

# Cinque Port Town of New Romney



Mrs C. Newcombe  
Town Clerk

Town Clerk's Office  
Town Hall  
New Romney  
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

2<sup>nd</sup> March 2026

Dear Councillor,

**SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL,  
TO BE HELD IN THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW  
ROMNEY, ON MONDAY 9<sup>TH</sup> MARCH 2026 AT 6.45PM.**

You are hereby summoned to attend the above-mentioned meeting of New Romney Town Council to consider the under-mentioned business.

Yours sincerely,

*C. Newcombe*

Mrs C Newcombe  
Town Clerk

Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk)

**PLEASE NOTE: *The afore-mentioned meeting will commence at 6.45pm.***

***Members of Public are welcome to join this meeting.***

***Anyone displaying any symptoms of Covid-19 should NOT attend the meeting in person.***

***Members of Public are also welcome to observe this meeting live via Zoom using the meeting invitation link below:***

Join Zoom Meeting

<https://us06web.zoom.us/j/89030049605?pwd=dlxNgs0d21azjcqLSuSfCwZF1rUdDM.1>

Meeting ID: 890 3004 9605

Passcode: 067445

## **PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS**

### **1. Who can participate in a New Romney Town Council meeting?**

Members of the Public and Press may attend this Council meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

A maximum of THREE members of public may also participate by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total. Any Member of Public who has submitted a question to be put to the Council in Public Session must attend the meeting in person or request that the question be put by the Town Clerk. A question cannot be put to the Council by any Member of Public remotely joining the meeting live via Zoom.

Any such question should be delivered to the Council by way of a written statement submitted by email by midday on the day of the Council meeting - to be read out during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by email by a representative on their behalf.

Any such questions should be emailed to: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk) by midday on the day of the Council meeting.

### **2. How and when do I have to let the council know that I want to participate?**

You will need to give written notice (via email or post) that you would like to participate by 3pm on the **Wednesday** before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

### **3. What happens if more than three local residents want to participate by submitting questions to the Council?**

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate (by reading out your submission).

### **4. What will happen at the Council meeting?**

Your question will be read aloud during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at [www.newromney-tc.gov.uk](http://www.newromney-tc.gov.uk)

## THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**FULL COUNCIL MEETING  
MONDAY 9<sup>TH</sup> MARCH 2026 AT 6.45PM**

**PRAYERS** led by the Mayor's Chaplain

**AGENDA**

**1. APOLOGIES:**

To receive and note the apologies of councillors unable to attend.

**2. DISPENSATION TO PARTICIPATE:**

To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.

**3. DECLARATIONS OF INTEREST:**

Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.

**4. REPORT OF THE KENT COUNTY COUNCILLOR (Encs\*):**

To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report ahead of the meeting for publication within the electronic meeting agenda).

**5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS (Encs\*):**

To receive the reports of the District Councillors for New Romney (who are each requested to provide a written copy of the relevant report ahead of the meeting for publication within the electronic meeting agenda).

**6. ADJOURNMENT OF MEETING:**

To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.

**7. PUBLIC QUESTIONS:**

Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance with the Town Council's Code of Conduct Item 5(3)(b), which reads as follows:

“ Where you have an Other Significant Interest in any business of the Authority, you may... make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.”

**8. RE-CONVENING OF MEETING:**

To formally re-convene the meeting of the Council.

**9. MINUTES (Encs\*):**

To approve the minutes of the **Full Council Meeting** held on **9<sup>th</sup> February 2026** (Attached hereto\*).

**10. MAYOR’S REPORT AND COMMUNICATIONS (Encs\*):**

To receive and note the report of the Mayor:

- (i) Mayor’s Civic Function List.
- (ii) Any Communications received by or for the Mayor

**11. TOWN CLERK’S REPORT (Encs\*):**

To receive and note the report of the Town Clerk (Attached hereto\*).

**12. STANDING ORDER No.14:**

The Mayor to consider any questions raised by Councillors about any business of the Council other than such business as has been listed specifically within the agenda, of which proper notice has been given (three working days minimum).

**13. STANDING COMMITTEES (Encs\*):**

To receive and note the minutes of the following Standing Committee meetings and resolutions detailed therein and to ratify any recommendations also detailed therein, if required:

**(i) Planning & Environment Committee**

(a) Meeting held on 4<sup>th</sup> February 2026 (Attached hereto\*)

(b) Meeting held on 4<sup>th</sup> March 2026 (Attached hereto\*)

**(ii) Health & Wellbeing Committee**

Meeting held on 10<sup>th</sup> February 2026 (Attached hereto\*)

**14. RFO’S FINANCIAL REPORTS FOR 2025-26 (Encs\*):**

To consider final bank reconciliations for January 2026, if available. (Attached hereto\*)

**15. COUNCIL REPRESENTATIVES' REPORTS:**

To receive and note any **written reports of Representatives on Outside Bodies**, and from Councillors who have attended other meetings or fixtures on behalf of New Romney Town Council since the last ordinary meeting of the Council, if available.

**16. CAPITAL PROJECTS REPORT:**

(i) To receive and note the report on Capital Projects currently being undertaken, if available, and take any such action as may be deemed necessary thereon and / or consider any recommendations made therein.

- Maude Community Centre Project – Not available\*

(ii) To receive and note the Maude Community Centre Project Financial Update Report, if available. (Not available\*)

**17. REVIEW OF FINANCIAL REGULATIONS & POLICY DOCUMENTS (Encs\*):**

(i) To formally confirm completion of annual review of Financial Regulations (see Clerk's report\*).

(ii) To formally approve the following Financial Policy Documents:

(a) Schedule of payments approved in advance for financial year 2026-27

(b) Annual Investment Strategy and Investment Plan 2026-27

(c) Risk Management Statement 2025-26

(d) Statement of Intent for 2026-27

**18. RE-APPOINTMENT OF INTERNAL AUDITOR:**

(i) To re-confirm the on-going appointment of Mr Lionel Robbins as Internal Auditor for the 2026-27 financial year.

(ii) To re-confirm the Council's satisfaction as to the independence and competence of the appointed Internal Auditor for 2026-27.

**19. NRTC STRATEGIC PLAN 2023-27 (Encs\*):**

To receive and note the New Romney Town Council Strategic Plan 2023-27 with latest updates and take any such action thereon as may be deemed appropriate. (Clerk to report)

**20. STANDING ORDER 11 – MOTIONS MOVED ON NOTICE:**

To consider a motion moved on notice in accordance with Standing Order 11.

**21. HIRE OF MAUDE COMMUNITY CENTRE (Encs\*):**

To consider Council policy on hire of Maude Community Centre Hall for 16<sup>th</sup> and 18<sup>th</sup> birthday parties.

**22. CINQUE PORTS CONFEDERATION CORPORATE POSTERS (Encs\*):**

To consider use of Town Logo and QR information required for a New Romney version of the proposed Cinque Ports Confederation poster.

**23. EXCLUSION OF PUBLIC AND PRESS:**

To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *‘in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw’* due to the fact that the following agenda items relate to legal matters.

**24. ON-GOING MATTERS:**

To consider any updates or additional information and/or progress on any on-going legal matters (Confidential report to follow if appropriate) and to take any action thereon as may be deemed necessary.

- Maude Community Centre (formerly CHSPN) s106 Agreement

**25. PERSONNEL MATTERS:**

To receive and note any report regarding Personnel Matters (Confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

**26. LAND AND TENANCY MATTERS:**

To consider matters pertaining to Town Council Land and Tenancies (confidential report to follow\* if appropriate) and take any such action as may be deemed necessary thereon.

**27. CONCLUSION OF PRIVATE SESSION:**

To consider concluding private session, if appropriate.

NB: Reports or notes of the Personnel Panel will be considered as Private & Confidential as they concern staff matters; and all legal information, documents, agreements or reports may be considered likewise. Other items may be considered as private and confidential if the Town Council deems that it is in the public interest to do so.

Town Clerk – 2<sup>nd</sup> March 2026

## COUNTY COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 9<sup>TH</sup> MARCH 2026.

### Cabinet Member Update – January

#### David Wimble

*Cabinet Member for Economic Development and Special Projects*

January marks the conclusion of my first full month in post as Cabinet Member for Economic Development and Special Projects. It has been a demanding but highly productive start to a portfolio that is both broader and more outward-facing than my previous environmental role.

As outlined when the portfolio was agreed last year, this role is focused on delivery, partnership working and economic growth. Combined with my wider involvement in national Reform policy development, it has already involved a significant level of engagement across Whitehall, Westminster, local government and industry.

Earlier this month, Parliament hosted a dedicated “Nuclear Week” at the Palace of Westminster, spanning three days across both the House of Commons and the House of Lords. Kent County Council was represented throughout. The programme included presentations and discussions with more than eight nuclear sector organisations, including Rolls-Royce.

During the week, I held direct conversations with the Nuclear Decommissioning Authority and Baroness Bloomfield regarding the potential for a new Nuclear Decommissioning Centre of Excellence at Dungeness. These initial discussions have been positive and are now leading to further meetings.

Work to explore the long-term future of nuclear energy at Dungeness is continuing, with a significant and unique development due to take place shortly. Following discussions at a recent “Meet the MPs” session at County Hall, I spoke with our local MP, Tony Vaughan, and it became clear that we share a common vision for the future of nuclear at Dungeness. As a result, we have jointly agreed to establish a **non-political Nuclear Task Force**, bringing together key stakeholders. The Leader of Folkestone & Hythe District Council, Cllr Jim Martin, has been invited to participate, and the task force will hold its first meeting this week at Westminster.

In parallel, I am now representing Kent County Council within four separate nuclear working groups, ensuring Kent’s interests are fully represented. On a personal note, this work feels like a full-circle moment, having started my own working career at Dungeness following an instrumentation apprenticeship with the former CEGB. I have also attended meetings of the Dungeness Stakeholders Group as part of this ongoing engagement.

Beyond energy, I spoke at the Sustainable Food and Farming Conference held at the Islington Meeting Rooms, focusing on opportunities to strengthen sustainable farming in Kent. During the event, I had a valuable discussion with Dame Angela Eagle on creating more efficient “farm-to-plate” delivery routes, linking Kent producers directly with consumers while improving food waste reuse. This directly led to further lobbying work with Kent MPs

around a potential **£20 million funding bid** in partnership with the Kent and Medway Economic Partnership.

I have been encouraged by the level of constructive cross-party working at Westminster and would welcome seeing more of this collaborative approach reflected at district level.

My final Westminster visit of the month was for a Coastal Communities and Infrastructure meeting hosted by Polly Billington MP. Discussions focused on improving access to employment, where I highlighted the significant impact of poor rural transport provision, particularly in communities such as Lydd-on-Sea and Dungeness. We also explored the reintroduction of regional job fairs and improved employment signposting.

At County Hall, I have continued work on the council's **emerging Energy Policy**, which will replace the outdated 2014 document. This policy has already been referenced during a recent planning application in Sevenoaks and contributed to councillors having clear policy grounds to refuse a proposed 100-acre solar development, specifically due to the absence of grid connection infrastructure. The policy is scheduled to be considered by Cabinet and Full Council by March.

Officers have also begun work on my proposals formerly known as *Brand Kent*, now developed under the working title **Growth in Kent**. This programme aims to drive inward investment following changes to Locate in Kent and Visit Kent. A dedicated leadership team of six full-time staff is now in place, with a clear direction covering employment, investment, tourism and place-making. I will provide a fuller update on this work in my next report.

I have continued to press for the expansion of **Reuse Centres** across the county, building on the successful opening of the New Romney Household Waste Recycling Centre facility last summer. Further sites are expected to come online during the spring.

This month also saw Cabinet take the **Kent County Council budget** to Full Council. For the first time in over a decade, the authority has been able to maintain frontline services while significantly improving efficiency. Kent County Council has delivered a **council tax increase of under 4%**, making it **the only council in the South East not to apply the full permitted increase**.

Over the past eight months, the council has repaid a **£50 million loan** and delivered **more than £32 million in savings**, with further efficiencies already identified. This has been achieved without compulsory redundancies, without closing libraries or household waste recycling centres, and while continuing to protect essential services for residents.

Finally, Kent County Council hosted a **sold-out procurement conference** at the Kent County Showground, attended by more than 500 delegates. Officers outlined how the removal of the former Climate Emergency statement has simplified procurement processes, making it easier for small and medium-sized Kent businesses to compete for contracts without excessive compliance barriers. Since these changes were introduced, **17 contracts have already been awarded to Kent-based companies**, supporting hundreds of local jobs.

This outcome reflects exactly what I stood for at the election: **putting Kent residents, Kent businesses and Kent jobs first**.

# David Wimble Council Update – February

**Kent County Council Cabinet Member for special projects and economic development**

## **February: A Month in the Life of a County Councillor**

In this month's update I thought it might be useful to do something slightly different and give readers an overview of what a fairly typical working month looks like for me as a Cabinet Member at Kent County Council. People often see the headlines around council meetings or major announcements, but much of the work happens behind the scenes through briefings, site visits and long days of meetings across Kent and occasionally in Westminster.

Most working days start early. I normally leave home around **7am** and head to **Sessions House in Maidstone**, which is the main headquarters of Kent County Council. The first hour is usually spent catching up on emails and briefing notes. On a normal day this can easily run into dozens of messages from officers, councillors, businesses and residents raising issues that need attention.

