Allowance 2026-2030 |
|-------------------------------------------|--------------------------------------------------------|----------------------------------------------|
| Band A (20%) <i>Pop: 30,000+</i> | <i>Not applicable</i> | £1,140 |
| Band B (15%) <i>Pop: 20,000-29,999</i> | £600 (12%) | £850 |
| Band C (10%) <i>Pop: 10,000-19,999</i> | £300 (6%) | £570 |

| | | |
|--------------|------|------|
| Band D (5%) | £150 | £280 |
| Pop: 1-9,999 | (3%) | |

The recommendations in respect of travel and subsistence allowances were that they should be paid in accordance with the approved HMRC (HM Revenue & Customs) levels, also known as AMAP or Approved Mileage Allowance Payments.

The Panel recommends that the Parish Basic Allowance and Parish Chairman's Basic Allowance should be index-linked to the Consumer Price Index for the next four years to ensure that the allowances for parishes in the same band increase at the same rate. In respect of travel and subsistence allowances, it is recommended that they should be index-linked to HMRC's Approved Mileage Allowance Payments and subsistence rates for the next four years.

Payment of the allowances covered by this review are discretionary and it is for individual town and parish councils to decide whether to pay all, some or none of the allowances recommended by the Panel. The only requirement is that councils should consider the recommendations of the Panel when determining what (if any) allowances to pay their elected members (co-opted and appointed members are entitled to travel and subsistence allowances only).

If you have any questions, please feel free to contact me on 01304 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours faithfully

Kate Batty-Smith
Democratic Services Officer
Dover District Council



QUADRENNIAL REVIEW OF TOWN AND PARISH COUNCIL MEMBERS' ALLOWANCES



**East Kent Joint Independent
Parish Remuneration Panel**

December 2025

Section One

Foreword by the Chairman

*An introduction by Kenneth London, Chairman of the East
Kent Joint Independent Parish Remuneration Panel*

(Option 4b), Dover District Council and Thanet District Council (both Option 4d), it is noted that all have expressed support for unitary models that group the three authorities together. Whilst the Panel does not know what the final form of Local Government Reorganisation for East Kent will look like, it is felt that this review will provide a solid basis for the next review in 2029, regardless of whether this or another Panel is undertaking it. Should town and parish councils take on additional responsibilities previously undertaken at district/city level post-unitarisation, this will need to be factored into the 2029 review.

The methodology supporting the recommendations of the Panel is set out in this document and a summary of the recommendations is provided at Section 4.

I commend this report to the officers and members of the town and parish councils within the areas of Canterbury City Council, Dover District Council and Thanet District Council.

Kenneth London
Chairman

East Kent Joint Independent Parish Remuneration Panel

1. Introduction

- 1.1 The Independent Remuneration Panel is appointed by, and acts in accordance with, the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended). The regulations stipulate that the Panel should be a minimum of three members who cannot be serving officers or councillors of a local authority covered by the Panel.
- 1.2 The membership of the East Kent Joint Independent Remuneration Panel (EKJIRP) currently comprises two members appointed by each of the participating councils which are Canterbury City Council, Dover District Council, Folkestone & Hythe District Council and Thanet District Council.
- 1.3 In addition to setting allowances for district councils, the East Kent Joint Independent Remuneration Panel is required to convene as the East Kent Joint Independent Parish Remuneration Panel to recommend allowances for the town and parish councils within the areas covered by the authorities named at paragraph 1.2. However, please note that Folkestone & Hythe District Council was not a member of EKJIRP at the time of the review and its towns and parishes are therefore not included.
- 1.4 The Panel currently consists of the following members (with one vacancy for Folkestone & Hythe District Council):

Kenneth London (Chairman)

Kenneth is a retired Local Government civil engineer and Chairman of the Kent Courts Board.

Sophie Chadwick

Sophie is a senior manager at Canterbury Christ Church University with experience in both the public and private sectors.

- *To determine whether to recommend the same levels of parish basic allowance and parish travel and subsistence allowance to all the authorities in respect of which it was established.*

2.2 The Panel may make recommendations on allowances for a period of up to four years.

2.3 The Panel must express any recommendation in respect of the Parish Basic Allowance as a percentage of the Basic Allowance paid to district/city councillors in the corresponding District or City Council and a monetary sum corresponding to that percentage. The percentage may be up to 100%.

3. Civic Dignitaries' Allowance

3.1 The Local Government Act 1972 permits the payment of an allowance to the Chairman and Vice-Chairman (or Mayor and Deputy Mayor) of a town/parish council to meet the expenses of the office. The civic dignitaries' allowance falls outside the remit of the Panel and it will not therefore be making any recommendation in respect of it.

Quadrennial Review for Town and Parish Councils

1. Introduction

- 1.1 The Panel is aware that the majority of town and parish councils do not pay any allowances to their elected members and that the receipt of allowances is not a motivating factor for members of the public wishing to stand for office and represent their communities. However, it is also conscious that the payment of an allowance could make the difference to some people in being able to afford to stand for office. Consideration has therefore been given to the impact that the proposed allowance levels could have in this respect.
- 1.2 It is of course for each town and parish council to determine whether it wishes to implement allowances for its elected members and the level that it sets them at, subject to the council taking into consideration the recommendations of the Panel in making that decision.

2. Methodology of Review

- 2.1 The East Kent Joint Independent Parish Remuneration Panel initiated the Quadrennial Review of allowances for town and parish councils in March 2025 by writing to all the towns and parishes within the boundaries of Canterbury City, Dover District and Thanet District Councils, inviting them to give their views, with a deadline for responses of 31 May 2025.
- 2.2 The Panel considered the limited number of responses received: of the 72 parishes contacted, only 15 responded (with 7 of those offering no comments). The only responses of a substantive nature came from Ramsgate Town Council, Sholden Parish Council, Whitfield Parish Council and from a long-serving councillor who is a member of both Guston and Whitfield Parish Councils.
- 2.3 A summary of consultation responses is included in Appendix 2 at Section 5.

figures are produced annually as opposed to the population census which is conducted only every 10 years.

