



# Broadstairs & St Peter's Town Council

13 May 2026

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

You are hereby summoned to the Annual Meeting of the **Council** to be held in the Council Chamber, Pierremont Hall at 7pm on **Monday 18<sup>th</sup> May 2026**.

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

Kirsty Holroyd  
Town Clerk

## AGENDA

### 1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2026-2027 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Mayoress or Consort

### 2. ELECTION OF A VICE-CHAIRMAN OF THE COUNCIL FOR THE 2026-2027 CIVIC YEAR

- a) Call for nominations
- b) Election if more than one nomination
- c) The signing of the Declaration of Acceptance of Office
- d) Announcement of Deputy Mayoress or Consort

### 3. WELCOME AND INTRODUCTIONS

### 4. APOLOGIES FOR ABSENCE

### 5. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda

### 6. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

### 7. APPOINTMENTS TO COMMITTEES, SUB COMMITTEES AND OUTSIDE BODIES

To consider the nominations received

**Attach 1**

#### A) Council Committees

- i) Appointment of a minimum of six Councillors to the Planning Committee
- ii) Appointment of a maximum of eight Councillors to the Finance & General Purposes Committee
- iii) Appointment of eight Councillors to the Community Assets Committee
- iv) Appointment of a minimum of eight Councillors to the Events, Leisure and Tourism Committee
- v) Appointment of a minimum of four Councillors to the Allotments and Land Committee
- vi) Appointment of a minimum of three Councillors to the Staff Management Committee
- vii) Appointment of a minimum of five Councillors to the Environment Committee
- viii) Appointment of a minimum of four Councillors to the Neighbourhood Planning Sub-committee

#### B) Internal appointments

##### i) School Liaison Councillor

To receive and consider nominations and to appoint a councillor to the role.

##### ii) Staff Liaison Councillor

To receive and consider nominations and to appoint a councillor to the role.

##### iii) Friends of Mockett's Wood Councillor

To receive and consider nominations and to appoint a councillor to the role.

##### iv) Local History and Heritage Councillor

To receive and consider nominations and to appoint a councillor to the role.

#### C) Representatives to outside bodies

##### i) Appointment of one representative to Broadstairs and St Peter's Twinning Society

##### ii) Appointment of one representative to the Thanet Area Committee of KALC (TAC)

### **8. CHAIRMAN'S TERMS OF REFERENCE**

- i) To receive the Council's protocol document and discuss whether it suits the needs of the current Council. **Attach 2**
- ii) To approve the Chairman's Allowance in accordance with the Town Council's 2026 - 2027 annual budget.

### **9. MINUTES**

To approve the minutes of the Council meeting held on Monday 27 April 2026. **Attach 3**

### **10. QUESTIONS AND OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS**

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.

### **11. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on Tuesday 4 May 2025 and consider any recommendations made. **Attach 4**

### **12. COMMUNITY ASSETS COMMITTEE**

To receive the draft minutes of the meeting held on Monday 11 May 2026 and consider any recommendations made. **Attach 5**

### **13. COMMUNICATIONS**

- i) To receive such communications as the Town Mayor may desire to lay before the Council.
- ii) To receive such communications as the Town Clerk may desire to lay before the Council.

#### **14. FINANCE**

- i) To receive and approve a report concerning payments for the period 28 April 2026 to 13 May 2026. **Attach 6**
- ii) To receive information about receipts for the period 28 April 2026 to 13 May 2026. **Attach 7**
- iii) To receive information about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive a report concerning payments made between 13 May 2026 and 18 May 2026
- vi) To approve the use of specified direct debits and regular payments **Attach 8**

#### **15. CO-OPTION**

- To receive the co-option policy **Attach 9**
- To receive a note from the Town Clerk outlining potential next steps. **Attach 10**

#### **16. BEACH SECURITY**

- To receive an update. **Attach 11**

#### **17. CAPABILITY POLICY**

- To receive and review the policy and consider whether it is fit for adoption by Council. **Attach 12**

#### **18. GRANTS**

- i) To receive a report on grants allocated to date **Attach 13**
- ii) To receive a request for £1000 from the Kent Cricket Foundation **Attach 14**
- ii) To receive a request for £994.97 from the Coastal Community Learning CIC **Attach 15**
- iii) To receive a request for £4760 from the Dickens Festival **Attach 16**

#### **19. PRESENTATION OF THE MILLENNIUM CUP**

Presentation to a person or persons who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

**20. PRESENTATION OF THE MAYORESS CUP** - Presentation to an organisation or group who, in the opinion of the Town Council, has made a significant contribution to promoting Broadstairs and St Peter's and/or the well-being of the local community.

**21. PRESENTATION OF THE KALC COMMUNITY AWARDS** – Presentations to acknowledge and give recognition to those that have made a significant contribution to their local community.

#### **22. STAFF MANAGEMENT ISSUES**

To receive a report from the Town Clerk about a potential apprenticeship scheme **ENC 1**

#### **23. DATE OF NEXT MEETING**

Monday 26 June at 7pm in the Council Chamber, Pierremont Hall





## Broadstairs and St Peter's Town Council

### CIVIC CEREMONIAL POLICY & CHARITY POLICY

Protocols and Procedures for the Mayor/Chairman of the Council

Approved at the Council meeting of 19 May 2025 minute 632.

**For the purpose of these policies references to the Mayor and Deputy Mayor shall mean The Chairman and Deputy Chairman of the Council, and references to the Town Clerk shall mean the Proper Officer.**

This policy has been prepared to provide guidance for the incoming Mayor and Deputy Mayor in their role and on procedures whilst undertaking approved Town Council duties, Civic functions and attending meetings of full council. The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk and the Civic and Support Officer.

**Status and Legal Background:** The Mayor and Deputy Mayor must be an elected councillor of the council and they remain in office until the election of their successor, unless they resign, cease to be qualified or become disqualified from holding office with the town council. The Mayor represents the town council at all ceremonial functions within the town council's boundaries or elsewhere. The Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual meeting of the council when the successor is elected and the appropriate Declarations of Appointment to Office have been signed.

#### Requirements of the Office – Duties and Roles:

Chairman to the council: The Mayor is elected by the members of the council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972). The Chairman of the Town Council may elect to be called Mayor. They may also nominate a consort or Mayoress to assist them in their duties. Their main duty is to Chair full council meetings. They can suggest the items to be included on the agenda to the Town Clerk, but it is the Town Clerk's responsibility to produce the agenda and as legal signatory the Town Clerk will make the final decision on the content of the agenda. The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the council assisted by the Town Clerk. The Mayor is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Mayor summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long whilst abiding by the Procedural Standing Orders. The Mayor has a casting vote. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Mayor can choose to use a second, casting vote. **The Chairman/Mayor cannot legally make a decision on behalf of the Council**

A symbol of the authority: The Mayor is clearly seen as a symbol of the council and its area, with the insignia, the robes and chains of office etc. The Mayor will often be the public face of the council and will represent the council at official events. They may be asked to speak on behalf of the council, to the public or press and in such circumstances should only express the agreed views of the council and not their own personal or political views and at all times must advise the Town Clerk of their actions.

A symbol of open society: A modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the town's first citizen. The Town Clerk is the second citizen.

An expression of social cohesion: The many and varied social engagements that are undertaken by the Mayor are a way of giving cohesion to life within the town, linking various bodies and organisations they visit. In this way the council's aims and objectives can be conveyed to those bodies, achieving the council's social, community, educational and economic aims.

**Secretarial support:** The Town Council has agreed not to employ a Mayor's Secretary and as such the Mayor is expected to manage his or her own diary.

**Invitations and events:** The Mayor or Deputy Mayor must not wear any civic insignia in another Town, District or Parish areas without prior permission from that Council. Priority must be given to events taking place within Thanet and/pr those aligning with the Town Council's vision of Cleaner, Safer, Kinder. Personal discretion may be used, but reports must be given at each Council meeting.

If the Mayor cannot attend they may request that the Deputy Mayor or a past mayor attends on the Town Council's behalf.

**Transport:** Should the location, time or formality of the event require it, the Mayor may use a chauffeured vehicle. The Town Clerk will arrange the transport upon request and will in the first instance ask Probe Security to supply it.

**Deputy Chairman/Deputy Mayor:** The Deputy only has a civic status in the absence of the Mayor, therefore invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor must not attend functions in their own right, but only when deputising for the Mayor.

**Full Council meetings:** The Deputy Mayor will chair meetings of full Council in the Mayor's absence.

**The Chairman/Mayor Charity Fund:** The Mayor may wish to raise money for nominated charities, or to hold events to raise awareness of and provide tangible benefits for local charities. Any fundraising events must be cost neutral to the Council. The cost of putting on these events such as catering, raffle prizes, wine and refreshments must all come from the ticket price of the event unless agreed to come from the Council's hospitality for special reason and supported by Council resolution.

The Mayor will announce the total amount of money raised for the chosen charities at the end of their Term of Office.

**Mayoral Certificates/Awards:** If the Mayor wishes to hand out certificates or awards it must be remembered that this is being done on behalf of the Town Council. For this reason the certificates, awards and the recipients must first be agreed at a meeting of full council before action.

**Civic Insignia, Robes, and Chain:** The Mayor and Deputy Mayor each have separate chains and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events. The Deputy Mayor may only wear civic insignia with the Town Clerk's and Mayor's approval. The Mayor, Deputy Mayor and their respective consorts may choose the colour of the insignia ribbons.

**Civic Allowances and expenses:** Town Council has agreed a Town Mayor's budget of £6000 for 2025-26. This allowance is payable to the Mayor's personal account and is subject to income tax.

These allowances may be used to meet related expenses for the costs of being in office including:

- Clothing
- Sending Flowers
- Partner's Clothing
- Donations to Charities
- Purchase of Raffle Tickets (any prizes are the property of Broadstairs and St Peter's Town Council and must be re-circulated in raffles held by the council and Chairman)
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches and dinners)
- One off civic events to meet travel costs or fund raising events tickets

If preferred the allowance can be left ringfenced in the Town Council's account. All payments will therefore be transparent and can be publicised at the end of the year. Any underspend at the end of the year may be directed to the budget of the Mayor's choice for the following year or donated to one of their nominated charities.

