

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk
and
Responsible Financial Officer

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

Tel: New Romney 01797 362348

Ref: CN/3005

3rd January 2024

Dear Councillor,

SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, NEW ROMNEY, ON WEDNESDAY 10TH JANUARY 2024 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 and Responsible Financial Officer

Email: town.clerk@newromney-tc.gov.uk

The afore-mentioned meeting will commence at 6.45pm.

Members of Public are welcome to join this meeting.

PLEASE NOTE: New Romney Assembly Rooms and New Romney Town Hall have restricted access for people with limited mobility; please enquire for details.

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

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 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 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 Friday 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

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
WEDNESDAY 10TH JANUARY 2023 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 meeting agenda).
- 5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS (Encs*):**
To receive the reports of the District Councillors for New Romney's Town and Coast Wards (who are each requested to provide a written copy of the relevant report ahead of the meeting for publication within the 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 **13th December 2023** (Attached hereto*).

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

To receive and note the report of the Mayor:

- (i) Mayor's Civic Function List (Attached hereto*)
- (ii) Any Communications received by or for the Mayor

11. TOWN CLERK'S REPORT (Encs*):

To receive and note the Town Clerk's report (Attached hereto*).

12. CAPITAL PROJECTS REPORT (Encs*):

(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.

- Community Hall, Sports Pavilion and Nursery Project (Attached hereto*)

(ii) To receive and note the Community Hall, Sports Pavilion and Nursery Project Financial Report, if available (Attached hereto*)

13. STANDING ORDER No.14:

The Mayor to consider any questions raised by Councillors, of which proper notice has been given (three working days minimum).

14. 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) Finance & General Purposes Committee

Budget Meeting held on 11th December 2023 (Attached hereto*)

(ii) Personnel Committee

Meeting held on 20th December 2023 (Attached hereto*)

(iii) Planning and Environment Committee

Meeting held on 3rd January 2023 (Attached hereto*)

15. RFO'S FINANCIAL REPORTS FOR 2023-24 (Encs*):

(i) To consider final payments and receipts and bank reconciliations for November 2023*, if available.

(ii) To receive and note the Annual Summary report regarding the LGPS Kent Pension Fund.

16. 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.

17. PRECEPT REQUIREMENT 2024-25 (Encs*):

To approve the precept requirement for 2024-25 and any associated actions as are required.

18. KALC COMMUNITY AWARD SCHEME 2024 (Encs*):

To consider nominations for the afore-mentioned award scheme.

19. EVENT PROPOSAL (Encs*):

To consider a proposal from an external third party to provide a community event on St. Martin's Field, with potential to become an annual event.

20. LAND USE ENQUIRY (Encs*):

To consider an enquiry regarding use of Town Council land for accommodating bee hives.

21. 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.

22. ON-GOING MATTERS:

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

23. 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.

- Grievance Procedure

24. 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.

25. 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.



Tony Hills, Kent County Council member for the Romney Marsh Division. Report for January 24.

Wishing you all a Happy (and dry) New Year.

What will 2024 bring for the Romney Marsh. As a unique area of Kent, (as I say closer to France than Maidstone). I believe we face some major challenges. Sea water quality is failing in Hythe Bay, we need to find out why, its complicated but this work has to be done. Surface water flooding is a problem this winter for many on the Marsh, with more extreme weather forecasted we need to improve our water management.

The 'Romney Marshes Area Internal Drainage Board do a great job working with the Environment Agency to move water around the Marsh, excess to the sea. But 'Climate Change' will increase the need to move more water faster to the sea. The rising water table will increase the pressure on our current systems.

Marsh Highways. The winter service.

We have already had salting of our important roads with some cold days in December. Below is what it costs KCC.

"Our annual winter service budget is £3.7million. ▪ If icy conditions or snow is expected, we will be salting about a third (30% - 2,586km) of the county's total carriageway (road) network which includes the A and B roads, major strategic, other strategic and locally important roads – these are termed Primary Routes. ▪ The service is well planned. It does not cover motorways and trunk roads, which are salted by Highways England. ▪ Kent County Council Highways Operations provides details in a media bulletin, as required, when crews are going out, giving details of where we are operating, how long for and how much salt is being laid. This will be included in the Kent Road Weather forecast issued to media. Salting routes are published online at www.kent.gov.uk/highways, throughout the winter service"

KCC continues to maintain our highways on a reduced budget. But remember safety comes first, so if you find what you consider to be dangerous, please report it.

<https://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/ReportAFault.aspx>

Flooding Matters

I have my fingers firmly crossed that we have a dry back end of winter. Southern water has been spending a small fortune tankering water away from various locations across the Marsh.



With the heavy rains in December, we had surface water flooding all over the Marsh. The pictures above (Littlestone Sewer Arm and the Lydd Petty Sewer) show the problems we have getting water away. It was the same down at Dymchurch.

We need to improve how we move water on the Marsh I will try and set up a working party with the Environment Agency, Southern Water and the IDB to investigate.



Re-shingling

Following storm Kerian our east bay beaches were stripped of shingle by the current and the storm action as it headed north.

The Environment Agency are planning to re-shingle the east bay frontage by the end of February.

Tony

Tony Hills, Kent County Councillor for Romney Marsh. For details on how I will use your information please click [here](#) for my privacy notice.

Home Telephone 01797 321246 Mobile 07860 295730 .

AGENDA ITEM 5

DISTRICT COUNCILLOR REPORT

NRTC FULL COUNCIL MTG 10th JANUARY 2024.

Since our last NRTC Full Council meeting I have taken part in one Planning Committee meeting and two Constitution Working Party meetings.

I continue to have my monthly District Councillor Surgeries on the first Friday of each month in the Assembly Rooms at the same time as our MP surgery and our NRTC Councillor Surgery.

Planning Committee Meeting – The Planning Committee considered 23/1208/FH - Demolition of the existing Maude Pavilion and adjacent Community Hall. Erection of a new sports pavilion, with community hall above. New nursery building and associated external works.

I declared an “other significant interest” in the application and withdrew from the Council Chamber, so took no part in the discussion or vote on the application.

Cllr Rivers spoke in favour of the application.

Alex Richards (Holloway) spoke in favour of the application.

Cllr Wimble spoke against the application.

The Planning Officers confirmed that 55 residents received consultation letters on the application, there was one letter of support (from the Football/Cricket Club) and there were zero letters of objection. There were no comments on the planning application from any residents (in the comments section of the planning application).

The application was Proposed by Cllr Keen and Seconded by Cllr Meade and the Planning Committee voted unanimously in favour of the application.

Licensing Sub Committee Meeting – There was no business for the New Romney Ward.

Constitution Working Party Meeting.

We have had two CWP meetings on 18th December and 4th January since my last report to NRTC. There was also a Full Council Member briefing on Monday 11th December 2023.

On 18th December 2023 the business of the meeting was as follows:

(Note – this meeting was broadcast live via a webcast)

- Levels where an item needs to come before a Committee and key decision levels.
- The role of the Chair/Vice-Chair and spokespersons.
- Plans for consultation.

The meeting minutes and webcast are available on the following link.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=533>

On 4th January 2024 the business of the meeting was as follows:

(Note – this meeting was broadcast live via a webcast)

To review the survey and consultation proposals.

It was decided that a District wide consultation will run from 8th January to 29th January, to get input from local residents.

The next CWG meeting will take place on 25th January, to receive feedback on the consultation.

There will be an all Member briefing on 5th February 2024 and a further all Member briefing on 19th February.

The meeting minutes and webcast will be available on the FHDC website when finalised.

Response to localised Surface Water Flooding in New Romney Ward .

I continue to collect information from the relevant FHDC Officer on the historical inspection of drainage ditches and the completion of actions from a report produced in 2017.

I will update the residents who contacted me when I receive this information.

Local Resident Concerns.

I am dealing with a number of ongoing residents concerns.

Romney Marsh Partnership.

High Street improvement.

The Director HSTF agreed to conduct a further site visit and workshop to support FHDC Officers, NRTC Officers and Councillors on High Street development. This will link with the proposed NRTC Urban Plan. The workshop is due to take place on 8th February 2024 in New Romney.

Community Bus Scheme.

With the support of the FHDC Senior Specialist for the RMP the CEO of the Romney Marsh Community Hub (RMCH) has submitted a grant application to Kent County Council to support a new local transport scheme. The RMCH will be notified on the KCC decision in the first quarter of 2024.

Coastal Destination Project (Coast Drive Car Park).

On 13th December 2023, the FHDC Cabinet approved a paper (C/23/70) for the Coastal Destination Project. The scheme has had to be revised primarily due to cost and environmental issues, which have now been resolved. The new scheme will

include 93 Beach Huts (the original scheme had 108 Beach Huts) but the Boardwalk aspect has been removed.

The planning application 22/2100/FH will be presented to the FHDC Planning Committee for consideration. The scheme is due for completion in 2025.

Ward Grant Applications.

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

I have now allocated all of my Ward Grant budget as shown below:

<i>Organisation</i>	<i>Reason</i>	<i>Grant Allocation</i>	<i>Remaining</i>
New Romney Country Fayre	Biggest free event on Romney Marsh and a Community Event Revitalising Community Spirit.	£750	£2,250
Harvey Grammar School	Promote reading and engagement with Literature.	£150	£2,100
Light Up New Romney	Annual Community Lantern Making, Lantern Parade and Late-Night Shopping supporting High Street businesses.	£500	£1,600
Home-Start Shepway	Day trip to Drusillas. Allowing families access to something they may not be aware of or wouldn't usually afford.	£150	£1,450
Romney Marsh Community Hub	Contribution to new Deep Fat Fryer for Hub Kitchen.	£185	£1,265
New Romney in Bloom	Contribution to proposed improvements to the garden area at the top of the Avenue.	£500	£765
CARM, Caring Altogether on Romney Marsh	Gardening equipment for the CARM Community Garden Allotment.	£126.93	638.07
Romney Marsh AMDRAM	Pantomime Costumes	£350	£288.07
Cinque Ports Radio	Contribution to new transmitter to serve Romney Marsh.	£288.07	Nil.

FHDC Councillor Paul Thomas – 4th January 2024

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Wednesday 13th December 2023
Commencing at 6.45pm

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

Town Ward:

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

Coast Ward:

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

In Attendance:

Town Clerk	-	Mrs C Newcombe
Responsible Financial Officer	-	Mrs C T Morris
Mayor's Chaplain		
3 Members of Public		

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led those present in prayer.

@6.48PM the business of the meeting commenced.

403/2023-24 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Glover	-	for personal reasons
Councillor Wimble	-	for personal reasons
Councillor Hodges	-	who was unwell

404/2023-24 **DISPENSATION TO PARTICIPATE**

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

405/2023-24 **DECLARATIONS OF INTEREST**

@6.48PM Councillor Hiscock declared a personal interest in Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref 417/2023-24 refers).

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406/2023-24 **REPORT OF THE KENT COUNTY COUNCILLOR**

The written report from the Kent County Councillor, which included updates relating to flooding, highways matters and bus services, was duly received and noted.

