

MINUTES

of

A Meeting of New Romney Town Council's

Finance and General Purposes Committee

Held on Wednesday 19th January 2022

In the Assembly Rooms, New Romney

Commencing at 6.45 pm

PRESENT: Councillors R Tillson, J Rivers, Mrs P Metcalfe,
Miss J Hiscock, Rev Cn McLachlan, P J Coe, J Davies,
P Carey, A Rodriguez and P Thomas

IN THE CHAIR: Councillor Tillson

IN ATTENDANCE: Finance Clerk - Mrs C T Morris
Member of Public - 1

450/2021-22 **APOLOGIES FOR ABSENCE**

Apologies for absence were received as follows:

Councillor Ms Nevard - for personal reasons

It was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that reasons for absence, as detailed above, be approved.

451/2021-22 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensations to Participate had been received by the Town Clerk.

452/2021-22 **DECLARATIONS OF INTEREST**

@ 6.46PM All Councillors present declared a Disclosable Pecuniary Interest in all matters relating to the annual setting of the Precept, stating that they had been granted dispensation to participate and vote.

@ 6.46PM Councillor Mrs Metcalfe declared an Other Significant Interest in Agenda Item 10(ii) due to her position as Chairman of New Romney in Bloom.

@ 6.47PM Councillor Miss Hiscock declared a Personal Interest in respect of Town Council financial matters, due to her personal employment of a Town Council contractor.

@ 6.47PM Councillor Thomas declared a Personal Interest in Agenda Item 13, due to his being responsible for the monitoring of the Public Clock.

453/2021-22 ADJOURNMENT OF MEETING

It was not necessary to adjourn the meeting as and no questions had been received.

454/2021-22 PUBLIC SESSION

None.

455/2021-22 RE-CONVENING OF MEETING

Not applicable.

456/2021-22 MINUTES

(i) The Chairman presented the **Minutes of the Finance and General Purposes Committee meeting** held on **9th November 2021** a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rivers

RESOLVED – that the Minutes of the Finance & General Purposes Committee Meeting held on 9th November 2021, be approved and signed as a true and correct record.

Councillors Miss Hiscock, Mrs Metcalfe, Rev Cn McLachlan, Thomas and Carey, abstained from voting as they had not been in attendance at the meeting.

The Chairman signed the afore-mentioned minutes.

(ii) The Chairman presented the **Minutes of the Finance and General Purposes Committee meeting** held on **1st December 2021** a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED – that the Minutes of the Finance & General Purposes Committee Meeting held on 1st December 2021, be approved and signed as a true and correct record.

Councillors Rev Cn McLachlan and Carey abstained from voting as they had not been in attendance at the meeting.

The Chairman signed the afore-mentioned minutes.

457/2021-22 FINANCE CLERK'S REPORTS

(i) The Finance Clerk's Report was received and noted and read as under:

Finance Clerk's Report - F&GP Meeting on 19th January 2022

Actions completed since the F&GP Committee meeting held on 3rd November 2021:

- (i) A cheque in respect of the approved donation to New Romney Country Fayre in the sum of £750.00 has been despatched along with relevant paperwork (*Minute Ref: 316/2021-22(i) refers*).
- (ii) An application to the Contain Outbreak Management Fund has been submitted (*Minute Ref: 317/2021-22(i) refers*).
- (iii) An order to carry out repairs to the second-floor rear bedroom of Town Hall House has been placed (*Minute Ref: 320/2021-22(ii) refers*).

Other Matters of Report:

A report has been received regarding unauthorised use of the hard-standing adjacent to The Greens at Littlestone. The vendors have been advised that the land belongs to the Town Council and that, in accordance with Town Council policy, they will need to submit a formal application to trade there.

A duly completed Grant Monitoring Form has been received from New Romney in Bloom in respect of grant funding in the sum of £500.00 awarded in 2020/2021.

This concludes my report - Finance Clerk 12th January 2022

Further Matters of Report

None.