February was particularly busy as it was **budget month**, which is one of the most demanding periods in the council calendar. In the lead-up to the budget we held a number of preparatory briefings. One of these took place on the Sunday prior to budget week, when cabinet members met with the Leader to go through sections of the proposed budget and clarify any questions before the formal meetings began.

Mondays usually begin with the **informal cabinet meeting**, which typically lasts around three hours. This meeting allows cabinet members to review the previous week's work, discuss priorities for the coming week and present **FED papers (forthcoming executive decisions)** relating to their portfolios. It is also a useful opportunity for cabinet colleagues to raise emerging issues before they move to formal decisions.

The rest of the month consisted of a mixture of strategic meetings, local casework, site visits and regional events covering economic development, infrastructure, health and energy.

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## **February Meetings and Engagements (In Date Order)**

### **Monday 2 February**

- Informal Cabinet meeting – weekly strategic review and FED papers
- Meeting on **rural broadband rollout** to improve connectivity in rural Kent
- Leader's briefing on the new "**Grow in Kent**" brand, replacing Visit Kent and other tourism promotion bodies
- Strategic meeting regarding the **Sealink interconnector project at Pegwell Bay**

### **Tuesday 3 February**

- **Council of Governors meeting – NHS University Trust**, discussing governance and health service oversight
- Travel to **Westminster** for meetings with Kent MPs regarding **economic development, employment and job creation**
- Returned home around **8.30pm**

### **Wednesday 4 February**

- **Kent and Medway Advisory Board – 8am start**
- **Dungeness Power Station Stakeholders Meeting** discussing energy and local impact
- Travel back to **Westminster** to pitch for a **£20 million innovation bid supporting sustainable farming**
- Arrived home around **9.40pm**

### **Thursday 5 February**

- **Weekly officer briefing** with lead officers covering portfolio updates and progress reports
- **Budget briefing** session ahead of formal meetings
- Update from the **DOLGE efficiency team** outlining savings of approximately **£82 million since taking control of the council**
- **Maidstone East Strategic Planning Meeting**
- **Hybrid meeting with KCC Reform backbench councillors**, finishing around **9pm**

### **Friday 6 February**

- **Full day budget preparation meeting** reviewing proposals ahead of cabinet and council approval
- 

### **Monday 9 February**

- **Formal Cabinet Meeting**
- Full day **officer briefing sessions** on upcoming decisions
- Evening **Reform Group meeting** explaining the proposed budget to party members

### **Tuesday 10 February**

- **Cabinet Budget Meeting – all day**, reviewing and approving final recommendations

### **Wednesday 11 February**

- **Dungeness Nuclear Task Force meeting in London**, attended with Tony Vaughan and Jim Martin joining remotely
- Chairing the **Kent Leaders Group** on behalf of the Leader

### **Thursday 12 February**

- **8am Reform group meeting**
- **Full Council Budget Meeting – 10am to 6pm**

### **Friday 13 February**

- **Kent and Medway Economic Partnership meeting**
  - Presentation and discussion of the **Local Growth Plan**
- 

### **Monday 16 February**

- Cabinet meeting with **Fischer and Dave Charles** regarding **construction safety standards**
- Strategic meeting with **Last Energy** regarding **Small Modular Reactors (SMRs) at Dungeness**
- Evening meeting – **Folkestone & Hythe Joint Transportation Board**

### **Tuesday 17 February**

- Meeting with a **St Mary's Bay resident** regarding a dangerous tree issue
- **Maidstone East Strategic Board Meeting**
- **Kent Fire and Rescue briefing**

### **Wednesday 18 February**

- Meeting with the **Deputy Leader**
- Strategic discussion regarding **KCC business loan programmes**
- Meeting with officers and Jim Martin regarding **Otterpool Park development**
- General portfolio update meetings

### **Thursday 19 February**

- **Business Advisory Board meeting in Folkestone**
- Strategic briefing on the **Lower Thames Crossing**

### **Friday 20 February**

- **Site visit to Manston Airport** regarding a proposed **hydrogen energy plant**
- 

### **Monday 23 February**

- **Cabinet Meeting**
- **Monthly Dungeness New Nuclear meeting**
- Update regarding the **Dungeness Skills Centre**
- **Otterpool action meeting** with officers

### **Tuesday 24 February**

- **Business loans debt recovery meeting**
- **Ukrainian 4th anniversary gathering**
- **Armed Forces presentation**

### **Wednesday 25 February**

- Delivered **Keynote Speech at Ashford International** for the **Kent & Medway Employment, Skills and Health Summit**
- Evening travel – **six-hour drive to Manchester** to support a by-election campaign

### **Thursday 26 February**

- **5.30am dawn vote reminder campaign** in Manchester
- Lunchtime **online meeting with Steven Soames** regarding a proposed **Romney Marsh business park**
- Departed Manchester at **5.30pm**, arriving home around **11.20pm**

### **Friday 27 February**

- **8am officer briefing on the Lower Thames Crossing**
  - **Site visit to Panattoni Lenham Business Park**
- 

## **A Typical Month**

What is listed above is actually a fairly typical month. Alongside these meetings I also deal with **district council matters, constituent casework and local issues**, which often take

place in the evenings or at weekends. These can range from planning concerns and highways issues to supporting local businesses and community organisations.

While the schedule can be demanding, it is also incredibly rewarding to work on projects that will shape Kent's future – from **energy and infrastructure investment to economic development and job creation**.

As always, if residents have concerns or ideas they would like to raise, please feel free to get in touch. Hearing directly from the community remains one of the most important parts of the role.

### DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 9<sup>TH</sup> MARCH 2026

Since my last NRTC Full Council report I have attended the following FHDC Council meetings.

FHDC Full Council – 1 meeting 25/2/26.

Planning and Licensing Committee – 17/2/26 - Cancelled.

FHDC Licensing Act Sub-Committee – 06/02/26.

Overview and Scrutiny Committee – 1 meeting 26/2/26.

OSC - Finance and Resources Scrutiny Sub-Committee – None.

Opportunitas – None.

FHDC and Joint Parish Council meeting – None.

Nuclear Legacy Advisory Forum (NuLEAF) - Steering Group pre-meeting – 4/3/26.

FHDC Member Briefing/Training - 2 Sessions 4/2/26 and 10/2/26.

FHDC Licensing Act Sub-Committee Training – 09/02/26

Rural England Prosperity Fund Panel – None.

Southern Water – Folkestone, Hythe & Romney Marsh Steering Group – 19/2/26.

Schools visit to FHDC Council Chamber – 25/2/26.

#### **Folkestone and Hythe District Council meetings.**

#### **25/2/26 - FHDC –Full Council meeting.**

There were five main agenda items.

#### **Revenue Budget, Capital Strategy, Capital Programme, Reserves and Balances, Treasury and Investment Strategy and Medium-Term Financial Strategy and Council Tax for 2026/27.**

Following consideration by Cabinet on 11 February 2026 this report concludes the budget setting process for 2026/27 and was submitted to Council with the proposed 2026/27 Revenue Budget, Capital Strategy, Capital Programme, Reserves and Balances, Treasury and Investment Strategy and Medium-Term Financial Strategy. It set out recommendations for setting the council tax after taking into account the district's council tax requirement (including town and parish council requirements and special expenses in respect of the Folkestone Parks and Pleasure Grounds Charity), the precepts of Kent County Council, the Kent Police & Crime Commissioner, and the Kent Fire & Rescue Service. I voted in favour of this budget and was the only New Romney Ward Councillor present at the meeting.

## **Housing Revenue Account Revenue and Capital Original Budget 2026/27.**

This report set out the Housing Revenue Account ('HRA') Revenue and Capital Budget for 2026/27 for approval and proposed an increase in weekly rents and an increase in service charges for 2026/27 both for approval. It also included an HRA medium term capital programme ('MTCP') covering the 5 years to 2030/31, which I voted in favour of.

## **Customer Access Strategy.**

The report considered the recommendation from Cabinet and presented the Customer Access Strategy 2026-2029 for approval, which I voted in favour of.

## **Pay Policy Statement.**

The report considered the recommendation from the Personnel Committee and presented the pay policy statement for 2026/27 for approval, which I voted in favour of.

## **Review of Committee Seat allocations.**

The report set out a summary of the review of membership of committees following the resignation of Councillor Wimble from the Audit and Governance Committee on 30 January 2026, which I voted in favour of.

The link to the meeting is shown below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=122>

## **FHDC Planning and Licensing Committee meeting – Cancelled.**

## **FHDC Licensing Act Sub-Committee meeting – 6/2/26.**

An application for a Review of a Premises Licence in respect of: Sunshine Bistro. The report outlined the application made by Home Office - Immigration Enforcement, for a Review of the Premises Licence at Sunshine Bistro, Folkestone following enforcement action taken by them. The Licensing Sub-Committee resolved to REVOKE the licence.

The link to the meeting is shown below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=541>

## **Overview and Scrutiny Committee (Special Meeting) – 26/2/26.**

Nationally Significant Infrastructure Project (NSIP) Schemes On The Romney Marsh.

The report was prepared in response to the e-petition on solar farm developments discussed by full Council on 1 October 2025. The report outlined the NSIP process and highlighted the role that host local authorities have in the process. National policy is summarised and the report outlines the role that local authorities have if a consent is granted. There was also discussion of the potential for a community benefits policy.

I asked many questions on the process and pushed for the council to adopt the North Kesteven Community Benefits policy which seeks community contributions of £500 per MW of generated energy per year from developers of large-scale solar schemes. The policy states: "Solar energy developers are expected to fund this figure, or greater if proposed,

unless there are compelling reasons why a lower amount should be applied. This will be a matter for negotiation on an individual case by case basis.”

Adopting this policy could attract up to £600,000 per year, if the schemes are approved by central government, which could result in over £24 Million to local communities and green grant schemes on Romney Marsh, over the 40-year life of the solar farms.

I would urge NRTC Councillors to read the briefing pack from FHDC Officers, as it provides an excellent overview of the sites and the process FHDC must follow as a local authority.

See link to the meeting below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=437>

### **FHDC Member Briefing and Training.**

#### ***We had a Members briefing on:***

Prevent Training – 4/2/26.

Safeguarding Training – 10/2/26.

#### ***We had Members training on:***

Licensing Act Training – for Licensing Sub-Committee members – 9/2/26.

### **Schools visit to FHDC Council Offices and Chamber – 25/2/26.**

I supported the Chair of FHDC when she hosted a visit by Secondary Schools to the FHDC Council Offices and Council Chamber.

The schools represented were the Marsh Academy, the Beacon School (Folkestone) and Lighthouse on the Marsh.

### **Neighbourhood Health Pioneer Programme update.**

I represented Romney Marsh Councillors at the Lees Cliff Hall for an update on the new Neighbourhood Health Pioneer Programme.

### **Southern Water – Local Community Engagement meeting – 19/2/26.**

This was the 3 monthly meeting chaired by the Leader of FHDC, Cllr Jim Martin.

For Littlestone/New Romney the key points were.

### **Confirm position, cost, and timing of new Ultra-Violet Disinfection system .**

- The aim is to have the new system installed in New Romney within the next 3 years.
- **Cost**
- New UV system: **around £7 million**

- With civil works included: **around £8.5 million** (could increase depending on final design).

### **Unconnected Properties.**

- Four properties with defective Cess pits connected to mains drainage
- Ongoing efforts to resolve 3 outstanding properties on Coast Drive and Mehan road unsuccessful despite regular visits by SWS, FHDC & EA
- Had a joint meet with EA / LA and SW to visit properties

### **What's next?**

- 400 unconnected properties identified in Greatstone
- 49 properties are high risk due to location. The Parade will be our primary focus
- Infrastructure is in place to connect more properties
- Door knock completed 21/01 FHDC and found not many people home
- FHDC will work to identify second homes and arrange a letter drop

### **Local Resident Concerns.**

I am currently dealing with 6 planning/enforcement cases, a number of housing issues, highways issues, parking, Council Tax and support for homeless person.

### **Attendance at FHDC meetings.**

I have been asked about my attendance at FHDC meetings,

(All data is taken directly from FHDC minutes, as recorded on the FHDC website).

Note: Absent means did not attend meeting and did not give apologies.

### **Councillor Thomas.**

<b>Council/Committee</b>	<b>Possible</b>	<b>Actual</b>	<b>Apols</b>	<b>Absent</b>	<b>%</b>
Full Council	26	25	1	0	96%
Planning & Licensing Comm.	37	36	1	0	97%
Overview & Scrutiny Comm.	8	7	1	0	88%
OSC Finance & Resources S/Comm.	5	5	0	0	100%
Oportunitas	3	3	0	0	100%
OSC – Otterpool T & F Group	1	1	0	0	100%
<b>OVERALL</b>	<b>80</b>	<b>77</b>	<b>3</b>	<b>0</b>	<b>96%</b>

### **Ward Grant Applications.**

I have received several requests for Ward Grants from organisations across the district. We are allocated up to £3,000 to be distributed over a 12-month period.