407/2023-24 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended, local response to recent surface water flooding, concerns of local residents he had been assisting with, and Ward Grants awarded to date, was duly received and noted with questions having first been put and answered.

408/2023-24 **ADJOURNMENT OF MEETING**

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

409/2023-24 **PUBLIC QUESTIONS**

None.

410/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

@7.09PM the Mayor's Chaplain left the meeting.

411/2023-24 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **8th November 2023**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Houston

RESOLVED – that the minutes of the Full Council Meeting held on 8th November 2023 be approved and signed as a true and correct record.

Councillor Carey abstained from voting as he had not been in attendance for the entirety of the afore-mentioned meeting.

The afore-mentioned minutes were subsequently signed by the Chairman of the Council.

412/2023-24 **MAYOR'S REPORT AND COMMUNICATIONS**

- (i) The Mayor's report regarding civic engagements attended since the last meeting of Full Council was duly received and noted.
- (ii) No additional communications of note had been received by the Town Mayor.

413/2022-23 **TOWN CLERK'S REPORT**

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

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Actions completed since the Full Council meeting held on 8th November 2023

- 1) The approved **Pitch User Agreement** was forwarded to New Romney Football Club for signature. The signed document has now been returned to the Town Council so that it can be signed on behalf of the Council.
- 2) The tenant of **Coney Banks** was contacted regarding potential use of the land for metal detecting; a response from the tenant confirmed that there was no issue with this proposal. The applicant has, therefore, been duly notified that they have consent to engage in metal detecting at Coney Banks subject to first providing evidence of public liability insurance and a written risk assessment; taking personal responsibility for ensuring the gate is securely closed after entering or exiting the site and avoiding disturbing any badger sett(s) on the site; returning any finds to the Town Council and sharing the proceeds of any 'treasure' find 50/50 with the Town Council. Required documents have been received and the applicant has confirmed agreement to all terms.

Further Matters of Report:

- 1) Following a recent attempted break-in at the **Hut and Winch Sites** and damage to a number of Beach Huts, this matter was reported to the police and a crime reference obtained. All tenants were duly advised to visit the site, check their huts and, if appropriate, submit their own, personal crime reports.
- 2) **Town Hall will be closed** for the period Friday 22nd December 2023 to Monday 1st January 2024. Emergency contact details have been publicised for use in an emergency only during this period. (see below*)



NEW ROMNEY TOWN COUNCIL



2023 CHRISTMAS / NEW YEAR ARRANGEMENTS TOWN HALL OFFICES

FRIDAY 22 nd DECEMBER 2023	-	(OFFICE CLOSED AS USUAL)
MONDAY 25 th DECEMBER 2023	-	CHRISTMAS DAY HOLIDAY OFFICE CLOSED
TUESDAY 26 th DECEMBER 2023	-	BOXING DAY HOLIDAY OFFICE CLOSED
WEDNESDAY 27 th DECEMBER 2023	-	OFFICE CLOSED
THURSDAY 28 th DECEMBER 2023	-	OFFICE CLOSED
FRIDAY 29 th DECEMBER 2023	-	(OFFICE CLOSED AS USUAL)
MONDAY 1 st JANUARY 2024	-	NEW YEAR BANK HOLIDAY OFFICE CLOSED
TUESDAY 2 nd JANUARY 2024	-	RESUME NORMAL WORKING WEEK

To Contact the Town Council:

Email: town.clerk@newromney-tc.gov.uk

Tel: 01797 362348

An answer-phone service is in operation for enquiries made outside office hours and during closure

IN AN EMERGENCY DURING THIS FESTIVE PERIOD ONLY

Please call: **07780 635562**

TOWN CLERK – 20th SEPTEMBER 2023

414/2023-24 **CAPITAL PROJECTS REPORT**

(i) The Community Hall, Sports Pavilion and Nursery Project Financial Report was duly received and noted.

(ii) Having duly noted that the supplementary confidential financial report contained highly sensitive information which could be detrimental to completion of the tendering process if released, it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the matter of the Community Hall, Sports Pavilion and Nursery Project Update Report and confidential supplementary supporting information be deferred for consideration in Private Session.

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415/2023-24 **STANDING ORDER NO.14**

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

416/2023-24 **STANDING COMMITTEES**

(i)(a) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **15th November 2023**, which were duly received and noted.

(b) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **6th December 2023**, which were duly received and noted.

(ii)(a) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **15th November 2023**, which were duly received and noted.

(b) Councillor Rivers presented the minutes of the **Planning and Environment Committee** meeting held on **22nd November 2023**, which were duly received and noted.

(c) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **6th December 2023**, which were duly received and noted.

(iii) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **21st November 2023**, which were duly received and noted.

417/2023-24 **RFO'S FINANCIAL REPORTS FOR 2023-24**

The Clerk presented final payments and receipts and final bank reconciliation for the month of **October 2023**, which were duly received and noted and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the finance reports for the month of October 2023 be hereby received and approved.

Payments and receipts for the month of **October 2023** being in the amounts as detailed below:

October 2023	Receipts:	Payments:
NatWest Current Account:	£87,497.89	£87,497.89
Unity Trust Current Account:	£21,838.09	£1,509.84
Lloyds Bank Business Account:	£85,407.40	£97,091.68
	160	
NatWest Business Reserve Account:	£4,764.78	£86,323.49
Petty Cash:	£0.00	£147.93
Lloyds Bank Corporate Card:	£116.64	£316.11
Lloyds Bank Instant Access Online Saver	£460.55	£0.00

418/2023-24 **COUNCIL REPRESENTATIVES' REPORTS**

Councillor Coe's written reports regarding recent meetings of the Romney Marsh Area Internal Drainage Board and the Lydd Airport Consultative Committee were duly received and noted. Councillor Hiscock expanded on matters discussed at the meeting of the Romney Marsh Area Internal Drainage Board.

419/2023-24 **NEW ROMNEY YOUTH COUNCIL CONSTITUTION**

Having duly considered the detail of the draft New Romney Youth Council Constitution and having made three minor amendments thereto, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the New Romney Youth Council Constitution, as amended, be hereby approved and adopted.

Amendments were as below:

Article 1. Para 2: Add 'religion' to list of protected characteristics

Article 2. Para 1: Insert 'or alternative educational provision' following the word 'school'

Article 3. Para 2: Amend Objective 3 to read 'To give young people a platform so that their voices are heard and valued and can make a difference'

@7.59PM the three members of public left the meeting.

420/2023-24 **KALC COMMUNITY AWARD SCHEME**

Having duly considered information regarding the 2024 KALC Community Award Scheme, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that New Romney Town Council adopt the 2024 KALC Community Award Scheme, noting that Town Council nominations shall be considered at the next meeting of Full Council.

421/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

@8.01PM, having duly considered the nature of matters to be discussed, it was:

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PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that due to the sensitive financial and contractual information about to be considered, which may later serve to prejudice contractual negotiations, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.

NB: There were no members of public or press present at that time.

422/2023-24 **ON-GOING MATTERS**

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

423/2023-24 **PERSONNEL MATTERS**

The Chairman reported that the Vexatious Communications Policy had been applied to a Councillor as a result of repeated requests for information that was freely available or had been previously supplied in respect of the Community Hall, Sports Pavilion and Nursery Project.

424/2023-24 **LAND AND TENANCY MATTERS**

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

425/2023-24 **CAPITAL PROJECTS REPORT**

Councillors were first afforded additional reading time to review the supplementary financial report that had been provided ahead of the meeting to support informed discussion and deliberation.

@8.02PM Councillor Thomas left the meeting.

@8.04PM Councillor Thomas re-joined the meeting.

The Town Clerk summarised the content of the Capital Project Update Report and the confidential Supplementary Finance Report; the Chairman of the Project Steering Group then highlighted key items of information.

Discussion ensued and, having duly considered the current status of the project and having also examined the Council's current financial status, it was:

(i)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Davies

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RESOLVED – that additional contributions to the Community Hall, Sports Pavilion and Nursery Project in the total amount of £60,000.00 [to be re-allocated from the Capital Project Incidental Reserve Fund (£30,000.00), the Bandstand Project Reserve Fund (£20,000.00) and the Heritage Centre Reserve Fund (£10,000.00)] and the virement into the CHSPN Project Reserve Fund of £28,668.00 budgeted for potential PWLB loan repayment within the current financial year be hereby approved.

Voting: 11 FOR 1 AGAINST

Councillor Carey voted against the motion and requested that his vote be recorded.

(ii)

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Houston

RESOLVED – that (a) the draw down of the fixed rate PWLB loan in the amount of £1 million repayable over a term of 40 years [for which the Town Council has already been granted consent to borrow] be hereby approved; (b) the Town Clerk and the Responsible

Financial Officer, together with the Chairman of the Council be hereby authorised to undertake all such actions as are required to complete the borrowing process, including but not limited to signing and submission of form LC1 application and supporting documentation, formal acceptance of loan terms and conditions and setting up of direct debit to facilitate repayments.

Voting: 11 FOR 1 AGAINST

Councillor Carey voted against the motion and requested that his vote be recorded.

(iii)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the Town Clerk and PSG Members be authorised to submit any and all appropriate grant funding applications with which to support the delivery of Community Hall, Sports Pavilion and Nursery Project as and when appropriate to do so.

@8.50PM, during discussion and deliberation, the RFO left the meeting.

@8.53PM the RFO re-joined the meeting.

426/2023-24 **CONCLUSION OF PRIVATE SESSION**

@9.12PM it was:

163

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the confidential session be hereby concluded.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ 9.12PM.

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

AGENDA ITEM 10

CIVIC FUNCTIONS ATTENDED BY THE MAYOR SINCE THE LAST MEETING OF FULL COUNCIL

Events attended since the last meeting of Full Council

1. Friday 15th December - New Romney TC Christmas Reception *
2. Sunday 7th January 2024 - Blessing of the Seas *
3. Wednesday 10th January - Open Sunflower Charity Shop (Hub) *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor.

* Accompanied by Cllr O'Hare

MEETING OF FULL COUNCIL – 10th JANUARY 2024 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 13th December 2023

1) In accordance with the formal Town Council resolution (Minute Ref: 425/2023-24(ii)), all required documentation was submitted to the **Public Works Loan Board**, allowing New Romney Town Council to draw down on a £1 million pound loan for the purpose of part-funding the Community Hall, Sports Pavilion and Nursery Project. The afore-mentioned funds were transferred to the Council on Thursday 21st December 2023. The PWLB loan repayment schedule was received and the loan will mature on 21st December 2063. On 14th December 2023, the Loan Agreement Date, interest rates had actually decreased, resulting in a small reduction on the fixed payments amounting to approximately £4,000.00 per annum less than anticipated.

Additional Items of report

1) Permission has been granted for **use of an image of a printed proclamation** for Suppressing of Pirates (document ref: NR/ZPr447) within a TV documentary to be broadcast on the NDR and ARTE channels. Permission was subject to crediting New Romney Town Council (as the owner and official depositor of the archived document).