In addition to the Town Mayor's Allowance, the Town Council has agreed a Civic Events budget of £2500. This budget is used for the Civic Service and the Remembrance Day Service.

**Civic Service:** The Mayor will hold an annual civic service each year. The usual practice is to hold the service at the Mayor's Chaplain's church. The Mayor will decide with the Town Clerk and the Civic and Support Officer the format of the day. The Civic and Support Officer will provide the administrative and operational support for these events.



BROADSTAIRS &amp; ST. PETER'S

TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 27 April 2026 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, K Bright, M Garner, P Jacobs, P Moore, J Nichols, E Orhan, 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.

### **847. WELCOME AND INTRODUCTIONS**

### **848. APOLOGIES FOR ABSENCE**

Apologies with reason from Cllrs J Bright, Farooki, Leys, Munns and Pressland were approved.

### **849. DECLARATIONS OF INTEREST – none received.**

### **850. MINUTES**

**RESOLVED:** That the minutes of the meeting held on Monday 30 March 2026 can be approved and duly signed as a true record by the Chairman.

### **851. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETERS – none received**

### **852. PLANNING COMMITTEE**

Members received the minutes of the meeting held on Tuesday 7 April 2026.

**RESOLVED: members agreed to note.**

### **853. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) Members received the minutes of the meeting held on Monday 13 April 2026.

**RESOLVED:** members agreed to note.

ii) Members received a draft Risk Management Strategy.

**RESOLVED:** That the document be adopted by Council.

iii) Members considered a top-up to reserves.

**RESOLVED:** That the surplus of £36,594 identified at the end of 2025-26 be allocated to the Future Asset Refurbishment reserve.

#### **854. COMMUNICATIONS**

i) The Town Mayor gave a report on his activities over the past month. Please see attached.

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

- The Community Festival will take place on 16 May. Members are invited to sign up to a one-hour time slot to man the Town Council's own information stand.
- A manhole in Pierremont park keeps being opened by members of the public trying to access the air raid shelter after it was shown on social media. Probe security patrols and Town Council staff have reported this hazard several times to TDC as the owner of the park.
- The garage at Hopeville Avenue of which TDC will consider disposing at the cabinet meeting this week, could be of interest to the Town Council as a storage facility for Mockett's Wood. The interest has been logged with the Head of Property.
- The next Police surgery will take place at the library on Friday 12 June at 3pm.

#### **855. FINANCE**

i) Members received a report concerning payments for the period 30 March 2026 to 22 April 2026 (see agenda).

**RESOLVED: That the payments be approved.**

ii) Members received a report concerning receipts for the period 30 March 2026 to 22 April 2026 (see agenda).

**RESOLVED: That the report be noted.**

iii) Members received a summary of staff salaries, tax, NI and pension contributions totalling £38,624 for the month of April.

**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 were due to receive a report concerning payments for the period 23 April 2026 when the agenda was sent out until 27 April 2026, but there were none.

vi) Members received and considered a summary report of payments and receipts as to 31 March 2026 (end of Qu. 4) in line with Standing Order 17d

**RESOLVED: Members agreed to note.**

vii) Members received and noted the bank reconciliation report dated 31 March 2026 (end of Qu 4) in line with Fin Reg 2.2.

**RESOLVED: Members agreed to note.**

#### **856. MOCKETT'S WOOD**

Members received a report from the Woodland Officer requesting a change be made to the original management plan.

**RESOLVED: that in the interests of preventing anti-social behaviour and allowing wildlife to flourish, the amendment be approved.**

**857. STANDING ORDERS**

Members undertook the annual review. The Town Clerk advised no revisions were necessary.

**RESOLVED: that the document be approved.**

**858. MAYORESS AND MILLENIUM CUPS NOMINATIONS**

Members received and considered a report on previous awards.

**RESOLVED: members agreed to note.**

ii) Members considered nominees for this year's awards.

**RESOLVED:**

**i) That Folk Week be awarded the Mayoress Cup.**

**ii) That Harry Grafton from the Pavillion Café be awarded the Millennium Cup.**

**859. GRANTS**

i) Members received details of grants already allocated for 2026-27

**RESOLVED: Members agreed to note.**

ii) Members received and considered an application from the Water Gala

**RESOLVED: That a grant of £6,000 be allocated for the staging of the event. The Town Council must be publicised as a main sponsor. Any future applications must contain a better breakdown of anticipated costs to include quotes for services such as first aid, security, land hire and toilets.**

iii) Members considered an application from Summer Fireworks.

**RESOLVED: That a grant of £6000 be allocated towards the staging of the two events proposed. That if a further £3000 will be made available if a third event is staged (not to include Water Gala).**

**860. POLICIES**

Members received and reviewed the updated Safeguarding Policy.

**RESOLVED: That the updated policy be approved and adopted.**

Members received and reviewed the updated Flexible Homeworking Policy.

**RESOLVED: That the updated policy be approved and adopted.**

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

**861. LEGAL ISSUES**

The Town Clerk updated members on the decisions taken by the legal group at the meeting arranged under minute 844 regarding the war memorial and the tenants.

She also gave an update on the bid to acquire Pierremont Park depot. No update had been received from TDC but they had requested additional information regarding the locations of the open spaces already being worked by the Town Council and the locations of those areas the Town Council could take on if they had additional resources including use of the depot. These were all submitted to TDC on 23 April.

**RESOLVED: Members agreed to note.**

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

**862. DATE OF NEXT MEETING – ANNUAL COUNCIL MEETING**

Monday 18 May 2026 at 7pm in Pierremont Hall.

Meeting closed at 7.56pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_



Attach 4

# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

TUESDAY 5<sup>TH</sup> MAY 2026

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

**Minutes marked \* require a resolution from the Town Council**

### 558 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.

### 559 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr K Pressland.  
Not in attendance – Cllr P Jacobs

### 560 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 561 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 7<sup>th</sup> April 2026

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

None

### 563 CORRESPONDENCE

i. The Committee NOTED the correspondence received from Cornerstone regarding the proposed telecommunications site at East Kent College. No comments were made.

ii. The Committee RECEIVED and NOTED the information regarding the limited power the local planning authority has on work to tree applications:

No Power to Request Additional information: Under the Town and Country Planning (Tree Preservation) (England) Regulations 2012, the local planning authority has not power to require information or evidence beyond what I specified in the standard application form.

Legal Responsibility: The legal burden for protecting wildlife rests solely with the person carrying out the work. Anyone performing tree works, even under a granted consent or an exception, must ensure they do not contravene separate laws protecting species such as birds and bats.

### 564 CHAIR'S REPORT

None

### 565 SECTION 106

Section 106 will be on the agenda for the Town & Parish Liaison meeting.

### 566 NEIGHBOURHOOD PLAN BUSINESS

None

*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.*

## **567 PLANNING APPLICATIONS**

RESOLVED that the applications be dealt with as detailed below:

i) The Committee recommends **REFUSAL** to the applications listed below:

26/0217/DF Lincoln Cottage, Northdown Hill, Broadstairs CT10 3JD  
The Committee unanimously recommends REFUSAL, echoing the concerns raised by KCC Highways, Environmental Health and the Tree Officer. The Town Council would like to see all issues adhered to.

ii) The Committee recommends **NO OBJECTION WITH CONCERNS** to the applications listed below:

26/0328/MH 15 Waldron Road, Broadstairs CT10 1TB  
The Committee unanimously recommends NO OBJECTION WITH CONCERNS due to the potential overlooking of neighbouring properties.

iv) **No Comment** was made on all other applications on the weekly lists (all unanimous):

PIP/26/0296/MH 17 The Pines, Broadstairs CT10 2NL – TDC Planning made the decision prior to this meeting: REFUSE PERMISSION.  
L/26/0167/ML The Lookout, The Harbour, Broadstairs CT10 1EU  
26/0341/ML 4 Speke Road, Broadstairs CT10 2UB  
26/0357/VKB 10 Cherry Gardens, Broadstairs CT10 2NE  
26/0352/DR Northcliffe Gardens, Broadstairs CT10 3AL  
L/26/0360/DF Flint Cottage, Bromstone Road, Broadstairs CT10 2HT  
26/0374/ML 17 Capel Close, Broadstairs CT10 3LR  
L/26/0305/ML Kingsgate Castle, Joss Gap Road, Broadstairs CT10 3PH  
A/26/0039/ML Perrys Motor Sales Limited. 109 Westwood Road, Broadstairs CT10 2NP  
26/0377/DR Miles and Barr, 43-45 High Street, Broadstairs CT10 1JR  
26/0210/VKB 17&18 Westwood Cross, Margate Road, Broadstairs CT10 2BF  
26/0287/AH Buckmaster Memorial Home, 7 Western Esplanade, Broadstairs CT10 1TG  
26/0317/MH 26 Fitzroy Avenue, Broadstairs CT10 3LS  
26/0193/ML 154 Percy Avenue, Broadstairs CT10 3LE  
26/0272/ML 2 Oakridge, Woodland Way, Broadstairs CT10 3QE

## **568 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/HEDGEROW REMOVAL APPLICATIONS**

i) The Committee recommends **REFUSAL** to the applications listed below:

TPO/26/0340/MM Hackendon Cottage, Elmwood Avenue, Broadstairs CT10 3PA  
The Committee unanimously recommends REFUSAL to this excessive application of felling 8 healthy trees. This goes against Policy BSP3 of the Broadstairs and St Peter's Neighbourhood Plan. The Town Council requests that the Thanet Council Tree Officer inspects the property to ensure that no trees are removed in the interim period and ensure that all trees are inspected prior to a decision being made.

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/26/0294/MM	77 The Vale, Broadstairs CT10 2BY
TPO/26/0348/MM	43 Selwyn Drive, Broadstairs CT10 2SW
TPO/26/0244/MM	9 Grenville Way, Broadstairs CT10 2JR
TPO/26/0247/MM	34 Old Green Road, Broadstairs CT10 3BP

## 569 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 1<sup>st</sup> June 2026 at 7pm

Meeting closed at 19:40  
Deputy Town Clerk



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE

### Minutes of the meeting held on Monday 11 May 2026 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs J Bright, M Garner, A Munns (Chairman), S Roberts, G Rusiecki

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.