<b>Organisation</b>	<b>Reason</b>	<b>Grant Allocation</b>	<b>Remaining</b>
New Romney Country Fayre	Biggest free event on Romney Marsh and a Community Event Revitalising Community Spirit.	£500	£2,2,500
Strange Cargo	Support for Charivari Community Carnival.	£150	£2,350
New Romney In Bloom	Support for work in West Street Car Park, New Romney	£150	£2,200
Strange Cargo	Support for Marsh Academy students to take part in Charivari Carnival.	£100	£2,100
Litter Picking Watch Romney Marsh	Purchase of materials and PPE for graffiti removal around the Marsh	£150	£1,950
Light Up New Romney	Street entertainment for LUNR Parade	£400	£1,550
Strange Cargo	Support for Marsh Academy students to participate in Charivari festival 2026.	£150	£1,400
JAM on the Marsh	Marsh Academy and St Nicholas Academy students to participate in JAM on the Marsh 2026.	£400	£1,000
Romney Marsh Community Hub	Signage for the Marsh Bee service and outdoor equipment for the Hub on the Beach.	£845.84	£154.16
Litter Picking Watch Romney Marsh	Graffiti removal equipment and safety equipment.	£152.46	£1.70

**FHDC Councillor Paul Thomas – 3<sup>rd</sup> March 2026**

**MINUTES**  
of  
**A Meeting of New Romney Town Council**  
**Held in the Assembly Rooms, New Romney**  
**on Monday 9<sup>th</sup> February 2026**  
**Commencing at 6.45pm**

**PRESENT:** The Right Worshipful the Mayor of New Romney,  
Councillor John Rivers

**Town Ward:**

**Councillors:** P Carey, J Davies and Rev Cn S McLachlan

**Coast Ward:**

**Councillors:** P Thomas, P Coe, J Hiscock, K Terry, S O' Hare,  
A Meredith and P Peacock

**In Attendance:**

Town Clerk - Mrs C Newcombe  
Mayor's Chaplain

**IN THE CHAIR**

The Mayor – Councillor J Rivers

The Chairman read out a Privacy Statement regarding the live-streaming and recording of the meeting, following which recording commenced and the Mayor's Chaplain led the Council in prayer.

The formal business of the meeting commenced **@6.47PM.**

**512/2025-26 APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor L Phillips	-	for personal reasons
Councillor J Houston	-	for personal reasons
Councillor E Carr	-	due to work commitments
Councillor W D Wimble	-	who was attending another Meeting

NB: Apologies were subsequently received from Councillor Hodges for personal reasons.

**513/2025-26 DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been processed by the Town Clerk.

514/2025-26 **DECLARATIONS OF INTEREST**

**@6.47PM** Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref: 525/2025-26 refers)

515/2025-26 **REPORT OF THE KENT COUNTY COUNCILLOR**

The report of the KCC Councillor was not available on this occasion.

516/2025-26 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' report, which included details of meetings attended, updates regarding current District Council business, attendance data and details of grant funding awarded to date, was duly received and noted with questions having first been put and answered.

517/2025-26 **ADJOURNMENT OF MEETING**

It was not necessary to adjourn the meeting as no public questions or statements had been received in writing.

518/2025-26 **PUBLIC QUESTIONS**

None.

519/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

520/2025-26 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **12<sup>th</sup> January 2026**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Peacock

**RESOLVED – that the minutes of the Full Council Meeting held on 12<sup>th</sup> January 2026 be approved and signed as a true and correct record.**

NB: Councillor Rev Cn McLachlan abstained from voting as she had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

521/2025-26 **MAYOR'S REPORT AND COMMUNICATIONS**

The Mayor's report regarding civic engagements attended and communications received since the last meeting was duly received and noted.

522/2025-26 **TOWN CLERK'S REPORT**

The Town Clerk's report was received and noted and read as under:

## MEETING OF FULL COUNCIL – 9<sup>TH</sup> FEBRUARY 2026 TOWN CLERK'S REPORT

### Actions completed since the Full Council meeting held on 12<sup>th</sup> January 2026

- 1) The Town Council's **Precept requirement for 2026-27**, in the amount of £509,123.00, was duly submitted to Folkestone & Hythe District Council by the due deadline.

Regrettably, the Council subsequently received a communication from the District Council's accountant to advise that due to policy decision made on 10th December 2025 to increase Council tax support for the most vulnerable from 75% to 100% – which was not communicated to Town and Parish Councils at that time (or indeed until after Precept Demands had been submitted) – the calculated impact of the New Romney Town Council Precept on Band D council tax bills will now increase by approximately £2.00 per annum. The Town Council was offered a deadline by which it could re-submit a precept demand in order to mitigate this increase. However, the deadline was such that there was not even time to send a legal summons out to Councillors to call an especial meeting at which to adjust the precept requirement (ie it was not possible to issue an agenda for a meeting with three clear days' notice), noting that this is a decision that can only lawfully be made by the Full Council.

The Town Council's extreme disappointment at this situation was duly conveyed to the District Council, together with a request that it formally notes the necessity to convey important information such as the aforementioned policy decision that would increase any financial impact on local tax-payers in a timely manner so that a similar situation is not repeated in the future.

It is of note that no response to that communication has been received.

### Additional Items of Report:

- 1) The Town Clerk is delighted to have been nominated by KALC to attend the **King's Royal Garden Party** at Buckingham Palace on 12<sup>th</sup> May 2026 in recognition of long service and support to New Romney Town Council. It will be a great honour and a pleasure to attend.

Town Clerk

2<sup>nd</sup> February 2026

### Further Items of Report:

- 1) The Town Clerk verbally reported that a communication had been received from Folkestone & Hythe District Council Electoral Services to advise that, contrary to speculation linked to Local Government Reorganisation, the scheduled **2027 town and parish council elections** would go ahead and have been scheduled to take place on 6<sup>th</sup> May 2027.

523/2025-26 **STANDING ORDER NO.14**

No questions had been submitted in accordance with Standing Order 14.

524/2025-26 **STANDING COMMITTEES**

(i) The minutes of the **Planning & Environment Committee** meeting held on **7<sup>th</sup> January 2026**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **21<sup>st</sup> January 2026**, which were duly received and noted.

525/2025-26 **RFO'S FINANCIAL REPORT FOR 2025-26**

The RFO presented bank reconciliations for the month of **December 2025**, which were duly received and noted and it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the finance report for the month of December 2025 be hereby received and approved, as below:**

## New Romney Town Council Current Year

## Bank - Cash and Investment Reconciliation as at 31 December 2025

<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/12/2025	Nat West Current A/c	500.00
31/12/2025	Unity Trust A/c	68,352.51
31/12/2025	Lloyds Bank Business A/c	203,312.21
31/12/2025	Nat West Business Reserve A/c	66,038.20
31/12/2025	Petty Cash	247.29
31/12/2025	Corporate Card	0.00
31/12/2025	Lloyds Bank I/A Online Saver	405,010.29
		<b>743,460.50</b>
<u>Other Cash &amp; Bank Balances</u>		
		<b>10,453.00</b>
		<b>753,913.50</b>
<u>Unpresented Payments</u>		
		<b>502.84</b>
		<b>753,410.66</b>
<u>Receipts not on Bank Statement</u>		
		<b>0.00</b>
	<b>Closing Balance</b>	<b>753,410.66</b>
<u>All Cash &amp; Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	68,352.51
3	Lloyds Bank Business A/c	203,312.21
4	Nat West Business Reserve A/c	66,038.20
5	Petty Cash	247.29
6	Corporate Card	-502.84
7	Lloyds Bank I/A Online Saver	405,010.29
	Other Cash & Bank Balances	10,453.00
	<b>Total Cash &amp; Bank Balances</b>	<b>753,410.66</b>

526/2025-26 **COUNCIL REPRESENTATIVES REPORTS**

None.

527/2025-26 **CAPITAL PROJECTS REPORT**

None.

528/2025-26 **LITTLESTONE BATHING WATER**

The scheduled brief presentation by the Southern Water Bathing Water Partnership Manager was postponed as a result of the unavailability of the presenter due to unforeseen reasons.

529/2025-26 **REVIEW OF STANDING ORDERS**

Having duly received and noted the Clerk's report regarding proposed amendments to Standing Orders for reasons of clarity, to revise numbering and to take account of NALC recommendations, it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED UNANIMOUSLY – that (i) it be hereby confirmed that the Town Council has undertaken a review of its Standing Orders and (ii) noting revisions to Standing Orders as appended to the meeting agenda, amended Standing Orders be hereby approved and adopted with immediate effect, as presented.**

530/2025-26 **NRTC STRATEGIC PLAN 2023-27**

The Town Council's adopted Strategic Plan for 2023-27, with latest updates, was duly received and noted.

531/2025-26 **MAUDE COMMUNITY CENTRE ALARM MONITORING SERVICE**

The Town Council considered issues with the afore-mentioned fire alarm monitoring system and, noting that an order for a replacement fire head sensor had been placed, which, once fitted, may resolve the current situation, it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Peacock

**RESOLVED UNANIMOUSLY – that, following installation of the replacement fire head sensor, the Clerk may, at her discretion, place an order for removal of the alarm monitoring device and cancellation of monitoring subscription, dependant on the outcome of the afore-mentioned mitigating action.**

532/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

The Clerk confirmed that it was not necessary to exclude members of public and press on this occasion.

533/2025-26 **ON-GOING MATTERS**

The Clerk confirmed that there were no matters of report on this occasion.

534/2025-26 **PERSONNEL MATTERS**

The Clerk confirmed that there were no matters of report on this occasion.

535/2025-26 **LAND AND TENANCY MATTERS**

The Clerk confirmed that there were no matters of report on this occasion.

536/2025-26 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked those present for their attendance and the meeting concluded **@ 7.24PM.**

NB: All documents referred to herein are available at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

### MAYOR'S CIVIC FUNCTION LIST

Events attended since the February 2026 meeting of Full Council

1. Thursday 29<sup>th</sup> January – Romney Marsh Forum at Lydd Town Hall (Talk: Medical Centre).
2. Wednesday 4<sup>th</sup> February – Rotary Youth Speaking Competition at Brockhill Park School. \*
3. Thursday 5<sup>th</sup> February – Mayor of Faversham's tour round the brewery and charity fundraising. \*
4. Friday 6<sup>th</sup> February – Time to Talk Day at the Co-Op New Romney.
5. Friday 13<sup>th</sup> February – Seneschal of the Cinque Ports Confederation Retirement Event (Lord Warden in attendance) held in Rye. \*
6. Friday 20<sup>th</sup> February – NRAD Pantomime at the Marsh Academy \*
7. Friday 6<sup>th</sup> March – Quiz Night at Maude Community Centre \*
8. Saturday 7<sup>th</sup> March – Hythe Bingo Night to support Hythe Mayor. \*

\* Accompanied by the Mayoress.

\* Accompanied by the Deputy Mayor

\* Accompanied by Mayor's Secretary

## MEETING OF FULL COUNCIL – 9<sup>TH</sup> MARCH 2026 TOWN CLERK'S REPORT

### Actions completed since the Full Council meeting held on 9<sup>th</sup> February 2026

None.

### Further Matters of Report

- 1) Following a recent hire of the Maude Community Centre Hall for an 18<sup>th</sup> birthday party, it was necessary to retain the damage/ excessive cleaning deposit. As a result, and since further enquiries are being received regarding 16<sup>th</sup> / 18<sup>th</sup> birthday parties, the Council will be requested to consider its policy on hire of the Maude CC Hall for such events going forward. (Agenda Item 21 refers)

Town Clerk  
2<sup>nd</sup> March 2026

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## MINUTES

of

**A Meeting of the Planning and Environment Committee  
Held in the Assembly Rooms, Church Approach, New Romney  
on 4<sup>th</sup> February 2026  
Commencing at 6:45pm**

### **PRESENT:**

**Councillors:** K Terry, J Rivers, J Davies, P Carey, P Coe and John Houston.

**In the Chair:** Councillor K Terry

**In Attendance:** Planning Clerk - Miss S Walmsley  
Members of public - 3

497/2025-26 **APOLOGIES FOR ABSENCE**  
Cllr O'Hare – personal reasons.

498/2025-26 **DISPENSATION TO PARTICIPATE**  
No new applications for Dispensation to Participate had been received.

499/2025-26 **DECLARATIONS OF INTEREST**  
**At 6:46pm** all Cllrs declared a personal interest – in Agenda item 15 as the landowner is known to them .

500/2025-26 **ADJOURNMENT OF MEETING**  
It was not necessary to adjourn the meeting as no questions had been received in writing.

501/2025-26 **PUBLIC QUESTIONS**  
None received.

502/2025-26 **RE-CONVENING OF MEETING**  
Not applicable.

### **503/2025-26 MINUTES**

#### **Minutes of the Meeting Held on 7th January 2026**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 7<sup>th</sup> January 2026**, a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

**PROPOSED BY:** Councillor Carey

**SECONDED BY:** Councillor Rivers

**RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 7<sup>th</sup> January 2026 be approved and signed as a true and correct record.**

Councillor Houston abstained as he was not present at the meeting.

180

**The Chairman subsequently signed the afore mentioned minutes.**

504/2025-26 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which included the confirmation of the removal of PHE 5 from the Strategic plan, information from the Office for Nuclear Regulation regarding the assessment for Nuclear Reactor Decommission and an NRTC press release was duly received and noted.

505/2025-26 **SCHEDULE OF PLANNING APPLICATIONS**

It was

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Houston

**RESOLVED UNANIMOUSLY – that NRTC Planning and Environment Committee comments, including those comments relating to additional planning applications received after publication of the agenda for this meeting, be submitted to FHDC Planning Department, as detailed below:**

**Application No**

**Location and Description**

(i) [26/0042/FH](#)

151 Littlestone Road, Littlestone,  
New Romney, TN28 8QB

Works to trees subject of TPO No. 05 of 1994 comprising of T1 Holm Oak, carry out partial crown reduction by a maximum of 2.5 metres north side over and reduce lateral spread south side by max of 1 metres, lift canopy to gain 2.5 metres maximum over driveway, secondary growths only.