2) The metal detectorist exploring **Coney Banks in Church Road** with the consent of the Town Council has unearthed some interesting finds to date:

14th Century Artefacts

- Medieval strap end
- Medieval sword pommel
- Medieval rowel spur

20th Century Artefacts

- Small bronze 1914 George V commemorative medal

AGENDA ITEM 12

(i) NEW ROMNEY TOWN COUNCIL

COMMUNITY HALL, SPORTS PAVILION AND NURSERY PROJECT

On Monday 11th December 2023, the deadline passed for receipt of project tenders in respect of the Community Hall, Sports Pavilion and Nursery Project. Following initial review of tenders received by the Project Management Team, the Council received output figures in respect of five tenders in order that the Council could consider the financial viability of the project. It was evident from those initial output figures that the project was now within reach financially.

On Tuesday 12th December 2023, the Council's planning application for the revised, budget-led scheme was considered by the Folkestone & Hythe District Council Planning Committee and was granted planning consent via a unanimous vote.

In light of the above outcomes, the Town Council decided, by resolution, to approve the draw down of the £1 million Public Works Loan to part-fund the project, together with capital held by the Council and £872,308.00 S106 monies held by Folkestone & Hythe District Council for this project as community benefit.

In accordance with the formal Town Council resolution (Minute Ref: 425/2023-24(ii)), all required documentation was submitted to the **Public Works Loan Board**, allowing New Romney Town Council to draw down on a £1 million pound loan for the purpose of part-funding the Community Hall, Sports Pavilion and Nursery Project. The afore-mentioned funds were transferred to the Council on Thursday 21st December 2023. The PWLB loan repayment schedule was received and the loan will mature on 21st December 2063. On 14th December 2023, the Loan Agreement Date (date of completing the draw-down process), interest rates had actually decreased, resulting in a small reduction on the fixed payments, making borrowing costs approximately £4,000.00 per annum less than anticipated.

Arrangements are now in hand to undertake the final (interview) stage of the tendering process with a view to awarding the Design and Build contract as soon as possible.

The Project Steering Group will also be meeting with the key stakeholders as soon as possible to provide a project update and to further discuss logistical matters, such as provision of temporary changing facilities and temporary parking arrangements during the project construction phase.

Town Clerk
3rd January 2024

CHSPNP FINANCIAL REPORT - FULL COUNCIL MEETING 10.1.24			
<u>FUNDING</u>			
NRTC			
Initial Contribution		£	630,000.00
Additional Contributions		£	396,243.50
Land Sale Proceeds			£ 1,129,000.00
Funding Allocations			
Legal & Professional Fees Budget 678/2017-18(i)	£	8,000.00	
Capital Reserve Fund 737/2018-19(x) NB: Actual cost £1903.00	£	2,310.00	
Capital Reserve Fund 739/2018-19(iv)	£	5,000.00	
Legal & Professional Fees Budget 305/2021-22(iii)	£	8,000.00	£ 23,310.00
Donations			
Public Donations	£	2,137.00	
CCT Donation	£	2,000.00	£ 4,137.00
Grant Funding			
RDHCT - £25,000.00 Returned	£	-	£ -
Total Funding Received @ 31.12.23			£ 2,182,690.50
<u>EXPENDITURE</u>			
CHSPP Reserve Fund	£	526,044.56	
Capital Reserve Fund	£	6,903.00	
Legal & Professional Fees Budget	£	18,601.00	
Admin & Misc Budget - Planning Fee	£	2,836.00	
Total Expenditure Paid @ 31.12.23	£	554,384.56	
<u>BALANCE OF AVAILABLE FUNDING</u>			
CHSPP Reserve Fund (£1,026,243.50 plus £1,129,000.00 less £526,044.56)	£	1,629,198.94	
Capital Reserve Fund Allocation - Nursery Fencing 555/2020-21	£	4,250.00	
PWLB Loan	£	1,000,000.00	
BALANCE OF AVAILABLE FUNDING @ 31.12.23 (Exc. Grants & Donations)			£ 2,633,448.94
Grants & Donations (Awaiting confirmation)	£	-	
POTENTIAL BALANCE OF AVAILABLE FUNDING @ 31.12.23 (£2,633,448.94 + £0.00)			£ 2,633,448.94
<u>EXPECTED INCOME</u>			
FH&DC community contribution		£	872,308.00
			£ 872,308.00
<u>CURRENT REMAINING PROJECT BUILD BUDGET AS AT 31.12.23</u>			<u>£ 3,505,756.94</u>
Exc. VAT (to be reclaimed) inc. all further fees & FF&E			
Prepared by: C T Morris RFO 3rd January 2024			

MINUTES
Of
New Romney Town Council's
Finance & General Purposes Committee
Budget Meeting held on Monday 11th December 2023
Commencing at 6.45PM

PRESENT: Councillors J Rivers, P Thomas P J Coe, J Davies and P Carey

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe
Finance Clerk - Mrs C T Morris

393/2023-24 **APOLOGIES FOR ABSENCE**

Apologies were received and noted, as follows:

Councillor Rev Cn McLachlan	-	for personal reasons
Councillor Terry	-	who was unwell

394/2023-24 **DISPENSATION TO PARTICIPATE**

It was reported that Dispensation to Participate and vote had been granted to Councillor Carr for the duration of the current term of office in respect of any matters relating to the annual setting of the precept and any matters relating to St. Martin's Field Charity.

395/2023-24 **DECLARATIONS OF INTEREST**

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

396/2023-24 **ADJOURNMENT OF MEETING**

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

397/2023-24 **PUBLIC QUESTIONS**

None.

398/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

399/2023-24 **CHARGES, RENTS AND FEES**

Having duly considered Town Council charges, rents and fees for 2024-25, it was:

150

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that all rents, charges and fees for the 2024-25 financial year be hereby approved, as follows:

Assembly Rooms – Hire Fees

Charities/Local NFP Bodies (Mon/Fri)	£ 9.50 hr plus VAT
Charities/Local NFP Bodies (Sat/Sun)	£ 12.50 hr plus VAT
Private Parties/Functions (Mon/Fri)	£ 13.00 hr plus VAT
Private Parties/Functions (Sat/Sun)	£ 18.50 hr plus VAT
Maximum Daily Charge 4 hours max at the applicable hourly rate	
Refundable Deposit (Flat Rate)	£ 100.00

Hut & Winch Sites – Annual Rent

Residents of Town and Coast Wards	£ 200.00 plus VAT
Residents of Shepway	£ 350.00 plus VAT
Non-Residents	£ 450.00 plus VAT
Boat Siting Charge	£ 60.00 plus VAT
Refundable Site Deposit	£ 300.00

The Greens

General Hire (per day)	£ 100.00 plus VAT
Funfair (per visit)	£ 650.00 plus VAT
Circus (per visit)	£ 350.00 plus VAT
Ice Cream Van (min charge per full season)	£ 400.00 plus VAT
General Hirers/Circus/Funfair Deposit	£ 300.00 plus VAT
Boot Fairs	Donation
Food Festival/Markets etc (per ops day)	£ 100.00 plus VAT

Pavement User Agreement Fees

Multiple Items Street Furniture (tables/chairs)	£ 40.00 plus VAT
Single display table/unit	£ 5.00 plus VAT
Single advertising board	£ 1.00 plus VAT

Pavement User Application Fee

Per Application	£ 10.00 plus VAT
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Requests made under FOI Act which are estimated to take up to 18 hours to complete

Photocopying charge only per page – fixed charge	£ 0.10 plus VAT
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Requests made under FOI Act which are estimated to take in excess of 18 hours to complete

Per hour - inclusive of photocopying £ 25.00 plus VAT

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New Romney Bowls Club – re Loan of Bell

Per 3 years (due for renewal April 2021) £ 5.00

Allotment Gardens – Annual Plot Rent – All sizes are approximate

Small = >45m² up to 90m² £ 48.00

Medium = >90m² up to 120m² £ 69.00

Large = >120m² up to 180m² £ 97.00

Extra Large = >180m² up to 240m² £ 124.00

Refundable Plot Deposit £ 150.00

Refundable Stopcock Key Deposit £ 10.00

TS Veteran Sea Cadets £ 25.00

Sports Field and Maude Pavilion

364 Day Agreement £1,440.00
(effective 1st Jun – 30th May)

Community Hall

364 Day Agreement £6,600.00
(effective 1st Jan – 30th Dec)

Land in Church Road (Coney Banks)

364 Day Agreement £ 600.00
(effective 1st Apr – 30th Mar)

Southlands Almshouse Charity

Use of Town Hall - Per Annum £ 150.00

Admin - Per Annum £ 50.00 plus VAT

Photocopying - Per Sheet £ 0.10 plus VAT

St. Martin's Field Charity – Photocopying

Per sheet £ 0.10 plus VAT

Town Hall House Rent (Gross)

Per calendar month £ 750.00

Mileage

Per mile £ 0.45

Civic Events Fees – Applicable to Sergeants and Admin Staff who are obliged to attend Civic Events outside normal working hours

Per hour £ 16.00

NB: Councillor Carey voted against retaining Pavement User Fees at the current rate and requested that this be recorded.

@7.33PM Councillor Rivers declared a Personal Interest in respect of Community Hall (Nursery) rent as he has nursery age grandchildren.

152

400/2023-24 **FINANCE & GENERAL PURPOSES COMMITTEE BUDGET 2024-25**

Considerable discussion concerning the Finance and General Purposes Committee's budgetary requirements for the 2024-2025 financial year took place.

Having duly considered the budget requirements for the Finance & General Purposes Committee for 2024-25, it was:

(i)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – that the Finance and General Purposes Committee draft budgetary requirement for 2024-25, as summarised below, in the total amount of £212,952.00 be presented to Full Council at a future meeting of the Council for formal approval.

Expenditure	£
Town Hall	17,160.00
Town Hall House	3,807.00
Assembly Rooms	7,815.00
Community Hall	1,952.00
Sports Field and Maude Pavilion	2,369.00
Fairfield Road Recreation Ground	3,980.00
The Greens	13,531.00
Flagstaff Land (Princess Diana Memorial Garden)	1,044.00
Allotments	2,960.00
Land at Coney Banks	50.00
Wayleaves	0.00
Garden of Remembrance	300.00
Town Square (Cinque Ports Place)	80.00
Administration & Miscellaneous (inc PWLB repayments)	124,872.00
Other (inc Reserve Fund contributions and contingency)	74,020.00
Total F&GP Expenditure	253,940.00

Income	£
Town Hall	200.00
Town Hall House	8,850.00
Assembly Rooms	2,000.00
Community Hall	6,600.00
Sports Field and Maude Pavilion	1,440.00
Fairfield Road Recreation Ground	0.00
The Greens	8,650.00
Flagstaff Land (Princess Diana Memorial Garden)	0.00
Allotments	2,500.00
Land at Coney Banks	600.00
Wayleaves	60.00
Garden of Remembrance	0.00
Town Square (Cinque Ports Place)	80.00
Administration & Miscellaneous	10,008.00
Other	0.00
Total F&GP Income	40,988.00
Net Expenditure	212,952.00

(ii)

PROPOSED BY: Councillor Thomas**SECONDED BY:** Councillor Coe

RESOLVED UNANIMOUSLY – that three additional ring-fenced Reserve Funds be established, as below:

- New Romney Youth Council Reserve Fund
- NRTC Strategic Plan Reserve Fund
- NRTC Highways Improvement Plan Reserve Fund

and that the Responsible Financial Officer shall present draft definitions in respect of the afore-mentioned Reserve Funds for approval at the next meeting of the Finance & General Purposes Committee.