4.2 On this basis, three bands were identified and a percentage allocated to each which equated to the relevant district/city council's Basic Allowance levels as follows:

- Band A: Electorate 20,000 upwards 12%
- Band B: Electorate 10,000 to 19,999 6%
- Band C: Electorate 9,999 and below 3%

These bands and percentages were maintained for the 2021-2025 review and equated to the following levels of Parish Basic Allowance recommended by the Panel in 2021:

- Band A (12%) - £600
- Band B (6%) - £300
- Band C (3%) - £150

4.3 As part of this year's consultation response, Whitfield Parish Council has commented that the current banding does not reflect the actual size or workload for some parishes like itself which have significant planned development and other issues, arguing that Whitfield should be in Band B irrespective of its electorate size.

4.4 Whilst the Panel acknowledges the case put forward by Whitfield Parish Council, it is the Panel's view that the principal factor governing the workload of town and parish councils is the size of the local electorate. There will always be variations in workload and casework complexity between parishes within the same band, but evidencing and quantifying these variations would be difficult. Allowing parishes to move between bands to reflect their heavier workload or the complexity of councillors' casework would be complicating a banding system which is currently clear and easy to understand. In any case, and most importantly, it is open to a town/parish council to pay whatever level of allowance it feels is appropriate, regardless of its band and the amount of allowance recommended by the Panel, if it believes that its councillors deserve additional compensation for their extra workload or responsibilities.

4.5 Ramsgate Town Council is the largest council in the area covered by the review with an electorate of 30,773. Folkestone & Hythe District Council rejoined EKJIRP on 1 June 2025. Folkestone Town Council has an electorate of 34,812 but is not covered by this review. Nevertheless, with the addition of a second parish with over 30,000 electors, it

Table 1: Parish Basic Allowance as a Percentage of a District's Basic Allowance

| Local Authority | 100% Basic Allowance | 20% of District/City Basic | 15% of District/City Basic | 10% of District/City Basic | 5% of District/City Basic |
|-----------------|----------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| Canterbury | £6,638.27 | £1,327.65 | £995.74 | £663.82 | £331.91 |
| Dover | £5,000 | £1,000 | £750 | £500 | £250 |
| Thanet | £5,475 | £1,095 | £821.25 | £547.50 | £273.75 |
| Average | £5,704 | £1,140.88 | £855.66 | £570.44 | £285.22 |

4.11 In line with previous reviews, the Panel has decided that the average of the allowances shown in Table 1 is the appropriate level to use as a benchmark across the three authority areas. Rounding the figures down for administrative ease results in the following recommended Parish Basic Allowance levels for the 2026-2030 period:

- Band A Parish (20%) - £1,140
- Band B Parish (15%) - £850 (41% increase on 2021-2025)
- Band C Parish (10%) - £570 (90% increase on 2021-2025)
- Band D Parish (5%) - £280 (86% increase on 2021-2025)

4.12 The proposed new levels will address concerns raised by parishes such as Whitfield and the councillor serving with Guston and Whitfield Parish Councils who believe that councillors are insufficiently compensated for the time and resources they invest in carrying out their town/parish council work. As stated elsewhere, the Panel's recommendations are not binding and parishes have discretion to pay as little or as much of the basic allowance proposed for their band. Indeed, the overwhelming majority of town and parish councils choose not to pay their councillors at all and, in all likelihood, will continue with that approach.

5. Voluntary Component

5.1 In reviewing the parish remuneration scheme for 2026-2030, the Panel has considered the application of a voluntary component principle, in line with the guidance on Members' Allowances for England. This is the principle that an important part of being a councillor is the desire to serve the public and, consequently, the allowances scheme should not recompense an elected member for 100% of their time. The Panel's view is that a Parish Basic Allowance should be recommended to town/parish councils given the time

Table 3: Recommended Parish Basic Allowance (Band B)

| <i>Electorate</i> | Recommended Parish Basic Allowance | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|------------------------|-------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| 20,000-29,999 (15%) | £850 | 12% | 17% | 15% |

Table 4: Recommended Parish Basic Allowance (Band C)

| <i>Electorate</i> | Recommended Parish Basic Allowance | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|------------------------|-------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| 10,000-19,999 (10%) | £570 | 8.5% | 11.4% | 10.4% |

Table 5: Recommended Parish Basic Allowance (Band D)

| <i>Electorate</i> | Recommended Parish Basic Allowance | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|-------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| 1-9,999 (5%) | £280 | 4.2% | 5.6% | 5.1% |

| | | | | |
|---------------|---------------|-------|-----|-----|
| 20,000-29,999 | £1,700 | 25.6% | 34% | 31% |
|---------------|---------------|-------|-----|-----|

Table 8: Recommended Parish Chairman's Basic Allowance (Band C)

| <i>Electorate</i> | <i>Parish Chairman Basic Allowance</i> | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|-----------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| 10,000-19,999 | £1,140 | 17.17% | 22.8% | 20.8% |

Table 9: Recommended Parish Chairman's Basic Allowance (Band D)

| <i>Electorate</i> | <i>Parish Chairman Basic Allowance</i> | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|-----------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| 1-9,999 | £560 | 8.43% | 11.2% | 10.22% |

- 6.3 The payment of a Chairman's Parish Basic Allowance does not preclude the payment of a civic allowance under the Local Government Act 1972, and the Panel recognises that most of the town councils make provision for a civic allowance which is on a par with or higher than the district/city council Basic Allowance.
- 6.4 The Vice-Chairman of the Parish Council should be treated as an ordinary member of the parish council and therefore only entitled to the Parish Basic Allowance.

- 7.3 The Panel supports town and parish councils making provision for a bicycling allowance as cycling and walking are practical methods of getting to meetings for some members in smaller parishes. However, the Panel does not recommend the introduction of a walking allowance due to concerns over the administration of such a scheme.
- 7.4 Two motor vehicle allowances schemes are predominant – the National Joint Council (NJC) rate and His Majesty's Revenue and Customs (HMRC) Approved Mileage Allowance Payments (AMAP) rates.
- 7.5 The disadvantage in using the NJC rates is that an additional administrative burden applies in relation to tax and national insurance when claims exceed the tax-free limits. Accordingly, the Panel has selected HMRC's AMAP scheme as its recommended travel allowance model.

