

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

28th February 2024

Dear Councillor,

SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, NEW ROMNEY, ON WEDNESDAY 13TH MARCH 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 13TH MARCH 2024 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 electronic meeting agenda).
- 6. ADJOURNMENT OF MEETING:**
To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.
- 7. PUBLIC QUESTIONS:**
Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be

discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance with the Town Council's Code of Conduct Item 5(3)(b), which reads as follows:

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

8. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Council.

9. MINUTES (Encs*):

(i) To approve the minutes of the **Full Council Meeting** held on **7th February 2024** (Attached hereto*).

(ii) To approve minutes of the **Especial Full Council Meeting** held on **28th February 2024** (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.

- Maude Community Centre (formerly CHSPN) Project (Attached hereto*)

(ii) To receive and note the Maude Community Centre Project Financial Update 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) Planning and Environment Committee

(a) Meeting held on 14th February 2024 (Attached hereto*)

(b) Meeting held on 6th March 2024 (To follow)

(ii) Health & Wellbeing Committee

Meeting held on 20th February 2024 (Attached hereto*)

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

To consider final payments and receipts and bank reconciliations for January 2024, if available.

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. NRTC MEETING DATES 2024-25 (Encs*):

To approve the schedule of Town Council meeting dates for 2024-25.

18. NRTC COUNCILLOR SURGERIES 2024-25 (Encs*):

To receive and note the report of the Facilities and Communications Clerk regarding Councillor Surgeries and consider any recommendations therein.

19. STATION ROAD SPORTS FIELD – EVENT REQUEST (Encs*):

To consider request for a Youth Football Presentation Event on Station Road Sports Field.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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 March 24.

Spring has sprung...and it's still raining...

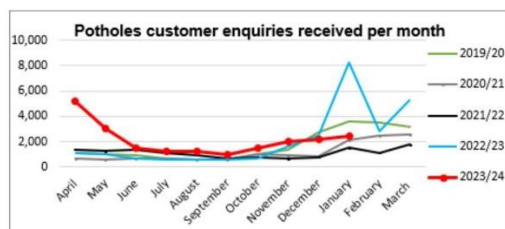
Kent Highways...

We are facing a 17 week closure of the coast road to replace an ageing gas main. It's been there since 1938! I'm negotiating with SGN to keep one lane open for emergency access...Here are a couple of charts showing reports to Kent website.

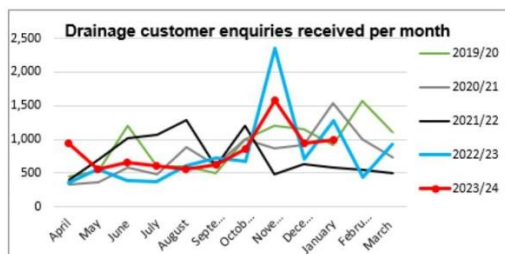
Business Services

Customer Satisfaction

The final quarter consisted of hazardous storms with cold, wet and windy weather. As expected, this resulted in high demand from our customers for service areas in potholes, drainage, tree and streetworks permit. The pressure on Street Woks continues with ongoing high levels of emergency works. For instance, Southern Gas Networks failing infrastructure is resulting in many large schemes coming in as emergency permits which would have otherwise been planned work.



Use of the online reporting tool remains high with 65.5% of all enquiries coming through the reporting tool.



In my opinion Kent does a great job in these difficult cash strapped times.

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

Surface Water Flooding on the Marsh

We have had a record breaking February for rain falling on soaking wet ground with a high level of groundwater from November. Southern water has been busy trying to reduce levels of water using tankers where necessary.



Photograph of Dungeness, showing the rising of ground water. Link this to the heavy rainfall. This has caused a lot of surface water flooding affecting many homes across the Marsh. I'm working on long term solutions to manage water better.

Kent's Plan B



Spring is here and our pollinators will be soon out and about.

The Romney Marsh is a very special place for Bees with several rare species living here with us.

I will be doing 'No Mow May' this year...only a small garden but every little bit helps.

Contact Kent to see how you can help.

planbee@kent.gov.uk

Tony Hills, Kent County Councillor for Romney Marsh. F&H District councillor for Romney Marsh Ward. For details on how I will use your information please click [here](#) for my privacy notice. Home Tel: 01797 321246 Mobile 07860 295730

DISTRICT COUNCILLOR REPORT NRTC FULL COUNCIL MTG 7TH FEBRUARY 2024.

David Wimble District Council Report

Good evening Councillors, Ladies and Gentlemen, and members of the public,

NB: Information redacted due to inclusion of sensitive and/or personal information that serves to identify one or more persons without their consent and which, if published, could result in an actionable breach of GDPR (General Data Protection Regulations). The information redacted does not relate to District Council business.

Turning to district council affairs, the impending budget outcome holds significant weight. Despite election promises to reduce council tax, I am

sceptical that this will materialise, anticipating instead a potential increase up to the maximum allowable without a referendum.

Regarding recent council decisions, it has been confirmed that plans for a new swimming pool at Martello Lakes have been scrapped due to financial constraints arising from the cancellation of the Princess Parade development, leaving the existing pool vulnerable to closure in the event of further operational issues.

Additionally, the district is witnessing a wave of redundancies as a measure to address budget shortfalls, a development that saddens me particularly as longstanding members with over 30 years of service opt for redundancy.

On a more positive note, I have happily accepted the role of elected District Council Governor for the East Kent University Hospital foundation trust. My position was unanimous from the whole board of governors two weeks ago and my responsibilities entail scrutinising both executive and non-executive boards, a role that promises to be challenging given the unique obstacles faced by hospitals in our region, including the William Harvey Hospital and affiliated local surgeries.