**RECOMMENDATION**

**No Objection – submitted under Delegated Authority.**

(ii) [26/0007/FH](#)

88 Queens Road, Littlestone, New Romney, TN28 8JY

Existing rear extension to be raised in height to accommodate A 2.4m ceiling height with the introduction of a roof light, together with changes to fenestration, including the installation of a Juliette balcony at first floor.

181

**RECOMMENDATION**

**No Objection – submitted under Delegated Authority.**

(iii) [26/0010/FH](#)

44 Blenheim Road, Littlestone, New Romney, TN28 8PR

Construction of single storey side extension, construction of summer house.

**RECOMMENDATION**

**No Objection – submitted under Delegated Authority.**

(iv) [26/0016/FH/TCA](#)

St Martins Field, Ashford Road, New Romney.

Works to trees in a conservation area comprising of T1 common lime, prune to previous heights, 6 metres vertically and latterly. T2 English Elm prune by 2 metres to previous points., 8 metres above ground level. T4 sycamore, raise canopy to 6 metres above ground level, by removing the north facing branch arising at height 3 metres above ground level, the west facing branch arising at height 4 metres above ground level, along with reducing west facing lateral branches by a maximum of three metres.

**RECOMMENDATION**

**Abstained / NRTC Application -submitted under Delegated Authority.**

(v) [26/0035/FH](#)

New Inn, 37 High Street, New Romney, TN28 8BW

Erection of two semi-detached houses facing on to Church Road.

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

**No Objection**

**6**

**0**

**0**

182

(vi) [26/0063/FH](#)

St Martins Field, Ashford Road, New Romney.

Works to the tree subject to TPO no.22 of 2008 comprising of T1 Lime Tree to remove all regenerating growth back to the parent east facing stem, which will involve removing approximately 1.5 metres of lateral growth.

**RECOMMENDATION**

**Abstained / NRTC Application**

(vii) [25/2293/FH](#)

103 Queens Road, Littlestone, New Romney, TN28 8LT

Removal of rear extension, erection of rear and side single storey extension and external porch. Installation of solar panels to the front elevation, amendments to windows, render to front and side elevation and widening of existing driveway.

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

**No Objection**

**6**

**0**

**0**

(viii) [26/0060/FH](#)

57 Rolfe Lane, New Romney, TN28 8JP

Proposed side/rear extensions and conversion of garage to habitable room.

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

**No Objection**

**6**

**0**

**0**

- (ix) [26/0078/FH](#) West Knoll, Lydd Road, New Romney, TN28 8DH  
Erection of a detached dwelling.

**RECOMMENDATION**

**No Objection**

**Voting:**

183

**For Application: 6**  
**Against Application: 0**  
**Abstained: 0**

506/2025-26 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

507/2025-26 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending of the 1<sup>st</sup> January 2026, the 11<sup>th</sup> January 2026, the 18<sup>th</sup> January 2026 and the 25<sup>st</sup> January 2026 were duly received and noted.

508/2025-26 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 4<sup>th</sup> February 2026 which had previously been circulated to all Committee members was duly received and noted, and as a result it was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that the Clerk contact Kentair.org to confirm how often the data is updated and record the date of the Air Quality Forecast within future reports.**

509/2025-26 **REPORTS FROM WORKING PARTIES**

The Parish Highway Improvement Plan working party report, which had been previously circulated to all Committee Members was received and noted, and as a result it was:

**PROPOSED BY:** Councillor Terry  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that a) the Clerk respond to the resident enquiry regarding parking/speeding concerns on The Churchlands Estate and the lack of grit Bin provision and contact KCC to investigate why there is no provision. And b) the request for passing**

points and Double Yellow Lines on The Churchlands Estate be added to the Parish Highway Improvement Plan.

510/2025-26 **STRATEGIC PLAN 2023-2027**

The Strategic plan 2023-2027 was received and noted. No action thereon was currently taken.

511/2025-26 **CLAIMED ADDITION TO THE DEFINITIVE MAP OF PUBLIC RIGHTS OF WAY OR SEVERAL BYWAYS AT ROMNEY MARSH.**

The Claimed Addition to the Definitive Map of Public Rights of Way was duly received and noted.

**At 7:33pm** it was:

184

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY that - the meeting be adjourned to allow information to be provided by a member of the public in respect of this matter.**

A member of the public provided relevant information in respect of the historic use of Running Water Lane.

**At 7:37pm** it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY that – the meeting be resumed.**

Following due consideration it was:

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Houston

**RESOLVED UNANIMOUSLY – That a) the Clerk respond to Kent County Council with the Following points:**

***“Although only partially in the Parish of New Romney, NRTC Planning and Environment Committee believe that the Byway known as Running Water Lane C479, should not be given ‘open to all traffic’ status, even though over previous decades it was used by tractors and other vehicles. The Lane can no longer accommodate this type of traffic due to its overgrown nature and narrowing of the Prow. The route is currently used by ramblers and dog walkers, NRTC is concerned about the safety of pedestrians if the lane was to be opened to vehicles and horses”.***

**and b) the Clerk shall also forward the comments received from the landowner to KCC.**

The chairman thanked the committee, and the meeting concluded at **7:48PM.**

*Minutes prepared by the Planning Clerk.*

**MINUTES**  
**Of**  
**A Meeting of New Romney Town Council's**  
**Health & Wellbeing Committee**  
**Held in the Assembly Rooms, New Romney**  
**on Tuesday 10<sup>th</sup> February 2026**  
**Commencing at 10.00am**

**PRESENT:** Councillors J Rivers, J Hiscock, J Davies, P Coe, P Thomas  
 and Rev Cn S McLachlan  
 NHS Representatives: 7

**In the Chair:** Councillor J Rivers

**In Attendance:** Town Clerk – Mrs C Newcombe

537/2025-26 **APOLOGIES FOR ABSENCE**

Apologies were received and noted, as follows:

Councillor Carey	-	For personal reasons
1x NHS Representative	-	For personal reasons

538/2025-26 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensation to Participate had been processed by the Town Clerk.

539/2025-26 **DECLARATIONS OF INTEREST**

None.

540/2025-26 **MINUTES**

The Chairman presented the minutes of the Health & Wellbeing Committee meeting held on 2<sup>nd</sup> September 2025, which were duly received and noted and it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Hiscock

**RESOLVED – that the minutes of the Health & Wellbeing Committee meeting held on 25<sup>th</sup> November 2025 be hereby approved as a true and correct record.**

1x NHS representative abstained from voting as they had not been present at the afore-mentioned meeting.

541/2025-26 **HEALTH CENTRE FOR ROMNEY MARSH:**

Having duly considered the Chairman's summary updates regarding the need for a purpose built Neighbourhood Health and Diagnostic Centre, discussion ensued, during which clarification was sought as to the willingness of local GP practices to work collaboratively to provide a broader range of services from any new Neighbourhood Health and Diagnostic Centre as a base. It was confirmed that local GP practices already work collaboratively to provide the broadest possible range of health devices for the local area, limited by available space and staffing and that whilst individual practices would want to retain their own autonomy, they would, of course, be willing to continue and expand collaborative working to improve local health provision and would be amenable to relocating to a shared building, such as would be provided by any new Neighbourhood Health and Diagnostic Centre, subject to negotiation of the finer details and practicalities.

It was noted that the FOLCA project that was currently being progressed for the Folkestone area would bring together two GP practices in one building as a Neighbourhood Health Centre, providing a broader range of health services to the locality and that a similar approach would be needed for Romney Marsh.

It was agreed that it would be important to consult with local residents to ascertain their views as to what the priorities should be in terms of local health provision needs. It was further agreed that it would be as a next step, therefore, to call a public meeting, at which the Chairman of the Health & Wellbeing Committee could explain the current Government position in respect of primary healthcare and the work that has been going on via this Committee to date in lobbying for improved healthcare provision for Romney Marsh. This meeting could also be utilised as an opportunity to consult with local residents in regard to local healthcare needs and priorities.

The Clerk agreed to raise an agenda item at the next meeting of Full Council in order to consider this proposal.

542/2025-26 **EXCLUSION OF PUBLIC AND PRESS:**

Not applicable

543/2025-26 **CONCLUSION OF PRIVATE SESSION:**

Not applicable

The Chairman thanked those present for their attendance and the meeting concluded **@10.40AM.**

NB: All documents referred to herein are available for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

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**New Romney Town Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 January 2026**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/01/2026	Nat West Current A/c	500.00
31/01/2026	Unity Trust A/c	68,989.89
31/01/2026	Lloyds Bank Business A/c	173,568.43
31/01/2026	Nat West Business Reserve A/c	66,061.14
31/01/2026	Petty Cash	25.51
31/01/2026	Corporate Card	0.00
31/01/2026	Lloyds Bank I/A Online Saver	405,277.49

**714,422.46**

Other Cash & Bank Balances

**10,453.00**

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**724,875.46**

Unpresented Payments

**1,722.52**

---

**723,152.94**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**723,152.94**

All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	68,989.89
3	Lloyds Bank Business A/c	173,568.43
4	Nat West Business Reserve A/c	66,061.14
5	Petty Cash	25.51
6	Corporate Card	-1,722.52
7	Lloyds Bank I/A Online Saver	405,277.49
	Other Cash & Bank Balances	10,453.00
	<b>Total Cash &amp; Bank Balances</b>	<b>723,152.94</b>

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### **CAPITAL PROJECTS REPORT**

#### **(i) Maude Community Centre Project Update Report**

Not available on this occasion due to a Post-Project Review Meeting and preparation of finalised costs being currently awaited.

#### **(ii) Maude Community Centre Project Financial Update Report**

Not available on this occasion due to a Post-Project Review Meeting and preparation of finalised costs being currently awaited.

## AGENDA ITEM 17

### REVIEW OF FINANCIAL REGULATIONS & POLICY DOCUMENTS

Having duly considered the latest NALC Model Financial Regulations, and having made due comparison to New Romney Town Council's Financial Regulations, there are only one or two minor amendments required to ensure compliancy with latest legislation and/or regulations (marked in **bold** red) or proper procedure. One or two minor amendments and / or additions have also been identified and inserted to for the sake of clarity, to revise numbering or to take account of NALC recommendations.

Please see below NRTC Financial Regulations (as amended in draft format).

#### Recommended Action:

- To approve and adopt all amendments to Financial Regulations, as presented, with immediate effect.



## NEW ROMNEY TOWN COUNCIL

### STANDING ORDERS AND FINANCIAL REGULATIONS

(Identified Legal Requirements are highlighted in Bold)

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## PART TWO: FINANCIAL REGULATIONS

### GENERAL FINANCIAL MATTERS

1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing documents providing procedural guidance for Members and Officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders, ~~and~~ any individual Financial Regulations relating to contracts ~~and the Council's Code of Conduct~~.

The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including the arrangements for the timely production of accounts, the safe and efficient safeguarding of public money, the management of risk and prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities and to identify the duties of its Officers.

- (a) **The Council's financial regulations may make provision for the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to an employee.**
- (b) The Responsible Financial Officer is a statutory office and is appointed by the Council. The Council has appointed an RFO for this Council separate to the appointment of Town Clerk and these regulations will apply accordingly. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices. The RFO shall ~~consult~~ **determine** and advise the Council of its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices. The RFO shall also assist the Council to secure economy, efficiency and effectiveness in the use of its resources.
- (c) The RFO shall produce financial management information as required by the Council.
- (d) **At least once a year, prior to approving the ~~annual return~~ **Annual Governance Statement**, the Council ~~shall~~ **must** conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.**
- (e) **The accounting records determined by the RFO in accordance with the Accounts and Audit Regulations shall be sufficient to show and explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time.** The records shall also be sufficient to enable the RFO to ensure that any income and expenditure account and statement of balances or record of receipts and payments and additional

information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

- (f) **The accounting records determined by the RFO shall, in particular, contain:**
- **Day to day entries of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.**
  - **A record of the assets and liabilities of the Council.**
  - Wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

And shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

- (g) **The accounting control systems determined by the RFO ~~shall~~ must include measures to:**
- **Ensure the prompt, accurate recording of financial transactions**
  - **Prevent and detect inaccuracies and fraud and allow the ability to reconstruct any lost records.**
  - **Identify the duties of Officers dealing with financial transactions and ensure division of responsibilities of those Officers**
  - Ensure that uncollectable amounts, including any bad debt, are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records
  - **Ensure that risk is properly managed.**
- (h) **The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding any of the following matters ~~shall~~ must be a matter for the Full Council only:**
- **Setting the final budget or the precept (council tax requirement)**
  - **Approving the outcome of a review of the effectiveness of its internal controls**
  - **Approving accounting statements**
  - **Approving an annual governance statement**
  - **Borrowing**
  - **Declaring eligibility for the General Power of Competence**
  - **Addressing recommendations in any report from the internal or external auditors**

- (i) In addition, the Council **must shall:**
- Determine and keep under regular review the Bank Mandate for all Council bank accounts
  - Approve any grant in excess of £5,000 or any single commitment in excess of £25,000
  - In respect of the annual salary for any employee, have regard to resolutions or recommendations about annual salaries of employees made by the Personnel Committee in accordance with its terms of reference.
- (j) Reference to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of ~~Section 27 of the Audit Commission Act 1998~~ **sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014** or any superseding legislation and then in force, unless otherwise specified.
- (k) The term 'proper practice' or proper practices' shall refer to guidance issued in the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England) which is issued by the Joint Practitioners Advisory Group (JPAG) and available from the NALC and SLCC websites.
- (l) **The term 'approve' includes online actions required to allow an electronic transaction to take place.**

## ANNUAL BUDGET AND PRECEPT

2. (a) **Before setting a Precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or succeeding legislation.**
- (b) Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of **December November** each year.
- (c) Budgets for salaries, including employer contributions shall be reviewed at least annually by the Personnel Committee for the following financial year. Salary implications shall then be taken into account when considering the draft budgets of the Council and its committees.
- (d) Detailed estimates of all receipts and payments, including the use of reserves and all sources of funding for the year, shall be prepared each year jointly by the RFO and each Committee Chairman in the form of a budget to be considered and agreed by the respective Committees and, thereafter, recommended to Full Council for approval.

