



# Broadstairs & St Peter's Town Council

8 May 2024

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 13<sup>th</sup> May 2024**.

Kirsty Holroyd  
Town Clerk

## AGENDA

### 1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2024-2025 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 2024-2025 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 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.

### C) Representatives to outside bodies

- i) Appointment of one representative to the Alan Squirrel Trust
- ii) Appointment of one representative to Broadstairs and St Peter's Twinning Society
- iii) Appointment of one representative to the Friends of Mockett's Wood
- iv) Appointment of one representative to the Twining Association (in addition to Town Mayor as Joint Hon. President.

## **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 2024 - 2025 annual budget.

## **9. MINUTES**

To approve the minutes of the Council meeting held on Monday 22 April 2024. **Attach 3**

## **10. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

## **11. 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.

## **12. ENVIRONMENT COMMITTEE**

To receive the draft minutes of the meeting held on Wednesday 1 May 2024 and consider any recommendations made. **Attach 4**

## **13. PLANNING COMMITTEE**

To receive the draft minutes of the meeting held on Tuesday 7 May 2024 and consider any recommendations made. **Attach 5**

## **14. 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.

## **15. FINANCE**

- i) To receive and approve a report concerning payments for the period 22 April 2024 to 8 May 2024. **Attach 6**
- ii) To receive info about receipts for the period 22 April 2024 to 8 May 2024. **Attach 7**
- iii) To receive info 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 8 May 2024 and 13 May 2024
- iv) To approve the use of specified direct debits and regular payments **Attach 8**

## **16. CAPABILITY POLICY**

To receive and review a draft policy and consider whether it is fit for adoption by Council. **Attach 9**

## **17. KENT HIGHWAYS**

To receive and comment on proposed changes to the High Street. **ENC 1**

## **18. 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.

**19. 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.

**20. PRESENTATION OF THE KALC COMMUNITY AWARD** – Presentation to acknowledge and give recognition to those that have made a significant contribution to their local community.

## **21. HIRERS' AGREEMENT**

To receive and consider the hirers' agreement for community groups. **Attach 10**

## **22. DATE OF NEXT MEETING**

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

| Committee                                                                                                  | Planning Committee                                                        | Finance and General Purposes Committee                               | Community assets Committee                                                    | Events, Leisure and Tourism Committee                             | Allotments and Land Committee                    | Staff Management                   | Environment Committee                                                             | Neighbourhood Planning subcommittee        |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------|
| Membership as per terms of reference                                                                       | Minimum 6                                                                 | 8                                                                    | 8                                                                             | Minimum 8                                                         | Minimum 4                                        | Minimum 3                          | Minimum 5                                                                         | Minimum 4                                  |
| Nominees                                                                                                   | J Bayford<br>J Bright<br>R Farooki<br>S Roberts<br>P Moore<br>K Pressland | J Bright<br>K Bright<br>R Farooki<br>M Garner<br>C Kemp<br>S Roberts | J Bright<br>K Bright<br>M Garner<br>J Hobson<br>C Kemp<br>C Leys<br>S Roberts | J Bright<br>M Garner<br>J Hobson<br>C Kemp<br>C Leys<br>S Roberts | J Bright<br>J Hobson<br>S Roberts<br>K Pressland | J Bayford<br>J Bright<br>S Roberts | J Bright<br>M Garner<br>J Hobson<br>C Kemp<br>S Roberts<br>P Moore<br>K Pressland | J Bright<br>K Bright<br>M Garner<br>C Kemp |
| Still To Be allocated                                                                                      |                                                                           |                                                                      |                                                                               |                                                                   |                                                  |                                    |                                                                                   |                                            |
| <ul style="list-style-type: none"> <li>Orhan</li> <li>Nicholls</li> <li>Rusiecki</li> <li>Munns</li> </ul> |                                                                           |                                                                      |                                                                               |                                                                   |                                                  |                                    |                                                                                   |                                            |





## **Broadstairs and St Peter's Town Council**

### **CIVIC CEREMONIAL POLICY & CHARITY POLICY**

Protocols and Procedures for the Mayor/Chairman of the Council

For consideration at Council meeting of 13 May 2024

**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/or 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 2024-25. 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 Deal 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 £2000. This budget is used for the Civic Service and the Remembrance Day Service.

**Civic Service:** The Mayor will hold an annual civic service each Spring. 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 & ST. PETER'S

TOWN COUNCIL

## **Minutes of the meeting of the Council held on Monday 22 April 2024 at 7pm in Pierremont Hall, Broadstairs.**

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, J Hobson, P Moore, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

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

### **388. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Cllrs Kemp, Leys, Munns, Nicholls and Orhan.

Cllr Pressland was absent.

### **389. DECLARATIONS OF INTEREST**

None received

### **390. MINUTES**

**RESOLVED:** That the minutes of the Council meeting held on 25 March 2024 can be approved and duly signed as a true record by the Chairman.

### **391. MATTERS ARISING**

Min 370: the Town Clerk reported that no-one had contacted her regarding setting up a group to comment on proposed boundary changes. Cllr Garner remarked that there was still time to comment. He offered to send round notes after attending a briefing the following day and prompt a discussion after that.  
Min 374: The Town Clerk and Deputy Town Clerk had held a site meeting with the new Open Spaces Manager at TDC and discussed various projects. He will pursue the possibility of installing signage at each of the three entrances to Pierremont park.

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

none

### **393. PLANNING COMMITTEE**

Members received the draft minutes of the meeting held on Monday 8 April 2024.



**RESOLVED: Members agreed to note.**

**394. ENVIRONMENT COMMITTEE**

Members received the draft minutes of the meeting held on Monday 27 March 2024.

**RESOLVED: Members agreed to note.**

**395. FINANCE AND GENERAL PURPOSES COMMITTEE**

Members received the draft minutes of the meeting held on Monday 15 April 2024 and noted that the recommendations at min 152 would be dealt with later in the meeting.

**RESOLVED: Members agreed to note.**

**396. COMMUNICATIONS**

i) The Town Mayor gave a report on his activities on behalf of the Council over the last month. (see attached).

ii) The Town Clerk reported that there were still spaces available on the Dementia Awareness Training course and these had also been opened up to the public. She also reminded councillors of the Community Festival taking place at Pierremont Hall on Saturday 27 April. Cllr Garner added that he had publicised the event during an interview at Academy FM over the weekend. The Town Clerk asked members to complete the committee nomination forms prior to the next meeting.

**RESOLVED: Members agreed to note.**

**397. FINANCE**

i) Members received and approved a report concerning payments for the period 26 March 2024 to 17 April 2024 (see attached).

**RESOLVED: That the payments be approved**

ii) Members received and approved a report concerning receipts for the period 26 March 2024 to 17 April 2024.