#### **294. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllrs K Bright and C Leys.

#### **295. DECLARATIONS OF INTEREST**

None

#### **296. MINUTES**

Members received the minutes of the extraordinary meeting held on Tuesday 10 February 2026.

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

#### **297. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None.

#### **298. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE**

None

#### **299. PIERREMONT HALL EVENTS TEAM**

Members received various reports from the team.

**RESOLVED:**

**i) That the 2026 rates and fees be noted.**

**ii) That the report on room usage be noted with particular interest in the potential use of the Stella Maris suite as a profitable addition to the offering both during weddings and as a stand-alone space.**

**iii) That the recently acquired Food Licence allowing the preparation and sale of simple food stuffs be noted.**

#### **300. TENANCIES**

Members received an update on two tenancies and noted that in both cases advice had been sought from the solicitor.

**301. PHASE III**

The Town Clerk reported that she had been advised that day that the planning application has been submitted to the Local Planning Authority.

**RESOLVED: Members agreed to note.**

**302. TDC ASSET DISPOSALS**

It is understood there is a technical problem with the sale of Pierremont Depot and that Clarke Crittenden is no longer the agent. There is no update on the status of the Town Council's bid although further information had been requested and supplied by the Town Clerk.

There are no updates regarding the acquisition of the war memorial.

**RESOLVED: members agreed to note.**

**303. TOWN COUNCIL'S RISK ASSESSMENTS 2026**

Members received the risk assessments which had been prepared to ensure the safe and lawful running of the building and satisfy the requirements of the insurance company.

**RESOLVED: That the documents are fit for purpose and can be approved.**

**304. DATE OF NEXT MEETING**

Monday 17 August 2026 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.26

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Broadstairs & St. Peter's Town Council

13 May 2026 (2026-2027)

## PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
31	30/04/2026		Nat West Current Ac		bank charges	NATWEST	Z	4.55		4.55
32	30/04/2026		Unity Trust		phones/wifi	Venture Telecoms Ltd	S	105.40	21.08	126.48
33	30/04/2026		Unity Trust		phones/wifi	Venture Telecoms Ltd	S	263.43	52.69	316.12
34	30/04/2026		Unity Trust		phones/wifi	Venture Telecoms Ltd	S	75.50	15.10	90.60
35	30/04/2026		Nat West Current Ac		mobile phones	02	S	195.30	39.06	234.36
36	30/04/2026		Nat West Current Ac		Electricity	Edf	S	1,744.58	348.92	2,093.50
37	30/04/2026		Nat West Current Ac		Electricity	Edf	L	128.25	6.41	134.66
106	05/05/2026		Unity Trust		bandstand concert	Robin Burrows (Two's Com	Z	280.00		280.00
107	05/05/2026		Unity Trust		bandstand concert	J. Edwards	Z	350.00		350.00
108	05/05/2026		Unity Trust		bandstand concert	A. Johnson (East Kent Rod	Z	180.00		180.00
109	05/05/2026		Unity Trust		bandstand concert	J. Edwards	Z	300.00		300.00
110	05/05/2026		Unity Trust		bandstand concert	F.B. Ward	Z	300.00		300.00
111	05/05/2026		Unity Trust		bandstand concert	Gwyneth Reeves	Z	250.00		250.00
112	05/05/2026		Unity Trust		bandstand concert	J. Edwards	Z	300.00		300.00
113	05/05/2026		Unity Trust		security	Marc One Security	S	608.00	121.60	729.60
114	05/05/2026		Unity Trust		security	Marc One Security	S	2,128.00	425.60	2,553.60
115	05/05/2026		Unity Trust		Grant	The Zone Youth Club	Z	12,166.06		12,166.06
116	05/05/2026		Unity Trust		Paint	B&Q	S	133.33	26.67	160.00
117	05/05/2026		Unity Trust		Paint	B&Q	S	133.30	26.66	159.96
118	05/05/2026		Unity Trust		paint & brushes	Screwfix	S	166.62	33.33	199.95
119	05/05/2026		Unity Trust		Paint	Screwfix	S	53.33	10.67	64.00
120	05/05/2026		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	285.00	57.00	342.00
120	05/05/2026		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	912.50	182.50	1,095.00
120	05/05/2026		Unity Trust		Grounds Maintenance	NJL Boxgreen Ltd	S	125.75	25.15	150.90
121	05/05/2026		Unity Trust		container hire	Lawrence Container Hire LI	S	44.33	8.87	53.20
122	05/05/2026		Unity Trust	asset register	Furniture	Ikea	S	341.67	68.33	410.00
123	05/05/2026		Unity Trust	asset register	Supplies	Nisbets	L	61.13	3.82	64.95
124	05/05/2026		Unity Trust	asset register	Supplies	Nisbets	L	45.67	1.27	46.94
125	05/05/2026		Unity Trust	asset register	Drain clearance	Thanet Drainage	S	140.00	28.00	168.00
126	05/05/2026		Unity Trust	asset register	stage hire	Rase Productions Ltd	S	704.20	140.84	845.04
127	05/05/2026		Unity Trust	asset register	Advertising	Brightside Publishing	S	600.00	120.00	720.00
127	05/05/2026		Unity Trust	asset register	Advertising	Brightside Publishing	S	300.00	60.00	360.00
128	05/05/2026		Unity Trust	asset register	expenses	Neil Hibbert	Z	12.98		12.98
129	05/05/2026		Unity Trust	asset register	website hosting	Zonkey	S	625.00	125.00	750.00

Attach 6

# Broadstairs & St. Peter's Town Council

13 May 2026 (2026-2027)

## PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
130	05/05/2026		Unity Trust	asset register	photocopier	KCS	S	124.01	24.80	148.81
131	05/05/2026		Unity Trust	asset register	calibration re legionnaire tester	The Calibration Centre	S	115.00	23.00	138.00
132	05/05/2026		Unity Trust	asset register	Training	High Speed Training Ltd	S	771.30	154.26	925.56
133	05/05/2026		Unity Trust	asset register	engraving	Brunel Engraving Company	S	16.69	3.34	20.03
134	05/05/2026		Unity Trust	asset register	mayoral donation	Thanet Disabled Riding Cent	Z	1,000.00		1,000.00
135	05/05/2026		Unity Trust	asset register	mayoral donation	Community Lifesavers	Z	500.00		500.00
136	05/05/2026		Unity Trust	asset register	Grant	Music4Wellbeing	Z	2,595.00		2,595.00
137	05/05/2026		Unity Trust	asset register	safety wear	Don Ruffles Ltd	S	103.33	20.67	124.00
138	05/05/2026		Unity Trust	asset register	legal fees - depot	Brachers LLP	S	735.00	147.00	882.00
139	05/05/2026		Unity Trust	asset register	Fee	Spurling Cannon	S	525.00	105.00	630.00
140	05/05/2026		Unity Trust	asset register	Supplies	Total Supplies Ltd	S	45.00	9.00	54.00
141	05/05/2026		Unity Trust	asset register	Window cleaning	G. Piper	Z	110.00		110.00
142	05/05/2026		Unity Trust	asset register	Grant	Callis Grange Nursery & Ini	Z	290.00		290.00
143	05/05/2026		Unity Trust	asset register	Fencing	Jacksons Fencing	S	639.50	127.90	767.40
144	06/05/2026		Unity Trust		printing	Lanes Printers	Z	45.00		45.00
145	30/04/2026		Unity Trust		bank fee	Unity Bank	Z	23.05		23.05
146	30/04/2026		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	0.72	0.14	0.86
147	08/05/2026		Unity Trust		Stripe Transaction Fee	Stripe	X	0.36		0.36
148	08/05/2026		Unity Trust		Stripe Transaction Fee	Stripe	X	6.65		6.65
149	08/05/2026		Unity Trust		Stripe Transaction Fee	Stripe	X	10.83		10.83
<b>Total</b>								<b>31,720.32</b>	<b>2,563.68</b>	<b>34,284.00</b>

# Broadstairs & St. Peter's Town Council

13 May 2026 (2026-2027)

Attach 7

## RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	Net	vat	total
42	Events Room Hire	05/05/2026		Unity Trust	refund - cancellation	-529.38	-105.87	-635.25
43	Events Room Hire	05/05/2026		Unity Trust	refund - deposit	-208.33	-41.67	-250.00
44	Bank Interest	30/04/2026		Nat West Busines	bank interest	85.13		85.13
46	Events Room Hire	30/04/2026		Unity Trust	Room Hire	416.67	83.33	500.00
47	Electricity	08/05/2026		Unity Trust	Electricity	8.69	1.74	10.43
48	Tenants' rent and service ch	08/05/2026		Unity Trust	Rent of Viking Suite	358.33	71.67	430.00
49	Tenants' rent and service ch	08/05/2026		Unity Trust	Service Charge	590.60	118.12	708.72
52	Tenants' rent and service ch	07/05/2026		Nat West Current	Rent of Office	964.00	192.80	1,156.80
53	Tenants' parking	07/05/2026		Unity Trust	car parking	250.00	50.00	300.00
53	Tenants' parking	07/05/2026		Unity Trust	car parking	186.30	37.26	223.56
54	Electricity	07/05/2026		Unity Trust	Electricity	1,686.11	337.22	2,023.33
55	Tenants' rent and service ch	05/05/2026		Unity Trust	Rent of Office	520.42	104.08	624.50
56	Tenants' rent and service ch	01/05/2026		Unity Trust	Rent of Office	590.00	118.00	708.00
57	Events Room Hire	07/05/2026		Unity Trust	Room Hire	146.67	29.33	176.00
57	Events Room Hire	07/05/2026		Unity Trust	Room Hire	146.67	29.33	176.00
57	Events Room Hire	07/05/2026		Unity Trust	Room Hire	146.67	29.33	176.00
57	Events Room Hire	07/05/2026		Unity Trust	Room Hire	146.67	29.33	176.00
58	Events Room Hire	07/05/2026		Unity Trust	Room Hire	36.67	7.33	44.00
59	Tenants' rent and service ch	11/05/2026		Unity Trust	Service Charge	237.75	47.55	285.30
60	Events Room Hire	12/05/2026		Unity Trust	Room Hire	73.33	14.67	88.00
						<b>5,852.97</b>	<b>1,153.55</b>	<b>7,006.52</b>