- (e) **The Council shall review Committee budget recommendations and approve a written estimate of the budget for the ensuing financial year** not later than the end of ~~January~~ ~~December~~ each year and by no later than the end of ~~January~~ ~~December~~ each year shall also fix the Precept and relevant basic amount of Council Tax to be levied for the ensuing financial year. **The RFO shall issue the precept to the billing authority no later than the end of February each year** and shall supply each member with a copy of the approved budget.
- (f) The annual budgets shall form the basis of financial control for the ensuing year.
- (g) Unspent budgets shall not be carried forward to a subsequent year. With the formal approval of the Council, the unspent element of any budget may be transferred into a ring-fenced reserve fund for an identified purpose or project.
- (h) **Any Member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- (i) Any addition to or withdrawal from a ring-fenced reserve fund shall be agreed by the Council or the Finance & General Purposes Committee.

#### BUDGETARY CONTROL

- 3. (a) Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget. Authority for such expenditure is to be determined by:
  - The Council for all items over £25,000
  - The Council or a duly delegated Committee of the Council for items over £5,000.00 and up to and including £25,000.00
  - The Clerk or Deputy Clerk/RFO, in conjunction with the Chairman of the Council or appropriate duly delegated Committee for items over £2,000.00 and up to and including £5,000.00
  - The Clerk or Deputy Clerk/RFO for items up to and including £2,000.00

Such authority is to be evidenced by a minute reference or by an authorisation slip duly signed by the Clerk.

- (b) No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure, other than by resolution of the Council or duly delegated Committee, **except in an emergency, in accordance with FR 3(e) below**. During the budget year and with the approval of the Council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).

- (c) The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual income and expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least quarterly and shall show explanations of material variances. For this purpose, 'material' shall mean variances in excess of £5,000.00
- (d) The salary budgets are to be reviewed via the Personnel Committee at least annually by no later than the end of November for the following financial year and such review shall be evidenced by the formal minutes of the annual Personnel Committee budget meeting. If relevant, the RFO will inform Committees of any changes impacting on their budget requirements for the coming year in good time.
- (e) Nothing in these Financial Regulations shall prevent expenditure being incurred on behalf of the Council which is, in the Clerk's judgement, necessary to meet immediate needs created by a sudden emergency, including in cases of extreme risk to the delivery of Council services or on the grounds of extreme risk to the fabric of the Town Council's historic buildings or risk to health and safety, whether there is budget provision or not. Costs up to £2,000.00 shall be authorised by the Proper Officer (Clerk) and reported to the Finance & General Purposes Committee or Full Council at the next appropriate meeting and formal approval of cost allocation sought. Costs over £2,000.00 shall be authorised by the Clerk after consultation with the Mayor, or Deputy Mayor in the absence of the Mayor, and with any other specialist with whom the Mayor chooses to consult. Such action shall be reported to the Chairman of the appropriate Committee for information and then to Finance and General Purposes Committee or the Council at the next appropriate meeting and formal approval of cost centre allocation sought. **Any material emergency expenditure incurred under this authority shall also be published on the Town Council website. For this purpose, 'material' shall mean in excess of £5,000.00.**
- (f) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked Reserve Account by resolution of the Council.
- (g) No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- (h) All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

## ACCOUNTING AND AUDIT

4. (a) All accounting procedures and financial records of the Council shall be implemented by the RFO in accordance with the Accounts and Audit Regulations.
- (b) The RFO shall arrange for completion of the annual financial statements of the Council, including the Council's Annual Return, as soon as practicable after the end of the financial year and shall submit them and report upon them to the Council, as set by the Accounts and Audit Regulations, appropriate guidance and proper practices.
- (c) The RFO shall arrange for completion of the Accounts of the Council contained in the Annual Return and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations. (The Council's Current Internal Control Procedures are attached in Appendix 2(i)(a) and 2(i)(b) to these Council Standing Orders and Financial Regulations).
- (d) **The Council shall ensure that there is adequate and effective system of internal audit of its accounting records and of its system of internal controls, in accordance with proper practices. Any officer or member of the Council shall make available such documents or records of the Council which are considered by the internal or external auditor to be necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, Internal Auditor or External Auditor with such information and explanation as the Council considers necessary for that purpose.
- (e) The Internal Auditor shall be appointed by the Council and shall carry out the work required by the Council in relation to internal controls, **financial governance and risk management** in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the financial operations of the Council, shall report to the Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate competence, objectivity and independence, the Internal Auditor shall be **suitably qualified and** free from any actual or perceived conflicts of interest, including those arising from family relationships, and have no involvement in the financial decision making, management or control of the Council.
- (f) Internal or External Auditors may not under any circumstance:
- \* Perform any operational duties for the Council
  - \* Initiate or approve accounting transactions
  - \* Provide financial, legal or other advice including in relation to any future transactions
  - \* Direct the activities of any Council employee, except to the extent that such employee have been appropriately assigned to the assist the Auditor.

- (g) The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including providing opportunity for inspection of the accounts, books and vouchers and for the display or publication of any Notices and statement of accounts required by the Local Audit and Accountability Act 2014 or any superseding legislation and the Accounts and Audit Regulations.
- (h) The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.
- (i) On a regular basis, at least once in each quarter and at each financial year end, a Member other than the Chairman or cheque signatory shall be appointed to verify bank reconciliations (for all accounts) issued by the RFO. The Member shall sign the reconciliations and the original bank statement (or similar document) as evidence of verification. This activity on conclusion shall be reported, including any exceptions, to and noted by the Council or Finance and General Purposes Committee.

#### PAYMENT OF ACCOUNTS

- 5. (a) All payments shall be effected by cheque, online banking or other instruction drawn on the Council's bankers, or otherwise, in accordance with a resolution of the Council or duly delegated Committee or Officer.
- (b) All invoices for payment shall be examined, verified and certified by a signature of the Clerk or RFO. The Clerk / RFO shall satisfy himself/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and represent expenditure authorised by the Council, a duly delegated Committee or the Clerk in accordance with Regulation 3(a) and (e) above or with Regulation 5(c), (d) or (e) below.
- (c) The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk/RFO shall have delegated authority to, having first certified that there is no dispute or other reason to delay payment, take all appropriate steps to arrange settlement of all invoices submitted and which are in order – including all those invoices which relate to previously authorised expenditure in accordance with Financial Regulation 3(a) and where payment is necessary to avoid a charge of interest under the late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council – and report all payments made at the next available Council Meeting via the monthly schedule of payments and receipts.
- (d) For each financial year, the Clerk/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, Superannuation Fund, regular maintenance contracts and the like) for which the Council shall authorise payment for the year, provided that Regulation 3 (Budgetary Control) is adhered to, provided also that details of such payments

made shall be reported to the next appropriate meeting via the monthly schedule of payments and receipts.

- (e) The Clerk/RFO shall have delegated authority to authorise payment of items in the following circumstances:
  - \* An expenditure item authorised under Regulation 5(d) above (continuing contracts and obligations), provided that details of such payments are submitted to the Council at the next appropriate Council meeting
  - \* Routine fund transfers within the Council banking arrangements up to the sum of £75,000.00, provided that details of such transfers are submitted to the Council at the next appropriate Council meeting.
- (f) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- (g) The RFO shall maintain as petty cash a float of £500 maximum for the purpose of paying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- (h) Income received must not be paid into the petty cash float but must be separately banked, as provided for elsewhere in these regulations.
- (i) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Council.
- (j) The Clerk / RFO shall arrange for payment of utility services and any non-domestic rates by Standing Orders or by variable Direct Debit, where deemed by the Clerk / RFO to be appropriate, provided that the instructions are signed by two authorised Councillors and counter-signed by the Clerk / RFO and any payments are reported to Council as made.
- (k) The Clerk/RFO shall arrange for payment of certain items by BACS or CHAPS methods, where deemed appropriate by the Clerk/RFO, provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised Councillors and counter-signed by the Clerk, are retained and any payments are reported to the Council as made.
- (l) The Clerk/RFO shall arrange for payment of certain items by internet banking transfer, provided that evidence is retained showing which two Members, together with the Clerk (as Service Administrator), approved the payment.
- (m) Where a computer requires use of a Personal Identification Number (PIN) or other password(s) for access to Council records on that computer, a note shall be made of the PIN and/or password(s) and shall be handed in a dated envelope, which is sealed with the Town Seal, to the Chairman of the Council to be retained in the locked Town Hall strong-room to which the

Chairman has access. This envelope may be not opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and/or password(s) shall be changed as soon as practicable. The fact that the envelope has been opened, in whatever circumstances, shall be reported to all Members of the Council immediately and then formally at the next available meeting of the Council. This will not be required for a Member's personal computer used only for remote authorisation of bank payments.

- (n) No Councillor or employee shall disclose any PIN or password(s) relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council.
- (o) Regular back-up copies of Council records on any computer shall be made via a cloud storage service for the computer in question.
- (p) The Council and any Members using computers for the Council's financial business shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- (q) Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator(s). The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be made by the administrator alone or by the Service Administrator with a stated number of approvals.
- (r) Access to any internet banking accounts will be directly to the access page (which may be saved under 'favourites') and not through any search engine or via an e-mail link. Remembered or saved passwords must not be used on any computer used for Council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.
- (s) Changes to account details of suppliers which are used for internet banking may only be changed on receipt of written **hard-copy** notification by the supplier and supported by **hard-copy** authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- (t) Any corporate debit card issued for use by the Town Council for withdrawal of petty cash will be specifically restricted to the Clerk / RFO and Deputy Clerk and will be restricted to a single transaction maximum value of £1,000.00 and a monthly limit of £3,000.00 unless payment represents expenditure authorised by resolution of the Council prior to any order being placed.
- (u) Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk / RFO and the Deputy Town Clerk, when appropriate to do so, and shall be subject to a single transaction limit of £2,000.00 and a monthly limit of £5,000.00 and automatic payment in full at each month-end. Personal credit or debit cards of members of staff shall not be used under any circumstances.

## BANKING ARRANGEMENTS, CHEQUES AND PAYMENTS

6. (a) The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. They shall be annually reviewed for safety and efficiency.
- (b) The Council will make safe and efficient arrangements for the making of its payments. Wherever possible, two people shall be involved in any payment, for example, by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, payment must also be authorised and only authorised payments shall leave the Council's bank.
- (c) For all payments that represent authorised expenditure in accordance with either Regulations 3(a) or (e) above or Regulation 5(c), (d) or (e) above, and taking full account of Regulation 3 (Budgetary Control), the Clerk shall give instruction that a payment shall be made.
- (d) After the Clerk / RFO is satisfied that all is in order and has given instruction that a payment shall be made, all payments, including cheques, bank transfers, standing orders and BACS / CHAPS transactions, drawn on the bank account shall be signed by two members of the Council and counter-signed by the Clerk, Deputy Clerk or RFO.
- (e) **Blank cheques shall NOT be signed by any Councillor.**
- (f) To indicate agreement of the details shown on the cheque or order for payment with the invoice or similar documentation, the signatories shall each initial the invoice or documentation and the cheque counterfoil following authorisation for payment by the Clerk, Deputy Clerk or RFO.
- (g) Signatories for payments shall be any two Authorised Councillors from a list of five Authorised Councillors, together with the counter-signature of the Clerk (or in the Clerk's absence, the Deputy Clerk or RFO). This list shall be reviewed annually by the Council. If a Member who is also a bank signatory has declared a disclosable pecuniary interest or has any other interest in the matter in respect of which payment is being made, that Councillor shall be required to consider Standing Orders and, thereby, determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- (h) A schedule of payments made, forming part of the Agenda for the Meeting, shall be prepared by the RFO and presented to the Council. If the schedule is in order it shall be received and approved by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

## PAYMENT OF SALARIES

7. (a) **As an employer, the Council shall must make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. Councillor Allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.** (NB: New Romney Town Council does not pay Councillor allowances.) The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council or duly delegated Committee.
- (b) Payments for salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, shall be made in accordance with the payroll records and on or by the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.
- (c) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the prior consent of the Personnel Committee and within the limits of the budget set for that purpose. **Any form of termination payment must be supported by a report to the Personnel Committee and must be authorised by the Personnel Committee, subject to the limits of the Personnel Budget. If any termination payment is likely to result in the Personnel Budget being exceeded, it shall be authorised only by Full Council.**
- (d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded using employee reference numbers only. Specific personal salary information relating to each employee number is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- By any Councillor who is a member of the Personnel Committee and can demonstrate a need to know
  - By the Internal Auditor
  - By the External Auditor
  - By any person authorised under the Audit Commission Act 1998 or any superseding legislation
- (e) The total of such payments in each calendar month shall be reported with all other payments as may be required under these Financial Regulations to ensure that only payments due for the period have actually been paid.
- (f) An effective system of staff performance management shall be maintained.