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

iii) Members received information about works or services authorised between meetings under financial regulation 4.1 as follows: -

- £3310.08 plus vat to Cyber Central for annual email licences (No.30)

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

iv) Members received a summary of staff salaries totalling £25,463 for the month of March.

**RESOLVED: Members agreed to note.**

v) Members received and approved a report concerning payments for the period 17 April 2024 when the agenda was sent out until 22 April 2024 (see attached).

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

vi) Members received and considered a summary report of payments and receipts as to 31 March 2024 (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 2024 (end of Qu 4) in line with Fin Reg 2.2.

**RESOLVED: Members agreed to note.**

**398. STANDING ORDERS**

Members received the document and considered whether it was fit for purpose.

**RESOLVED: That with the recommendation made by the F&GP committee to increase the threshold at which procurement legislation applies (clauses 18.a.v and 18.c) from £25,000 to £30,000 incl. VAT the document can be accepted and approved.**

**399. FINANCIAL REGULATIONS**

Members received the document and considered whether it is fit for purpose.

**RESOLVED: That with the recommendation made by the F&GP committee to increase the threshold at which procurement legislation applies (clauses 11.1.b and 11.1.h) from £25,000 to £30,000 incl.VAT the document can be accepted and approved.**

**400. INVESTMENT STRATEGY**

i) Members received the document and considered adopting it for 2024-25

**RESOLVED: the document is fit for purpose and can be adopted for 2024-25.**

ii) Members considered moving funds from the current account to an interest bearing account. The RFO recommended one of the accounts linked to the current accounts: Unity Trust Instant access, or a new NatWest 35 or 95 day account.

**RESOLVED: that contrary to the recommendation, £250,000 be moved from the Unity Trust Account current account to the Nationwide Instant Access account in order to take advantage of higher interest rates.**

**401. PRIVATE MOTION**

Members received and considered a motion from Cllr Garner on the Thanet Fairtrade initiative.

**RESOLVED: That Cllr Garner will ask a representative to attend a future meeting to discuss the initiative and see how the town Council can support it.**

**402. SCHOOL LIAISON COUNCILLOR**

Members received Cllr J Bright's report and considered a proposal for a new project.

**RESOLVED That Cllr Bright will assist the assistant head teacher at the Charles Dickens School to develop a School Forum comprising six members from each of the four secondary schools to meet quarterly at Pierremont Hall and discuss issues of importance to young people.**

**403. COMMUNITY FESTIVAL**

Members received the risk assessment for the new event and considered whether it is fit for adoption by the Council.

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

**404. KENT ASSOCIATION OF LOCAL COUNCILS**

Members received the annual subscription for 2024-25 membership.

**RESOLVED: that the subscription be approved at a cost of £1870.82 plus vat.**

**405. MAYORESS AND MILLENIUM CUPS**

Members received a report on previous recipients and considered who to award this year.

**RESOLVED:**

**i) That the Town Team be awarded the Mayoress Cup.**

**ii) That Sue Elliot and Brian Sleightholm be awarded the Millenium Cup for their work with the St Peter's Village tour.**

**406. POLICIES**

ii) Members received an updated Flexible Working/Working from Home Policy and considered whether it is fit for adoption by Council.

**RESOLVED: That the policy is fit for purpose and can be adopted by Council.**

iii) Members received a new Safeguarding Policy and considered whether it is fit for adoption by Council.

**RESOLVED: That the policy is fit for purpose and can be adopted by Council.**

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

**407. TENANCIES**

i) Members received an update on tenancies and noted one tenant was still in arrears with rent and another owed more than £10,000 in unpaid electricity charges and legal fees.

**RESOLVED: That the Town Clerk take legal advice on pursuing these monies owed to the public purse.**

ii) Members received the draft Deed of Surrender requested by a third tenant.

**RESOLVED: That the document is acceptable and can be used in the early surrender of the tenancy.**

**408. LEGAL MATTERS**

The Town Clerk updated members with legal advice received from Brachers and TDC.

**RESOLVED: that the consultancy role for Phase III will be put out to tender on Contract Finder by the end of the week.**

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

**409. DATE OF NEXT MEETING**

Monday 13 May 2024 at 7pm in Pierremont Hall

Town Clerk  
Meeting closed at 8.53pm

Signed\_\_\_\_\_



Date \_\_\_\_\_



# Broadstairs & St Peter's Town Council

## ENVIRONMENTAL COMMITTEE

Minutes of the Environmental Committee meeting held 10am on 27<sup>th</sup> March 2024

Cllrs Present: Chair Joanne Bright, Vice Chair Kevin Pressland, Mike Garner, C Kemp.

Officer: Abigail Barton – Civic & Support Officer

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

### 105. CHAIRS WELCOME OPENNESS AND TRANSPARENCY

To remind those present of the following:

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

### 106. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs James Hobson.

C Leys, K Bright.

Cllrs S Roberts & A Munns & G Rusiecki were absent.

Adviser Ms. K McKenzie Volunteer Tree Warden was also absent.

### 107. DECLARATIONS OF INTEREST

None Received.

### 108. MINUTES OF LAST MEETING

#### RESOLVED:

That the minutes of the Council meeting held on 27<sup>th</sup> March 2024 can be approved and duly signed as a true record by the Chairman.

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

None received.

### 110. QUESTIONS AND/OR OBSERVATIONS FORM 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.  
**See item 117 for resolution.**

### **111. OSBORNE ROAD MEADOW PROJECT**

Members received an update from the Civic & Support Officer regarding the Osborne Road Tree Planting Project. Approval for the revised quote was given via the Town Clerk and Chair of the committee so works could start on Monday 29<sup>th</sup> April.

#### **RESOLVED:**

**It was noted that works have now started on the meadow project and signs have been ordered to make members of the public aware of the project.**

**The 3 signs are going to be installed by the operations officer in due course and a social media campaign to showcase the project will be created by the Civic & Support Officer.**

**Note that the following quote was approved by the Town Clerk & Chair of the committee between meetings as agreed during the meeting dated 27<sup>th</sup> March 2024:**

*Work required By Box Green LTD:*

*Remove existing turf by mechanical means (digger or turf cutter), tidy and prep area; supply & spread new topsoil to replace soil removed with turf; prep, rake & level ready for seeding.*

*Mix wildflower meadow mix\* with silver sand and sow at 5g/m<sup>2</sup>*

*Lightly rake seed into soil*

*Price*

*£1965.00*

*+ VAT*

### **112. TREE PLANTING PROJECTS**

i. Members received a verbal update from the Civic & Support Officer regarding discussions with TDC officers. It was discussed that TDC have asked BSPTC to pause tree related projects and questions to TDC Officers as they are in the infancy of projects currently and had been overwhelmed with questions from councillors. The Civic & Support Officer and Town Clerk are to meet with TDC Officers on 22<sup>nd</sup> May 2024. This meeting will be outlining their future projects and how the Town Council can support these.