Subsistence

- 7.6 The regulations also permit the payment of a subsistence allowance to town/parish councillors for actual expenses incurred as a result of performing official duties away from their home (or normal operating base). The Panel recommends that HMRC's subsistence rates are used.
- 7.7 The period of absence is defined as the elapsed time from leaving home (or normal operating base) to return. Appropriate evidence of expenditure, such as itemised receipts, must be provided.
- 7.8 Expenses cannot be claimed if:
- a meal or beverage has not been purchased
 - the meal does not constitute additional expenditure
 - the 'staying with friends or relatives allowance' has been claimed (in which case the 24-hour claim is not allowed)
 - meals have been taken at home
 - meals are provided during a training course, conference or similar activity
 - meals are provided on the train or plane and included in the ticket cost.

therefore recommends that, for approved duties that take place outside the parish boundary, travel and subsistence allowances should be paid.

- 7.14 The Panel also recommends that town and parish councils impose time limits within which claims may be submitted under the travel and subsistence allowances scheme.

8. **Index-Linking Arrangements**

- 8.1 The Panel recommends that the Parish Basic Allowance and the Parish Chairman's Basic Allowance be index-linked to the Consumer Price Index for the next four years as this will ensure that allowances for parishes in the same band increase at the same level.
- 8.2 The Panel recommends that the travel and subsistence allowances be index-linked to HMRC's AMAP and subsistence rates for the next four years.

Summary of Recommendations

1. Commencement and Period of Scheme

- 1.1 As stated elsewhere, the payment of parish allowances is discretionary but, if town and parish councils wish to pay them, the regulations stipulate that they must give consideration to the recommendations of the East Kent Joint Independent Parish Remuneration Panel before setting the level of allowances.
- 1.2 The regulations restrict payment of the Parish Basic Allowance and the Parish Chairman's Basic Allowance to elected members of the authority only, whilst travel and subsistence allowances can be paid to elected, co-opted and appointed members.
- 1.3 The recommendations contained within this report do not affect the right of a town/parish council to pay the chairman/mayor a civic allowance under the Local Government Act 1972.
- 1.4 All recommendations are intended to be effective from the start of the municipal year 2026/2027.

2. Definitions

- 2.1 For the purposes of these recommendations, the term 'parish council' covers both town councils and parish councils.
- 2.2 The use of the word 'co-opted member' is the same as in The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

3. PARISH BASIC ALLOWANCE

- 3.1 The Panel recommends the following Parish Basic Allowance for 2026-2030 (based on the average of the three City/District Councils' Basic Allowances for 2025/26):

BAND C

Table 14: Recommended Parish Basic Allowance

| <i>Electorate</i> | <i>Parish Basic Allowance</i> | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|----------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 10,000– 19,999 | £570 | 8.5% | 11.4% | 10.4% |

Band C would cover the following parish councils if applied to the current electorate at the time this report was written:

Deal Town Council

BAND D

Table 15: Recommended Parish Basic Allowance

| <i>Electorate</i> | <i>Parish Basic Allowance</i> | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|----------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1–9,999 | £280 | 4.2% | 5.6% | 5.1% |

Band D would cover the following parish councils if applied to the current electorate at the time this report was written:

Acol Parish Council, Adisham Parish Council, Alkham Parish Council, Ash Parish Council, Aylesham Parish Council, Barham Parish Council, Bekesbourne with Patribourne Parish Council, Birchington Parish Council, Bishopsbourne Parish Council, Blean Parish Council, Bridge Parish Council, Capel-le-Ferne Parish Council, Chartham Parish Council, Chestfield Parish Council, Chislet Parish Council, Cliffsend Parish Council, Denton with Wootton Parish Council, Eastry Parish Council, Eythorne Parish Council, Fordwich Town Council, Goodnestone Parish Council, Great

Band A would cover the following parish councils if applied to the current electorate at the time this report was written:

Ramsgate Town Council

BAND B

Table 17: Recommended Parish Chairman's Basic Allowance

| <i>Electorate</i> | <i>Parish Chairman Basic Allowance</i> | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 20,000- 29,999 | £1,700 | 25.6% | 34% | 31% |

Band B would cover the following parish councils if applied to the current electorate at the time this report was written:

Broadstairs & St Peter's Town Council, Dover Town Council

BAND C

Table 18: Recommended Parish Chairman's Basic Allowance

| <i>Electorate</i> | <i>Parish Chairman Basic Allowance</i> | <i>Actual percentage of Canterbury CC Basic Allowance</i> | <i>Actual percentage of Dover DC Basic Allowance</i> | <i>Actual percentage of Thanet DC Basic Allowance</i> |
|-------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 10,000- 19,999 | £1,140 | 17.7% | 22.8% | 20.8% |

Band C would cover the following parish councils if applied to the current electorate at the time this report was written:

Deal Town Council

Westbere Parish Council, Westgate-on-Sea Town Council, Whitfield Parish Council, Wickhambreaux Parish Council, Wingham Parish Council, Womenswold Parish Council, Woodnesborough Parish Council and Worth Parish Council

5. TRAVEL AND SUBSISTENCE ALLOWANCES

- 5.1 The Panel, in principle, supports the payment of travel and subsistence allowances to parish councillors (elected, co-opted and appointed members). The Panel has selected HMRC's Approved Mileage Allowance Payments (AMAP) scheme and subsistence rates as its recommended travel and subsistence allowances models for 2026-2030.
- 5.2 The Panel recommends that payment of the allowance should be restricted to claims for travel outside parish boundaries. In addition, it recommends that parish councils should give consideration to imposing a time limit within which claims must be submitted.