## LOANS AND INVESTMENTS

8. (a) All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

- (b) The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- (c) All investments of money under the control of the Council shall be in the name of the Council.
- (d) Any borrowing arrangement that does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be approved by the Council as to terms and purpose. In each case a report in writing shall be provided to the Council in respect of value for money for the proposed transaction.
- (e) Any application for Government borrowing approval and subsequent arrangements for a loan must be approved by Full Council **following receipt of a detailed financial report** and recorded in the minutes. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval.
- (f) All investments shall be in the name of the Council and all investment certificates and other documents relating thereto shall be retained for the Council in the custody of the RFO.
- (g) Payments in respect of short or long term investments, including transfers between bank accounts held in the same bank or branch, shall be made in accordance with Regulations 5 (Payment of Accounts) and 6 (Banking Arrangements, Cheques and Payments).

### INCOME

- 9. (a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- (b) Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually, during the Budget preparation cycle, by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- (c) The Council will review all fees and charges annually, during the Budget preparation cycle, following a report from the Clerk/RFO/relevant Committee.
- (d) Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year.
- (e) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers, with such frequency as the RFO considers necessary.
- (f) The origin of each receipt shall be entered on the paying-in slip.

- (g) Personal cheques shall not be cashed out of money held on behalf of the Council.
- (h) The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 Section 33 shall be made at least annually coinciding with the financial year end.
- (i) Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as sequentially numbered receipts and that appropriate care is taken in security and safety of individuals banking such cash.

### ORDERS FOR WORKS, GOODS AND SERVICES

10. (a) An official order or letter / email shall be issued for all work, goods and services exceeding a value of ~~£250.00~~ £500.00 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate (for instance where goods or services are purchased online and an order summary / invoice is provided). Copies of orders shall be retained.
- (b) Order books shall be controlled by the RFO to mitigate against misuse.
- (c) **All Members and Officers are responsible for obtaining value for money at all times.** An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by seeking three or more quotations or estimates from appropriate suppliers.
- (d) A Member may not issue an official order or make any contract on behalf of the Council.
- (e) The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used, whereby GPC (General Power of Competence) is not applicable.

### TENDERING POLICY

11. For any contract estimated to exceed £150,000.00 including VAT, the Clerk shall, under normal circumstances, seek formal tenders from at least three suppliers identified by the Clerk and agreed by resolution of the Council OR, if deemed more

appropriate by the Clerk, and agreed by resolution of the Council, advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.

The tendering procedure to be as follows:

- (a) Written specifications to be drawn up and, **unless it is deemed more appropriate to advertise an open invitation to tender**, a minimum of three contractors, which may, **if deemed appropriate**, be from a list approved by County or District Council, to be invited to submit tenders. All invitations to tender shall also refer to the terms of the Bribery Act 2010.
- (b) Such invitations to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- (c) Where a postal tendering process is used, the 'Invitation to Tender' shall, in addition, state that tenders must be addressed to the Town Clerk in the ordinary course of post and shall specify a date on which tenders need to be received by the Town Council. This shall be known as the 'Tender Due Date'. Where an electronic tendering process is used, the Council shall provide a specific email address that will be monitored to ensure that no person accesses any tender before the expiry of the deadline for submission. Use of an electronic tendering process must first be approved by resolution of the Council.
- (d) Each tendering firm shall be allocated a unique number allocated by the Town Council. Tenderers must ensure this tender number appears on the outside of the envelope containing a tender(s) or amendment(s) thereto.
- (e) The tenders to be submitted in sealed envelopes, appropriately endorsed, and all to be opened on the 'Tender Due Date' in the presence of the Town Clerk and the Mayor or Chairman of the appropriate Committee.
- (f) The tenders are then to be assessed by the Town Council Capital Projects Team (consisting of the Town Clerk, RFO and Deputy Town Clerk) or, if deemed appropriate, an independent professional consultant, and reports made to the appropriate meeting of Council or Committee.
- (g) Canvassing of Members or of any Committee, directly or indirectly, in regard to a submitter of any tender being put before the Council or that Committee, shall disqualify that tender from being considered.
- (h) A Member of the Council shall not solicit for any submitter of a Tender being considered by the Council or a Committee.
- (i) If less than three tenders are received for contracts above £150,000.00 in value or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (j) In the event of only one tender being received for specified works, two options are available:

- (i) the tender is accepted by Full Council;
- OR
- (ii) the matter is referred back to the appropriate Committee/Full Council for further consideration.
- (k) Should it occur that the Council does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, then, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
  - (l) Before a tender is submitted to the Council for consideration, the Town Council Capital Projects Team (consisting of the Town Clerk, RFO and Deputy Town Clerk) or, where applicable, independent, professional consultant shall ensure that all terms and conditions of the tender have been accepted by the Tenderer and that any items of contention or rejection have been resolved to the satisfaction of both parties.
  - (m) If the terms and conditions of the Invitation to Tender have been altered or amended in any way or re-negotiation of the terms and conditions of Tender with the Tenderer has taken place and both parties wish to proceed, the Council shall issue a Contract to reflect these changes. Both parties shall sign and date the Contract before it is implemented.
  - (n) Typically, a contract for goods and/or services in excess of £150,000.00 must include:
    - (i) A schedule of requirement (work/goods to be supplied/service(s) to be provided)
    - (ii) Period of time/completion date required
    - (iii) Location/area of work etc
    - (iv) Special conditions appertaining to work/goods/services, ie facilities available, access to premises, storage of tools, etc
    - (v) Health and safety requirements
    - (vi) Public Liability Insurance required
    - (vii) Maintenance/aftercare/guarantees
    - (viii) Inspection/acceptance (by the Council)
    - (ix) Price
    - (x) Payment terms
    - (xi) Retention terms, if applicable

### **CONTRACTS**

- 12. (a) Contracts shall comply with **the Council's Standing Orders and** these Financial Regulations, and no exceptions shall be made other than in an emergency in accordance with Regulation 3 (e), provided that this Regulation need not apply to contracts with relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewage and telephone services;
  - (ii) for specialist services including but not limited to those that are provided by solicitors, accountants, architects, surveyors and planning consultants;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for additional audit work of the external Auditor
  - (vi) for goods or materials proposed to be purchased which are a proprietary article and/or are only sold at a fixed price.
- (b) When applications are made to waive Standing Orders relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to / resolution of the Council.
- (c) **When the estimated value of any contract falls below the government threshold, the Council shall obtain prices as detailed below:**
- When it is to enter into a contract less than £150,000.00 and above £5,000.00 in value and a tendering procedure is not considered appropriate, for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialists services as are excepted in para 12 (a) above, the Clerk shall seek three written quotations;
  - where the value is below £5,000.00 and above £2,000.00 the Clerk shall strive to seek three verbal estimates which are to be recorded in writing.
  - Otherwise, Regulation 10 (c) above shall apply.
- (d) **Where the Council intends to procure a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2023 ('the Regulations') which is estimated to be in excess of £30,000.00 inclusive of VAT, the Council shall-must comply with the relevant requirements of the Legislation regarding the publication of invitations and notices.**

In such instance:

- The Contracts Finder website shall be used to advertise contract opportunities, *if* an open tendering process is to be utilised.
- Procedures for awarding of new contracts shall be set out on the Contracts Finder website, *if* an open tendering process is to be utilised.

- The award of new contracts shall be published on the Contract Finders website in all instances where the contract value exceeds £30,000.00 including VAT.
- (e) **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation ('the Legislation') must be followed in respect of tendering, award and notification of that contract.**

\*currently £214,904.00 inc VAT in respect of public supply and public service contracts and £5,372,609.00 inc VAT in respect of public works contracts.

- (f) The Council, or any Committee, is not obliged to accept the lowest of any tender, quote or estimate, but must consider value for money and fitness for purpose.
- (g) **Contracts must not be split to avoid compliance with these rules.**

#### PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

13. (a) Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- (b) Where contracts provide payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- (c) Except whereby any contract variation is approved on behalf of the Town Council by a Project Management Consultant appointed by the Council, any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing. In any case, the Council being informed where the final cost is likely to exceed the financial provision.

#### STORES AND EQUIPMENT

14. (a) Town Council staff shall be responsible for the care and custody of stores and equipment in their work area and shall report any loss, damage or defect to the RFO.

- (b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order, quality and condition at the time of delivery. Where checking of a delivery is not permitted prior to signature, goods must be signed for as unchecked.
- (c) Stocks shall be maintained at the minimum levels consistent with operational requirements.
- (d) The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### ASSETS, PROPERTIES AND ESTATES

- 15. (a) The Clerk shall make all appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.
- (b) No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item or tangible moveable property does not exceed £5,000.00.
- (c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Full Council, together with any other consents required by law. In each case, a report in writing shall be provided to the Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- (d) No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case, a report in writing shall be provided to the Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- (e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### INSURANCE

- 16. (a) Following the annual risk assessment, the RFO shall effect all insurances and negotiate any claims with the Council's insurers.

- (b) The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurance.
- (c) The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- (d) The RFO shall be notified of any loss, liability or damage or any event likely to lead to a claim and shall report these to Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers in consultation with the Clerk.
- (e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

### RISK MANAGEMENT

17. (a) **The Council must ensure that it has a sound system of internal control which delivers effective financial, operational and risk management.**
- (b) The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
  - (c) When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
  - (d) **Regular back-up copies shall be made of the records held on any Town Council computer and stored electronically in the cloud to ensure that access is not lost in the event of absence or departure of any staff member or damage / failure of computer hardware.**

### CHARITIES

18. (a) Where the Council is the sole trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trust and separate financial reports made in such form as shall be appropriate, in accordance with charity law and legislation or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.
- (b) Any income arising which is the property of a charitable trust shall be paid into a charity bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the

authority) will be given by the managing trustees of the charity meeting separately from any Council meeting.

#### REVISION OF FINANCIAL REGULATIONS

19. (a) The Council's financial regulations shall be reviewed annually.
- (b) The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- (c) The Council may, by resolution duly notified prior to the relevant Council meeting, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and an assessment of the risk has been presented to all Members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- (d) The Council may, by duly notified resolution, temporarily amend any part of these Financial Regulations to cope with periods of extended absence, local government reorganisation, national restrictions or other exceptional circumstance.

#### BREACH OF FINANCIAL REGULATIONS

20. (a) Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- (b) Members of the Council are expected to follow all instructions within these Regulations and not to entice or coerce employees into breaching them. Failure by any Member to follow the instructions herein brings the office of Councillor into disrepute and may give rise to submission of a Code of Conduct complaint.

To Council is requested to formally approve the following Financial Policy Documents:

- (a) Schedule of payments approved in advance for financial year 2026-27
- (b) Annual Investment Strategy and Investment Plan 2026-27
- (c) Risk Management Statement 2025-26
- (d) Statement of Intent for 2026-27



## Appendix 2(iii)



### NEW ROMNEY TOWN COUNCIL

#### SCHEDULE OF PAYMENTS APPROVED IN ADVANCE IN RESPECT OF ANNUAL / ROLLING CONTRACTS AND STATUTORY DUTIES / OBLIGATIONS FOR FINANCIAL YEAR 2026-27

**Grounds Maintenance (Spraying) – Allotments:** M Coleman Arboricultural Services

**Grounds Maintenance – Church Lane Ditch Management:** M Coleman Arboricultural Services

**Grounds Maintenance –The Greens:** M Coleman Arboricultural Services

**Grounds Maintenance – Fairfield Road Recreation Ground:** M Coleman Arboricultural Services

**Grounds Maintenance – Flagstaff Land:** M Coleman Arboricultural Services

**Annual Internal Audit:** Lionel Robbins

**Annual External Audit:** Mazars LLP

**IT Support and Remote Management:** MPR IT Solutions

**Utilities (inc Gas, Water, Drainage, Electricity, Telephone/Broadband, Alarm system, Waste Removal):** British Gas, RMIDB, Affinity Water, Castle Water Ltd, EDF, Trooli, **Three**, Chubb Fire & Security, Veolia, Business Stream

**Salaries:** (inc NI / PAYE / Student Loan / Superannuation / Mileage Allowance / Expenses – as applicable)

**Membership Subscriptions:** KALC, SLCC, South Eastern Employers, Kent County Playing Fields, Confederation of Cinque Ports, CPRE (Protect Kent), GeoXphere, Guild of Macebearers, Information Commissioners, Action with Communities in Rural Kent, Romney Marsh Forum, ~~Vision ICT Ltd~~ **Aubergine 262 Ltd/ HCI Data ???** – Website / Email / Domain name hosting, Royal Mail Ltd – Response Plus Licence; Zoom - Remote Meeting Platform; Satswana – Data Protection Officer

**Photocopier / Printer Leasing:** Ricoh / KCS Professional Services (Kent County Supplies / Kent County Council)

**PAT Testing Services:** MarshPAT

**Fire Safety Equipment Testing Services:** Branch Fire & Safety LLP

**Town Council Insurance:** Zurich Municipal

**Annual Platform Lift Inspection / Service Contract – **Town Hall**:** Higher Elevation Ltd

**Annual Platform Lift Inspection/Service - Maude Community Centre:** Gartec Ltd

**Defibrillator/Bleed Kit Aftercare Package – Maude Community Centre:** Hopkins +

**Fire/Intruder Alarm System & Emergency Lighting Inspection/Service – Maude Community Centre & Annex:** Fire-Tech Systems Ltd