It was noted by TDC Officers that going forward all correspondence is to go through as officer-to-officer interactions as they have had several emails and documents sent to them via Councillors which has become confusing. The Town Clerk has given power to The Civic & support Officer to take lead on this project and future communications. Cllr Bright noted herself and Cllr Pressland had also had the same message from TDC during a meeting recently.

ii. Members received Tree research documents supplied by Cllr Pressland.

#### **RESOLVED**

**i. Members agree note. It was agreed that tree related projects are to be paused until BSPTC & TDC Officers have had a meeting to discuss future projects.**



**ii. No decision was made. Members agreed to note.**

**113. REFILL/TAPS PROJECT**

- i. Members received an update from the Civic & Support Officer, the New Town Tap has been ordered for the total price of £2,948.24 + VAT as agreed previously. This has now been delivered. The Civic and Support Officer is now liaising with TDC for an install date.
- ii. Refill Project: members received an update from the Civic and Support Officer who has invited the Town Team, Broadstairs Tourist and Leisure Association and the Chamber of Commerce to a meeting to plan the project going forward and to get as many businesses involved as possible.

**RESOLVED:**

**i. Civic & Support Officer is to chase TDC to secure a date for install. Members agreed to note.**

**ii. Members agreed to note.**

**114. BROMSTONE LAND**

Members received a report from Cllr Garner. Cllr Garner & the Civic and Support officer had a meeting to discuss the project so far and discuss conditions required.

**RESOLVED:**

**The Civic and Support Officer, Cllr Garner and Pressland are to meet with Riverside Housing to agree terms of the lease. Members agreed to note.**

**115. Dog FOULING/ WE ARE WATCHING YOU**

The Civic & support Officer updated the committee on the project so far. It was reported that a anti dog fouling campaign had been created including social media visuals and an online form. This was then sent to The Dog Warden at TDC for approval to share their own reporting systems. TDC officers suggested the Town Council used TDCs own Content and direct members of the public to their reporting system.

A freedom of information request was sent to TDC by the Civic & Support Officer to inquire on the number of fines TDC had given this year for dog fouling.

It was reported that no fines had been issued this year, last year and only one fine in 2022.

**RESOLVED:**

**It was agreed by all members that the Campaign is to go ahead, with the removal of mentions of TDC.**

**after extensive discussions it was agreed by all members that the Civic & Support Officer is to order dog poo bags for dispensers across Broadstairs & St. Peter's. These are to be given to ward councillors to refill stations for members of the public.**

*The following item was confidential, members of the public were asked to leave the room.*

**116. BROADSTAIRS IN BLOOM (confidential item)**

- i. Gardening Grants:** Members received Gardening Grant applications From the

following:

Bradstow court – request of £300  
Broadstairs English Centre- Request of £300  
St. Perer's in Thanet school Allotment Project- request of £300  
St. Peter's in Thanet school main school projects- Request of £300  
Town Team Crocus Project - request of £300  
Town Team Town projects - Request of £100

It was noted by the Civic and Support Officer that several organisations had found it difficult to meet the deadline for grants.

**RESOLVED:**

**i. It was agreed by all members that the below Grant Applications be approved.**

**Bradstow court –award £300**

**Broadstairs English Centre- award £300**

**St. Perer's in Thanet school Allotment Project- award £300**

**St. Peter's in Thanet school main school projects- award £300**

**Town Team Crocus Project – award £300**

**Town Team Town projects – award £100**

**It was agreed by all members that going forward, Gardening Grants are open all year round with approval being granted by the Clerk Committee and Town Clerk. Applications are to be sent to the committee chair and committee members to be notified of grant approvals and rejections.**

**ii. Business baskets:** Members received an update from the Civic & Support Officer regarding the Business Basket scheme. It was noted that the advertising will run from 3<sup>rd</sup> May-17<sup>th</sup> May 2024. Delivery is scheduled for after May 18<sup>th</sup>, with the season ending in September. The baskets will include a selection of pollinator friendly plants and flowers for local businesses in the CT10 area to rent for the season. The baskets are to be delivered by Box green and taken away at the end of the season. It is the businesses responsibility to water the baskets. It is to be noted that as part of the agreed contract, the Town Council has purchased 120 Hanging baskets for the purpose of business to rent in the future, these have been sourced by Box green LTD.  
It was also noted that in previous years some businesses had ordered a majority of the allotted 120 leaving less for other businesses to purchase.

**RESOLVED:**

**ii. Members agreed to note, after discussions it was agreed by all members that basket order items are limited per customer- Maximum of 10 baskets per business and to be reviewed by Officers on the 17<sup>th</sup> May 2024.**

**117. HIGHWAY IMPROVEMENT PLAN**

**i. 20's plenty banners for schools:** Members received an updated from the Civic & Support Officer regarding the 20's Plenty banners offered to local schools. It was reported that there has been a positive response to this project and a total of 5 local schools have requested banners for purchase.

**RESOLVED**

**i. 20's plenty banners for schools:**

**It was agreed by all members that the schools are to be contacted again and the Town Clerk can use purchase powers to buy the banners, the final cost will**

then be brought back to the next meeting to be noted.

***The following item was discussed under item 110 Questions from the electorate.***

**ii. HIP**

It was noted that several residents from Brassy Avenue, Broadstairs were in attendance to discuss speeding and traffic issues relating to their surrounding area and a request for traffic calming to be added to The Town Council HIP. (Highway Improvement Plan) Members of the public addressed council with their concerns for the ongoing dangerous driving in this area:

Resident 1 expressed her concerns of the large volume of traffic and parking issues within brassy avenue that have not been helped by the traffic lights along the railway bridge, this has escalated into a 'dangerous speeding issue'.

Resident 2 explained that there are often cars parked either side of the road on Salisbury avenue and Dumpton park, with speeding cars creating a 'race between Ramsgate and Broadstairs'. This has made it dangerous for children in the area to walk to school. It was suggested that traffic calming measures similar to those in St Peter's Road is a good example of a remedy to this situation.

Resident 3 echoed similar concerns that members of the public are seen to be driving between 40 and 50 MPH along brassy avenue with the addition of traffic calming in Salisbury Avenue causing these issues as the public are now avoiding this road and using Brassy Avenue to Salisbury as a 'race track' making it difficult for him to get off of his own drive way due to the speed of the oncoming traffic.