401/2023-24 **COMMITTEE BUDGETS 2024-25**

Having duly considered proposed 2024-25 budgetary requirements for remaining Town Council Committees, it was:

PROPOSED BY: Councillor Coe**SECONDED BY:** Councillor Davies

RESOLVED UNANIMOUSLY – that the draft budgetary requirement for 2024-25 in respect of all remaining Town Council Committees, in the total amount of £184,000.00, be presented to Full Council for formal approval at a future meeting of the Council.

Draft 2024-25 budgetary requirements for Town Council Committees were, therefore, as follows:

Committee	£
Personnel Panel	183,500.00
Planning Committee	250.00
Health & Wellbeing Committee	250.00
Finance & General Purposes Committee	212,952.00

402/2023-24 **TOWN COUNCIL BUDGETARY REQUIREMENT FOR 2024-25**

(i) Having duly considered the Town Council's overall budgetary requirement for 2024-2025, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY - that the draft Town Council Budget for 2024-2025, totalling £396,952.00, be presented to Full Council for formal approval at a future meeting of the Council.

2024-25 Budget Implications	£
Draft Precept Requirement for consideration	£396,952.00

(ii) Having concluded consideration of the Town Council's draft budget requirement for 2024-25, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that thanks be conveyed to the Responsible Financial Officer for all the financial information that had been provided with which to support informed discussion and deliberation.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@8.24PM.**

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

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 20th December 2023
Commencing at 10.00am

PRESENT: Councillors J Hiscock, J Rivers, P Coe, P Thomas and J Davies

In the Chair: Councillor P Thomas

In Attendance: Deputy Town Clerk - Mrs C T Morris

The Business of the meeting commenced at 10.01am.

427/2023-24 **APOLOGIES FOR ABSENCE**

None.

428/2023-24 **DISPENSATION TO PARTICIPATE**

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

429/2023-24 **DECLARATIONS OF INTEREST**

@10.01AM Councillor Thomas declared an Other Significant Interest (OSI) in respect of Agenda Item 8(ii); Councillor Davies declared a Personal Interest (PI) in respect of Agenda Item 8(ii)

430/2023-24 **MINUTES**

(i) Having duly considered the minutes of the Personnel Committee meeting held on 22nd November 2023, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Hiscock

RESOLVED – that the minutes of the Personnel Committee meeting held on 22nd November 2023 be signed as a true and correct record.

Councillor Thomas abstained from voting as he had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were subsequently signed by the Chairman.

(ii) Having duly considered the minutes of the Personnel Committee meeting held on 5th October 2023, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Personnel Committee meeting held on 6th December 2023 be signed as a true and correct record.

Councillor Coe abstained from voting as he had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were subsequently signed by the Chairman.

431/2023-24 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

432/2023-24 **FINANCIAL MATTERS**

The Personnel Budget Comparison Report 2023-24 was duly received and noted.

433/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

@10.05AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Hiscock
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – 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 and they are now instructed to withdraw.'

NB: There were no members of press or public present at that time.

434/2023-24 **STAFF MATTERS**

(i) Councillor / Staff Protocols

There was nothing of report on this occasion.

@10.05AM it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that agenda item 8(iii) Finance Clerk Contract be brought forward.

(ii) Finance Clerk Contract

Having duly considered the Clerk's confidential report regarding the current contract status in respect of the post of Finance Clerk, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that, subject to formal approval of the 2024-26 budget at the meeting of Full Council in January 2024, the relevant staff member, as identified to those present, be offered a permanent employment contract with effect from the final day of the current contract term.

@10.09AM, Having declared an Other Significant Interest (OSI) in regard to the ensuing business, Councillor Thomas left the meeting.

In light of the fact that Councillor Thomas was the Personnel Committee Chairman, it was, therefore, necessary to elect a Chairman for the remainder of the meeting.

@10.10AM It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that Councillor Rivers be hereby elected as Chairman for the remainder of the meeting.

(iii) Grievance

Having duly considered the confidential output report of the appointed Grievance Panel sub-committee, which had been based on the findings of an independent investigation undertaken by South East Employers (SEE), it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that (i)(a) it be formally noted that, having reviewed the outcome of an independent investigation, the appointed Grievance Panel upholds the Grievance raised on 28th September 2023, (b) the Personnel Committee hereby ratifies the confidential Grievance Panel report and recommendations therein and (c) agrees to put the identified recommendations to Full Council at its meeting in January 2024; (ii) Recommendations to be considered by Full Council, therefore, be as follows:

- 1) (i) That New Romney Town Council hereby confirms that a Grievance Complaint has been upheld, finding that Councillor Wimble has been rude and aggressive towards an NRTC Officer, and caused additional work pressure on the relevant Officer over vexatious requests. This has been deemed to be an act of bullying.
(ii) That New Romney Town Council confirms that Councillor Wimble is in contravention of the Vexatious Communications Policy and, as a result, should be barred from direct communication with the relevant NRTC Officer for a period of 5 months (to the end of the current civic year).**
- 2) That New Romney Town Council confirms it has been concluded that, in addition to the finding of bullying of a Council Officer, which is in contravention of the adopted Code of Conduct, Councillor Wimble also knowingly published, in the public domain, inaccurate information. Consequently, Councillor Wimble shall be reported to Folkestone & Hythe District Council's Monitoring Officer for breaching the Councillor Code of Conduct and Standards.**

@10.36AM, the above item of business having been concluded, Councillor Thomas returned and re-joined the meeting.

435/2023-24 **CONCLUSION OF PRIVATE SESSION**

@10.37AM it was:

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.38AM**.

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 Deputy Town Clerk

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 3rd January 2024
Commencing at 6.45pm

PRESENT:

Councillors: P Coe, J Rivers, P Carey, K Terry, S O'Hare, J Davies, and L Phillips

In the Chair: Councillor P Coe

In Attendance: Town Clerk - Mrs C Newcombe

436/2023-24 **APOLOGIES**

None.

437/2023-24 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

438/2023-24 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Phillips joined the meeting. All Members present declared a Personal Interest in respect of planning application numbers 23/2056/FH/TCA and 23/2058/FH/TCA as they were New Romney Town Council applications. (Minute refs: 444/2023-24(ii) and 444/2023-24(iii) refer)

439/2023-24 **ADJOURNMENT OF MEETING**

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

440/2023-24 **PUBLIC QUESTIONS**

None received.

441/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

442/2023-24 **MINUTES**

Minutes of the Meeting Held on 6th December 2023

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 6th December 2023**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Davies

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RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 6th December 2023 be approved and signed as a true and correct record.

Councillor Terry abstained from voting as she had not been present at the afore-mentioned meeting.

443/2023-24 **PLANNING CLERK'S REPORT**

There was no Planning Clerk's report on this occasion.

444/2023-24 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor O'Hare

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:

Application No

Location and Description

(i) [23/1877/FH](#)

Sandcroft, Coast Road,
Littlestone, TN28 8QZ

Lawful Development
Certificate (proposed) for the
installation of a staircase
between flat 4 &
flat 5.

RECOMMENDATION

No Objection

Voting:

For Application:
Against Application:
Abstained:

7
0
0

(ii) [23/2056/FH/TCA](#)

Town Hall, High Street, New
Romney, TN28 8BT

T1 Bay re-coppice close to
ground level, T2 Ash height
reduction by a maximum of 3

metres & laterally by a maximum of 2 metres & T3 Holly height reduction by a maximum of 1 metre all situated in a Conservation area.

170

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

(iii) [23/2058/FH/TCA](#)

NO COMMENT – NRTC application

Recreation Ground, Fairfield Road, New Romney

T1 Norway Maple fell to ground, stump ground out and plant replacement tree, T2 London Plane reduce the length of all north and south facing lateral branches by a maximum of 3 metres & crown lift on the northern side to give 6 meters clearance above the adjacent highway (Rolfe Lane), T3 Norway Maple prune back all north facing lateral branches by a maximum of 2 metres to the fence line, T4 Sycamore fell to ground, stump ground out and plant replacement tree, T5 Sycamore remove dead branches at 3 metres above groundlevel & T6 Sycamore fell to ground, stump ground out and plant replacement tree.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

NO COMMENT – NRTC application

(iv) [22/2100/FH](#)

Coast Drive Car Park, Coast Drive, Greatstone.

This is a re-consultation following the submission of additional details or a change in circumstance. These are detailed below:

171

New documents have been added dated 20/12/23.

RECOMMENDATION

Recommend Refusal – Not enough information to make a decision; concerns over lack of parking and recommendation to reduce beach huts to a single row to allow for more parking; residents' comments have not been addressed; ecological and lighting issues have not been addressed; FHDC has a duty to consider impact on crime and anti-social behaviour – noting that recent break-ins have occurred in this area, there is a need for sympathetic lighting to mitigate issues.

Voting:

For Application:	0
Against Application:	7
Abstained:	0

445/2023-24 **[SCHEDULE OF LICENCE APPLICATIONS](#)**

There were no licence applications for consideration.

446/2023-24 **[FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS](#)**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the period ending 21st December 2023 was duly received and noted.

447/2023-24 **[ENVIRONMENTAL MATTERS](#)**

The report regarding local air quality monitoring, which had previously been circulated to all Committee Members, was duly received and noted.

448/2023-24 **REPORTS FROM WORKING PARTIES**

Parish Highway Improvement Plan

The report of the Parish Highway Improvement Plan Working Party, which had previously been circulated to all Committee Members, was duly received and noted.