Table 20: Current HMRC Approved Mileage Allowance Payments

| | First 10,000 business miles in the tax year | Each business mile over 10,000 miles in tax year |
|---------------|----------------------------------------------------|---------------------------------------------------------|
| Cars and Vans | 45 pence per mile | 25 pence per mile |
| Motorcycles | 24 pence per mile | 24 pence per mile |
| Bicycles | 20 pence per mile | 20 pence per mile |

Table 21: Current HMRC Subsistence Rates

| Period of Absence | Upper Limits |
|------------------------------|---------------------|
| One Meal (5-hour) ceiling | £5 |
| Two Meal (10-hour) ceiling | £10 |
| Three Meal (12-hour) ceiling | £15 |
| 24-hour ceiling | £25 |

6. Index-Linking Arrangements

- 6.1 The Panel's recommendation is that the Parish Basic Allowance and Parish Chairman's Basic Allowance should be index-linked to the Consumer Price Index for the next four years to ensure that the allowances for parishes in the same band increase at the same rate.

Section Five

Appendix 1

Town and Parish Councils by Electorate Size

| Rank | Parish (or Town) Council Name | Electorate | Band | Number of Parish/Town Councillors |
|------|-----------------------------------------------|------------|------|-----------------------------------|
| 33 | Bridge Parish Council | 1,279 | D | 9 |
| 34 | Blean Parish Council | 1,269 | D | 9 |
| 35 | Barham Parish Council | 1,044 | D | 9 |
| 36 | Woodnesborough Parish Council | 1,031 | D | 9 |
| 37 | St Nicholas-at-Wade with Sarre Parish Council | 1,019 | D | 7 |
| 38 | Worth Parish Council | 834 | D | 7 |
| 39 | Preston Parish Council | 731 | D | 7 |
| 40 | Chislet Parish Council | 721 | D | 9 |
| 41 | Bekesbourne with Patricbourne | 706 | D | 9 |
| 42 | Nonington Parish Council | 695 | D | 7 |
| 43 | Guston Parish Council | 653 | D | 7 |
| 44 | Lydden Parish Council | 644 | D | 9 |
| 45 | Monkton Parish Council | 628 | D | 5 |
| 46 | Alkham Parish Council | 617 | D | 7 |
| 47 | Sutton-by-Dover Parish Council | 611 | D | 7 |
| 48 | Great Mongeham Parish Council | 591 | D | 7 |
| 49 | Northbourne Parish Council | 566 | D | 7 |
| 50 | Adisham Parish Council | 518 | D | 7 |
| 51 | Langdon Parish Council | 486 | D | 7 |
| 52 | Lower Hardres and Nackington Parish Council | 473 | D | 5 |
| 53 | Hoath Parish Council | 467 | D | 5 |
| 54 | Petham Parish Council | 455 | D | 7 |
| 55 | Hackington Parish Council | 462 | D | 5 |
| 56 | Staple Parish Council | 452 | D | 7 |
| 57 | Kingston Parish Council | 403 | D | 7 |
| 58 | Wickhambreaux Parish Council | 403 | D | 7 |
| 59 | Hougham Without Parish Council | 392 | D | 7 |
| 60 | Waltham Parish Council | 365 | D | 5 |
| 61 | Ickham & Well Parish Council | 339 | D | 7 |
| 62 | Upper Hardres Parish Council | 334 | D | 5 |
| 63 | Fordwich Town Council | 330 | D | 5 |
| 64 | Goodnestone Parish Council | 308 | D | 5 |
| 65 | Tilmanstone Parish Council | 292 | D | 5 |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>or encourage new Councillors from a diverse background.</p> <p>The present level of the allowance could be seen as a discriminatory barrier against young people with families and/or those on tight budgets who struggle to justify the cost to their 'family budget' of serving their community.'</p> |
| Wickhambreaux Parish Council | Councillors don't currently claim an allowance which isn't likely to change. No specific comments in advance of review but will consider Panel's recommendations in due course. |
| Wingham Parish Council | No comments |
| Woodnesborough Parish Council | Agree with the proposed allowances |
| <p>Keith Gowland, Vice-Chairman of Kent Association of Local Councils and elected member of Whitfield and Guston Parish Councils</p> <p><i>(Comments received after consultation deadline)</i></p> | <p>'One of the points which I have raised over the years is the issue of the amount of time that should be classed as 'voluntary'. Your figure of 10% is totally unrealistic as maybe 100% is excessive with a more realistic figure being 40/50%. The amount of time required to properly carry out Local Council duties will, as the immediate future demands. Over the years Parish Council responsibilities have increased considerably and will continue to do so as Devolution progresses with now even more involvement in preparation. More time and responsibilities are increasing with a more professional approach being necessary.</p> <p>The other issue which may well be outside of your remit is that the Parish Allowance is classed by HMRC as a PAYE issue and is therefore subject to a 20% Income Tax charge. Surely one of the reasons this is paid is to offset the cost of carrying out a public duty? Any legitimate cost incurred should at the very least be taken into consideration.'</p> |



Broadstairs Youth Forum

Minutes of the meeting held on 4 February 2026 at 10am in the Council chamber, Pierremont Hall, Broadstairs.

Present:

- Cllr Mike Garner, Chairman of the Council and Town Mayor
- Cllr Joanne Bright, School Liaison Councillor.
- Students and accompanying teacher from Stone Bay School
- Students and accompanying teacher from The Charles Dickens School
- Students and accompanying teacher from St Georges C of E Foundation School
- Students and accompanying teacher from Dane Court School
- Students and accompanying teacher from Thanet College
- Kirsty Holroyd: Town Clerk BSPTC
- Abigail Barton: Civic and Support Officer BSPTC
- Mia Tillett: Events Supervisor
- Lawrence Grant: Community Officer TDC
- Tony Marmo: Head of Coastal and Public Realm – TDC
- Dan Gooch: Open Spaces Manager - TDC

37. Welcome and Introduction by Cllr Bright and Cllr Garner who explained a little about their roles and what they were hoping to achieve via this forum.

38. School Delegate Introductions – Cllr Bright asked everyone to introduce themselves.

39. Approval of the minutes of the last meeting – 1 October 2025

It was agreed the minutes were an accurate record of what had been discussed at the last meeting.