(ii) The Finance Clerk's Maintenance Report was received and noted and read as under:

Finance Clerk's Maintenance Report - F&GP Meeting 19th January 2022

Routine Items of maintenance in respect of all Town Council owned lands and buildings has been carried out since the last report to the Committee as per previously awarded contracts.

Additional non-routine items of maintenance and repair have also been carried out since the last report to the Committee, as follows:

(i) Town Hall

(a) Additional cleansing in respect of Covid-19 carried out by caretaking team.

In hand:

- (a)** Repair works following ingress of water.
- (b)** Roof & rainwater goods inspection.
- (c)** Replacement of leaking radiator (Agenda item)

(ii) Town Hall House and Outbuilding:

None.

In hand:

- (a)** Installation of conservation roof light (*Minute Ref: 292/2017-18(i)(c) refers*).
- (b)** Roof & rainwater goods inspection.
- (c)** Repair to upper floor window.
- (d)** Repairs to second-floor rear bedroom.

(iii) Town Hall Garden

None.

In hand:

None.

(iv) Public Clock

None.

In hand:

The clock has still been unreliable, we are working with Smith's of Derby to resolve this.

(v) Assembly Rooms

- (a)** Covid 19 mitigation measures carried out by caretaking team.
- (b)** Roof and rainwater goods inspection has been carried out.

In hand:

- (a)** Adaptations to rear entrance to allow improved accessibility.

(vi) Community Hall (Nursery)

None.

In hand:

- (a) Roof & rainwater goods inspection.
- (b) Repair to damaged down-pipe/guttering.

(vii) Maude Pavilion & Sports Field

None.

In hand:

- (a) Roof & rainwater goods inspection.

(viii) Fairfield Road Recreation Ground

- (a) Regular sanitising of play equipment carried out by the caretaking team.

In hand:

- (a) Replacement of mound slide – Awaiting installation date from supplier (supplier advised that delay is due to difficulties in the supply chain).
- (b) Servicing of roundabout.

(ix) The Greens / Hut & Winch Site

- (a) Regular sanitising of play/outdoor gym equipment carried out by the caretaking team.

In hand:

- (a) Maintenance works to gym/play equipment.
- (b) Research in respect of providing a separately metered power supply to the toilet Block.

(x) Allotment Gardens

- (a) Inspection of surrendered/terminated plots carried out by caretaking team.
- (b) Inspection/handover of re-let plots carried out by caretaking team.

In hand:

None.

(xi) Flagstaff Land / Princess Diana Memorial Garden

None.

In hand:

None.

(xii) Coney Banks

None.

In hand:

None.

(xiii) Garden of Remembrance

(a) The caretaking team have been assisted by members of New Romney Royal British Legion in ensuring the Garden of Remembrance continues to look pristine throughout the year.

In hand:

None.

(xiv) Cinque Ports Place – Town Square/High St Planter

None.

In hand:

(a) Re-siting of tree (awaiting advice from FH&DC regarding Conservation Area consent).

(b) Re-siting of street furniture.

(xv) Vandalism/Antisocial Behaviour

(a) Damage to a downpipe and section of guttering at the Community Hall (Nursery).

(b) Incident of a large amount of litter towards the rear of the Sports Field.

This concludes my maintenance report - Finance Clerk 12th January 2022.

458/2021-22 FINANCIAL MATTERS**(i) Expenditure Authorised in Accordance with Standing Order 49, Schedule of Payments Approved in Advance and/or Schedule of Delegated Authority.**

The Finance Clerk presented her detailed list of quotations accepted/ payments made in accordance with Standing Order 49, Schedule of Payments Approved in Advance and/or Schedule of Delegated Authorities. Following due consideration, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that the afore-mentioned detailed list of quotations accepted/payments made in accordance with Standing Order 49, Schedule of Payments Approved in Advance and/or Schedule of Delegated Authorities, in the sum of £27,655.19 exc. VAT, be received and noted and identified cost centres be approved.