The Chairman thanked those present for their attendance and the meeting Concluded **at 7.13pm**

Minutes prepared by the Town Clerk

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2023	Nat West Current A/c	500.00
30/11/2023	Unity Trust A/c	121,048.86
30/11/2023	Lloyds Bank Business A/c	163,253.77
30/11/2023	Nat West Business Reserve A/c	928,897.09
30/11/2023	Petty Cash	279.13
30/11/2023	Corporate Card	0.00
30/11/2023	Lloyds Bank I/A Online Saver	501,314.82
		1,715,293.67

Other Cash & Bank Balances

651,453.00

2,366,746.67

Unpresented Payments

50,266.84

2,316,479.83

Receipts not on Bank Statement

50,000.00

Closing Balance

2,366,479.83

All Cash & Bank Accounts

1	Nat West Current A/c	-49,500.00
2	Unity Trust Current A/c	121,048.86
3	Lloyds Bank Business A/c	213,253.77
4	Nat West Business Reserve A/c	928,897.09
5	Petty Cash	279.13
6	Corporate Card	-266.84
7	Lloyds Bank I/A Online Saver	501,314.82
	Other Cash & Bank Balances	651,453.00
	Total Cash & Bank Balances	2,366,479.83

Date: 02/01/2024

New Romney Town Council Current Year

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Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500.00					500.00	
	Banked 01/11/2023	699.00						
AUTO TRANS	Nat West Business Reserve A/c	699.00			215		699.00	AUTO TRANSFER
	Banked 03/11/2023	98.01						
AUTO TRANS	Nat West Business Reserve A/c	98.01			215		98.01	AUTO TRANSFER
	FP Banked 06/11/2023	550.00						
	FP Baby Seashells Ltd	550.00			1010	215	550.00	Baby Seashells - Rent
	BACS Banked 07/11/2023	624.40						
	BACS Shaw Rabson & Co	624.40		-12.60	1010	205	700.00	Shaw Rabson - THH - Rent
					4362	205	-63.00	Shaw Rabson - THH - Rent
	Banked 07/11/2023	50,044.63						
AUTO TRANS	Nat West Business Reserve A/c	50,044.63			215		50,044.63	AUTO TRANSFER
	Banked 16/11/2023	115.47						
AUTO TRANS	Nat West Business Reserve A/c	115.47			215		115.47	AUTO TRANSFER
	Banked 20/11/2023	50,082.86						
AUTO TRANS	Nat West Business Reserve A/c	50,082.86			215		50,082.86	AUTO TRANSFER
	Banked 21/11/2023	4.72						
AUTO TRANS	Nat West Business Reserve A/c	4.72			215		4.72	AUTO TRANSFER
	Banked 23/11/2023	334.25						
AUTO TRANS	Nat West Business Reserve A/c	334.25			215		334.25	AUTO TRANSFER
	Banked 24/11/2023	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
	Banked 28/11/2023	105.55						
AUTO TRANS	Nat West Business Reserve A/c	105.55			215		105.55	AUTO TRANSFER
	Banked 30/11/2023	60.00						
AUTO TRANS	Nat West Business Reserve A/c	60.00			215		60.00	AUTO TRANSFER
Total Receipts for Month		152,718.89	0.00	-12.60			152,731.49	
Balance Carried Fwd		49,500.00						
Cashbook Totals		202,718.89	0.00	-12.60			202,731.49	

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New Romney Town Council Current Year

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Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2023	Folkestone & Hythe District Co	D/D 1	175.00	175.00		500			FH&DC - A Rooms - Rates
01/11/2023	Folkestone & Hythe District Co	D/D 2	524.00	524.00		500			FH&DC - T Hall - Rates
01/11/2023	Lloyds Bank Business A/c	9965	50,000.00			210		50,000.00	Fund Transfer N/W to Lloyds
03/11/2023	Business Stream	D/D 3	98.01	98.01		500			B Stream-Ass Rms-Water
06/11/2023	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
07/11/2023	British Gas	D/D 4	44.63	44.63		500			British Gas-Ass Rms-Gas
09/11/2023	Nat West Business Reserve A/c	AUTO TRANS	624.40			215		624.40	AUTO TRANSFER
05/11/2023	Lloyds Bank Business A/c	9966	50,000.00			210		50,000.00	Fund Transfer N/W to Lloyds
16/11/2023	British Gas	D/D 5	115.47	115.47		500			British Gas - T.Hall - Waste
20/11/2023	Castle Water Ltd	D/D 6	6.82	6.82		500			Castle Water - Greens Fountain
20/11/2023	Castle Water Ltd	D/D 7	76.04	76.04		500			Castle Water - A Rooms
21/11/2023	Castle Water Ltd	D/D 8	4.72	4.72		500			Castle - T.Hall - Water
22/11/2023	Lloyds Bank Business A/c	9967	50,000.00			210		50,000.00	Fund Transfer N/W to Lloyds
23/11/2023	EDF Energy Customers Ltd	D/D 9	240.69	240.69		500			EDF - T Hall - Electricity
23/11/2023	EDF Energy Customers Ltd	D/D 10	93.56	93.56		500			EDF-Ass Rms - Electricity
28/11/2023	Veolia ES (UK) plc	D/D 11	105.55	105.55		500			Veolia - T.Hall - Waste
29/11/2023	Lloyds Bank Business A/c	9968	50,000.00			210		50,000.00	Fund Transfer N/W to Lloyds
30/11/2023	Trooli Ltd	D/D 12	60.00	60.00		500			Trooli - T.Hall - Broadband
Total Payments for Month			202,718.89	1,544.49	0.00			201,174.40	
Cashbook Totals			202,718.89	1,544.49	0.00			201,174.40	

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New Romney Town Council Current Year

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		115,484.86					115,484.86	
CREDIT	Banked 21/11/2023	5,910.95						
CREDIT	HMRC	5,910.95			105		5,910.95	HMRC - VAT
Total Receipts for Month		5,910.95	0.00	0.00			5,910.95	
Cashbook Totals		121,395.81	0.00	0.00			121,395.81	

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New Romney Town Council Current Year

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/11/2023	Corporate Card	CORP CARD	316.11			220		316.11	Corporate Card Transfer
20/11/2023	Castle Water Ltd	D/D	30.84	30.84		500			Castle - Toilets Gms - Water
Total Payments for Month			346.95	30.84	0.00			316.11	
Balance Carried Fwd			121,048.86						
Cashbook Totals			121,395.81	30.84	0.00			121,364.97	

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New Romney Town Council Current Year

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		68,621.54					68,621.54	
	Banked 01/11/2023	50,000.00						
9965	Nat West Current A/c	50,000.00			200		50,000.00	Fund Transfer N/W to Lloyds
	S/O Banked 01/11/2023	120.00						
	S/O MPFA	120.00			1010	220	120.00	MPFA - Rent
500074	Banked 13/11/2023	1,908.00						
500074	St Martins Field Charity	1,908.00		318.00	1999	270	1,590.00	StMFC - Reimbursement
					323		1,590.00	StMFC - Reimbursement
					6001	270	-1,590.00	StMFC - Reimbursement
	Banked 15/11/2023	50,000.00						
9966	Nat West Current A/c	50,000.00			200		50,000.00	Fund Transfer N/W to Lloyds
	FPI Banked 15/11/2023	64.80						
	Sales Recpts Page 179	64.80	64.80		100			Sales Recpts Page 179
	FPI Banked 20/11/2023	32.40						
	Sales Recpts Page 180	32.40	32.40		100			Sales Recpts Page 180
	FPI Banked 21/11/2023	86.40						
	Sales Recpts Page 181	86.40	86.40		100			Sales Recpts Page 181
	Banked 22/11/2023	50,000.00						
9967	Nat West Current A/c	50,000.00			200		50,000.00	Fund Transfer N/W to Lloyds
	Banked 29/11/2023	50,000.00						
9968	Nat West Current A/c	50,000.00			200		50,000.00	Fund Transfer N/W to Lloyds
Total Receipts for Month		202,211.60	183.60	318.00			201,710.00	
Cashbook Totals		270,833.14	183.60	318.00			270,331.54	

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2023	Kent Pension Fund	FPO	2,461.79			4000	100	1,732.72	KPF/KCC - M7
						4005	100	620.57	KPF/KCC - M7
						4020	100	108.50	KPF/KCC - M7
01/11/2023	HM Revenue & Customs	FPO	1,497.91			4000	100	1,026.81	HMR&C - M7
						4005	100	471.10	HMR&C - M7
01/11/2023	M Coleman Arborocultural Servi	FPO	528.00	528.00		500			M Coleman -Allots - G.Maint
01/11/2023	Margate Charter Trustees	FPO	30.50			4385	275	30.50	Margate C Trustees - Even
02/11/2023	Petty Cash	CPT P/C	300.00			250		300.00	Petty Cash - Top Up
03/11/2023	Business Stream	D/D	143.41	143.41		500			Bus Strm -Waste-Water - Greens
09/11/2023	Midland Survey Limited	FPO 1	1,440.00	1,440.00		500			Midland-CHSPNP-Mapping Fees
09/11/2023	Millennium Quest Ltd	FPO 2	1,303.20	1,303.20		500			Millenium - 2023 Festive Light
09/11/2023	Rolfes DIY LLP	FPO 3	114.04	114.04		500			Rolfes DIY - Various Items
09/11/2023	Mrs C Newcombe	FPO	84.99		7.08	4386	275	77.91	Etsy - Buckles
						335	0	-77.91	Etsy - Buckles
						6000	275	77.91	Etsy - Buckles
09/11/2023	Royal British Legion Poppy App	FPO	27.50			4385	275	27.50	RBL Poppy Appeal - Wreath
09/11/2023	Royal British Legion	FPO	50.00			4361	275	50.00	RBL - NRTC Wreaths
14/11/2023	SALARIES	FPO	10,593.80			4000	100	7,936.38	Salaries - M8
						4005	100	2,441.83	Salaries - M8
						4020	100	106.69	Salaries - M8
						4364	275	108.90	Salaries - M8
14/11/2023	BILT Building Merchants	FPO 4	107.90	107.90		500			Bilt - Admin&Misc-Sand/Slabs
14/11/2023	PPL PRS Ltd	FPO 5	175.39	175.39		500			PPL PRS - Ass Rooms - Licence
14/11/2023	Synergy CPC LLP	FPO 6	3,000.00	3,000.00		500			Synergy - CHSPNP-QS Fees
14/11/2023	Value Products Ltd	FPO 7	353.52	353.52		500			Safety Signs - Flood Signs
14/11/2023	Margate Charter Trustees	FPO	56.00			4385	275	56.00	Margate C Trustees - Even
14/11/2023	Mayor of Faversham CF	FPO	95.00			4385	275	95.00	Mayor of Faversham CF - Event
22/11/2023	Sweco UK Ltd	FPO 8	18,336.00	18,336.00		500			Sweco-CHSPNP-Design
22/11/2023	Synergy CPC LLP	FPO 9	12,600.00	12,600.00		500			Synergy - CHSPNP - QS Fees
22/11/2023	S J Harland & Co	FPO 10	150.00	150.00		500			SJ Harland-NRTC-Xmas Tree
22/11/2023	Invicta Arboriculture	FPO 11	625.00	625.00		500			Invicta - FF Rd Rec-Tree Insp
22/11/2023	Motive Interiors	FPO 12	320.00	320.00		500			Motive-T.Hall - Air Con Dra
22/11/2023	Kent County Playing Fields Ass	FPO 13	40.00	40.00		500			KCPlaying Fields-Subscription
22/11/2023	Marshpat	FPO 14	154.00	154.00		500			Marshpat-T.Hall-Pat Testin
22/11/2023	Mrs C Newcombe	FPO	178.50			4384	275	178.50	C Newcombe - Reimbursement
						323	0	-178.50	C Newcombe - Reimbursement
						6000	275	178.50	C Newcombe - Reimbursement

