



# Broadstairs & St Peter's Town Council

22 July 2026

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

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 27 July 2026 at 7pm.**

*Kirsty Holroyd*  
Town Clerk

## AGENDA

**1. WELCOME AND INTRODUCTIONS**

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

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

**4. MINUTES**

To approve the minutes of the Annual Council meeting held on Monday 29 June 2026.

**Attach 1**

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

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

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

**6. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on Monday 6 July 2026 and consider any recommendations therein.

**Attach 2**

**7. EVENTS, LEISURE AND TOURISM COMMITTEE**

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

**Attach 3**

**8. FINANCE AND GENERAL PURPOSES COMMITTEE**

i) To receive the draft minutes of the meeting held on Monday 20 July 2026 and consider any recommendations therein.

**Attach 4**

- ii) To receive and approve the update Risk Management Assessment **Attach 5**
- iii) To receive and approve the Terms of Reference **Attach 6**
- iv) To receive and approve the Statement of Internal Control **Attach 7**
- v) To receive and approve the Annual Governance Statement **Attach 8**
- vi) To receive and approve the updated Preferred Contractors Policy and List **Attach 9**

## **9. COMMUNICATIONS**

- i) To receive the report of the Town Mayor.
- ii) To receive the report of the Town Clerk. **ENC 1**

## **10. FINANCE**

- i) To receive and approve a report concerning payments for the period 30 June 2026 to 22 July 2026 **Attach 10**
- ii) To receive a report concerning receipts for the period 30 June 2026 to 22 July 2026 **Attach 11**
- iii) To receive information about staff salaries for the period
- iv) To receive information about works or services authorised between meetings.
- v) To receive and approve a report concerning payments for the period 22 July 2026 to 27 July 2026.
- vi) To receive and consider a summary report of payments and receipts as to 30 June 2026 (end of Qu. 1) in line with Standing Order 16 cii) **Attach 12**
- vii) To receive and note the bank reconciliation report dated 30 June 2026 (end of Qu 1) in line with Standing Order 17 ciii) **Attach 13**

## **11. CODE OF CONDUCT**

- i) To receive the current document which is due for review. **Attach 14**
- ii) To consider the suggested amendments from TDC and consider incorporating them into the Town Council's own document. **Attach 15**

## **12. DISCOUNTED HIRE RATE POLICY**

- i) To receive the updated policy and consider whether it is fit for adoption by Council. **Attach 16**

## **13. CCTV POLICY**

- To receive the updated policy and consider whether it is fit for adoption by Council. **Attach 17**

## **14. WEBSITE AND NOTICEBOARD PUBLICITY POLICY**

- To receive the updated policy and consider whether it is fit for adoption by Council. **Attach 18**

## **15. CONTRACTOR WORKS POLICY**

- To receive the updated policy and consider whether it is fit for adoption by Council. **Attach 19**

## **16. DATE OF NEXT MEETING – Monday 28 September 2026 at 7pm in Pierremont Hall.**