**RESOLUTION:**

**ii. After extensive discussions regarding KCC's procedures, our own Speed Watch Project and the HIP, it was agreed by all members that the Town Council will contact TDC and KCC officers, KCC councillors, Local action groups, Kent Police and more to create a multi-agency action meeting to discuss the town wide traffic issues residents are experiencing to put a spotlight on the dangerous areas that need changes. Once this meeting has taken place the Town Council will look to update the HIP to reflect the outcome of the meeting.**

**Residents who attended the meeting were asked to email the Civic & Support Officer to attend.**

**118. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING**

Date of next meeting Monday 15<sup>th</sup> July 2024, 7pm Council chamber.

**Civic & Support Officer  
Meeting closed at 11:27am**



Signed \_\_\_\_\_

Date \_\_\_\_\_



# Broadstairs & St. Peter's Town Council

## PLANNING COMMITTEE MINUTES

MONDAY 7<sup>TH</sup> MAY 2024

Present: Cllrs J Bayford, J Bright (Chair), M Garner, P Moore, K Pressland,  
Deputy Town Clerk – Julie Belsey

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

### 273 OPENNESS AND TRANSPARENCY

Cllr Bright 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

### 274 APOLOGIES FOR ABSENCE

Apologies with reason were received and approved from Councillor R Farooki and Karen McKenzie. Not in attendance: Councillor E Orhan and Councillor S Roberts.

### 275 DECLARATIONS OF INTEREST

None

### 276 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 8<sup>th</sup> April 2024. Proposed Cllr M Garner, seconded Cllr J Bayford. Agreed.

### 277 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

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

None

### 279 CORRESPONDENCE

**Amended Plans correspondence received from Thanet District Council for application 23/1212 - W Brazil And Sons Ltd The Lodge Sacketts Hill BROADSTAIRS Kent CT10 2QS:**

The Committee voted unanimously that their original comments still apply:

The Committee unanimously recommended REFUSAL. The application goes against the Neighbourhood Plan Policy BSP1: The Green Wedge: Within the defined Green Wedge areas, priority will be given to protecting the countryside from built development and ensuring that the physical coalescence of the Thanet Towns is avoided and that their physical separation is maintained. Any proposed new development, including change of use of land and buildings in the 'Green Wedge' areas, will not be supported, except for: a) open sports facilities and recreational uses, with any related built development being kept to the absolute minimum necessary and will be sensitively located. b) agricultural uses.

The Committee also has concerns regarding the access onto Dane Court Road from Sackett's Hill and increased flooding issues.

**Amended Plans correspondence received from Thanet District Council for application 23/1574 - Northwood Court Millennium Way Broadstairs Kent CT10 2LA**

The Committee voted unanimously that their original comments still apply:

The Committee are unanimously NEUTRAL on condition that all Kent Police recommendations are followed including contacting their Missing Child and Exploitation Team, and assurances are given that the building is safe to house children with regards to fire regulations.

## 280 CHAIR'S REPORT

None

## 281 NEIGHBOURHOOD PLAN BUSINESS

The Deputy Town Clerk detailed items that were raised during the Neighbourhood Plan Debrief drop in/Town Assembly held on Monday 29<sup>th</sup> April:

- Councillors will endeavour to have a stall at events sponsored by the Town Council if possible, to continue to inform members of the public about the Neighbourhood Plan as well as other events and information relating to the Town Council.
- Social media will be used to continue to promote the Neighbourhood Plan with "Did You Know" comments informing the public of how the Neighbourhood Plan policies protect the local community.
- Leaflets can be handed out to local businesses and given out by Councillors within the Town areas to promote future referendums.
- Councillors to promote future referendums with their own contacts by cascading the information down.

*If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.*

*At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.*

## 282 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

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

24/0199/VKB Land rear of 3 Calis Court Road, Broadstairs

The Committee unanimously recommends REFUSAL to this application as it contravenes Policies BSP7 and 9 of the Neighbourhood Plan:

### **Policy BSP7: Areas of High Townscape Value**

Within the five Areas of High Townscape Value, as defined on Map 8 and on the detailed maps at Appendix 3, the conservation and/or enhancement of the special local character will be the primary planning objective. Accordingly, the Town Council will support development proposals only where it is demonstrated that the proposals have taken account of the design guidance and codes contained in the Broadstairs & St. Peter's Design Guidance and Codes (AECOM, 2022), which is a supporting document to this NDP and available on the Town Council's Neighbourhood Plan web-page:

[Neighbourhood Plan Evidence Base 2nd Edition - Broadstairs & St Peter's Town Council](#)

### **Policy BSP9: Design in Broadstairs & St Peter's**

Development should enhance and conserve local distinctiveness by demonstrating high quality design which both respects and responds to the distinctive character of Broadstairs & St Peter's. It should have

Unconfirmed Planning Minutes 7<sup>th</sup> May 2024

Subject to Confirmation



regard to and respond positively to the design principles set out in the AECOM Design Guidance and Codes for Broadstairs & St Peter's area, which is a supporting document to this NDP and available on the Town Council's Neighbourhood Plan web-page:  
[Neighbourhood Plan Evidence Base 2nd Edition - Broadstairs & St Peter's Town Council](#)

Proposals for new development in the NDP area should include a summary of how this has been achieved as part of the design and access statement accompanying planning applications.

The Town Council also object to the potential overshadowing/overlooking of neighbouring properties.

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

24/0175/GD Kent House Nursing Home, Fairfield Road, Broadstairs CT10 2JY  
The Committee unanimously recommends **NO OBJECTION WITH CONCERNS** regarding noise, disturbance and potential overlooking of neighbouring properties. The Town Council are also concerned that there is limited parking space available.

- iii) **No Comment** was made on all other applications on the weekly lists: (All Unanimous)

24/0334/DF 18 Fitzroy Avenue, Broadstairs CT10 3LS  
24/0303/DF Nobles Funeral Parlour, 1 Northdown Road, Broadstairs CT10 2UL  
24/0348/TC 138 Ramsgate Road, Broadstairs, CT10 2ER  
23/1222/GD Viking, West Cliff Avenue, Broadstairs CT10 1QA  
24/0366/RB 1 Flint Grove, High Street, Broadstairs CT10 2HQ  
24/0352/TC 2 Dolphin Close, Broadstairs CT10 3LQ  
A/24/0328/DF 19 Westwood Cross, Margate Road, Broadstairs CT10 2BF  
24/0249/RB 4 Caroline Crescent, Broadstairs CT10 2XB  
24/0273/RB 15 Hereson Road, Broadstairs CT10 1FF  
24/0374/GD 62A High Street, Broadstairs CT10 1JT  
24/0414/TC Upton County Primary School, Edge End Road, Broadstairs, CT10 2AH

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

RECEIVED the emailed report from the Volunteer Tree Warden.