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Date: 02/01/2024

New Romney Town Council Current Year

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/11/2023	S Woolgar	FPO	34.98			4386	275	34.98	S Woolgar - Shoes
						335	0	-34.98	S Woolgar - Shoes
						6000	275	34.98	S Woolgar - Shoes
18/11/2023	David Buckett	FPO 15	979.70	979.70		500			D.Buckett- Int Audit
28/11/2023	Chubb Fire & Security Ltd	FPO 16	1,225.92	1,225.92		500			Chubb - T.Hall- Alarm Monitor
18/11/2023	Kent Association of Local Coun	FPO 17	6.00	6.00		500			KALC - Cllr Training - PT
18/11/2023	Kent County Council	FPO 18	85.12	85.12		500			KCC- Printers/Copiers
18/11/2023	MPR IT Solutions Ltd	FPO 19	481.20	481.20		500			MPR - T.Hall - IT Support
Total Payments for Month			57,579.37	42,168.40	7.08			15,403.89	
Balance Carried Fwd			213,253.77						
Cashbook Totals			270,833.14	42,168.40	7.08			228,657.66	

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New Romney Town Council Current Year

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,075,931.16					1,075,931.16	
	Banked 06/11/2023	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	AUTO CR Banked 06/11/2023	1,986.31						
	AUTO CR NSIB	1,986.31			1080	275	1,946.58	NSIB - Interest
					337		1,946.58	NSIB - Interest
					6001	275	-1,946.58	NSIB - Interest
					1080	275	39.73	NSIB - Interest
	Banked 09/11/2023	624.40						
AUTO TRANS	Nat West Current A/c	624.40			200		624.40	AUTO TRANSFER
	INTEREST Banked 30/11/2023	1,349.71						
INTEREST	Nat West	1,349.71			1080	275	1,349.71	Nat West - Interest
Total Receipts for Month		4,510.42	0.00	0.00			4,510.42	
Cashbook Totals		1,080,441.58	0.00	0.00			1,080,441.58	

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New Romney Town Council Current Year

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2023	Nat West Current A/c	AUTO TRANS	699.00			200		699.00	AUTO TRANSFER
03/11/2023	Nat West Current A/c	AUTO TRANS	98.01			200		98.01	AUTO TRANSFER
07/11/2023	Nat West Current A/c	AUTO TRANS	50,044.63			200		50,044.63	AUTO TRANSFER
08/11/2023	Nat West Current A/c	AUTO TRANS	115.47			200		115.47	AUTO TRANSFER
20/11/2023	Nat West Current A/c	AUTO TRANS	50,082.86			200		50,082.86	AUTO TRANSFER
21/11/2023	Nat West Current A/c	AUTO TRANS	4.72			200		4.72	AUTO TRANSFER
23/11/2023	Nat West Current A/c	AUTO TRANS	334.25			200		334.25	AUTO TRANSFER
24/11/2023	Nat West Current A/c	AUTO TRANS	50,000.00			200		50,000.00	AUTO TRANSFER
28/11/2023	Nat West Current A/c	AUTO TRANS	105.55			200		105.55	AUTO TRANSFER
30/11/2023	Nat West Current A/c	AUTO TRANS	60.00			200		60.00	AUTO TRANSFER
Total Payments for Month			151,544.49	0.00	0.00			151,544.49	
Balance Carried Fwd			928,897.09						
Cashbook Totals			1,080,441.58	0.00	0.00			1,080,441.58	

Date: 02/01/2024

New Romney Town Council Current Year

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		49.06					49.06	
Banked 02/11/2023		300.00						
CPT P/C	Lloyds Bank Business A/c	300.00			210		300.00	Petty Cash - Top Up
Total Receipts for Month		300.00	0.00	0.00			300.00	
Cashbook Totals		349.06	0.00	0.00			349.06	

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New Romney Town Council Current Year

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2023	Spar	P/C 56	0.76		0.13	4380	275	0.63	Spar - Envelope
05/11/2023	Cheap Jacks	P/C 57	32.92		5.49	4380	275	27.43	Cheap Jacks - 2024 Diarie
08/11/2023	Sainsbury's	P/C 58	20.00		3.33	4380	275	16.67	Sainsbury's - A4 Paper
23/11/2023	Post Office	P/C 59	2.75			4370	275	2.75	Post Office - Postage
28/11/2023	Stitch in Time	P/C 60	1.25			4375	275	1.25	Stitch in Time - Unpicker
29/11/2023	Post Office	P/C 61	2.25			4370	275	2.25	Post Office - Postage
29/11/2023	Spar	P/C 62	10.00			4320	275	10.00	Spar - Mobile Top-up - PM
Total Payments for Month			69.93	0.00	8.95			60.98	
Balance Carried Fwd			279.13						
Cashbook Totals			349.06	0.00	8.95			340.11	

Date: 02/01/2024

New Romney Town Council Current Year

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 16/11/2023	316.11						
ORP CARD	Unity Trust Current A/c	316.11			205		316.11	Corporate Card Transfer
Total Receipts for Month		316.11	0.00	0.00			316.11	
Balance Carried Fwd		266.84						
Cashbook Totals		582.95	0.00	0.00			582.95	

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			310.11					310.11	
02/11/2023	Lloyds Bank	FEE TM	3.00			4305	275	3.00	Lloyds - Corp Card Fee - TM
02/11/2023	Lloyds Bank	FEE CN	3.00			4305	275	3.00	Lloyds - Corp Card Fee - CN
07/11/2023	Amazon	CORP CARD	15.42		2.57	4140	210	12.85	Amazon - Security Box - A/R
14/11/2023	Trimming Shop Group Ltd	CORP CARD	3.99		0.67	4386	275	3.32	Trimming Shop - Buckle Elastic
						335	0	-3.32	Trimming Shop - Buckle Elastic
						6000	275	3.32	Trimming Shop - Buckle Elastic
16/11/2023	OT Group Ltd	CORP CARD	47.02		7.84	4380	275	39.18	OT Group - A4 Paper
20/11/2023	E&A Distribution Ltd	CORP CARD	21.55		3.59	4384	275	17.96	E&A - Stationery
						323	0	-17.96	E&A - Stationery
						6000	275	17.96	E&A - Stationery
20/11/2023	Thomas & Anca Club Supplies	CORP CARD	78.99		13.17	4360	275	65.82	Thomas & Anca - Tombola Drum
20/11/2023	Fort Products Ltd	CORP CARD	14.98		2.50	4140	210	12.48	Fort Products - Mouse Boxes
29/11/2023	Galaxy Wholesalers Ltd	CORP CARD	12.73		2.12	4380	275	10.61	Galaxy Wholesalers - Notebooks
30/11/2023	Amazon	CORP CARD	11.59		1.93	4140	210	9.66	Amazon - Clock - A/R
30/11/2023	Amazon	CORP CARD	60.57		10.10	4380	275	50.47	Amazon - Stationery
Total Payments for Month			272.84	0.00	44.49			228.35	
Cashbook Totals			582.95	0.00	44.49			538.46	

Date: 02/01/2024

New Romney Town Council Current Year

Page: 7

Time 13:58

Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		500,761.92					500,761.92	
INTEREST	Banked 09/11/2023	552.90						
INTEREST	Lloyds Bank	552.90			1080	275	552.90	Lloyds - I/A Online - Interest
Total Receipts for Month		552.90	0.00	0.00			552.90	
Cashbook Totals		501,314.82	0.00	0.00			501,314.82	

Continued on Page 8

Date: 02/01/2024

New Romney Town Council Current Year

Page: 8

Time 13:58

Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			501,314.82						
Cashbook Totals			501,314.82	0.00	0.00			501,314.82	

Kent Pension Fund Update Summary

Introduction and overview

Investments

Administration

Actuary's report

Financial statements

Independent Auditor's report

Highlights

£7.8bn

Pension fund value
(FY22: £7.7bn)

301

Active employers in the scheme
(FY22: 304)

£298m

Received in contributions
(FY22: £280m)

£271m

Benefits paid
(FY22: £257m)

102%

Funded (2022)

Membership

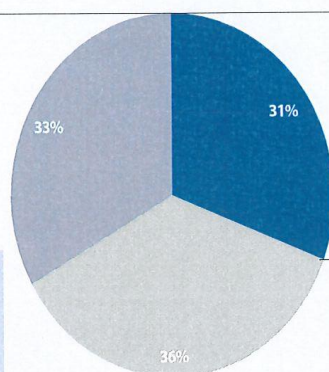
49,902

Deferred members
(FY22: 49,577)

48,583

Pensioners
(FY22: 46,706)

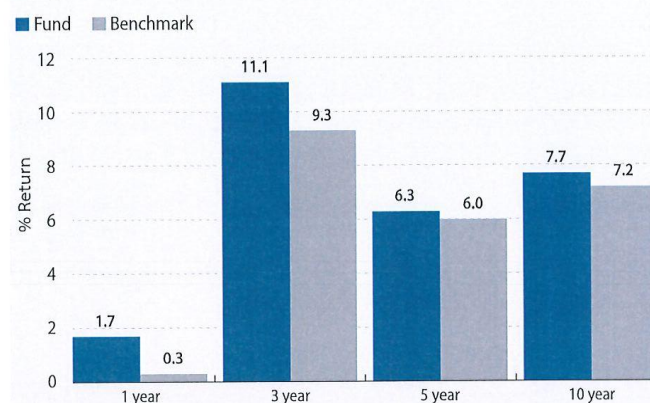
Total membership
151,838
(FY22: 149,112)



53,353

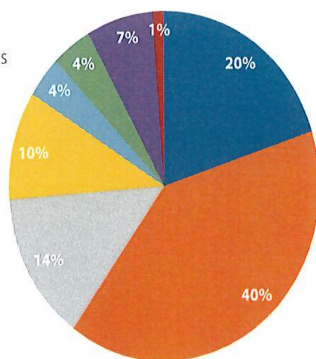
Active members
(FY22: 58,829)

Long term performance



Asset allocation

- UK Equities
- Overseas Equities
- Fixed Interest
- Property
- Private Equity
- Infrastructure
- Absolute Return
- Cash



Kent Pension Fund is a member of the ACCESS pool where we work with other local government pension funds to pool investments to significantly reduce costs, while maintaining investment performance.

£4.9m

Current year savings

£16.5m

Cumulative savings

57%

of assets outside
ACCESS pool

43%

of assets inside
ACCESS pool

Annual Summary Report regarding LGPS Kent Pension Fund

It is reassuring to note that in 2023 the Kent Pension Fund has continued to receive contributions in excess of benefits paid out – which should assist in maintaining the Fund's fully-funded status achieved at the last re-valuation year in 2022.

The Kent Pension Fund has also received 2 awards this year for the long-term performance of its property portfolio. The awards were the Morgan Stanley Capital International (MSCI) performance award for the:

- Highest 10-year risk adjusted relative return for the UK, and
- European long-term risk-adjusted relative return award.

The awards acknowledge Kent Pension Fund for achieving the highest total return relative to the MSCI benchmark annualised over 10 years. The Fund had an annualised 10-year risk-adjusted relative return of 9.33. This award is recognition of the Fund's long-term strategy for its property investment portfolio.

Responsible Financial Officer

03.01.24

AGENDA ITEM 17

New Romney Town Council

Full Council Meeting 10th January 2024

Agenda Item 17: Precept 2024-25

Fees and charges for 2024-25 were considered and approved by the Finance and General Purposes Committee (See minutes of Finance & General Purposes Committee Budget Meeting held on Monday 11th December 2023, previously circulated to all Councillors).