Regular payments and direct debits:

For consideration and approval in line with Financial Regulations at Annual Meeting May 2026

a) Financial Regulation 5.7

*For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or relevant Committee.*

Such regular payments are as follows:

Salaries	Council staff
Total Cleaning South	Cleaning of Pierremont Hall
G Piper	Window cleaner Pierremont Hall
HMRC	Tax & NI and VAT
Batchelor Coop	payroll services
Business Stream	water supply to Pierremont Hall and allotments
Box Green:	Pierremont Hall grounds maintenance
Zonkey	website and email hosting
Probe Security	Security services at Pierremont Hall
HSD Online	Bathroom Supplies for Pierremont Hall
Total Supplies	Cleaning products for Pierremont Hall
Lawrence Containers	Storage containers for Mockett's Wood and P. Hall
Cyber Central	Remote IT security contract
Mark One Security	Beach patrols
Unity Trust Bank	Bank charges on current account
NatWest Bank	Bank charges on current account

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b) Financial Regulation 6.6


*If thought appropriate by the council, payment for utility supplies energy, telephone, facsimile, broadband and water and any rent or Business Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.*

Such direct debits are as follows: -

Business Waste Ltd	Office waste disposal
Cathedral leasing	Sanitary waste disposal P Hall
Facebook Ireland	Council's Facebook account
Culligan Water	Office drinking water
Nest	Staff pensions
EDF	Electricity for the Music Room
Public Works Loans Board	Government loan repayments
SSE electricity	Power supply to Retort House
Venture Telecom	Office phones

Kent County Supplies  
Information Commissioner's Office  
Vari-san  
O2  
Yorkshire Gas and Power  
Stripe  
Bastion Insurance  
Yu

Printer / photocopier  
Data Protection fee  
Hygienic waste removal at P Hall  
Staff phones  
Electricity supply to The Cottage  
Card payments  
Mobile phone insurance  
Electricity supply to the Bandstand  
and Pierremont Hall

	<b>Councillor Co-Option Policy</b>
	<b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b> <b>Adopted: 24<sup>th</sup> September 2018</b> <b>Reviewed: 12<sup>th</sup> April 2023</b> <b>Approved: 25<sup>th</sup> September 2023</b> <b>Updated and reviewed at the Council meeting of 30 June 2025</b> <b>Next review: June 2027</b>

## **1. Introduction**

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Broadstairs & St. Peter's Town Council (BSPTC). The Co-option procedure is entirely managed by BSPTC and this policy will ensure that a fair and equitable process is carried out.

## **2. Co-option**

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

BSPTC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. BSPTC will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, BSPTC is able to co-opt a volunteer.

## **3. Confirmation of Co-option**

On receipt, of written confirmation, from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:

- Advise Thanet District Council that the Co-option Policy has been instigated
- Advertise the vacancy for four weeks or such other period as the Town Council may agree on the Town Council notice boards and website.

BSPTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. Councillors elected by co-option are full members of BSPTC but do not currently qualify for the Parish Basic Allowance..

#### **4. Eligibility of Candidates**

BSPTC is able to consider any person to fill a vacancy provided that:

- He/She is over 18 years old
- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within 4.8km (direct) of the parish.

There are certain disqualifications for election, of which the main are (see 5. 80 of the Local Government Act 1972):

- holding a paid office under the Town Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

#### **5. Applications**

Members may point out the vacancies and the process to any qualifying candidate(s). Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B).

Applications will be considered at the next full Council meeting after the four week period expires. This meeting will include an agenda item 'To receive written applications for the office of Town councillor and to Co-opt a candidate to fill the existing vacancy'.

Copies of the candidates' applications will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be

considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential and in accordance with General Data Protection Regulations.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of BSPTC. Candidates will also be informed that they will be invited to speak about their application at the meeting.

## **6. At the Co-option Meeting**

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of BSPTC. The process will be carried out by adjourning the meeting to allow the candidate to speak. This part of the meeting will take place in public session.

Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public. As soon as these discussions have concluded, members of the press and public will be invited to rejoin the meeting.

The council will proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix C and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. Each vacancy will be voted on in turn.

In order for a candidate to be elected to BSPTC, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second of casting vote.

After the votes has been concluded, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

## Appendix A: Application for Co-option

Thank you for your interest in becoming a Town Councillor. Please complete the form below to assist the Council in making their decision.

Full Name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you applying for?	
<p>About You: Please provide the council with some background information about yourself: <i>(please use additional paper if required)</i></p>	

Reasons for applying:

Please provide the council with your reasons for wanting to become a Parish Councillor : *(please use additional paper if required)*

Signature:

Your application also requires signatures of two registered electors (known as a proposer and seconder) from the parish area of Broadstairs & St. Peter's

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application to the Town Clerk. Your application will be considered by the Town Council, where a vote will be held to decide whether the council agrees to co-opt you in to Broadstairs & St. Peter's Town Council.

Data Protection Act: The information provided on this application will remain Private and Confidential.

## Appendix B: Co-option Eligibility Form

**1. In order to be eligible for co-option as a Broadstairs & St. Peter's Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.**

Please tick all which apply to you:

a) I am over 18 years old.	
b) I am registered as a local government elector for the parish; or	
c) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or	
d) My principal or only place of work during those twelve months has been in the parish; or	
e) I have during the whole of twelve months resided in the parish or within 3 miles of it	

**2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:**

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- III. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively.

In (iii), it ceases on the expiry of five years from the date of discharge.

**Declaration:**

I..... hereby confirm that I am eligible for the vacancy of Broadstairs & St. Peter's Town Councillor, and the information given on this form is a true and accurate record.

Signature..... Date.....

**Appendix C: Co-opted Councillor Person Specification Broadstairs & St. Peter's Tow Council**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Forward Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time.</li> </ul>	

### **Co-option Report for Council 18 May 2026**

The time period during which members of the electorate could have requested a by-election in Beacon Road Ward following the resignation of Colin Kemp has now expired. The TDC Electoral Services team has confirmed that insufficient requests were received so there will be no election and the Town Council may co-opt.

The co-option policy is attached for clarity. I propose the following:-

- To publicise the vacancy this week (week commencing 18 May 2026) on our noticeboards, website, social media and in the local press. The appropriate publicity materials and an application pack are ready.
- There will be a closing date for applications four weeks after the date of publication.
- The applicants will be considered at the Council meeting of 26 June 2026

**Decision required: Do Councillors wish to pursue this course of action and instruct the Town Clerk to start the process?**

## Beach security – Update for Council on 18 May 2026

To date we have spent £8000 on beach security, constituting 20% of the budget set. This was based on daily patrols over the Easter holidays and weekend patrols from then until the summer holidays start in mid-July. Large patrols will then be needed daily to safeguard large numbers on all seven bays.

The increased budget means patrols can operate in the evenings if circumstances suggest it might be useful. Such evenings could be


- end of school term days
- exam results days
- any day when the authorities have intelligence that large groups are headed to Broadstairs and there could be confrontation
- days when scheduled organised events are due to take place

Such events are Water Gala and Summer Fireworks. These events have already arranged security and included it in the budget they submitted to the Town council for grant funding.

The Town Council needs to be assured they are not double funding the project or duplicating costs.

The organisers usually arrange for eight patrol guards at each event but at last years events, both the organisers and Probe security staff felt this number was inadequate.

**Town Clerk's recommendation: that the organisers provide the eight guards they have budgeted for and the Town Council provides an additional four guards from its allocated budget.**

 <small>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</small>	<b>CAPABILITY POLICY</b>
	<b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b> <b>Adopted: 13<sup>th</sup> May 2024</b> <b>Reviewed: May 2026</b> <b>Approved: TBC</b>

### Introduction

The Council aims to ensure that there will be a fair and systematic approach to the application of standards of performance required of its employees that supports the policy.

The procedure aims to:

- Ensure that a fair and consistent process is adopted regarding employee performance.
- Help and encourage employees to achieve and maintain acceptable standards of performance.
- Ensure that employees experiencing performance difficulties are managed appropriately, by adopting a constructive and problem solving approach to achieving improved work performance, through effective supervision, support and training.
- Ensure that managers recognise the Council's separate arrangements for dealing with conduct, ill health and disability.

### Scope

This procedure applies to the workforce employed by Broadstairs and St Peter's Town Council excluding employees on a probationary period. The procedure applies to all employees of the Council.

Where an officer holds a Politically Restricted Post, the provisions of the Local Government & Housing Act 1989 will supersede all or part of this procedure as required. Where allegations relate to the Town Clerk, the provisions set out in the conditions of service for that post should be read in conjunction with this procedure.

Special arrangements also apply to action against trade union officials, i.e. Branch Chair, Secretary or accredited union officers and stewards who are entitled to representation by a senior trade union representative or full time official. No capability process involving a trade union official should be started unless the Town Clerk has first been consulted and until a fulltime trade union official has been notified.

### Role and Responsibilities

Staffing Committee – hear appeals against dismissal.

Town Clerk – Dismiss, hear appeals and take any other actions under the policy deemed appropriate.

All other managers – Deal with performance issues within their own teams except dismissal of an employee. Note: It may be advisable to refer the case to a more senior manager in certain circumstances, for example in complex cases.

Employee – Answer allegations or complaints made under this procedure and fully cooperate with all the associated meetings.

Representative or companion (either a trade union representative or work colleague) – Support and advise employee. Can put forward employee's case, ask questions or make representations but cannot answer questions that are directly put to the employee.

### **What do we mean by capability?**

Concerns regarding capability may arise when an employee is failing in a significant or persistent way to carry out their responsibilities or duties in a satisfactory manner, either due to a lack of ability, aptitude, training or experience.

Such failings will be identified by use of the following procedure and steps taken to improve performance. Where such steps prove unsuccessful, the employee could have their employment terminated on the grounds of capability.

Where there are issues of misconduct or negligence, these should be dealt with under the Disciplinary Procedure. Where any shortfall in expected performance arises from long term or persistent illness, this should be dealt with under the Sickness Absence Policy.

Managers must be alert to the possibility that the employee is suffering from a disability (both physically and mental) which affects their performance, in which case, reasonable adjustments need to be considered with the employee.