(ii) Consideration was given to the Personnel Panel request to increase the training budget for staff and Councillors for 2022/2023 and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Miss Hiscock

RECOMMENDED – that the 2022-23 allocation to the Recruitment & Training Reserve Fund be increased by £2,000.00 and that the 2022-23 Precept requirement be accordingly increased by £2,000.00 to reflect this additional allocation, resulting in a Precept requirement of £363,553.00 for 2022-23.

@ 7.08PM the member of public left the meeting.

459/2021-22 DONATIONS

(i) Consideration was given to the request for grant funding received from John Armitage Memorial Trust (JAM), it was:

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Rodriguez

RESOLVED – that, to allow further detail in respect of the application, this matter be deferred to the next meeting of F&GP.

(ii) Consideration was given to the request for grant funding received from New Romney in Bloom, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rivers

RESOLVED – that grant funding in the sum of £500.00 be awarded to New Romney in Bloom, this to be funded from the 2021/2022 Grants/Donations Budget.

Councillor Mrs Metcalfe abstained from participating and voting having previously declared an Other Significant Interest.

460/2021-22 LAWNMOWER

Consideration was given to the purchase of a replacement lawnmower and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rodriguez

RESOLVED – that a budget in the sum of £600.00 be allocated from the 2021/2022 Admin & Miscellaneous Budget for the purchase of a Weibang Virtue 50 lawnmower or similar; the Clerk be authorised to settle all invoices, once received, having first ascertained all is in order.

461/2021-22 TOWN HALL MEETING ROOM

Consideration was given to the quotation received in respect of replacing the leaking radiator in the Town Hall meeting room, it was:

(i)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that Standing Orders be waived due to the urgent need to protect the fabric of this Grade II listed building in order to allow the single quotation to be considered.

(ii)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that (i) subject to clarification that the u/s radiator will be removed from site, the quotation in the sum of £664.00 Exc. VAT, in respect of replacing the leaking radiator in the Town Hall meeting Room, be accepted; (ii) this to be funded from the 2021/2022 Town Hall Repairs & Maintenance budget and (iii) the Clerk be authorised to settle all invoices, once received, first having ascertained all is in order.

It was therefore resolved that, subject to the afore-mentioned clarification, the contract be awarded to B E Ames Ltd.

462/2021-22 PUBLIC CLOCK

Consideration was given to renewal of the service contract in respect of the Public Clock, it was:

PROPOSED BY: Councillor Rodriguez

SECONDED BY: Councillor Coe

RESOLVED – that the service contract in respect of the Public Clock be renewed for a further three years for the sum of £552.00, this to be funded from the related Public Clock annual budgets and the Clerk be authorised to settle all invoices, once received, first having ascertained all is in order.

463/2021-22 ACCESSIBILITY IMPROVEMENTS

Consideration was given to the Accessibility Working Party's request to formally endorse the surveying of the Town Hall and Assembly Rooms, it was:

PROPOSED BY: Councillor Rev Cn. McLachlan

SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that the Accessibility Working Party’s request to formally endorse the surveying of the Town Hall and Assembly Rooms by competent contractors for the purpose of recommending and quoting for (a) stair or chairlift installation at the Town Hall and (b) suitable method of disabled access into the main room at the Assembly Rooms, be approved.

464/2021-22 LITTER STRATEGY

Consideration was given to the draft letter presented requesting Folkestone, Hythe & District Council replace defective bins in the Parish and install QR codes on all the Folkestone & Hythe District Council bins in the Parish.

It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rev Cn. McLachlan

RESOLVED UNANIMOUSLY – that the draft letter as presented, subject to the insertion of the recipient and the list of defective bins details of which is to be provided by the Litter Strategy Working Party, be approved and issued.

The Chairman thanked those present for their attendance and the meeting then concluded **@ 8.03PM**

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 Finance Clerk