40. School Projects Update

Abi has been in talks with Charles Dickens School Gardening Club and Anti-bullying club to help them redesign their dilapidated sensory garden. This project is to help the children to use skills such as design, planning, budgeting, English and math skills they will also be learning at school in a real-life setting.

The overall aim of this project is to create a peaceful space within the school grounds that will be a haven for pollinator insects and an antibullying, mindful space. Abi will be helping the children to apply for a gardening grant through the In Bloom scheme to help fund this. A proposal will be sent to Council for consideration.

Bulbs have also been donated to Stone Bay School as part of this engagement project. We are looking forward to receiving updates from them once they are planted.

Mia reported on the Winter Ball event she is currently organising with Charles Dickens School for 20 February. Unfortunately, insufficient tickets have been sold to let it go ahead at present and everyone was encouraged to buy tickets as soon as possible. Closing date for sales is 13 February.





Broadstairs Youth Forum

These opportunities are open to other schools and students should let their teachers know if they have a project in mind. Teachers can then discuss possibilities with Town Council officers.

41. Open Spaces improvements

Tony and Dan gave a presentation on TDC's work to improve play and sport facilities across the District.

- Strategy to consult on the need for a new leisure centre for the District
- Improvements at various skate parks.
- Improvements at various play parks
- Consultation on Jackey Baker's Recreation Ground
- Installation of an outdoor gym at St Peter's recreation ground.
- Athletics track improvements
- Warre Recreation Ground
- Home advantage programme @ Garlinge, Hartsdown and Dane Park.
- Dane Valley MUGA – resurface, outdoor gym and seating area

Projects come from community voice. TDC doesn't act unless the community says they want it.

Cllr Bright asked if young people had any ideas for improvements.

- Volleyball and badminton especially on the beach. Tony Marmo will look into beach volleyball. Volleyball in halls is not something they've had any feedback on. They will calculate if they have sufficient in the district.
- Advertising for new facilities – students didn't know they existed. Need to be publicised. Tony says we need to feedback to TDC Comms team.
Cllr Bright ask where they would usually find out about facilities – Facebook. Communicate through the school. posters on noticeboards
- How to keep play areas safe? Knife crime, ASB. Lawrence replied – knife bins are positioned around the District and have been very successful at removing knives from the streets. If people feel unsafe, they must report to TDC. Some measures can be taken : better lighting, cutting back foliage, if area has become ASB hot spot TDC will let police know and they will patrol, CCTV is being upgraded, benches can be moved to better areas – small things make a difference..
- One teacher suggested the production of youth magazine. Young voices and articles. Busy Broadstairs for young people. Cllr Bright thought maybe a project for this forum or for Thanet Youth forum.

42. Thanet Youth Council update

Lawrence explained the role of the Thanet Youth Forum which caters for 11-18 year olds meets once a month on a Wednesday evening. He reported on the recent Christmas wellness project the group had undertaken. Gifts were collected from members of the public and schools and distributed to families and individuals in need via Oasis and Foodbanks. In total 72 hygiene and food parcels, with more toys being received and distributed immediately prior to Christmas.





Broadstairs Youth Forum

A second project is now underway: The Forum members are producing a video to counter the negative image people sometimes have of young people. It also aims to paint Thanet in a better light. It will be celebrating positive things about our area. Young people are contributing ideas, messages, reels and words. Students explained the things they liked about Thanet and how their hometowns made them feel. Murals, beaches, events, food festival fun fairs, summer fireworks, open spaces, things that bring families together. Lawrence invited everyone to send something in and get involved.

Lawrence also reported on Active Thanet which he is currently promoting. He is working with TDC's Open Spaces team to make spaces more inviting. Government grants are coming and TDC needs input from young people on how to spend it.

43. Upcoming Youth Events

** students from Dane Court Grammar School had to leave the meeting*

Cllr Bright reminded everyone about Winter Ball and Valentines Movie Night happening at Pierremont Hall and told them about paid work opportunities with the Town Council events team. Flyers were available with information about all three things.

44. Proposals for future projects

None

45. Date for next meeting: May/June 2026

Cllr Bright and Cllr Garner thanked everyone for their time and their valuable contributions and closed the meeting at 11.00am.





Broadstairs & St Peter's Town Council

APPLICATION FORM FOR EVENT SPONSORSHIP

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved, we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the process is competitive and your application will be assessed in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation:

Broadstairs Food Festival CIC

Grant amount requested:

Easter 2026 £7,000; Autumn 2026 £7,000

| | |
|----------------------------------|------------|
| <i>FOR OFFICE USE ONLY</i> | |
| <i>Date form received</i> | 16 Feb '26 |
| <i>Accounts Enclosed</i> | ✓ |
| <i>Copy of Constitution</i> | n/a |
| <i>Grant Approved / Declined</i> | |

| | |
|--------------------------------|------------------------------------------------------------------------------------|
| 1. Contact Name | Ms Jo Scott |
| 2. Position | Festival Director |
| 3. Address |  |
| 4. Telephone |  |
| 5. email | Info@broadstairsfoodfestival.org.uk |
| 6. Website | broadstairsfoodfestival.org.uk |
| 7. Name & address Of TREASURER | a above |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. What is the name of your event? A working title is acceptable. Broadstairs Easter Food Festival; Broadstairs Autumn Food Festival | |
| 2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land? Victoria Gardens and promenade | |
| 3. Which date(s) will your event be held on? Easter 3rd to 5th April 2026 Autumn 2nd to 4th October 2026 <i>If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.</i> | Please state the start date and time: 3rd April 10.00 / 2nd Oct 10.00 Please state the end date and time: 5th April 17.00 / 4th October 17.00 |