### **Principles**

- Employees are expected to be capable of carrying out the work they are engaged to do to the required standard.
- Managers are expected to provide an employee with a reasonable opportunity to improve and provide support to achieve the required standard of performance. The period of time to improve and the level of support must be balanced against the needs of the Council.
- Reasonable efforts should be made to informally address any issues of under performance before instigating any formal procedure.
- Managers should deal with matters promptly and diarise employee reviews in advance, and employees must take all reasonable steps to attend capability meetings.
- At any formal meetings, employees have the right to be accompanied by a work colleague or a trade union representative.
- At all stages of this procedure, confidentiality must be maintained by all parties.

Whilst every effort will be made to help an employee improve their performance and retain them in post, the Council cannot guarantee to maintain employment if satisfactory performance is not achieved. In such cases, close attention will be paid to the reasons for performance difficulties, appropriate record keeping and the support offered. The employee will not normally be eligible for any incremental progression during any formal stage of the process monitoring period. On entry into the formal process, incremental progression will be frozen for a 12 month period. This will be reviewed and access to incremental progression reinstated at the point when the employee has consistently met the required performance standard.

### **The Capability Procedure**

It will be made clear to the employee which HR procedure is to be followed, the reasons for that decision and that they will be kept informed throughout the process. If at any stage, management has good reason to believe that an alternative procedure is more appropriate, the process will be halted and the issue examined under a different procedure.

### **Informal Action**

It is the line manager's responsibility, wherever possible, to work with employees to address any under-performance issues with employees and assist them in achieving the necessary levels of performance. To be effective, this must be done at or around the time these issues

arise. One to one meetings and appraisal meetings are opportunities to raise any areas of concern. However, the line manager should discuss any areas of concern at the earliest opportunity rather than postponing discussions until scheduled 1:1 meetings or appraisal meetings.

A discussion will concentrate on:

- The standard of performance required and identifying any gaps.
- Providing examples of under performance, supporting information and required standards.
- Exploring possible reasons for the deterioration in performance.
- Providing any appropriate training, support and guidance necessary so that the employee has the opportunity to perform well.
- Setting realistic standard of performance for the future, which will be monitored with agreed timescales for improvement.
- Informing the employee that failure to achieve the required standards will lead to progression to the formal procedure.

Notes of the discussions should be kept for reference purposes.

Full account will be taken of the employee's circumstances within the workplace and, if appropriate, outside work. If the difficulty seems to be related to health, an occupational health advisor should be consulted. Other employee support options should also be considered e.g. referral to support services where appropriate.

Poor health can sometimes be a contributory factor to performance difficulties, but health issues should not be used as a reason to avoid addressing performance concerns in the first instance. Management will take account of occupation health advice when determining what procedure to be followed.

A review meeting, within no less than 1 month working time and no greater than 3 months working time (to allow for staff members leave), should be arranged to assess whether targets have been met and whether performance is satisfactory. Staff may be accompanied by a colleague or union representative if they wish. In most cases these meetings should provide sufficient guidance, support and clarification of standards to rectify the situation. Where informal action does not achieve the required standard of performance, or where the required performance is unable to be sustained, formal action will be implemented.

### **Formal Action**

When it becomes apparent that an information approach to improving performance has not achieved the required standard of performance, the Town Clerk should be consulted. Following agreement with the Town Clerk, the employee should be informed that formal action will start under the capability procedure. Although in most cases, stages will be sequential, some cases may require longer timescales due to either the complexity of the situation, where there is improvement but it is not sustained, or where there has been significant progress made but there is still further improvement required to meet the required performance standard.

At all formal stages, employees will have the right to be represented by a work colleague or trade union representative. A timescale for performance to improve will be set and a review date set to assess whether this improvement has been achieved. In certain cases, it may be appropriate to hold a midpoint review to provide additional support during this process.

## **Stage 1:**

### **First formal improvement meeting**

Managers should prepare for an initial meeting with the employee by informing them of its purpose, their right to be accompanied by a union representative or colleague and providing at least 7 calendar days' notice of the meeting to allow them to prepare. This should be confirmed in writing.

The purpose of the meeting is to identify clearly and fairly the ways in which an employee is considered to be underperforming. This should be evidenced from documents such as job descriptions, person specifications, appraisal documentation, meeting notes and evidence of complaints or pieces of work considered to be unsatisfactory. The employee will be given the opportunity to challenge and/or put forward any facts or evidence for consideration. This may include the need for some reflection on what is required of the employee and in some instances consideration of the manager's approach in their interactions with the employee.

In cases where the nominated manager considers that an employee may benefit from a further opportunity to reach the necessary standard of performance, it may be appropriate to refer the employee back to the informal stage of the process. It should be emphasised to the employee that, if after the repeat of the informal stage, they have failed to make the required improvement in their performance, then the formal process will commence. The nominated manager should also identify to the manager supporting the informal stage any suggestions of further support that could be considered to assist in the improvement process.

At the meeting, the manager will explore ways to improve performance which may include the following:

- Counselling, mediation or other support from within or outside of the organisation depending on the nature of the problem.
- Extra support and supervision/coaching from the line manager.
- Retraining or further training either on or off the job.
- Temporary or permanent change of hours/duties, subject to the agreement of all parties and where feasible, arranging for a colleague to act as a role model/mentor on areas of shortfall.
- Agree a programme of support and monitoring with regular review periods so that the employee is clear about timescales, what standards are expected to be met within those timescales and when their performance will next be discussed.
- Inform employee that failure to meet the required standards will result in the matter being referred to stage 2 of the capability procedure and that ultimately this could lead to the Council making a decision on their continued employment.

A letter or email will be sent confirming the key points of the meeting and any actions agreed, clearly outlining the improvement required and the timescales to be met. Whilst the emphasis will be on the problem and the agreed course of action put in place to rectify it, the employee should be reminded that if the agreed standard is not reached, ultimately this could lead to the termination of their employment on the grounds of capability. They will also be informed that records will be kept during the monitoring period.

Whilst it is difficult to be prescriptive about the actual time period which should elapse during this first interview period because of the varying complexity and nature of different jobs, this first review period should not normally be less than a working period of 1 month or more than 3 months.

If performance has not improved sufficiently to achieve the standards, the employee will be informed of the required improvements before the next review period and the possible consequences of failing to reach the required standards.

At the end of the agreed improvement timescale a meeting should be arranged to assess whether the employee has achieved the required improvement in performance. If performance has reached a satisfactory level, the employee should be advised of this and that it is expected that this will be maintained. This will be confirmed in writing by the manager.

If the required improvement in performance has not been achieved, the reasons for this and progress made should be explored with the employee. It may be appropriate to allow the employee a further period under stage 1 to achieve the required standard of improvement if it is felt that there is legitimate reason preventing this improvement from occurring. This should not normally be more than a period of 1 month. If there is no legitimate reason that the improvement has not been achieved, the employee will be advised that the issues will be reviewed by a different manager under stage 2 of this procedure.

## **Stage 2: Second formal improvement meeting**

The employee must be given written notice of arrangements for the meeting, the reasons for the meeting, possible outcomes and the right to be accompanied, at least 7 calendar days prior to the meeting. If the meeting is to be held by a different, more senior manager, the stage 1 manager will provide the manager who will deal with stage 2 with all the relevant documentation from both the informal stage and stage 1. The employee will also be provided with a copy of this information in advance of the meeting.

At the meeting, the manager will explore with the employee what has happened so far under the formal procedure to date and the shortcomings in their performance. In cases where the nominated manager considers that an employee may benefit from a further opportunity to reach the necessary standard of performance, it may be appropriate to refer the employee back to stage 1 of the process. It should be emphasised to the employee that, if after the repeat of stage 1 they have failed to make the required improvement in their performance, then the matter will be considered under stage 2 of this process. The nominated manager should also identify to the manager at stage 1, any suggestions of further support that could be considered to assist in the improvement process.

As part of the monitoring process, the manager should explore with the employee:

- The nature of the concerns, how current performance fails to meet the required standard and the improvement expected.
- The support and measures already introduced in an attempt to improve performance.
- Any additional training and support that may be provided in order to help the employee meet the standard, for example shadowing, weekly one to one meetings etc.
- Any additional support that the employee feels would assist them in achieving the required standard.
- The timescale in order to achieve the improvement required, how this will be monitored, the criteria to be used and the date when a review will take place. The time period to elapse during this second review should not normally be less than 1 month or more than 3 months.
- The possible consequences of continued failure to meet the required standard up to and including dismissal.

This stage provides for a further cycle of support and monitoring as appropriate within an agreed timescale. A further meeting will be held at the end of the review period. If the desired improvement has not been achieved at the end of this review period and it is clear that the employee, despite the support measures introduced, is not able to improve to the required standard, a formal capability meeting will be convened. Equally, where an employee has been removed from the formal process, but within a short space of time their performance becomes a concern once more, the manager can re-enter the formal process at the same stage or the next stage. If the period of time between leaving a particular stage and the point at which deterioration in performance occurs is a significant lapse in time, it would be normal to re-enter the formal process at stage 1.

### **Stage 3**

#### **The capability meeting**

The employee will be notified in writing at least 14 calendar days prior to the meeting of the details and purpose of the meeting, their right to be accompanied by a work colleague or trade union representative and the potential outcomes of the meeting. Both parties will circulate papers (i.e. witness statements or other evidence to be considered) for submission at the meeting, to arrive with the other party no less than 7 calendar days before the meeting. Both sides will also advise the names of witnesses they intend to call. The purpose of the meeting is to determine the evidence of the case so that the Town Clerk hearing the case can decide what action, if any, to take.

The persons attending the meeting will normally consist of:

- The Town Clerk who will chair the meeting.
- The manager presenting the case (normally the manager who heard stage 2).
- The employee who is the subject of the capability issue.
- A work colleague or trade union representative.
- Any witness for either side who will be called if their evidence is required.