**Air Source Heat Pump System Inspection/Service – Maude Community Centre & Annexe:** Air Eco Ltd

**General Maintenance Supplies and Tooling:** W & E Rolfe & Son / BILT Builders' Merchants / Amazon Business (Amazon Marketplace)

**Annual RoSPA Inspections:** Playsafety Ltd

**Annual Furniture Removals (Mayor-Making):** ~~Bournes Home Moves In House~~

**Cleaning & Hygiene Supplies:** Amazon Business (Amazon Marketplace) / W & E Rolfe & Son / ~~Newline Essex Ltd~~

**Non-Domestic Rates:** Folkestone & Hythe District Council

**Public Performance Licence:** PPL/PRS

**Town Clock Service Contract:** Smith's of Derby

**Stationery:** Amazon / KCS

**Conference and Training Fees:** KALC / SLCC

**Appointed Project Management and Costing Consultant Team:** Synergy Construction and Property Consultants LLP; SWECO UK Ltd: Mayland Consult

**Appointed Architect** Guy Hollaway Architects

**Outsourcing of Payroll:** Stephen Hill Mid-Kent (SH Bureau Ltd)

**Staff Pension Scheme:** Local Government Pension Scheme (Kent Pension Fund)

**Boiler Service Contracts and Gas Safety Inspections – ~~All Town Council Properties~~  
Town Hall, Town Hall House & Assembly Rooms:** Ecoheat PH, Aquaheat Ashford, ~~Rolfe's Heating~~

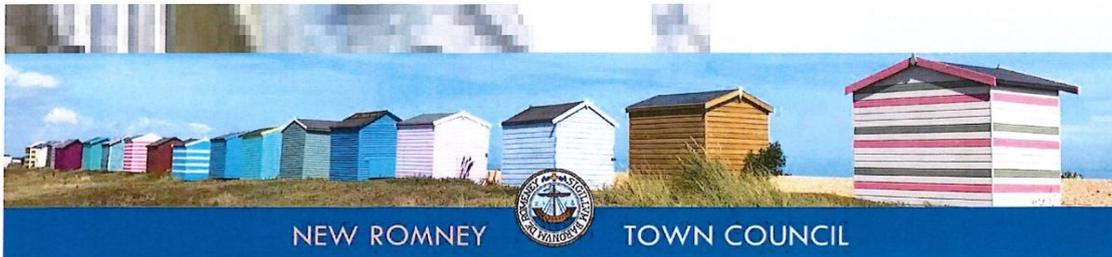
**Fire Alarm System and Emergency Lighting Inspections – Assembly Rooms:** Ashe Alarms Ltd

**CCTV Monitoring and Maintenance:** Spy Alarms Ltd

**Accounting Software, Asset Management and Bookings Software and Support Package:** Rialtas Business Solutions Ltd

**Caretakers Van Spares & Maintenance Materials:** Drive Automotive & Leisure (Drive Motor Spares)

STRATEGIC PLAN 2023-2027



# STRATEGIC PLAN

2023 - 2027

New Romney Town Council



# Contents

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- 12 Health & Wellbeing
- 13 Town & Community

# Foreword

*Welcome to New Romney Town Council's Strategic Plan. The Plan describes the Council's vision, what we are trying to achieve during the current Term of Office and what our objectives and key priorities are between now and 2027.*



*The Right Worshipful the Mayor of New Romney,  
Councillor John Rivers  
July 2023*

**The Strategic Plan** explains clearly to Councillors, staff, residents, businesses, and our partners exactly what the Council aims to achieve between now and the next election. New Romney Town Council is an ambitious Council and, as Members, we are all committed to helping make New Romney, Littlestone and Greatstone (*now called 'New Romney' in this report*) a better place to live, work and visit.

This document will help to ensure that the Council continues to focus on delivering excellent, value for money services for the Town and its residents.

This Strategic Plan sets out the Council's overall vision - which is to continually work on improving the quality of life for all residents, improving our local environment, conserving and promoting the Town's heritage and retaining financial security.

The overarching Strategy is underpinned by 11 Corporate Priorities supported by 52 Key Objectives. The Corporate Plan will be reviewed annually and updates on the Council's achievements will be reported at the Annual Town Meeting.

The Council will ensure that adequate resources (financial, staffing, training, equipment etc) are made available to achieve the Objectives detailed within this Plan.

# New Romney Town Council Strategic Plan

*To continually work on improving the quality of life for all residents, improving our local environment, conserving and promoting the Town's heritage and retaining financial security.*

Our overarching Strategy is underpinned by the following:

- 5 Areas of Focus
- These include 13 Strategic Priorities
- These are supported by 53 Key Objectives
- Each Objective will be progressed and monitored by the relevant Council Committee

## 1. *Financial Management*

- To develop and manage a sustainable budget which maximises use of Town Council assets, optimises revenue streams and provides optimum spending opportunities whilst maintaining financial security and recognising the impact on residents

## 2. *Planning, Highways & Environment*

- To ensure that New Romney (see above) can develop economically whilst safeguarding its natural environment  
- To optimise the ability for people and goods to move around the Town safely and in a more environmentally friendly manner  
- To keep New Romney clean and pleasant for residents and visitors alike

## 3. *Recreation & Amenities*

- To optimise and encourage the use of all local sports, play and exercise facilities  
- To maintain and improve a range of amenities and services to support a good quality of life in New Romney's Wards

#### 4. *Health & Wellbeing*

- To develop and maintain a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit

#### 5. *Town & Community*

- To develop and maintain a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit
- To support local businesses and economic development in New Romney
- To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and other public sector organisations (eg local authorities, health and education)
- To make sure that New Romney continues to attract tourists to the area
- To actively promote the arts and culture in New Romney
- To maintain and improve a range of amenities and services to support a good quality of life in New Romney

## 1. Financial Management

*To develop and manage a sustainable budget which maximises use of Town Council assets, optimises revenue streams and provides optimum spending opportunities whilst maintaining financial security*

Objectives	Committee	Start	Complete
FM1: Review and update Rolling Maintenance Plan to assist in Maintaining optimum property values of NR properties	F&GP	<b>2023-24</b>	<b>Commenced:</b> Review and Update by Finance Officers currently in hand. Updated document to be presented to F&GP Committee By end March <b>2026</b>
FM2: Undertake review of revenue streams and develop a plan to optimise income with which to support longer-term spending options whilst retaining financial security. To investigate funding and grants available to the Town Council	F&GP	<b>2023-24</b> <b>2026-27</b>	<b>Not Yet Commenced:</b> Deferred to <b>2026-27</b> Due to take into Account potential Impact of Local Government Reorganisation

## 2. Planning, Highways & Environment

*To ensure New Romney can develop economically whilst safeguarding its natural beauty*

Objectives	Committee	Start	Complete
PHE 1: Carry out a wants / needs survey re local new build developments to understand local housing needs and the impact on the Town from new developments with a vision of using the data to influence local planning outcomes	Planning & Environment	<b>2023-24</b>	<b>Commenced:</b> Train and Explain Public Engagement To be organised in <b>2026</b> to educate Public about the Planning Process Prior to ensuing Consultation Questionnaire.
PHE 2: Develop and adopt a Policy Statement / Planning Protocol identifying the Town Council's commitment to preserving local open spaces	Full Council	<b>2023-24</b>	<b>COMPLETED –</b> POLICY APPROVED & ADOPTED SEPT 2024

## 2. Planning, Highways & Environment

*To ensure New Romney remains  
a clean and pleasant place to  
live, work and visit*

Objectives	Committee	Start	Complete
PHE 3: Establish a process by which NRTC receives regular feedback re local air quality monitoring	Planning & Environment	2023-24	COMPLETED Information being Received Routinely on annual Basis.
PHE 4: Complete the upgrade of NRTC waste disposal contracts and waste receptacles at New Romney Town Hall and Assembly Rooms to facilitate waste recycling	F&GP	2024-25	COMPLETED Re-cycling bins in-Situ at Town Hall and waste disposal contract upgraded for re-cycling collection
PHE 5: Complete Area Action Plans for all NRTC open spaces linked to the adopted Environment Policy	Planning & Environment	2024-25	WITHDRAWN – See original document
PHE 6: Re-distribute trees from NRTC tree nursery for planting appropriately around the parish	Planning & Environment	2025-26 2026-27	Re-scheduled Awaiting growth to Adequate maturity.
PHE 7: Identify potential areas of NRTC Land for re-wilding and consult local residents on proposals	Planning & Environment	2025-26 2026-27	Re-Scheduled To take into Consideration Land assets following LG Reorganisation
PHE 8: Investigate potential for Supporting local up-cycling and re-cycling projects and organisations	Planning & Environment	2026-27	COMPLETED Implemented by KCC at Mountfield Road Recycling Centre

## 2. Planning, Highways & Environment

*To optimise the movement of people and goods around the Town safely and in a more environmentally friendly manner*

Objectives	Committee	Start	Complete
PHE 9: Identify and secure funding to implement the New Romney Parish Highways Improvement Plan	Planning & Environment	<a href="#">2023-27</a>	PHASE 1 COMPLETED Phase 2 Commenced CIL funds to be allocated By F&GP Committee ON-GOING
PHE 10: Implement 20MPH zones within the Parish as identified within the New Romney Parish Highways Improvement Plan	Planning & Environment	<a href="#">2023-27</a>	PHASE 1 COMPLETED PHASE 2 IN HAND CIL funds to be allocated By F&GP Committee ON-GOING
PHE 11: Implement improvements to junction of Ashford Road / New Romney High Street as identified within the New Romney Parish Highways Improvement Plan	Planning & Environment	2024-25	Commenced: Works approved by Kent Highways and identified in Pentland Homes Improvements to Highways in vicinity of residential development ON-GOING
PHE 12: Continue negotiations with FHDC Re adopting one of the two town centre car parks with a vision of utilising revenue to support funding of local improvements	Full Council	<a href="#">2025-26</a>	Commenced: In discussion Under LG Reorganisation Programme ON-GOING
PHE 13: Lobby Government and KCC for improved local public transport. Investigate links with other Councillors (Parish, District, and County) to consider a Community Bus service with links to hospitals and other major sites/venues	Full Council	<a href="#">2023-24</a>	COMPLETED – COMMUNITY TRANSPORT SERVICE IN PLACE

*To optimise and encourage use of all Town Council sports, play and exercise facilities*

Objectives	Committee	Start	Complete
RA 1: Provide more varied outdoor play equipment for children	Full Council	2024-25 2026-27	Re-Scheduled Town Clerk / RFO To prepare Consultation with St. Nicholas Academy Spring 2026
RA 2: Seek and secure funding to expand the New Romney Skate Park	Full Council	2025-26	Put on hold – Consider following Local Government Reorganisation
RA 3: Complete adoption of Station Road Area and secure funding to upgrade the equipment on the rear half of the site	Full Council	2024-25	Commenced: In discussion Under LG Reorganisation Programme ON-GOING

### 3. Recreation & Amenities

*To maintain and improve a range of amenities and services to support a good quality of life in New Romney*

Objectives	Committee	Start	Complete
RA 4: Provide picnic benches at Perimeter of St Martin's Field	F&GP	2024-25	<b>Paused:</b> Put on hold due To police advice Re anti-social Behaviour
RA 5: Replace planters around perimeter of St Martin's Field with self-watering planters	F&GP	2024-25	COMPLETED – PLANTERS IN PLACE
RA 6: Prepare a development plan and secure funding to upgrade The Greens as a Destination Coastal Park for play and recreation (eg addition of petanque strip, crazy golf, themed adventure playground, further picnic benches)	Full Council	<del>2025-26</del> 2026-27	Re-scheduled – To be considered Following Local Government Reorganisation
RA 7: Seek and secure funding or loan/ Lease project to provide a NRTC Caretaker van to improve safety and efficiency in maintaining Town Council lands and premises	Full Council	2024-25	COMPLETED – VAN PURCHASED
RA 8: Deliver the completed Community Hall, Sports Pavilion and Nursery project	Full Council	2025-26	COMPLETED – MAUDE COMMUNITY CENTRE NOW OPEN
RA 9: Refurbish or replace railings at The Greens, Littlestone and install inset safety barriers at all pedestrian access points	Full Council	2025-26	Commenced Refurbishment <b>on-going</b> (Posts and rails being replaced in accordance with condition priority)

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## 4. Health & Wellbeing

*To develop a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit*

Objectives	Committee	Start	Complete
HW 1: Provide Dementia Awareness training for all New Romney Town Council Members and Staff	Full Council	2023-24	COMPLETED Several rounds of Training provided
HW 2: Complete all remaining criteria to be accredited as a Dementia Friendly Council	Full Council	2023-24	Commenced: Clerk to review remaining criteria ON-GOING
HW 3: Continue adaptations to New Romney Town Hall and Assembly Rooms to make them more dementia friendly (upgrade Town Hall lighting / repaint door frames in both buildings in contrasting colour in line with rolling maintenance programme)	F&GP	2024-25	Commenced: Décor-related change Undertaken in line With rolling maintenance programme ON-GOING
HW 4: Support Primary Care Network with sharing of healthcare communications and provision of additional building space for delivery of healthcare services	Health & Wellbeing	2024-25	COMPLETED: Health & Wellbeing Committee established and opportunities for assisting with communicating local healthcare matters discussed via this committee ON-GOING
HW 5: Expand links on NRTC website to include details of more local support organisations	Health & Wellbeing	2024-25	COMPLETED: Additional appropriate links to local support organisations added to NRTC website as they are identified ON-GOING