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Is your event open to the public? If not, your event will not qualify for funding.</p> <p>Yes; free and accessible</p> |
| <p>5. Please provide a general description of your event. Include things like where will your event be held, how it will be promoted and who you expect to attend.</p> <p>We acknowledge Kent's historical title of Garden of England, over 100 stalls of county produce. Demonstrations serve as a platform for discussion; sustainability, & workshops offer a chance to experience a new craft. Promotion is online, supplemented with hard copy ads. Families are encouraged through the provision of free activities.</p> |
| <p>6. How many times have you previously held this event? Is this the first time this event has been held?</p> <p>The Easter festivals commenced in 2012, as an auxiliary to the proven success of the Autumn event, debuted 2009</p> |
| <p>7. Please confirm how your event will be promoted/marketed?</p> <p>We use a mixed approach of magazine / journal advertising that extends through to north and mid Kent; have a targeted, structured online campaign. (FB/IG/web). Plus advertise in coach tour agencies bringing new visitors to the area</p> |
| <p>8. Please explain how the event links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:</p> <p>We share the council's vision with regard to community involvement, developing and nurturing a team of 60+ volunteers who in turn are key to a family friendly festivals. We work hard to maintain a clean site, offering waste separation (card/glass). Single use plastics are discouraged. Post event, surplus food is donated (where practical) locally</p> |
| <p>9. Why do you think the council should sponsor your event?</p> <p><i>(i) How is the event going to support and promote Broadstairs & St. Peter's?</i></p> <p>Broadstairs Food Festivals put the town on the festival map with a brand that bears testament to the town's commitment to its community, fostering a sense of pride and identity. It not only benefits the town financially through increased footfall but also enhances its cultural and economic landscape.</p> <p><i>(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?</i></p> <p>The festivals are a significant contributor to the local economy, increasing visitor spending, tourism and employment in the town, boosting businesses during and post event. We work closely with the Chamber of Commerce and independent local businesses encouraging them to stage events and start new initiatives , concurrently with the festival. [examples 2024/5 - Jazz Festival; 2026 - new Poets' Event]</p> |

Managing your Event EASTER

| | |
|----------------------------------------------------------------------------------------------------------|--------------------------|
| 10. Is anyone else financially contributing to your event? If yes, please give the details below: | |
| (a) Funding secured: | |
| Name of funder: | Amount secured: |
| Chamber of Commerce | 800.00 |
| Flint & Flame | 500.00 |
| RentABar | 1,000.00 |
| Harvey Waste in kind support / service provided 1,000.00 | |
| (b) Funding applied for: | |
| Name of funder: | Amount requested: |
| | |
| Shepherd Neame | 1,000 |
| | |
| | |
| (c) Funding being used from Reserves or Fundraising: | Amount |
| Details | |
| | |
| | |

| |
|------------------------------------------------------------------------------|
| 11. If this would be your only source of funding, please explain why? |
| |

12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

Majority of external funders limit themselves to Registered Charities and do not accept approaches from community interest companies

13. Is your organisation VAT registered? If so, please supply your VAT number:

430 5234 36

14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If no then please outline below when you intend to secure it.

Local broker. Cover attached

15. Do you employ anyone to help with your event? If yes, how many people do you employ?

No PAYE; consultants and contractors only

16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

Approx sixty

17. Please give a brief outline of the skills, experience and/or training that your employees or volunteers have in managing or working on an event.

Mostly retired professionals from a wide range of occupations including ex police / ex and currently serving fire officers; nursing staff, care givers and independent business people.

Volunteers are given a 90 minute H & S briefing prior to each event, delivered by a representative from Safety and Management Solutions - our appointed H & S advisors.

18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:

Broadstairs & St Peters Chamber of Commerce
Produced in Kent

Easter projection : 6th Jan 2026

Nett

Direct Income

| | | |
|-------------------------|----------|------------------|
| Marquee Traders | | 29,250.00 |
| Less chamber / abra | - | 900.00 |
| Less discount approx | - | 400.00 |
| Free standing; assorted | | 15,180.00 |
| Bar | | 1,250.00 |
| Prom / assorted | | 4,840.00 |
| Traders power | | 3,300.00 |
| | A | 52,520.00 |

Direct costs

| | | |
|---------------------------------------------|----------|------------------|
| Advertising / marketing | | 2,500.00 |
| inc correx; flyers; banners; posters; print | | 400.00 |
| Power; supply & instal 2026 quote | | 4,461.00 |
| Event management | | 13,000.00 |
| NFD | | 1,000.00 |
| Fencing | | 1,380.00 |
| Ground cover | | 400.00 |
| Ground kit: barriers, fire kit, trolley etc | | 166.00 |
| H & S Consultants | | 760.00 |
| Housekeeping sundries | | 100.00 |
| Land Hire (using Sep 25) | | 11,500.00 |
| Marquees, furniture, flooring 2026 quote | | 12,264.95 |
| Medical supplies | | 1,000.00 |
| PA | | 600.00 |
| Portable toilets | | 1,648.00 |
| Programme design, print | | 1,500.00 |
| Security | | 1,785.00 |
| Water | | 325.00 |
| Waste - sponsorship adjusted | | 600.00 |
| Vol and directors entertainment | | 900.00 |
| Volunteers vouchers | | 800.00 |
| | B | 57,089.95 |

Represents 50% of annual fixed costs

| | | |
|---------------------------|----------|-----------------|
| Accountancy - end of year | | 600.00 |
| Accountancy - VAT returns | | 250.00 |
| Accountancy software | | 186.00 |
| Book keeper | | 650.00 |
| Insurances | | 1,300.00 |
| Room Hire | | 210.00 |
| Social media | | 1,500.00 |
| Storage | | 333.33 |
| Website and mailboxes | | 600.00 |
| | C | 5,629.33 |

Festival Marquee - free activities

| | |
|-----------------------------------|--------|
| Allowance for demonstrators costs | 600.00 |
| Allowance for materials | 350.00 |

D 950.00

Known sponsorship

| | |
|------------------------------------------------------------------|----------|
| 50% of annual Flint and Flame | 500.00 |
| 50% of Chamber Commerce; less pitch fees [discussion pending] | 800.00 |
| RentA Bar per event | 1,000.00 |

Approaching

| | |
|----------------|----------|
| Shepherd Neame | 1,000.00 |
|----------------|----------|

E 3,300.00

Variable, based on 2025

| | |
|--------------------------------|----------|
| Onsite Card donations | 250.00 |
| Prog adverts | 750.00 |
| POP donations and daily raffle | 3,000.00 |