Procedure at the meeting:

- The Town Clerk will introduce those present to the employee and explain why they are there; the role of accompanying person if present; that the purpose of the meeting is to consider whether action should be taken which could involve dismissal; how the meeting will be conducted.
- Management will put the case and call witnesses as appropriate (witnesses will be called individually).
- The employee (or representative) will have the opportunity to ask questions of the presenting officer and any other witnesses called by management.
- The employee (or representative) will put their case and call witnesses individually as appropriate.
- All parties will have the opportunity to ask questions of any witness(es).
- The Town Clerk will have the opportunity to ask questions of both parties and any witness(es).
- All parties will have the opportunity to sum up their case, no new matters should be introduced at this stage..
- The employee and their representative, the manager presenting the case and the witnesses will withdraw.
- The Town Clerk will deliberate in private and may recall the employee, their representative and management to clear points of uncertainty on information already given. If recall is necessary, both parties are to return, even if only one is concerned with the point giving rise to doubt.
- The Town Clerk will endeavour to announce the decision to the employee and their representative verbally at the end of the meeting. The employee will also be given notice of any right of appeal verbally at that time. If this is not possible, the Town

Clerk will provide the employee with a realistic timescale of when a decision is likely to be made and agree arrangements for communicating this decision.

The Town Clerk will confirm the decision in writing to the employee as soon as possible and within 7 calendar days of the date of the meeting. In reaching a decision, the Town Clerk does not need proof beyond reasonable doubt of the employee's poor performance. Fairness requires that they have a reasonably held belief in the employee's poor performance based on genuine grounds and that reasonable steps have been taken to verify these conclusions. To form a reasonably held belief in the employee's poor performance, the Town Clerk must be confident that the evidence provided at the capability meeting shows:

- The standards of work required were known by the employee.
- That the employee fell short of the standards.
- That reasonable efforts were made to ensure that the employee had the necessary training and support to enable them to reach the required standard.
- Despite these reasonable efforts, this was not resolved and the necessary improvement did not take place.

### **Finds following a capability meeting**

#### **No Case to Answer**

If the Town Clerk is satisfied that there is no evidence of lack of capability, then they should inform the employee of this and confirm in writing as soon as possible and normally within 7 calendar days of the meeting.

#### **Further Period of Monitoring and Support**

In cases where the Town Clerk considers that an employee may benefit from a final opportunity to reach the necessary standard of performance, it may be appropriate to refer the employee back to stage 2 of the process. It should be emphasised to the employee that if after the repeat of stage 2 they have failed to make the required improvement in their performance that a capability meeting will be arranged. The Town Clerk should also identify to the manager any suggestions of further support that could be considered to assist in the improvement process.

#### **Dismissal with Notice**

It is reasonable for the Council to dismiss an employee where the reason relates to the capability of the employee for performing work of the kind which they were employed to do. If the employee's performance is confirmed as unacceptable and all alternative courses of action have been exhausted, a decision could be taken to dismiss the employee on the grounds of capability. The employee will be given formal notice in accordance with their contract of employment or payment in lieu of notice. The letter of termination will confirm the effective date of termination, give the reason for dismissal and the right to appeal.

#### **Appeal Procedure**

Employees are entitled to an appeal against dismissal. This should be submitted in writing within 14 calendar days of receiving the letter confirming the decision of the meeting to the manager identified in the letter. Any appeal letter must include reasons for the appeal and any evidence the employee wishes to submit. Appeals against dismissal are determined by 3 Councillors appointed by the Staffing Committee.

### **Appeal Decisions**

The decision of the appeals meeting will be one of the following:

- Uphold the appeal and rescind the action taken.
- Uphold the appeal in part which may result in the level of action being reduced.
- Dismiss the appeal. There shall be no further right of internal appeal against the decision of the appeal meeting.

### **Related Council Policies**

Disciplinary Policy

Sickness Absence Policy

### **The Statutory and Regulatory Framework for Capability Decisions**

The important provisions governing capability at work are to be found in:

- The Employment Act 2008
- The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008





# Broadstairs & St Peter's Town Council

## APPLICATION FORM FOR FUNDING FOR GROUPS AND ORGANISATIONS

### 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](http://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 Panel of Councillors will have a scoring sheet and be assessing your application 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:**

Kent Cricket Foundation

**Grant amount requested:**

£1,000

*FOR OFFICE USE ONLY*

*Date form received* ..... 24 April '26

*Accounts Enclosed* ..... ✓

*Copy of Constitution* ..... ✓

*Grant Approved / Declined* .....

1. Contact Name

PETER HENDEY

2. Position

Senior Manager - Operations

3. Address

The Spitfire Ground, St Lawrence  
Old Dover Road  
Canterbury  
Kent CT1 3NZ

4. Telephone

07747 622257

5. email

peter.hendey@kentcricket.co.uk

6. Website

[www.kentcricket.co.uk/foundation/play/street/](http://www.kentcricket.co.uk/foundation/play/street/)

7. Name & address  
Of TREASURER

Karl Smith  
Kent Cricket Foundation  
St Lawrence Ground  
Old Dover Road  
Canterbury  
Kent CT1 3NZ

8. If your organisation has a management committee, how is it appointed? If not, how is your organisation managed? Does your group/organisation have constitutional rules?

Kent Cricket Foundation is managed through a formal leadership and governance structure, with oversight from senior staff and board arrangements. Roles are appointed through the organisation's normal governance and management processes, and the Foundation operates in line with its constitutional and organisational rules.

**9. What are the aims / objectives of your organisation?**

At Kent Cricket Foundation, our aim is not simply to teach cricket - it is to use cricket as a way of reaching young people, opening doors, and giving them something positive to belong to.

With Street Cricket in Broadstairs, what matters most is creating a free, welcoming space where young people feel comfortable the moment they arrive, whether they already love cricket or have never picked up a bat before. We want the club to feel fun, modern and relevant to them, not something they have to fit into. That means giving them a place where they can be active, enjoy themselves, build confidence, make friendships and feel noticed.

We also want the club to be a place where girls feel just as much that it is for them, where children from different backgrounds feel included, and where the atmosphere is positive, encouraging and full of energy. Yes, we want them to learn cricket skills, but just as importantly we want them to leave with a sense that this is their club, their space and something they are proud to be part of.

**10. How does your organisation benefit the local community of Broadstairs & St. Peter's?**

Broadstairs Street Cricket benefits the local community by giving young people something positive, free and consistent to be part of each week during term time all year round

For many children, especially those who may not naturally step into more traditional sport settings, the biggest barrier is not talent - it is confidence, cost, feeling out of place, or simply not seeing something that feels like it is for them. What we are trying to do in Broadstairs is break that down. We want young people to walk into a session and feel relaxed, welcomed and excited, not judged.

The club gives local children the chance to be active, have fun, try something different, learn new skills and build friendships in a safe and supportive setting. I've been lucky enough to witness this firsthand. It is also helping create a stronger sense of identity and belonging. We are not just about skills - we are building a club feel around them, with music, energy, themed ideas and an environment that feels modern, inclusive and something they really want to be part of.

**11. Approximately how many people benefit from the activities of your organisation?**

Members: ..20-30	Non-members: ...0...	Broadstairs & St. Peter's Residents: ...15-20	Visitors: .....
<b>Approximate overall TOTAL: .....30.....</b>			

**12. Amount of grant being requested**  
*An amount must be stated*

**£ 1,000**

**13. For what purpose will the grant be used? *Please be specific.***

The grant would help us keep Broadstairs Street Cricket free while creating an environment that feels genuinely rewarding, engaging and worth returning to for the young people who attend. A big part of that is not just what we teach, but how the club feels - full of encouragement, praise, interaction and a sense that effort and progress are noticed. We want young people to feel valued when they walk through the door and to leave feeling they have been part of something positive.

At the same time, we know that sustaining interest in any youth activity means offering more than a basic session. The funding would help us provide themed nights, music, alternative games and fresh ideas that keep the club lively and relevant, alongside incentives and physical rewards that recognise commitment, attendance, attitude and achievement. That might include small prizes, recognition items, Skills certificates, club kit or other touches that help build pride, motivation and belonging.

The grant would also help strengthen the wider club identity and support competition opportunities and travel costs, so that local young people can access experiences across Kent that they may not otherwise be able to take part in.

**14. Please explain how the project links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:**

This project links most strongly to the Council's Safer and Kinder priorities. At its heart, Broadstairs Street Cricket gives local young people a positive, welcoming and well-supervised place to be - somewhere they feel comfortable, included and able to enjoy themselves in a healthy and active way.

The club creates a setting where children can build confidence, friendships and trust, while being supported by adults who encourage them, recognise their efforts and help them feel part of something good. That sense of kindness matters just as much as the sport itself. We want the club to be a place where young people feel noticed, valued and safe, regardless of background, ability or previous experience.

We have recently gathered feedback from families and the response was extremely encouraging, with Broadstairs Street Cricket receiving an average rating of 9.8 out of 10. For us, that is a strong sign that the club is already making a positive impact locally and is providing something that young people and families genuinely value.

By keeping the sessions free and accessible, the project also helps remove barriers for families and makes sure more local children can benefit from something positive in their own community.

Our Club is located At Charles Dickens School Broadstairs, Each Tuesday 5:30-6:30 – all are welcome along

**15. Has your organisation previously received a grant from the Town Council? NO**

**If YES, how much during the past financial year and when ?**

£	Date(s)
N/A	

**16. How was this money spent?**


<b>Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs Expenditure (eg Equipment, Transport etc)</b>	
	<b>£</b>
Local promotion and outreach materials	£ 150
Themed session resources and activity materials	£ 250
Music / engagement activity resources	£ 150
Rewards and recognition items	£ 150
Club identity resources / display materials	£ 150
Small kit and consumable items	£ 150
<b>Total Project Costs</b> This should match the Total funding required for your project	<b>£ 1,000</b>

<b>Please provide the following details from your most recent annual accounts.</b>	
<b>Total Income</b>	<b>£</b> 52,494
<b>Less Total Expenditure</b>	<b>£</b> 86,649
<b>Surplus / Loss</b>	<b>£</b> 34,155
<b>Savings (Reserves, Cash, Investments)</b>	<b>£</b> 254,171

You should **also enclose the most recent set of accounts.** (See checklist on front page)

## 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.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/></p>	
<p>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?</p> <p>No</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p>	
<p>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.</p>	
<p>SIGNED:  Peter Hendey</p>	<p>DATE: 23/04/2026</p>

**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](mailto:town.clerk@broadstairs.gov.uk)

# 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](http://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:

Coastal Community Learning CIC

Grant amount requested:

£994.97

FOR OFFICE USE ONLY

Date form received

..... 29 April 2026 .....