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[www.newromney-tc.gov.uk](http://www.newromney-tc.gov.uk)

## 5. Town & Community

*To develop a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit*

Objectives	Committee	Start	Complete
TC 1: Lobby Government/KCC/Kent Police to re-establish a visible local police presence and to retain KCC Community Wardens	Full Council	<del>2023-24</del>	OUTDATED – WITHDRAWN KCC Community Wardens Team stood down prior to adoption of this Strategic Plan; named Kent Police Officer for local area already established
TC 2: Create disabled parking bay(s) on NRTC land at the end of The Greens, Littlestone to improve accessibility of this open recreational space	Full Council	2026-27	
TC 3: Provide funding support for the retention of local youth club provision	F&GP	<del>2025-26</del>	WITHDRAWN – No youth club to Support financially
TC 4: Organise a Community Service event to publicise what is on offer to local residents in terms of volunteer support and services	Health & Wellbeing	2024-25 2026-27	Re-scheduled and Amended: NRTC to man a table at RMCH Community Service Event to promote NRTC as source of Resident support
TC 5: Establish a Youth Council to engage and respond to the needs of local young people	Full Council	2024-25	Commenced: Youth Council Constitution adopted. ON-GOING – TO BE RE-VISITED

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[www.newromney-tc.gov.uk](http://www.newromney-tc.gov.uk)

## 5. Town & Community

### *To support local businesses and encourage economic development in New Romney*

Objectives	Committee	Start	Complete
TC 6: Install an electronic information board in the Town Centre area to promote the Town and advertise local businesses with a vision of generating additional revenue from advertising	F&GP	<del>2025-26</del>	WITHDRAWN – Not viable as Existing competition In High Street (2 already in Place)
TC 7: Develop a plan for increased use of St. Martin's Field, and the Greens, for community events with a long term vision of establishing a community events calendar (eg to include annual community picnic, annual Armed Services Day event, annual Pride event etc) or a New Romney Festival Week	Full Council	<del>2024-25</del> 2026-27	Re-scheduled and Amended – Increase existing events To include Annual Community Picnic Commencing Spring 2027

## 5. Town & Community

*To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and the public sector (eg local authorities, health and education)*

Objectives	Committee	Start	Complete
TC 8: Return Council meetings to the Town Hall Council Chamber and revert to Monday evening meetings to reduce clashes with District Council meetings	Full Council	2023-24	COMPLETED Council Chamber Available for meetings – Regular use hindered by lack of heating; in hand
TC 9: Routinely publish links to details of local planning applications on NRTC social media	Planning & Environment	2023-24	COMPLETED On-going practice now established to highlight local planning apps via NRTC social media
TC 10: Establish a policy of submitting regular monthly articles for publication in Romney Marsh Community Ad magazine which is delivered directly to every local household	Full Council	2023-24	COMPLETED Policy of utilising monthly Community Ad publication for publicising NRTC activity established and implemented
TC 11: Create video recordings of all Civic Services and Ceremonies for publication on Town Council social media to increase civic engagement	Full Council	2024-25	COMPLETED Commenced with Recordings of D-Day 80 events posted on NRTC social media. ON-GOING
TC 12: To establish other social media means by which we make the Council more accessible and engaging	Full Council	2024-25	COMPLETED Options investigated & not feasible at present

## 5. Town & Community

*To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and the public sector (eg local authorities, health and education)*

Objectives	Committee	Start	Complete
TC 13: Re-instate Town Centre NRTC noticeboard in High Street	F&GP	2024-25	COMPLETED Noticeboard Installed in High Street
TC 14: Develop and adopt Policy Statement that places an expectation on Town Council Members to attend Civic Services and Ceremonies / Town Council events to (i) demonstrate commitment to the Town and its residents and (ii) engage with members of the community and increase visibility of the Council	Full Council	2024-25	COMPLETED - POLICY APPROVED & ADOPTED

## 5. Town & Community

*To make sure that New Romney continues to attract tourists to the area*

Objectives	Committee	Start	Complete
TC 15: Complete and publicise (via NRTC website/social media and leaflets) the Town Trail	F&GP	2024-25	COMPLETED Installation of Town Trail completed; Leaflets received And distributed.
TC 16: Develop a Policy for utilisation of The Cinque Ports brand	Full Council	2024-25 2026-27	Re-scheduled & Commenced: Clerk to adapt existing Policy for NRTC. Cinque Ports Crest to be added to all formal docs and press/publicity materials
TC 17: Replace Town signage at entry points to the Town ('Welcome' gates with crest / reference to 'Ancient Cinque Port Town')	Planning & Environment F&GP/ Full Council	2024-25 2026-27	Re-scheduled & Commenced: Cost estimates sought - provision subject to CIL funding availability
TC 18: Prepare a Business Plan for potential provision of a summer tourist road train	Full Council	2025-26	WITHDRAWN – Not feasible at the current time; staff focus on Local Government Reorganisation
TC 19: See RA6 (P11) Upgrade of The Greens as a Destination Coastal Park	Full Council	2025-26 2026-27	Re-scheduled To consider following Local Government Reorganisation

## 5. Town & Community

### *To promote the arts and culture in New Romney*

Objectives	Committee	Start	Complete
TC 20: Actively promote established local events on NRTC website and social media (eg JAM on the Marsh, New Romney Country Fayre, Light Up New Romney)	Full Council	2023-24	COMPLETED All established local events are Actively promoted via NRTC website and social media page
TC 21: Install a Town Sign in the Town Centre/historic centre of the Town to Identify with the Town's history	Full Council	2024-25	Commenced: Cost estimates sought

## 5. Town & Community

*To maintain and improve a range of amenities and services to support a good quality of life in New Romney*

Objectives	Committee	Start	Complete
TC 22: Lobby FHDC to re-develop the Disused play area in Dagleish Close	Full Council	<b>2025-26</b>	WITHDRAWN Outdated due to FHDC Play Strategy
TC 23: Undertake a post-community hall project review of NRTC buildings use	F&GP	<b>2026-27</b>	Commenced; Project review meetin Date currently being Arranged with project Management team
TC 24: Install 2x Town benches (currently In storage) in New Romney High Street	F&GP	<b>2024-25</b>	COMPLETED - 2X BENCHES NOW IN SITU
TC 25: Re-develop the toilet block on The Greens, Littlestone, to provide a café facility with external public toilet(s) and generate revenue to support local improvements	Full Council	<b>2026-27</b>	Commenced: Discussion opened With Interested party and Natural England

# Contact

For more information, or if you have any questions regarding the Corporate Plan, please contact:

Town Clerk  
Tel: 01797 362348  
Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk)

New Romney Town Council  
Town Clerk's Office  
Town Hall  
High Street  
New Romney  
Kent  
TN28 8BT

[www.newromney-tc.gov.uk](http://www.newromney-tc.gov.uk)



**New Romney Town Council**

### STANDING ORDER 11 – MOTIONS MOVED ON NOTICE:

**Motion to be considered at the Meeting of Full Council scheduled to take place on 9<sup>th</sup> March 2026:**

I would like to propose that NRTC writes formerly to the KCC member responsible for the upkeep of footpaths and ask that remedial surface works are prioritised for the footpath linking Dunes Road and Church Lane. The first section between Dunes road and the railway crossing is particularly hazardous. This is a vital route for the many residents of Greatstone and it's environs to directly access shops, schools, doctors and community services without vehicular use. The surface is severely eroded and dangerous. As a relatively short route it is particularly essential given that the area only has one very busy road into the Town.

Kindest regards  
Cllr Paul Peacock

## AGENDA ITEM 21

### HIRE OF MAUDE COMMUNITY CENTRE (Encs\*):

Following a recent hire of the Maude Community Centre Hall for an 18<sup>th</sup> birthday party, it was necessary to withhold the £150.00 damage/excess cleaning deposit due to significant spillage of alcohol and / or other liquids on the hall floor, which required six sessions of cleaning to remove the sticky residue. This was in addition to marks and scrapes on walls, 2x stickers on doors, setting off emergency refuge call and then breaking glass/Perspex key cover despite having already silenced the alarm call and other minor matters.

The required action of withholding the deposit to cover caretaker time remediating all the issues, caused some ill-feeling with the hirer, as is understandable. Alcohol was brought onto the site, despite the hirer confirming that there would be no alcohol and then the hirer was also aggrieved at being held responsible for the outcome of the use of alcohol by young adults, despite having signed hire terms that clearly identify the hirer as the responsible person in respect of any issues that may arise out of the hire.

It is of note that many village and community halls actually ban 16<sup>th</sup> and 18<sup>th</sup> birthday parties due to the risk of this type of outcome and do not take bookings for those events.

There is an alternative option, which is to significantly increase the damage/excess cleaning deposit to, say, £500 for such events. However, this would likely not mitigate against anti-social behaviour leading to the need for repairs and excess cleaning in the first instance and would likely still leave the Council staff team in the difficult position of having to deal with aggrieved hirers when it is necessary to withhold some or all of that deposit.

In light of the above situation and the fact that the Council is receiving further enquiries about 18<sup>th</sup> birthday parties, the Council is requested to urgently consider its position on hire of Maude Community Centre Hall for 16<sup>th</sup> and 18<sup>th</sup> birthday parties.

Town Clerk

2<sup>nd</sup> March 2026

### CINQUE PORTS CONFEDERATION CORPORATE POSTERS

Dear Clerks

Please find attached a 'corporate style' template for a poster that the Development Group have been discussing. The idea is that each member would have up to 10 posters (subject to price) to display within their town. This one has the central box as Hastings, but each town would have their own picture as central. Either side of the central picture are two boxes, for text, town crest etc or they can be erased. The QR code is also for information. At the Development Group last Friday it was suggested that it could be used to contain the member town's own website address.

The idea is that we can bring some completed posters to the May 21<sup>st</sup> Standing Joint Committee with a quote for the Confederation to consider spending some marketing fund to provide these.

Could you please provide;

A high resolution copy of 'your' photograph

The size that would suit your needs – can't promise all needs will be met but we will try

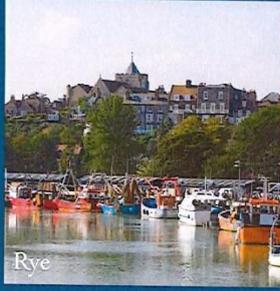
Any text-crest etc

QR info that you would want

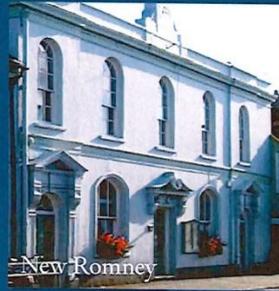
Would you want the posters laminated.



# VISIT HISTORIC CINQUE PORTS



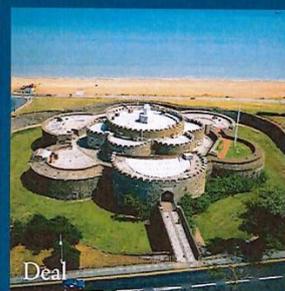
Rye



New Romney



Faversham



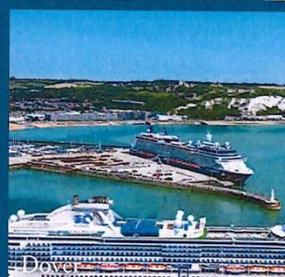
Deal



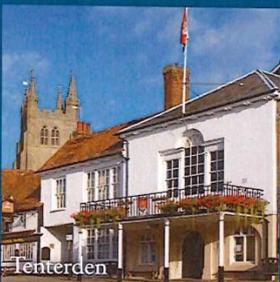
Sandwich



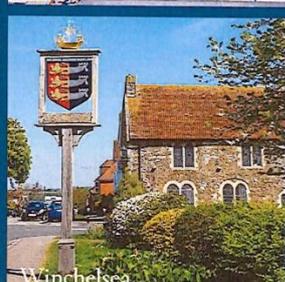
Hastings



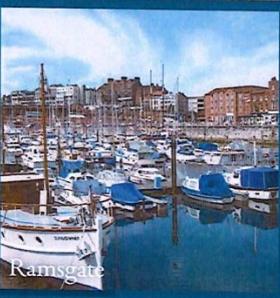
Deal



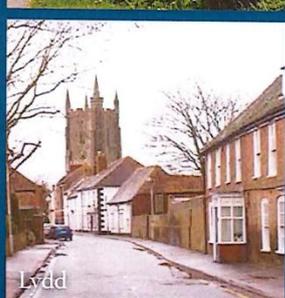
Tenterden



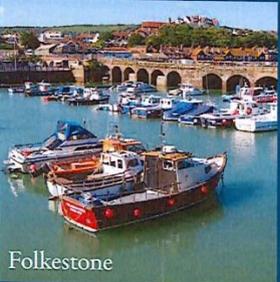
Winchelsea



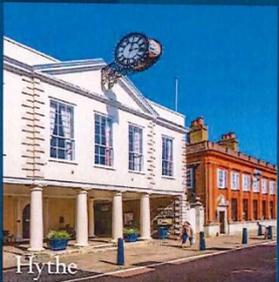
Ramsgate



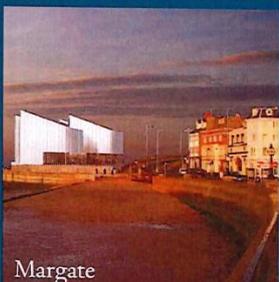
Lydd



Folkestone



Hythe



Margate



[www.cinqueports.org](http://www.cinqueports.org)

END