RESOLVED that the applications be dealt with as detailed below:

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

TPO/24/0398/MM Woodlands, Fair Street, Broadstairs CT10 2JP  
The Committee unanimously recommends **REFUSAL**. BSPTC Tree policy requests a maximum reduction of 20% and 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.

Ivy should also be removed from the tree to allow for proper assessment.

No reason has been given as to why this work is required.

TPO/24/0397/MM      15 Northcliffe Gardens, Broadstairs CT10 3AL  
The Committee unanimously recommends REFUSAL as the justification for the removal of the lime tree is "Removal due to increasing lean and poor form, replace with another lime tree in similar location". However, the answer to the question "Is it diseased and do you have concerns it might break or fall?" the answer was "No". There is no evidence to justify removal.

The Town Council's tree policy recommends that only diseased or dying trees are felled.

(ii) The Committee recommends **NO COMMENT** to the applications listed below:

TPO/24/0313/MM      35 Selwyn Drive, Broadstairs CT10 2SW  
The Committee unanimously recommends **NO COMMENT**.

(iii) **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 Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer 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 Biodiversity and Horticulture Officer.
  - 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/24/0378/MM      18 Selwyn Drive, Broadstairs CT10 2SW  
TPO/24/0369/MM      8 Seven Stones Drive, Broadstairs, CT10 1TW

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

Next meeting: Monday 3<sup>rd</sup> June 2024

Meeting closed at 19:28hrs  
Deputy Town Clerk

BROADSTAIRS & ST PETER'S TOWN COUNCIL  
PAYMENTS LIST

| Voucher Code                    | Date       | Minute | Bank                | Cheque No | Description                    | Supplier                    | VAT Type | Net       | VAT    | Total     |
|---------------------------------|------------|--------|---------------------|-----------|--------------------------------|-----------------------------|----------|-----------|--------|-----------|
| 82 Stationery                   | 22/04/2024 |        | Unity Trust         |           | Stationery                     | VIKING DIRECT               | S        | 83.30     | 16.66  | 99.96     |
| 93 Office contingencies         | 22/04/2024 |        | Unity Trust         |           | water services                 | Culligan Water              | S        | 54.54     | 10.90  | 65.44     |
| 84 Phones and Internet          | 22/04/2024 |        | Nat West Current Ac |           | phones/internet                | Venture Telecoms Ltd        | S        | 75.50     | 15.10  | 90.60     |
| 85 Phones and Internet          | 22/04/2024 |        | Nat West Current Ac |           | phones/internet                | Venture Telecoms Ltd        | S        | 259.19    | 51.84  | 311.03    |
| 86 Phones and Internet          | 22/04/2024 |        | Nat West Current Ac |           | phones/internet                | Venture Telecoms Ltd        | S        | 88.89     | 17.78  | 106.67    |
| 87 Phones and Internet          | 22/04/2024 |        | Nat West Current Ac |           | mobile phones                  | 02                          | S        | 195.96    | 39.19  | 235.15    |
| 89 Office sundries              | 22/04/2024 |        | Unity Trust         |           | safety clothing                | The Logo Centre             | S        | 392.99    | 78.60  | 471.59    |
| 68 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Dickens Festival            | Z        | 3,500.00  |        | 3,500.00  |
| 69 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Twinning Association        | Z        | 250.00    |        | 250.00    |
| 70 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Folk Week                   | Z        | 10,000.00 |        | 10,000.00 |
| 71 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Broadstairs Visitor Informa | Z        | 2,000.00  |        | 2,000.00  |
| 72 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Sarah Thorne Theatre Cor    | Z        | 3,000.00  |        | 3,000.00  |
| 73 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | 14th Broadstairs Scout Gro  | Z        | 3,000.00  |        | 3,000.00  |
| 74 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | The Zone Youth Club         | Z        | 3,000.00  |        | 3,000.00  |
| 75 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Broadstairs Food Festival C | Z        | 7,000.00  |        | 7,000.00  |
| 76 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | British Association For Loc | Z        | 75.00     |        | 75.00     |
| 77 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | SEAWARD COPY SHOP           | S        | 58.33     | 11.67  | 70.00     |
| 77 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | SEAWARD COPY SHOP           | Z        | 18.50     |        | 18.50     |
| 78 Grants                       | 22/04/2024 |        | Unity Trust         |           | Grant                          | Viking Stone Media          | Z        | 100.00    |        | 100.00    |
| 90 Mocketts Wood                | 22/04/2024 |        | Unity Trust         |           | tree works                     | Top Branch Tree Services    | S        | 60.00     | 12.00  | 72.00     |
| 91 Facilities Team sundry items | 22/04/2024 |        | Unity Trust         |           | tools                          | Screwfix                    | S        | 14.10     | 2.82   | 16.92     |
| 94 Community Event              | 22/04/2024 |        | Unity Trust         |           | printing                       | Sharp Printing Services     | S        | 98.16     | 19.63  | 117.79    |
| 79 Victoria Gardens             | 22/04/2024 |        | Unity Trust         |           | Licence                        | Thanet District Council     | Z        | 330.00    |        | 330.00    |
| 88 Planned building works       | 22/04/2024 |        | Unity Trust         |           | Works                          | Cinque Ports Construction   | S        | 390.00    | 78.00  | 468.00    |
| 83 Unplanned building works     | 22/04/2024 |        | Unity Trust         |           | Stationery                     | Screwfix                    | S        | 18.74     | 3.75   | 22.49     |
| 92 Utilities                    | 22/04/2024 |        | Unity Trust         |           | Electricity                    | SSE Energy Solutions        | S        | 650.88    | 130.78 | 781.66    |
| 81 Drain Clearance              | 22/04/2024 |        | Unity Trust         |           | drainage                       | Clear Flow Drainage         | Z        | 100.00    |        | 100.00    |
| 80 Window cleaning              | 22/04/2024 |        | Unity Trust         |           | Window cleaning                | G. Piper                    | Z        | 110.00    |        | 110.00    |
| 98 Events Room Hire             | 23/04/2024 |        | Unity Trust         |           | Stripe Transaction Fee         | Stripe                      | X        | 0.56      |        | 0.56      |
| 110 Printer/Photocopier         | 26/04/2024 |        | Unity Trust         |           | photocopier                    | KCS                         | S        | 95.59     | 19.12  | 114.71    |
| 111 Printer/Photocopier         | 26/04/2024 |        | Unity Trust         |           | photocopier                    | KCS                         | S        | 190.12    | 38.02  | 228.14    |
| 112 Printer/Photocopier         | 26/04/2024 |        | Unity Trust         |           | delete                         | delete                      | S        |           |        |           |
| 109 Licences                    | 26/04/2024 |        | Unity Trust         |           | Microsoft 365 licences         | Cyber Central               | S        | 3,310.08  | 662.02 | 3,972.10  |
| 113 Insurance & Audit           | 26/04/2024 |        | Unity Trust         |           | VAT element of insurance claim | Sedgwick International UK   | R        |           | 424.82 | 424.82    |