Accounts Enclosed

Copy of Constitution

Yes  
Yes

Grant Approved / Declined

.....

1. Contact Name Tanya Curran

2. Position Director

3. Address  
424 Margate Road, Ramsgate CT12 6SJ  
Postcode

4. Telephone 07900566148

5. email info@coastalcommunitylearning.com

6. Website www.coastalcommunitylearning.com

7. Name & address  
Of TREASURER  
Annette Harrison  
C/O Hilderstone College  
14-16 St Peters Road  
CT10 2JW

1. What is the name of your event? A working title is acceptable.

Our Green Day

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?

At the Sarah Thorne Theatre, Fordoun Road, Broadstairs CT10 2BN, Michael Wheatly-Ward 01843 863701 (Yes we have permission) Hilderstone College 14-16 St Peters Road Martin Milbank 01843 869171(yes we have permission)

<p><b>3. Which date(s) will your event be held on?</b>  <b>25th July</b></p> <p><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></p>	<p><b>Please state the start date and time:</b>  25th July 10am</p> <p><b>Please state the end date and time:</b>  25th July 3pm</p>
<p><b>4. Is your event open to the public? If not, your event will not qualify for funding.</b>  <b>Yes</b></p>	
<p><b>5. Please provide a general description of your event.</b> <i>Include things like where will your event be held, how it will be promoted and who you expect to attend.</i></p> <p>It will be held in both the Sarah Thorne Theatre and Hilderstone College where a cafe will also be available. Based on the success of our previous events we will use a combination of flyers, posters in notice boards and local shops, local radio, our current mailing list as well as the mailing lists of the organisations who will be with us on the day and social media advertising.</p> <p>The event is to promote awareness of the environment, bringing other voluntary organisations together to inform the local community about volunteering opportunities, activities families and individuals can engage with to appreciate nature. We will also be running art, craft, and physical outdoor activities (walks and nordic walking). We have been in touch with the Windmill project, Thanet RSPB, Thanet Coastal Project and Monkton Nature reserve as well as Kent Adult Education. We will be running art and craft workshops using recycled or sustainable materials as well as having talks. The event is for all local residents of Thanet to attend.</p> <p>Workshops offered : Kent Adult Education running Bug hunt (educating children and parents/carers about caring for the environment and respecting wildlife) and Outdoor activities (make a bird feeder, printing with leaves and creating art with the natural environment)</p> <p>Coastal Community Learning will provide:  Make a bag for life from recycled materials e.g. duvet covers, pillow cases  Drawing from Nature  Painting with sustainable media  Bunting from sustainable materials  Nature inspired mixed media (recycled materials)  Local walk and talk  Talks on various environmental issues x 3</p> <p>We are speaking to Coastal project and several individuals to arrange a local clean up activity for residents to also attend. I am also hoping to run a gardening activity as well but need to confirm details.</p> <p>I am aware there is another event on the same date, however feel strongly that this will draw more people to Broadstairs. Activities can be done with us and they can continue down to the sea front. We are offering specific art/craft activities whereas the other event is craft stalls and music so I feel it would compliment nicely.</p>	

**6. How many times have you previously held this event? Is this the first time this event has been held?**

I ran this event once before about 6yrs ago when I worked for Kent Adult Education. Lack of funding meant there wasn't money available to run it again. It was very successful back then and with my growing student base and presence in Broadstairs and St Peters I have confidence in the success of this one. Technically it will be the first time I will be running the event under my not-for-profit organisation Coastal Community Learning, however I have had past experience in running this kind of event.

**7. Please confirm how your event will be promoted/marketed?**

In terms of marketing we are planning a multi-channel approach including targeted social media promotion, distribution of printed materials within the local area and direct communication with our growing mailing list. In addition we would invite partner organisations to promote the event through their websites, newsletters and social media channels this will help to maximise reach and community engagement. This combined approach has resulted in strong awareness and very high attendance at the two events we have run since opening in September last year, our Open Day and Christmas Craft Fair.

**9. Why do you think the council should sponsor your event?**

*(i) How is the event going to support and promote Broadstairs & St. Peter's?*

*The event will draw people into Broadstairs and St Peters, to take advantage of the amazing sights and activities available. By using well known local venues such as the Theatre and Hilderstone, both of these have strong community recognition, the event will highlight both the towns cultural and educational assets.*

*In addition we plan to have town walks and nordic walking to encourage local residents to explore and appreciate the natural beauty and history of the town, as well as promoting healthy active lifestyles. Previous events have been really well attended, promoting a strong sense of local pride and fostering a more engaged and connected community. This event will build on the previous success, promoting Broadstairs and St Peters as places where community, culture, education and wellbeing are valued.*

*(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?*

*By attracting visitors to the area, the event directly support the local economy. Attendees will be able to make use of local shops, cafes and restaurants bringing additional footfall into the area. By hiring the Theatre and Hilderstone will help directly to support them financial to help sustain their operations. Finally through the event, there will be increased awareness of the local activities and amenities which will hopefully encourage repeat visits providing longer term economic benefits for Broadstairs and St Peters.*

## Managing your Event

<b>10. Is anyone else financially contributing to your event? If yes, please give the details below:</b>	
<b>(a) Funding secured:</b> <i>Name of funder:</i>	<i>Amount secured:</i>
<b>(b) Funding applied for:</b> <i>Name of funder:</i>	<i>Amount requested:</i>
<b>(c) Funding being used from Reserves or Fundraising:</b>	<b>Amount</b>
<i>Details</i>	
Coastal Community Learning CIC (quiz night)	£300

<p><b>11. If this would be your only source of funding, please explain why?</b></p> <p><b>We are putting money towards this event and may have more after a Quiz night we are running on the 15th May to raise money. This event is so important and we will find a way to make it happen. Time has been a huge issue for me as the organisation only launched last September 2025. We have achieved so much for our local community but it has been a challenge with myself being stretched so far. I intend to apply for other small grants but I am aware the deadline for this one is looming and need to ensure it was submitted in time.</b></p>
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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?

This is the first time we have applied.

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

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.

Yes

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

There will be 4 employed members of staff

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

We have 8 volunteers

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.

I have worked with employees and volunteers over the last 16yrs in my Program Manager role at Kent Adult Education When I started Coastal Community, they all came with me to support. We have run a huge number of events from open days, to christmas markets, health awareness and an environmental day. All events have been very successful with all individuals bringing either teaching skills, welcoming/marshalling skills. We are an incredibly efficient and professional team with years of experience in hosting events.

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

No

## Event Budget

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs

Expenditure (eg Equipment, Transport etc)	£
Rent of Sarah Thorne Theatre for sessions	£200
Rent of Hilderstone College cafe and rooms	£200
Marketing, flyers, social media promotion	£185
Staff, tutors and general staff	£609.97
Materials for workshops	£100
	£
<b>Total expenditure</b>	<b>£1294.97</b>
<b>Income (eg ticket sales, pitch hire etc)</b>	<b>£</b>
From Coastal Community	£300
	£
<b>Total income</b>	<b>£300</b>

Please provide the following details from your most recent annual accounts.

<b>Total Income</b>	<b>£49,111</b>
<b>Less Total Expenditure</b>	<b>£48,406</b>
<b>Surplus / Loss</b>	<b>£704</b>
<b>Savings (Reserves, Cash, Investments)</b>	<b>£</b>

Please be aware we have only been operating 7 months, these figures are total figures from when we started till current day.

## 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: Y    No:

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.

N/A

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:

Tanya Curran

DATE:

20/4/26

**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](mailto:town.clerk@broadstairs.gov.uk)



# Broadstairs & St Peter's Town Council

## EVENT FUNDING APPLICATION FORM

**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 by the due date with all documentation. The grant-making timetable and criteria is on the Town Council's website at [www.broadstairs.gov.uk](http://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 audited 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 Panel of Councillors will have a scoring sheet and be assessing your application in accordance to 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 justify 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 any publicity or publications by the use of the Town Council Logo, with text below.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.
- i) If you have run the event before, then please attach any press reports, feedback or evaluation reports which have been written after the event has taken place (n.b. this will cease to be a requirement from the 31<sup>st</sup> November 2017, as all future grant applications will need to complete a grant monitoring and evaluation form, see grant criteria for further information)

### Your Details

**Name of Organisation:**

Broadstairs Dickens Festival CIC

**Grant amount requested:**

£4760

*FOR OFFICE USE ONLY*

<i>Date form received</i>	.....13 May 2026.....
<i>Accounts Enclosed</i>	.....to follow.....
<i>Copy of Constitution</i>	.....Yes.....
<i>Grant Approved / Declined</i>	.....

1. Contact Name

Elizabeth Dilkes

2. Position

Director

3. Address

Bleak House, Fort Rd, Broadstairs CT10 1EY

4. Telephone

07967 094694

5. email

[solveigadams@hotmail.co.uk](mailto:solveigadams@hotmail.co.uk)

6. Website

[www.broadstairsdickensfestival.co.uk](http://www.broadstairsdickensfestival.co.uk)

7. Name & address  
Treasurer

Louise Stubbings,  
44 Brooke Avenue, Margate, England, CT9 5NQ

## EVENT SPONSORSHIP APPLICATION FORM

**1. What is the name of your event? A working title is acceptable.**

Broadstairs Dickens 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?**

The Festival will take place across Broadstairs, it is welcome to all Broadstairs locations to take part. Known activities include the following locations;

- Victoria Gardens Bandstand – local schools choirs (Friday afternoon)
- Victoria Gardens Bandstand – childrens activities and other family activities
- Pierremont Park – Afternoon Tea and Antiques market
- Bleak House – Victorian Fayre
- Sarah Thorne Theatre – An Evening with Charles Dickens
- Palace Theatre – Dickens heritage (B&W) film
- Other shops and cafes – Dickens themed activities
- Beach - The Victorian Beach Party
- Beach – charity “Urchin” litter pick
- Holy Trinity Church – Dickens themed Evensong
- Other paces of worship – Victorian / Dickens services

**3. Which date(s) will your event be held on?**

Friday 12<sup>th</sup> June 2026 to Sunday 14<sup>th</sup> June 2026

*If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.*

**Please state the start date and time:**

Afternoon of the 12<sup>th</sup> June 2026

**Please state the end date and time:**

Approximately 9.30pm on Sunday 14th June 2026

**4. Is your event open to the public? If not, your event will not qualify for funding.**

Yes – we welcome all and we had approximately 5,000 attendees at the 2025 event. We hope that this is matched and probably increased in 2026

**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.**

The festival is a celebration of the life, times and works of Charles Dickens and how he is associated with Broadstairs.