4,000.00

| | | |
|------------------------------------|---|----------|
| Volunteer value 110 hours @ £12.21 | - | 1,343.00 |
|------------------------------------|---|----------|

**Income less direct costs less 50% fixed costs;
less costs of workshops; plus known sponsorship
and variable**

- 3,849.28

Grant to be requested 6,000.00

Total 807.72

Managing your Event - AUTUMN 2026

| | |
|----------------------------------------------------------------------------------------------------------|--------------------------|
| 10. Is anyone else financially contributing to your event? If yes, please give the details below: | |
| (a) Funding secured: Name of funder: | Amount secured: |
| Chamber of Commerce | 800.00 |
| Flint & Flame | 500.00 |
| RentABar | 1,000.00 |
| Harvey Waste in kind support / service provided 1,000.00 | |
| (b) Funding applied for: Name of funder: | Amount requested: |
| | |
| | |
| | |
| | |
| (c) Funding being used from Reserves or Fundraising: Details | Amount |
| | |
| | |

| |
|------------------------------------------------------------------------------|
| 11. If this would be your only source of funding, please explain why? |
| |

Autumn projection : 11th Feb 2026**Nett****Direct Income**

| | | |
|-------------------------|----------|------------------|
| Marquee Traders | | 29,250.00 |
| Less chamber / abra | - | 900.00 |
| Less discount approx | - | 400.00 |
| Free standing; assorted | | 15,180.00 |
| Bar | | 1,250.00 |
| Prom / assorted | | 4,840.00 |
| Traders power | | 3,300.00 |
| | A | 52,520.00 |

Direct costs

| | | |
|---------------------------------------------|----------|------------------|
| Advertising / marketing | | 2,500.00 |
| inc correx; flyers; banners; posters; print | | 400.00 |
| Power; supply & instal 2026 quote | | 4,461.00 |
| Event management | | 14,000.00 |
| Mentoring new fest director | | 2,000.00 |
| Fencing | | 1,380.00 |
| Ground cover | | 400.00 |
| Ground kit: barriers, fire kit, trolley etc | | 166.00 |
| H & S Consultants | | 760.00 |
| Housekeeping sundries | | 100.00 |
| Kitchen for Chefs dens | | 2,434.00 |
| Land Hire | | 9,621.00 |
| Marquees, furniture, flooring 2026 quote | | 12,264.95 |
| Medical supplies | | 1,000.00 |
| PA | | 600.00 |
| Portable toilets | | 1,648.00 |
| Programme design, print | | 1,500.00 |
| Security | | 1,785.00 |
| Water | | 325.00 |
| Waste - sponsorship adjusted | | 600.00 |
| Vol and directors entertainment | | 900.00 |
| Volunteers vouchers | | 800.00 |
| | B | 59,644.95 |

Represents 50% of annual fixed costs

| | | |
|---------------------------|----------|-----------------|
| Accountancy - end of year | | 600.00 |
| Accountancy - VAT returns | | 250.00 |
| Accountancy software | | 186.00 |
| Book keeper | | 650.00 |
| Insurances | | 1,300.00 |
| Room Hire | | 210.00 |
| Social media | | 1,500.00 |
| Storage | | 333.33 |
| Website and mailboxes | | 700.00 |
| | C | 5,729.33 |

Festival Marquee - free activities

| | |
|-----------------------------------|---------------|
| Allowance for demonstrators costs | 850.00 |
| D | 850.00 |

Known sponsorship

| | |
|------------------------------------------------------------------|----------|
| 50% of annual Flint and Flame | 500.00 |
| 50% of Chamber Commerce; less pitch fees [discussion pending] | 800.00 |
| RentA Bar per event | 1,000.00 |

Approaching

| | |
|-----------------------------|-----------------|
| Shepherd Neame | 1,000.00 |
| It is hoped for 2nd sponsor | |
| E | 3,300.00 |

Variable, based on 2025

| | |
|--------------------------------|-----------------|
| Onsite Card donations | 250.00 |
| Prog adverts | 1,500.00 |
| POP donations and daily raffle | 3,000.00 |
| | 4,750.00 |

Income less direct costs less 50% fixed costs; less costs of workshops; plus known sponsorship and variable

- 5,654.28

Grant to be requested

6,000.00

Total

345.72

Volunteer value 110 hours @ £12.21

1,343.00

Event Budget *see attached accounts pages*

| | |
|------------------------------------------------------------------------------------|----------|
| Please provide the following details from your most recent annual accounts. | |
| Total Income | £ |
| Less Total Expenditure | £ |
| Surplus / Loss | £ |
| Savings (Reserves, Cash, Investments) | £ |

Your Declaration

**Please complete the section below as the final part of your application.
Failure to complete this declaration could result in a delay to your application.**

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Yes: :

Broadstairs Food Festival CIC
Detailed Income and Expenditure Account
For The Year Ended 31 December 2024

| | 2024 | | 2023 | |
|-----------------------------------------------------|--------|-----------------|--------|-----------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| Events income from traders | | 92,216 | | 86,125 |
| Fundraising | | 7,914 | | 12,984 |
| Members sponsorship fees | | 4,417 | | 17,079 |
| Grants | | 7,500 | | 7,000 |
| Advertising income | | 1,490 | | 725 |
| Crowdfunding | | 1,564 | | 1,765 |
| | | <u>115,101</u> | | <u>125,678</u> |
| COST OF SALES | | | | |
| Equipment hire | 32,084 | | 29,405 | |
| Event management | 24,000 | | 24,000 | |
| Electric and fuel costs | 8,500 | | 9,962 | |
| Land hire | 10,229 | | 6,431 | |
| Security | 3,330 | | 2,716 | |
| Theatre session costs | 2,248 | | 5,238 | |
| Other event costs | 3,424 | | 5,944 | |
| | | <u>(83,815)</u> | | <u>(83,696)</u> |
| GROSS SURPLUS | | 31,286 | | 41,982 |
| Administrative Expenses | | | | |
| Travel and subsistence expenses | 40 | | - | |
| Storage and meeting room hire | 968 | | 897 | |
| Repairs and maintenance | 82 | | - | |
| Computer software, consumables and maintenance | 368 | | 341 | |
| Insurance | 2,756 | | 2,442 | |
| Printing, postage and stationery | 1,815 | | 3,786 | |
| Social media and website | 3,461 | | 1,826 | |
| Advertising and marketing | 7,089 | | 4,924 | |
| Programme design and print | 4,058 | | - | |
| Accountancy fees | 1,465 | | 1,290 | |
| Health and safety support | 3,445 | | 3,356 | |
| Subscriptions | 50 | | 30 | |
| Bookkeeping fees | 1,305 | | - | |
| Depreciation | 112 | | 25 | |
| Entertaining | 917 | | 944 | |
| Sundry expenses | 1,036 | | 532 | |
| | | <u>(28,967)</u> | | <u>(20,393)</u> |
| OPERATING SURPLUS | | 2,319 | | 21,589 |
| Other interest receivable and similar income | | | | |
| Interest on short term deposits | 230 | | - | |
| | | 230 | | - |
| Interest payable and similar charges | | | | |
| Bank charges | 233 | | 250 | |