BROADSTAIRS & ST PETER'S TOWN COUNCIL  
PAYMENTS LIST

| Voucher Code                    | Date       | Minute | Bank                | Cheque No | Description    | Supplier                     | VAT Type | Net       | VAT      | Total     |
|---------------------------------|------------|--------|---------------------|-----------|----------------|------------------------------|----------|-----------|----------|-----------|
| 105 Professional Fees           | 26/04/2024 |        | Unity Trust         |           | Survey         | Contacta Systems Ltd         | S        | 97.50     | 19.50    | 117.00    |
| 106 Training & Subscriptions    | 26/04/2024 |        | Unity Trust         |           | Subscription   | KALC                         | S        | 1,870.82  | 374.16   | 2,244.98  |
| 114 Grants                      | 26/04/2024 |        | Unity Trust         |           | Grant          | Gap Community Project        | Z        | 1,550.00  |          | 1,550.00  |
| 100 Grants                      | 26/04/2024 |        | Unity Trust         |           | Grant          | Broadstairs & St. Peter's Bk | Z        | 6,700.00  |          | 6,700.00  |
| 101 Grants                      | 26/04/2024 |        | Unity Trust         |           | Grant          | Broadstairs Society          | Z        | 1,200.00  |          | 1,200.00  |
| 102 Grants                      | 26/04/2024 |        | Unity Trust         |           | Grant          | Broadstairs Town Team        | Z        | 1,200.00  |          | 1,200.00  |
| 103 Grants                      | 26/04/2024 |        | Unity Trust         |           | Grant          | POW! Thanet                  | Z        | 3,000.00  |          | 3,000.00  |
| 108 Events - Marketing          | 26/04/2024 |        | Unity Trust         |           | Advertising    | Guides For Brides            | S        | 245.00    | 49.00    | 294.00    |
| 108 Events - Marketing          | 26/04/2024 |        | Unity Trust         |           | Advertising    | Guides For Brides            | Z        | 10.00     |          | 10.00     |
| 104 Events -Bar                 | 26/04/2024 |        | Unity Trust         |           | bar stock      | Page & Sons                  | S        | 214.48    | 42.90    | 257.38    |
| 107 Bathroom Items              | 26/04/2024 |        | Unity Trust         |           | Supplies       | Total Supplies Ltd           | S        | 105.00    | 21.00    | 126.00    |
| 115 Finance costs               | 30/04/2024 |        | Nat West Current Ac |           | bank charges   | NATWEST                      | Z        | 5.95      |          | 5.95      |
| 118 Office contingencies        | 01/05/2024 |        | Unity Trust         |           | parking ticket | Thanet District Council      | Z        | 25.00     |          | 25.00     |
| 122 Container hire              | 01/05/2024 |        | Unity Trust         |           | container hire | Lawrence Container Hire U    | S        | 88.66     | 17.73    | 106.39    |
| 129 Stationery                  | 01/05/2024 |        | Unity Trust         |           | Stationery     | VIKING DIRECT                | S        | 79.86     | 15.97    | 95.83     |
| 121 Mocketts Wood               | 01/05/2024 |        | Unity Trust         |           | container hire | Lawrence Container Hire U    | S        | 44.33     | 8.87     | 53.20     |
| 127 Travel and Subsistence      | 01/05/2024 |        | Unity Trust         |           | parking        | Leanne Hadden                | Z        | 8.70      |          | 8.70      |
| 119 Community Event             | 01/05/2024 |        | Unity Trust         |           | market stalls  | Ray Linge Market Stalls Ltc  | S        | 1,026.00  | 205.20   | 1,231.20  |
| 123 Community Event             | 01/05/2024 |        | Unity Trust         |           | Concert        | Danielle Church              | Z        | 100.00    |          | 100.00    |
| 124 Community Event             | 01/05/2024 |        | Unity Trust         |           | Concert        | Darren Robertson             | Z        | 100.00    |          | 100.00    |
| 125 Community Event             | 01/05/2024 |        | Unity Trust         |           | Concert        | Trevor Walter                | Z        | 100.00    |          | 100.00    |
| 120 Annual maintenance schedule | 01/05/2024 |        | Unity Trust         |           | Works          | E. Saunders Ltd              | S        | 552.85    | 110.57   | 663.42    |
| 117 Drain Clearance             | 01/05/2024 |        | Unity Trust         |           | drainage       | Clear Flow Drainage          | Z        | 50.00     |          | 50.00     |
| 126 Community Event             | 01/05/2024 |        | Unity Trust         |           | Concert        | Steve Warrington             | Z        | 100.00    |          | 100.00    |
| 128 Events -Bar                 | 01/05/2024 |        | Unity Trust         |           | cups           | Nispeets                     | S        | 35.99     | 7.19     | 43.18     |
| Total                           |            |        |                     |           |                |                              |          | 57,030.57 | 2,504.79 | 59,535.36 |