Events will be focused towards literary (readings, plays etc), “screen free” entertainment (heritage activities, singing, dancing etc), immersion in the era (outfits, history events, parade etc) and pan Broadstairs family activities (markets, litter picks, nice food, good locations).

The aim of the 2026 festival is to bring the whole of Broadstairs into the Dickensian frame of mind. We will use the locations that are classic for Broadstairs (Bandstand, Beach etc), but in addition we will build on the success we had in 2025 at Bleak House; we will use Pierremont Park and Pierremont Hall. On top of this we will utilise more of our shops and bars and we will include our arts locations (The Palace and Sara Thorne theatres).

**6. How many times have you previously held this event? Is this the first time this event has been held?**

This will be the 89th year and we are building this as a planning year for the big 90<sup>th</sup> in 2027.

**7. Please confirm how your event will be promoted/marketed?**

We will look to use a mix of classic and social media activities

- Around town we will have A3/A4/A5 flyers and posters, they will aim to keep the local residents up to speed with any new activities that are being included
- We will use our website, Instagram and Facebook
- We will use the local press (Broadstairs Beacon etc) and radio
- We have groups of costumed re-enactors attending other events with flyers, posters and answering questions. These costume re-enactors also go to groups all over Kent and London to do talks about the festival and Dickens and Broadstairs
- National magazine coverage from "Britain" Magazine

In addition, we are really hoping that our activities will create a word of mouth buzz to bring the Dickens Festival back as one of the show cases of the Broadstairs calendar.

**8. Please describe how you will meet our funding criteria:**

*(i) How does your event take into account the needs of the community?*

The newly appointed board take this point as the critical element of how we are engaging with the Festival. We are creating a framework to allow the different areas of the event to capitalise on the communities they already support, while adding activities that will cover all ages and diverse needs.

- We are adding in more activities that will interest young families. We will be looking to have specific events that will show them skills they may not have seen before
- We have an active and literary community in Broadstairs and we want to make sure we honour the Dickens legacy for them
- We want to welcome many visitors to the town. To make it an event that Thanet locals will want to come to. In addition we want to get it on the agenda of Festival goes from across Kent, into London and the wider global Dickens community.

*(ii) Please explain how the event links to Sports, Health or Well-being?*

The Festival is a joyous and happy occasion. We want to make sure that it promotes a feeling of well-being through literacy legacy. We want to make sure that the activities are "screen free", wholesome and highlight the health and happiness of being by the seaside in Broadstairs.

*(iii) And/or: How does the event have a clear link to Culture, Arts or Music?*

The 2026 Festival will try very hard to bring the literary elements of Dickens more into focus. Not only with the play and heritage cinema event. We are looking to have more readings and more Victorian style activities. We are looking to capture the Victorian culture and show how themes of need and poverty are still relevant and important in 2026.

*(iv) And/or: How does the event have a clear link to Broadstairs & St. Peter's Heritage?*

We are lucky to have such a strong link with Charles Dickens and his association with many elements of Broadstairs and St Peters.

**9. Why do you think the council should sponsor your event?**

*(i) How is the event going to support and promote Broadstairs & St. Peter's?*

This annual event attracts many visitors, including some from overseas. As it has been going on for so long we have multiple generations of people who have enjoyed it and look forward to it. We think that the new activities will bring a positive view of Broadstairs. As it should show the town in a good light, it will make people think of coming back for other events in town, This should increase the desire to live, work and visit Broadstairs.

But at a more fundamental level, it is a joyous and established part of the summer season and is enjoyed by many local people.

*(ii) How will it support and benefit the local economy of Broadstairs & St. Peter's?*

The increased footfall brings trade across the town. This benefits our shops, cafes, restaurants and bars. As it is before the traditional summer holidays, it helps to extend the season bringing revenue into town earlier bridging the gap between Easter and Summer. With the increased focus across the town and the migration of people between activities in Pierremont Hall, the Bandstand and Bleak House, we will get lots of footfall walking past our mainly independent shops, cafes and restaurants.

## Managing your Event

<b>10. Is anyone else financially contributing to your event? If yes, please give the details below:</b>	
<b>(a) Funding secured:</b>	
<b>Name of funder:</b>	<b>Amount secured:</b>
<b>Busy Bees</b> – to finance some elements of the parade	<b>Cash contribution £600 (into BDF funds)</b>
<b>Sarah Thorne Theatre</b> – to finance the play	<b>In kind contribution of approx £1000</b>
<i>Note: the aim of the 2026 Festival is to make it more self funding for the specific areas of activity. Leaving the Festival team to focus on marketing, health and safety and other umbrella activities</i>	
<b>(b) Funding applied for:</b>	
<b>Name of funder:</b>	<b>Amount requested:</b>
<b>(c) Funding being used from Reserves or Fundraising:</b>	<b>Amount</b>
<b>Details</b>	
The current reserves are in resolution with the previous Festival bank. We have no current reserves and are self funding from Directors and early activities	Nil

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

For the 2026 event and onwards, we are changing the focus of the funding we request and how we would look for support from the Town. Historically, the Festival has looked for the funders to support the individual costs and activities at the different locations. For 2026 we are looking to have the different venues manage their own activities, costs and revenues. As the Festival we want to market it well, showcase the town in a good light and make it safe and available to all.

The activities will get some additional funding through our own fundraising events. However, our general approach is that fundraising and private sponsorship will help to maintain the individual activities, With the Dickens Festival CIC being the overarching umbrella organisation that helps support these activities.

As this is a bridge between the previous team managing the Festival and the important 90<sup>th</sup> Anniversary event, we are not looking for specific business sponsorship into the Dickens Festival Funds, we will be looking into this again for the 90<sup>th</sup>.

**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?**

Historically, each year we have sought business sponsorship, organised fund raising events, we hold collections/tombola during the festival and also charge for stall holders.

For 2026, the newly formatted board are looking to see what elements need to be part of the central umbrella activities versus individual and business sponsorship.

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

No

**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.**

Yes, this has been secured for the 2026 event

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

The newly formatted Dickens Festival group is 100% volunteer. No person is paid for our activities from the CIC. The individual activities are using the resources of the businesses that operate in those areas (Haversham and Cratchit, Sarah Thorne, Pierrement Hall etc).

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

Yes – approximately 30 including committee.

**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.**

All volunteers are briefed on what is expected from them, especially in Health and Safety. Some of the volunteer efforts are prior to the event (for example, managing the outfits)

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

The worldwide Dickens Fellowship

## Event Budget

<b>18. Please complete the following budget sheet. Please give as much detail as possible.</b> <i>When you make your application you should also enclose audited copies of your most recent accounts including the organisation's current Bank or Building Society balances.</i>		
<b>TOTAL PROPOSED COST OF EVENT</b>	£5360	
<b>TOTAL CONTRIBUTION REQUESTED FROM THE TOWN COUNCIL</b>	£4760	
<b>Event Expenditure:</b> <i>Please list the costs you will incur in putting on your event – This should include all expenses from security, marquees, music and entertainment, marketing and promotion. Please over-write the sections below providing as much detail as possible.</i>		
<b>PLEASE NOTE YOU MUST ITEMISE ALL EXPENDITURE - DO NOT SUMMARISE COSTS – IF NECESSARY USE A SEPARATE SPREADSHEET OR PAGE</b>		
Cost	Itemised	Total
Hire of facilities (such as a hall or marquee)	Nil for 2026	£0
Security and Stewardship - Marshal Support during the parade - First Aid Team for Parade and	£ 120 £ 250	£370
Marketing and Promotion - Electronic – website, social media etc - Traditional – advertising in the Beacon - Physical – posters, leaflets etc	£ 300 £ 130 £1000	£1430
Statutory costs – licences, road closures, land hire etc - Short term road closure	£250	£250
Insurance for Parade (all locations/performers have their own insurances)	£ 130	£130
Live entertainment - Grand Parade – Horse and Carriage - Bandstand – Saturday lunch for Children (Inspiration Creatives) - Bandstand – Sat / Sun – Punch and Judy - Bandstand – Sunday afternoon for elder residents (Coastal Concert Band)	£ 600 £ 300 £ 180 £ 400	£1480
Support for plays and readings - Sarah Thorne play - Disclaimers Talks and Dickens Museum activities - Around town readings (two armchairs for Jackanory style)	£ 500 £ 300 £ 200	£1000
Costume Management for the Grand Parade	£ 200	£200
General Emergency / Late Costs Fund.	£ 500	£ 500
<b>Total Cost of Event (A) approx</b>		<b>£5,360</b>

<b>Event Income:</b> <i>Please outline what income the event will generate and what other sponsorship funds you have been able to secure.</i>		
Monies from Dickensian talks and from town based events (for example, Quix Nights) including the Busy Bees people	£600	
Note: we have not asked for specific business sponsorship in 2026, but we know a number of businesses are spending money to support the event	Nil	
<b>Total Income Raised (B)</b>	<b>£600</b>	
<b>Variance between A and B</b>	<b>£4760</b>	

## 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.**

<p>Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?</p> <p><b>Yes: X</b>   No: <input type="checkbox"/></p>	
<p>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?</p> <p>No</p>	
<p>I am an Employee: Please record your job title, department and line-manager.</p> <p>N/A</p>	
<p>My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.</p> <p>N/A</p>	
<p>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 audited accounts.</p>	
<p>SIGNED:</p> <p><i>Elizabeth Dilkes</i></p>	<p>DATE:</p> <p>6<sup>th</sup> May 2026</p>

**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](mailto:town.clerk@broadstairs.gov.uk)