The **Draft Budget for 2024-25** recommended by the Finance and General Purposes Committee for consideration by Full Council is as follows:

Committee	£
F&GP Committee	212,952.00
Personnel Committee	183,500.00
Planning Committee	250.00
Health & Wellbeing Committee	250.00
Total Budgetary Requirements for 2023-2024	396,952.00

2024-25 Budget Implications	£
Town Council Draft Budget Requirement	396,952.00
Draft Precept Requirement for Consideration	396,952.00

Capital Projects:

There currently remains one on-going approved large-scale capital project, as detailed below:

Community Hall / Sports Pavilion / Nursery Project: This project is a large-scale project which has continued to progress steadily despite many obstacles. As such, there was a significant uplift in the originally envisaged building and associated costs so that, following the initial tender assessment stage, a Value Engineering Exercise failed to bring the project in its original format within reach of available budget and the project was adapted to be progressed as a fixed budget project. Following significant work to deliver this project, it has now reached the stage where revised planning consent has been granted and the PWLB loan for which the Council had consent to borrow has now been drawn down with a view to awarding a Design and Build Contract following the final stage of the tendering process which will now take place during the coming weeks.

In the meantime, any additional and / or on-going expenditure required during the remainder of the current financial year in regard to professional fees will continue to be allocated from the Community Hall / Sports Pavilion Project Reserve Fund, within which the allocated funds are held.

Astute and prudent budgeting has insured that the cost of any potential loan repayments that will become payable during the forthcoming financial year and then beyond have been accounted for and will not, therefore, result in any additional financial impact on local taxpayers, in line with information sent out to every address in the parish when consulting on the potential to apply for consent to take out a PWLB loan to assist in funding this project.

Please see below for the current funding status of the project:

CHSPNP FINANCIAL REPORT - FULL COUNCIL MEETING 10.1.24			
FUNDING			
NRTC			
Initial Contribution		£	630,000.00
Additional Contributions		£	396,243.50
Land Sale Proceeds			£ 1,129,000.00
Funding Allocations			
Legal & Professional Fees Budget 678/2017-18(i)	£	8,000.00	
Capital Reserve Fund 737/2018-19(x) NB: Actual cost £1903.00	£	2,310.00	
Capital Reserve Fund 739/2018-19(iv)	£	5,000.00	
Legal & Professional Fees Budget 305/2021-22(iii)	£	8,000.00	£ 23,310.00
Donations			
Public Donations	£	2,137.00	
CCT Donation	£	2,000.00	£ 4,137.00
Grant Funding			
RDHCT - £25,000.00 Returned	£	-	£ -
Total Funding Received @ 31.12.23			£ 2,182,690.50
EXPENDITURE			
CHSPP Reserve Fund	£	526,044.56	
Capital Reserve Fund	£	6,903.00	
Legal & Professional Fees Budget	£	18,601.00	
Admin & Misc Budget - Planning Fee	£	2,836.00	
Total Expenditure Paid @ 31.12.23	£	554,384.56	
BALANCE OF AVAILABLE FUNDING			
CHSPP Reserve Fund (£1,026,243.50 plus £1,129,000.00 less £526,044.56)	£	1,629,198.94	
Capital Reserve Fund Allocation - Nursery Fencing 555/2020-21	£	4,250.00	
PWLB Loan	£	1,000,000.00	
BALANCE OF AVAILABLE FUNDING @ 31.12.23 (Exc. Grants & Donations)			£ 2,633,448.94
Grants & Donations (Awaiting confirmation)	£	-	
POTENTIAL BALANCE OF AVAILABLE FUNDING @ 31.12.23 (£2,633,448.94 + £0.00)			£ 2,633,448.94
EXPECTED INCOME			
FH&DC community contribution		£	872,308.00
		£	872,308.00
CURRENT REMAINING PROJECT BUILD BUDGET AS AT 31.12.23			£ 3,505,756.94
Exc. VAT (to be reclaimed) inc. all further fees & FF&E			
Prepared by: C T Morris RFO 3rd January 2024			

Other Projects: Any further “one-off” projects during 2024-25, including those identified within the NRTC Strategic Plan 2023-27, will need to be funded via grant funding or from any Reserve Funds that have been put in place for the specified purposes. In my capacity as Proper Officer, and supported by the Council’s appointed Responsible Financial Officer, I would, as usual, re-iterate my advice that the Council does not make use of General Reserves to fund non-emergency projects, except whereby the sum (£70,000.00) previously identified for potentially supporting delivery of the CHSPN project may be required. The purpose of General Reserves being to provide funding in an emergency and at such time as there are no other Reserve Funds or other possible sources of funding available. It should be noted that it is necessary to endeavour to retain General Reserves in excess of the amount of 50% of the annual Council running costs (but not in excess of 12 months’ running costs) in order that the Town Council could continue to operate for a full six months in such emergency circumstance as may wipe out its available funds until such time as the next precept instalment is payable. The sum identified for potential use in supporting delivery of the CHSPN project will not affect the Council’s ability to retain the minimum required General Reserves if it is utilised.

NRTC Reserves

Budget comparisons to date indicate that the Budget for 2023-24 may, in fact, not have been fully utilised by the end of the current financial year, resulting in a small underspend in the 2023-24 budget. This small underspend will be absorbed into General Reserves at year end, following which the Council may consider, if deemed appropriate, whether to vire any amount into other ring-fenced reserve Funds or whether to leave those funds in General Reserves.

Precept:

The above-detailed budget figures result in a **precept requirement of £396,952.00**, which is an **increase of £22,058.00** on last year’s precept, to be approved by Full Council.

The impact of the Town Council’s Precept requirement (being the amount that is required to meet the difference between budgeted income and expenditure) on local Council Tax payers, is calculated by dividing the Precept requirement by the average Band D Council Tax Base, as advised by Folkestone & Hythe District Council. The Tax Base is the total number of properties in New Romney from Band A to Band H averaged out to Band D equivalent properties.

The impact of this precept on local tax payers is, in ‘real terms’, a very small increase of 4.26% on the average Band D Council Tax (based on 2024-25 provisional Tax Base figures supplied by the District Council).

NB: Whilst the revised Tax Base figures for 2024-25 are currently provisional, it is not possible to await confirmed figures as the District Council meeting at which the figures will be confirmed is not scheduled to take place until February 2024 and it is required that Precept Demands are submitted by 31st January 2024. However, the

District Council view is generally that, at this stage, it would not be aware of any reason as to why they should be materially altered at that meeting.

The tables below show the impact of this year's changes in cost to local council tax payers.

Current Precept (2023-24)	£374,894.00	
Tax Base (Band D Equiv)	2,942.75	
Average Council Tax Charge for Town Council Element	£127.40	

Proposed Precept (2024-25)	£396,952.00	Precept Increase: 5.88%
Using Revised Tax Base (2024-25)	2,988.46	
Average Council Tax Charge for Town Council Element	£132.83	<u>Increase in Real Terms to local Tax Payers:</u> Average Band D Council Tax Increase = 4.26% (5.43 per annum / £0.45 per calendar month / £0.10 per week)

Subsequent to the setting of the proposed budget for 2024-25, the PWLB loan has been drawn down and, due to a reduction in interest rate at the point of draw-down, anticipated annual repayment costs have reduced by £4,083.00. As the Council made a conscious effort to make sustainable reductions to annual reserve fund contributions to offset any impact of higher than originally anticipated PWLB loan repayments on local tax-payers, the proposed increase in precept and, therefore, Council Tax, is entirely attributable to matters other than the PWLB loan:

- £10,000.00 Contribution to new Strategic Plan Reserve Fund
 - £5,000.00 contribution to Highways Improvement Plan
 - £9,610.00 increased staffing costs (Personnel Budget)
- Total: £24,610.00** (£2,552.00 more than the total precept increase)

With the above in mind, and noting that it is important that the aspirations of the Council for the Town are funded in order that they can be delivered, the Council should maintain the budget and output precept requirement at the proposed level and, as opposed to reducing the Precept by £4,083.00, should instead, increase a number of those Reserve Fund and budgetary contributions which were to be pared back to offset any impact of increased PWLB repayments up to the amount of £4,083.00, as identified below:

- Play & Miscellaneous Equipment Reserve Fund +£1,000.00
- ICT Replacement Reserve Fund +£500.00
- Festivities Reserve Fund +£500.00

- Festive Lighting Reserve Fund +£500.00
- St Martin's Field Charity Budget 2024-25 +£1,583.00

Total: £4,083.00

The routine press release identifying the NRTC Precept requirement and Council Tax increase for 2024-25 should highlight the strategic planning that has been undertaken by the Council and the necessity to fund such plans for the benefit of the Town and its community.

It should be noted that it continues to remain possible that the Council Tax Capping regime may be applied in the near future. This will mean that if capping is applied and the Town Council precept requirement exceeds the capped increase, a referendum and all its associated costs would be triggered.

In my capacity as Proper Officer and supported by the Council's appointed Responsible Financial Officer, it is my recommendation, therefore, that the Council does, indeed, prepare itself adequately for the full impact of the financial challenges that lie ahead during the forthcoming financial year by setting a realistic budget and approving the associated precept demand, as detailed above.

In light of the above report, and having given due consideration to the wide range of financial issues relating to Town Council business, I would make the following recommendations:

Recommended Actions:

(i) Approve additional contributions to Reserve Funds and 2024-25 Budgets from the 2024-25 budgetary requirement and resulting Precept, in light of reduction in anticipated PWLB repayment costs by £4,083.00, as below:

- Play & Miscellaneous Equipment Reserve Fund +£1,000.00
- ICT Replacement Reserve Fund +£500.00
- Festivities Reserve Fund +£500.00
- Festive Lighting Reserve Fund +£500.00
- St Martin's Field Charity Budget 2024-25 +£1,583.00

Total: £4,083.00

(ii) Confirm and approve the Town Council net budget requirement for 2024-25 in the amount of £396,952.00

(iii) Confirm and approve a **precept requirement for 2024-25 in the amount of £396,952.00**

(iv) Authorise the Town Clerk to submit the formal precept demand to Folkestone and Hythe District Council by the due deadline and, in consultation with the Chairman of the Council, to issue a relevant press release.

Town Clerk

03/01/2024

AGENDA ITEM 18

KALC COMMUNITY AWARDS SCHEME 2024

supported by Kent County Council, the High Sheriff of Kent, and the Mayor of Medway

The KALC Community Awards Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community.

Anyone that the Local Council thinks merits an Award can be nominated, although we are unable to accept nominations for campaign groups. The person/group must live or work within the Local Council boundary. The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, you might already know who that person/group might be, or you might decide to formally invite nominations from your local community with the winner being the one with the most nominations. There is no pre-determined criteria on what a significant contribution to the community might be.

The winner will receive a framed certificate signed by the Chairman of Kent County Council/Mayor of Medway, the High Sheriff of Kent, and the KALC Chairman. Your Local Council can decide whether it wants to also present something to the winner or to all nominees. The Award should be presented by the Local Council Chairman/Mayor at the Council’s Annual Meeting in 2024. You may decide to invite the KCC Chairman/Mayor of Medway, the High Sheriff of Kent, or the KALC Chairman who could participate in the presentation of the Award, provided they are available on that date.