BROADSTAIRS & ST PETER'S TOWN COUNCIL

8 May 2024 (2024-2025)

Attach 7

| RECEIPTS LIST                 |            |                  |          |           |
|-------------------------------|------------|------------------|----------|-----------|
| Code                          | Date       | Description      | net      | total     |
| 5 Finance costs               | 23/04/2024 | ev charge income | 39.36    | 7.87      |
| 11 Events Room Hire           | 23/04/2024 | Hall hire        | 15.00    | 3.00      |
| 11 Events Room Hire           | 23/04/2024 | Hall hire        | 15.00    | 3.00      |
| 11 Events Room Hire           | 23/04/2024 | Hall hire        | 15.00    | 3.00      |
| 11 Events Room Hire           | 23/04/2024 | Hall hire        | 15.00    | 3.00      |
| 11 Events Room Hire           | 23/04/2024 | Hall hire        | 15.00    | 3.00      |
| 12 Events Room Hire           | 23/04/2024 | Hall hire        | 857.29   | 171.46    |
| 18 Events Room Hire           | 23/04/2024 | Room Hire        | 245.83   | 49.17     |
| 29 Tenants' rent              | 23/04/2024 | Rent of Office   | 964.00   | 192.80    |
| 30 Retort House Bookings      | 23/04/2024 | Room Hire        | 20.00    | 4.00      |
| 22 Events Room Hire           | 23/04/2024 | Hall hire        | 1,115.00 | 223.00    |
| 21 Events Room Hire - Deposit | 23/04/2024 | Room Hire        | 175.00   | 35.00     |
| 31 Events Room Hire           | 23/04/2024 | Hall hire        | 83.33    | 16.67     |
| 35 Retort House Bookings      | 25/04/2024 | Room Hire        | 20.00    | 4.00      |
| 32 Events Room Hire           | 25/04/2024 | Hall hire        | 45.00    | 9.00      |
| 33 Events Room Hire           | 25/04/2024 | Room Hire        | 54.00    | 10.80     |
| 33 Events Room Hire           | 25/04/2024 | Room Hire        | 54.00    | 10.80     |
| 33 Events Room Hire           | 25/04/2024 | Room Hire        | 54.00    | 10.80     |
| 33 Events Room Hire           | 25/04/2024 | Room Hire        | 54.00    | 10.80     |
| 34 Events Room Hire           | 25/04/2024 | Hall hire        | 954.67   | 190.93    |
| 39 Events -Bar                | 29/04/2024 | bar sales        | 261.60   | 52.32     |
| 36 Events Room Hire           | 29/04/2024 | Room Hire        | 67.50    | 13.50     |
| 37 Tenants' rent              | 30/04/2024 | Final Invoice    | 3,429.36 | 685.87    |
| 37 Tenants' parking           | 30/04/2024 | Final Invoice    | 125.00   | 25.00     |
| 37 Pierremont service charges | 30/04/2024 | Final Invoice    | 47.76    | 9.55      |
| 40 Bank Interest              | 30/04/2024 | Interest         | 308.86   |           |
| 38 Events Room Hire           | 30/04/2024 | Room Hire        | 255.00   | 51.00     |
| 38 Events Room Hire           | 30/04/2024 | Room Hire        | 11.67    | 2.33      |
| 38 Events Room Hire           | 30/04/2024 | Room Hire        |          |           |
| 48 Events Room Hire           | 07/05/2024 | Room Hire        | 112.50   | 22.50     |
|                               |            |                  | 9,429.73 | 1,824.17  |
|                               |            |                  |          | 11,253.90 |

## Regular payments and direct debits:

For consideration and approval in line with Financial Regulations at Annual Meeting May 2024

## 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                       |
| Darrell King               | window cleaner Pierremont Hall                    |
| HMRC                       | Tax & NI and VAT                                  |
| Batchelor Coop             | payroll services                                  |
| Business Stream            | water supply to Pierremont Hall and allotments    |
| Urban Surveying and design | Project management fees Retort House              |
| Box Green:                 | Pierremont Hall grounds maintenance               |
| Vision ICT                 | website and email hosting                         |
| Laws Building Solutions    | Road plate at Retort House                        |
| Probe Security             | Security services at Pierremont Hall              |
| HSD Online                 | Hygiene Supplies for Pierremont Hall              |
| Lawrence Containers        | Storage containers for Mockett's Wood and P. Hall |

## 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 Pierremont Hall |
| Public Works Loans Board          | Government loan repayments      |
| SSE electricity                   | Power supply to Retort House    |
| Venture Telecom                   | Office phones                   |
| Kent County Supplies              | Printer / photocopier           |
| Information Commissioner's Office | Data Protection fee             |



O2  
British Gas Lite  
Stripe  
Bastion Insurance

Staff phones  
Electricity supply to The Cottage  
Card payments  
Mobile phone insurance

|                                                                                                                                                    |                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <br><small>BROADSTAIRS &amp; ST. PETER'S<br/>TOWN COUNCIL</small> | <b>CAPABILITY POLICY</b>                                             |
|                                                                                                                                                    | <b>BROADSTAIRS &amp; ST. PETER'S TOWN COUNCIL</b><br><b>Adopted:</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 informal 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 working 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 10 working 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



## HIRE AGREEMENT FOR PIERREMONT HALL COMMUNITY OFFER

Attach 10

**THIS AGREEMENT** is made on:        /        /

between Broadstairs & St. Peter's Town Council, hereinafter called the Council, and the Hirer named below, whereby in consideration of the sum(s) mentioned in paragraph 4 below:

- A) THE COUNCIL agrees to permit the Hirer to use that part of the premises designated in paragraph 3 for the purposes, period(s) in paragraph 2 and at the fee described below.

**THIS AGREEMENT** is made on behalf of:

1. Purpose of Hiring:

2. Period of Hiring:

Date:        /        /

Times:        Start at        Finish at

3. Areas of hire: Chamber Hall

4. Acting on the behalf of the Council:        Name: Leanne Hadden

Position: Events Bookings Manager

- B) THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Council's Standard Conditions of Hire for the time being in force and as annexed hereto, and in the Rules governing the use of Pierremont Hall.

5. The Hirer:

Address:

Telephone:

Email:

### CONTACT DETAILS

Pierremont Hall, Pierremont Park, Broadstairs, CT10 1JX  
01843 263609  
events@broadstairs.gov.uk





## STANDARD CONDITIONS OF HIRE FOR PIERREMONT HALL

To include the Council Chamber, the Mayor's Parlour, The Music Room, and associated facilities.

**1. THE HIRER** is offered the use of the facilities '*free of charge*'. The fee is waived by the Town Council. In the event that the Town Council is forced to cancel the booking, the hirer will be informed.

**2. THE HIRER** is the responsible person during the period agreed upon in section 2 of this agreement. This means that the hirer is responsible for all attendees and would be responsible for safeguarding all attendees under the age of 18. This also means that the hirer is the responsible person for any anti-social behaviour and damages (further explained in the below sections of this agreement.)

**3. THE HIRER** shall ensure that the General Rules - link found on page 3 of this agreement - governing the use of Pierremont Hall, are complied with. Failure to uphold these rules could result in the cost of damages or/and legal fees.

**4. THE HIRER** shall, on making the booking, inform the EBM of requirements as to the provision of refreshments or canteen facilities, and shall be responsible for any extra charges thereby incurred.

**5. THE HIRER** shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements to avoid obstruction of the highway and nuisance to other carpark users.

**6. THE HIRER** shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Council.

**7. THE HIRER** shall be responsible for making arrangements to insure against any third-party claims which may lie against their organisation whilst using Pierremont Hall. (The Council is insured against any claims arising out of its own negligence.)

**8. THE HIRER** shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise. The hirer has a duty to be aware of the fire regulations relating to the premises, to know what to do in the event of an emergency, and to ensure that all who attend are similarly aware. An Emergency Plan for Hirers and a Fire Safety sheet can be found on page 5 and 6 of this agreement.