...CONTINUED

Broadstairs Food Festival CIC
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 December 2024

| | | | |
|--------------------------------------------------------------------|----|--------------|---------------|
| Paypal charges | 51 | | - |
| Other interest payable | 83 | | 51 |
| Eventbrite charges | - | | 221 |
| | | (367) | (522) |
| SURPLUS BEFORE TAXATION | | 2,182 | 21,067 |
| Tax on Surplus | | | |
| Corporation tax charge | 44 | | 4,168 |
| | | (44) | (4,168) |
| SURPLUS AFTER TAXATION BEING SURPLUS FOR THE FINANCIAL YEAR | | 2,138 | 16,899 |

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

NO

I am an Employee: Please record your job title, department and line-manager.

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. I enclose an up to date copy of the constitution or rules of the organisation and the latest accounts.

SIGNED:



DATE:

14th Feb 2026

Please return the completed form – together with all appropriate attachments:

**The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX**

town.clerk@broadstairs.gov.uk

CERTIFICATE

Policy: HU EVT 7415948 (41)



Certificate of public and products liability insurance

| | | | |
|-----------------------|---------------------------------------------------|----------|----------------|
| Insured name: | Broadstairs Food Festival CIC | | |
| Business Description: | Food Festival Event Organiser | | |
| Company address: | Malcolms 91 High Street Broadstairs | | |
| Postcode: | CT10 1NQ | Country: | United Kingdom |
| Policy number: | 7415948 | | |
| Insurer: | Hiscox Insurance Company Limited | | |
| Policy Period: | From 26/08/2022 to 25/08/2023 both days inclusive | | |
| Limit of indemnity: | £ 5,000,000 | | |
| Additional insureds: | | | |

Signed for and on behalf of Hiscox Insurance Company Limited

A handwritten signature in black ink, appearing to be "Richard Watson", written over a small, faint rectangular box.

Richard Watson
Group Chief Underwriting Officer

Note: this certificate is for information purposes only and does not contain the full terms, conditions and exclusions of the insurance cover and does not constitute a contract of insurance.

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|  <small>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</small> | Fixed Asset and Asset Valuation Policy |
| | BROADSTAIRS & ST. PETER'S TOWN COUNCIL |
| | Adopted at Council: 27th May 2020 Reviewed: January 2026 Approved: TBC |

1. Introduction:

The term fixed assets means “property, plant and equipment with a useful life of more than one year used by the authority to deliver its services.” Fixed assets are also known as non-current assets. The Council must maintain a register of the fixed assets, long-term investments and other non-current assets that they hold.

2. Risk:

If the assets the Council owns or for which it is responsible are not being managed properly the authority is exposed to the risk of financial loss relating to:

- improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed;
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or so out-of-date as to be incapable of satisfactory modernisation. Equally they may be capable of alternative, additional or more intensive use or be readily saleable. These opportunities may be missed where no comprehensive information on assets is available; and
- asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged. The risk of financial loss can be greatly reduced by setting up an asset register which holds all the information needed.

An asset register is the starting point for any system of financial control over assets as it:

- facilitates the effective physical control over assets;
- provides the information that enables the authority to make the most cost effective use of its capital resources;
- ensures that no asset is overlooked or underutilised and is therefore used most efficiently;
- pools all the information available about each asset from across the authority and makes it available to every part of the authority;
- provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance;
- supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held; and
- forms a record of assets held for insurance purposes.

The key information shown on the asset register for Broadstairs & St. Peter's Town Council will be as follows:

- An annual list of acquisition, upgrade and disposal;
- costs of acquisition and any expenditure which increases the life of the asset;

- if proxy cost is used for first valuation, a note of the method used for valuation and details of any professional advice received; i.e. when an insurance valuation is undertaken.
- location;

Most assets will be first recorded in the asset register at their actual purchase cost, although no items with a value of less than £100 will be recorded. In some cases the purchase cost may not be known at acquisition or first recording and so a proxy cost may be substituted. A proxy cost is a value for the asset which is an estimate of its value by the authority which is based on external professional advice. Authorities may apply the insurance value of the asset at the time of first recording as a proxy. A proxy cost may be applied at the time of acquisition or first recording of an asset in the asset register only where the cost/value is not known.

Items will be rounded to the nearest £100 for the use in the Annual Governance Accountability Statement.

In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

If the Council owns assets that do not have a functional purpose or any intrinsic resale value (for example, the war memorial), they are often referred to as 'community assets'. Authorities should record community assets in the assets register in the same way as gifted assets. The asset should be included in the asset register with a nominal one pound (£1) value as a proxy value. The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's Annual Governance and Accountability Return Fixed assets acquired in any year should be added to the asset register for management purposes.

The Town Council will have assets valued every 5 years by a suitably qualified professional.

The Town Council last commissioned an insurance reinstatement cost assessment and valuation report in February 2022. The exercise was undertaken by Bradstowe Chartered Surveyors.