A nomination form for the Local Council is printed below. In order for KALC to produce the Certificate and have it signed by the Chairman of Kent County Council/Mayor of Medway and the KALC Chairman, we will require the name of the person and the reason for their Award by **FRIDAY 2ND FEBRUARY 2024** (email: manager@kentalc.gov.uk so that we can return the completed certificate to the Council in time for your 2024 Annual Meeting.

KALC COMMUNITY AWARDS SCHEME 2024 – LOCAL COUNCIL NOMINATION FORM

Local Council would like to nominate
.....(print name) for a KALC Community Award.

REASON (no more than 30 words which will appear on the Certificate):
.....
.....
.....
.....

SIGNED:
Date of the Council's 2024 Annual Meeting:
Address to return framed certificate to:

AGENDA ITEM 19

I have spoken to a number of people with regards to the free party that used to happen on St Martins field and how much of a shame it is no longer a thing. With that in mind I would like to propose that I we start it again for none profit and no cost to the local council.

Please find attached my formal proposal. I would love to hear your thoughts on this?

Formal Business Proposal: Community Event on St Martins Field

1. Introduction

Welcome to our esteemed event management organisation! With a wealth of experience in orchestrating unforgettable events, we pride ourselves on delivering exceptional experiences for gatherings ranging from 200 to 7000 people.

Our impressive track record speaks volumes about our competence, and our strong presence in the local area has earned us substantial credibility. As valued members of the council safety advisory group, we prioritise safety as a paramount concern in all our endeavours.

Today, we come to you with a remarkable proposition: bringing something truly special to the vibrant town of New Romney. Our vision revolves around creating an event that not only captivates the community but also embodies the values of safety, credibility, and sustainability.

By entrusting us with your event, you can be assured of an outstanding, well-managed occasion that prioritises the well-being of attendees and adheres to the highest safety standards. Our expertise in event management, coupled with our deep knowledge of the local area, enables us to seamlessly blend innovation, excitement, and responsible practices.

Furthermore, sustainability lies at the core of our approach. We believe in leaving a positive impact on the environment and the community. From eco-friendly practices to mindful resource management, we strive to minimise our ecological footprint while maximising the enjoyment and satisfaction of everyone involved.

Join us on this remarkable journey as we bring New Romney an event like no other—a harmonious blend of safety, credibility, and sustainability. Together, let's create memories that will be cherished for years to come

We hereby present a formal business proposal for the organisation and execution of a free, non-profit, open-air event for the residents of New Romney and the wider marsh. This event aims to bring the community together and create a memorable experience for all attendees. The purpose of this proposal is to outline the key

aspects of the event, including its objectives, revenue generation, benefits, and environmental impact.

2. Event Details

2.1 Date and Venue

The event will be held on St Martins Field in New Romney on Saturday, July 6th, from 2pm until 10pm. Our intention is to establish an annual tradition, with subsequent events taking place on the first Saturday of July each year.

2.2 Event Components

The event will consist of the following components:

- Main stage featuring local bands and community groups
- Small fun fair
- Local traders and food concessions
- Refreshments tent, potentially with an alcohol license

2.3 Revenue Generation

To ensure the event remains self-funded and imposes no financial burden on the local community, we will rely on sponsorship from businesses and revenue generated through trader participation and the refreshments tent. This approach will enable us to fund future community events and potentially include an end-of-day fireworks display, as previously enjoyed during similar past events.

3. Benefits

3.1 Community Engagement

Historically, New Romney has held annual gatherings on St Martins Field, which have been highly successful in bringing the community together and becoming a focal point of the year for residents. Following the recent celebrations for King Charles the 3rd, we conducted a survey to gauge community interest in a more regular event. The overwhelming positive response received demonstrated the community's desire for such an event, with many questionings why it had not been established earlier. The event will help New Romney regain its status as a vibrant hub for community celebrations, comparable to nearby towns such as Lydd with their "Lydd Club Day."

3.2 Local Talent Showcase

The event will provide an invaluable platform for local bands, acts, and community groups to perform in front of their friends, family, and the wider community. This exposure will help nurture local talent and foster a sense of pride within the community.

3.3 Economic Boost

Local food traders and stall holders will benefit from the increased footfall, presenting them with additional opportunities for trade and the potential to attract new customers. By supporting these local businesses, the event will contribute to the local economy.

3.4 Charitable Contributions

After covering operating costs, any remaining revenue generated by the event will be donated to local charities. This aspect ensures that the event has a positive social impact and benefits the wider community beyond the immediate festivities.

4. Environmental Impact

4.1 Noise Management

We will adhere to the guidelines set forth by licensing authorities regarding noise levels. In cases where specific sound level limits are not provided, the event organisers will conduct regular sound monitoring at predetermined times and locations. All relevant stakeholders will be consulted in advance to ensure that the environmental impact remains minimal.

4.2 Waste Management

To promote responsible behaviour, attendees will be encouraged to clean up after themselves and take their rubbish with them. Throughout the event, event volunteers will conduct regular litter picking and bin emptying. A comprehensive clean-up will be conducted at the end of the day to restore the venue to its original state.

4.3 Toilet Facilities

Considering that the event is intended for families, we will provide adequate toilet facilities. The funding for these facilities will be secured through sponsorship from local traders and businesses, further emphasising the community's involvement in supporting the event.

4.4 Security and First Aid

Recognising the potential need for crowd management, licensed crowd stewards who are trained in first aid.

Closing Summary:

In conclusion, our formal business proposal outlines the organisation and execution of a community event on St Martins Field in New Romney. This free, non-profit, open-air event aims to bring the community together and provide a memorable experience for all attendees. Through sponsorship and revenue generated from traders and the refreshments tent, we will ensure the event is self-funded and imposes no financial burden on the local community.

The event's benefits are multi-faceted, ranging from community engagement and local talent showcase to economic stimulation and charitable contributions. By revitalising the tradition of annual gatherings on St Martins Field, we will create a focal point of the year for residents, fostering a sense of pride and unity within the community. The event will also provide a platform for local bands, acts, and community groups to showcase their talent, while supporting local businesses and traders by attracting increased footfall and potential new customers.

We are committed to mitigating the event's environmental impact through responsible noise management, waste management practices, provision of toilet facilities, and ensuring the presence of licensed crowd stewards trained in first aid for crowd management and safety.

By implementing this community event, we aim to create a vibrant and inclusive celebration that will become a cherished annual tradition for the residents of New Romney and the wider marsh. We invite all stakeholders to support and participate in this endeavour, as it will not only benefit the immediate community but also contribute to the local economy and provide charitable contributions to local organisations.

Thank you for considering our formal business proposal. We look forward to your support and collaboration in making this community event a resounding success.

Clerk's Notes:

Enquiries have been made to seek further information and responses have been supplied, as below:

'Thank you for your proposal to resurrect the annual music festival on St. Martin's Field.

In your proposal, which is presented on un-headed paper and with named proposer, you refer to an un-named Group/Organiser/Company with vast experience of such events. Please would you supply full details of the persons/organisation making this proposal, together with supporting evidence relating to experience. Without such supporting information, the Council could not make any informed decision – worthy as the proposal may be.

I look forward to hearing from you again in regard to this matter.'

'Firstly I would like to apologise for not being clearer with regards to who would be organising this event, I would like to clarify that it would be me personally.

I currently own an events company called Bass Kulture Uk. Bass Kulture Uk was formed in 2020 and since then we have put on 10 events ranging from 200 to 3000 capacity. Prior to this I was director and co founder of Connected Festival Uk, that in 2019 held an event at Lydd Airport with an attendance of 7000 attendees.

Hope this gives you some more clarity on who I and my experience. I have attached some artwork from some of my previous events.'



A poster for Bass Kulture's 9th Sept '23 event. The poster has a vibrant, comic-book style background with a blue sky, orange and yellow clouds, and a large, stylized blue face with yellow eyes and a red mouth. The face is framed by a yellow border. The text is arranged in a central column with various fonts and colors. At the top, "9TH SEPT'23" is written in white on a red background. Below that, "BOV" is written in large, bold, black letters with a red outline, followed by "+ BLIVE 247" in white. Then, "CROSSY w/ DEEFA" is written in white on a black background. Below that, "HIGHER LEVEL" is written in white on a black background, followed by "SHABBA - SWIFTA - ENDO TANZ w/ CHUNKY BIZZLE" in white. Then, "BAR:RAGE" is written in white on a black background, followed by "FEATURING: FUNSTA - JACK JACKAL w/ DJ POWER" in white. Below that, "TRIPLE THREAT" is written in white on a black background, followed by "HARRY SHOTTA - TINY K - Y-ZER w/ IRONLUNG FIRST LIVE SHOW" in white. Then, "A PLUS B2B P DOT K" is written in white on a black background, followed by "FATEZ + KEEF SHELLEMENT" in white. Below that, "SICK NOTE + SUPPORTING ACTS" is written in white on a black background. At the bottom, "HASTINGS PIER" is written in white on a black background, followed by "1 WHITE ROCK - HASTINGS - TN34 1JZ" in white. Below that, "FOR MORE INFORMATION AND TICKETS" is written in white, followed by "WWW.BASSKULTURE.CO.UK" and "skiddle" in white. At the bottom right, "2PM-10:30" is written in white on a black background, followed by "ALL DAY PIER PARTY" in white.

BASS KULTURE
PIER BEATS & BASS

9TH SEPT'23

BOV
+ BLIVE 247

CROSSY w/ DEEFA

HIGHER LEVEL
SHABBA - SWIFTA - ENDO
TANZ w/ CHUNKY BIZZLE

BAR:RAGE FEATURING:
FUNSTA - JACK JACKAL
w/ DJ POWER

TRIPLE THREAT
HARRY SHOTTA - TINY K - Y-ZER
w/ IRONLUNG FIRST LIVE SHOW

A PLUS B2B P DOT K
FATEZ + KEEF SHELLEMENT

SICK NOTE + SUPPORTING ACTS

HASTINGS PIER
1 WHITE ROCK - HASTINGS - TN34 1JZ

FOR MORE INFORMATION AND TICKETS
WWW.BASSKULTURE.CO.UK **skiddle**

2PM-10:30
ALL DAY PIER PARTY

AGENDA ITEM 20

ENQUIRY RE LAND TO ACCOMMODATE BEE HIVES

So we can grow in 2024 and Try to move everything to the New Romney area.

We are looking for an area where we can keep a number of bee hives, maybe a shed and maybe in the summer add a small container when the ground is dry to get it on site.

We need to be able to get the van close to the site in summer because of moving hives. Hives are not lite. Access from 8am till 6pm may be an odd time at 6am and dusk but only if we're opening or closing Bee up to move or after a move. Gated and fenced but happy to do this.

A field paddock would be amazing. It Can't be someone's garden sorry. We may be able to rent an area as long as the price is good. I was wondering if New Romney council had any land that might be able to work for us.

END