**9. The HIRER** shall obtain permission from the Events Manager for any electrical items brought onto the premises for use during events/functions. The Hirer is responsible for ensuring that such items, including plugs and leads, are in good condition, and that sockets are not overloaded. Evidence of Portable Appliance Testing (PAT) should be provided if possible.



## STANDARD CONDITIONS OF HIRE FOR PIERREMONT HALL

**10. THE HIRER** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.

**11. THE HIRER** shall indemnify the Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.

**12. THE HIRER** shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

**13. THE HIRER** shall, ensure that the premises are not used as a platform for extremists and is not used to disseminate extremist views. The Hirer will ensure that their views or those of their attended guests, do not draw people into terrorism, radicalisation, and/or extremism.

**14. THE HIRER** shall, close and ensure all windows and doors are closed when leaving the premises

**15. THE HIRER** shall ensure that the capacity limits are met in order to comply with Fire Regulations. The number of people permitted on the premises must not exceed the following limits: Chamber Hall (maximum 70 guests), Mayor's Parlour (maximum 16 guests) & The Music Room (maximum 12 guests).

**16. THE HIRER** understands that building works to upkeep the safety of the property could be enforced during the period of your booking. Any such plans will be shared with the HIRER by the council and could be notified with as little notice as on the day of the event.

**17. THE HIRER** is aware that any equipment or property left unattended is not the responsibility of the council. It is advised that the HIRER should arrange security for anything left on the grounds of the property unattended.

**18. THE HIRER** is aware that the property is located in a public park. Any antisocial behaviour by the public is out of the council's control.

**19. THE HIRER** is aware that Pierremont Hall is a self-catered venue. This means that the hirer needs to arrange their own catering.

### **19.1 On-Site Caterer**

This means when the hirer has arranged for a catering company to come and cook or prepare on-site. All caterers onsite should complete our Caterer Agreement and Standard Conditions of the On-Site Permission Agreement.

### **19.2 Non-On-Site Caterer**





## STANDARD CONDITIONS OF HIRE FOR PIERREMONT HALL

This means when the hirer has arranged for a catering company to deliver food for their event i.e. a buffet it is the hire's responsibility to know all ingredients in the food which is delivered and is responsible for temperature management.

### **19.3 Cleaning**

When a caterer uses the premises kitchen THE HIRER is expected to ensure that the kitchen has been cleaned to the same standard it was offered at the beginning of the hire.

### **19.4 Waste Disposal Fee**

All on-site caters, as stated in the third-party agreement, should take their own waste away with them at the end of the event.

If the hirer has arranged a buffet, without an on-site caterer, then all food waste should be taken away at the end of the event by the hirer.

*THE HIRER must dispose of any waste from site.*

## **GENERAL RULES**

The use of Pierremont Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement. Failure to uphold these rules will result in the removal of all person(s) from the premises. If damage is caused by any act or neglect of the Hirer or anyone for whom the hirer is responsible, or anyone permitted by the Hirer to enter the building, then the hirer will also be expected to pay for any damages.

Please read the following rules here: <https://pierremonthall.co.uk/terms-conditions/>

Signature of acknowledgment:



## EMERGENCY ACTION FOR HIRERS

**THE HIRER** has a legal duty regarding the safety of the people who attend.

**THE HIRER** should make sure they know:

- what to do if there is a fire
  - how to warn people
  - how to evacuate people safely
  - arrangements for contacting the emergency services (see next page)
- the emergency escape routes from the premises (bearing in mind that there may be some which you would not normally use, but might need to in an emergency)
- the safe place outside the building where people should assemble following an evacuation. (*The War Memorial - Junction of High Street and Pierremont Avenue, Broadstairs, Kent, CT10 1JX*)
- their responsibility to check that everyone is accounted for

**THE HIRER** will be responsible for specific actions. Such as contacting the emergency services, checking all rooms and toilets to make sure that no one is left on the premises, etc.

**THE HIRER** is responsible for making sure that any people with disabilities are helped from the premises and managing those individuals once they have left the premises to the safe place.

**THE HIRER** is responsible for ensuring that everyone who attends their meetings and/or events should be made aware of the following;

- there is no smoking allowed inside or within 10 meters of the premise (a smoking zone will be posted where safe)
- how the alarm will be raised if a fire is discovered
- who will take charge in the event of an emergency
- where the emergency exits are
- where to assemble once they have left the building (*The War Memorial - Junction of High Street and Pierremont Avenue, Broadstairs, Kent, CT10 1JX*)
- that, in the event of an emergency, they should not stop to collect their belongings but should leave immediately.

**THE HIRER** is responsible for ensuring that:

- all escape routes and exits are kept clear.
- the no-smoking policy is obeyed.
- no naked flames are started (unless authorised and controlled, e.g. candles)





## FIRE SAFETY

### PLEASE KEEP THIS DOCUMENT WITH YOU DURING THE HIRE OF THE HALL

The Hall has smoke alarms situated in the kitchen, hall, lobby and the main corridors – these are automated fire alarm systems. However, if a fire can be seen, activate the alarm and then raise the alarm by shouting a warning e.g. 'we have a problem – please leave by the nearest exit.'

### **Do not try and tackle the fire yourself. In the event of a fire dial 999 – it's free of charge**

The call will be answered quickly by a BT operator who will say 'Emergency, which service do you require?'. Tell the operator what the emergency is:

- Stay calm, do not shout, pass your information slowly and clearly
- Give details of the address or location where help is needed.

The address of The Hall is **Pierremont Hall, Pierremont Avenue, Broadstairs CT10 1JX**

- Landmarks may assist the fire crews to locate the address. i.e. Pierremont Park
- Be ready to give some more details to the Fire Brigade operator. They may ask several questions about the emergency.
- Listen to any questions you are being asked
- Stay on the line even if you hear the sirens close by ... they may not be coming to you.

Remember, in the event of a fire:

- Get Out
- Call the Fire Brigade Out
- And Stay Out

If you have called the Fire and Rescue Service and are awaiting their arrival, there are things you may be able to do to help:

- Attract the attention of the fire crew from a safe place as they approach. This is to assist them to locate the property as it may not be immediately obvious.

You may be asked the following by the Fire Officer in charge:

- What is on fire?
- Where is the fire?
- Is anybody trapped or missing?
- Is anybody injured?

Try to stay calm and be as accurate as possible when answering. This will help the Fire Officer decide what action to take



## STANDARD CONDITIONS OF HIRE FOR PIERREMONT HALL

Signed by the person named in paragraph 5 of the hiring agreement, on behalf of the Council

\_\_\_\_\_Leanne Hadden\_\_\_\_\_

Signed by the person named in paragraph 6 of the hiring agreement:

\_\_\_\_\_

***Any payments made will act as an agreement to these terms and conditions.***