I have notified Dr. Susan Priest, Chief Executive of FHDC, of this appointment,

Thank you for your attention.

David Wimble

7th February 2024

DISTRICT COUNCILLOR REPORT NRTC FULL COUNCIL MTG 13th MARCH 2024.

Since our last NRTC Full Council meeting I have taken part in one Planning Committee meeting, one Licensing Sub-Committee meeting, two RMP preparation meetings, one Romney Marsh Partnership (RMP) meeting, one Constitution Working Party meetings and one Full Council meeting.

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 – There was no business relevant for the New Romney Ward.

Licensing Sub-Committee Meeting – We dealt with two Taxi Driver license requests.

Constitution Working Party (CWP) Meeting.

We have had one CWP meeting on 22nd February since my last report to NRTC.

On 22nd February 2024 the business of the meeting was as follows:

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

Feedback from public consultation and session held on 5 February

Revised timelines for move to Committee system of Governance

To receive an update from David Kitson, Bevan Brittan.

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

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

Full Council Meeting – 28th February 2024.

The Full Council main business was as follows:

Draft Housing Revenue Account Revenue and capital Original Budget 2024/25.

The report sets out the Housing Revenue Account ('HRA') Revenue and Capital Budget for 2024/25 for approval and proposes an increase in weekly rents and an increase in service charges for 2024/25. **This was approved by Full Council.**

The key aspects of this report are as follows:

To increase rents of dwellings within the HRA on average by £7.37 per week, representing a 7.7% increase with effect from 1 April 2024

To increase rents of shared ownership dwellings within the HRA by 9.4% (RPI 8.9% + 0.5%), with effect from 1 April 2024

To increase service charges. (Refer to section 3.5) 7.

To approve the Housing Revenue Account 30-year Business Plan 2023/24-2033/34

Revenue Budget, Capital Strategy, Capital Programme, Reserves and Balances, Treasury and Investment Strategy and Medium Term Financial Strategy and Council Tax for 2024/25.

Following consideration by Cabinet at their meeting of the 28th February this report concludes the budget setting process for 2024/25 and was submitted to Council with the proposed 2024/25 Revenue Budget, Capital Strategy, Capital Programme, Reserves and Balances, Treasury and Investment Strategy and Medium Term Financial Strategy.

It sets out recommendations for setting the council tax after taking into account the district's council tax requirement (including town and parish council requirements and special expenses in respect of the Folkestone Parks and Pleasure Grounds Charity), the precepts of Kent County Council, the Kent Police & Crime Commissioner, and the Kent Fire & Rescue Service. **This was approved by Full Council.**

The key aspects of this report are as follows:

To approve the District Council's Revenue Budget, Capital Strategy and Minimum Revenue Provision Statement, Capital Programme, Investment Strategy, Annual Treasury Management for 2024/25.

Set a Council Tax rate of £280.08 at Band D, representing an increase of £8.01 on the current charge.

Approved the Council Tax Resolution.

The following Capital Schemes were also presented, including funding for the new Leisure Centre Development in Martello Lakes.

Scheme	Borrowing
	£'000
Princes Parade Leisure & Housing	550
Otterpool Park	56,250
Waste Contract Vehicles Funding	245
FOLKA2	10,000
Leisure Centre Development	24,000
Total	91,045

I asked one question and one supplementary question to the Leader of the Council, Cllr Jim Martin.

QUESTION - From Councillor Thomas to Councillor J Martin, Leader of the Council and Cabinet Member for Otterpool Park and Planning Policy.

Can the Leader confirm that flood prevention measures, including ditch inspections, that were not carried out in the periodical inspection programme in 2017, will now be actioned as a matter of urgency. The ditches in question were in St Nicholas Road, New Romney and are the responsibility of the District Council.

ANSWER: Thank you for your question, Councillor. FHDC assist with the maintenance of St Nicholas Road drainage ditch under the Land & drainage Act 1991 using its permissive powers.

As the properties in St Nicholas Road have the ditch backing on to their gardens they have Riparian ownership, and the maintenance responsibility ultimately remains the responsibility of the property owners, not the District Council. FHDC inspect ditches under its permissive powers granted by the Land & Drainage Act 1991 on an annual basis and carry

out strimming on a yearly basis where ditches are accessible and as required clear silt from ditches.

In April 2017 EPS Design carried out a full survey of all drainage ditches and produced a report of obstructions. No inspection was possible of stretch G from properties 64 – 88 St Nicholas as there was no direct means of access to the ditch for maintenance purposes and it appears that some of the gardens of surrounding properties have extended and built over the ditch, it could not be confirmed if these sections have been culverted.

Following the reports in 2017 a number of obstructions were cleared by FHDC to all ditches. The challenge with the St Nicholas Road ditch is that access is very restricted for the majority of its length as it is contained within private residents gardens. FHDC have inspected St Nicholas Road where possible, we have responded to resident reports of possible obstructions and have written to property owners when advised of challenges. What we cannot do is inspect ditches which are entirely within a property owner's garden on a yearly basis or if they are culverted. If there is an obstruction we have to rely on reports from property owners. Following the response being given, the time limit for Councillor questions expired. However, the supplementary question had already been submitted and is therefore answered below:

Supplementary question: Two residents from St Nicholas Road were displaced by the flooding in November 2023 and are still awaiting completion of repairs to their property. In this time, they have still continued to pay Council Tax. Would the Leader support the reimbursement of Council Tax to these two residents, as they have received no additional financial support from any agency. FHDC Officers have confirmed they can apply to the Valuation Office to have their properties exempt but this would not result in reimbursement of any previously paid Council Tax.

ANSWER: Again, Thank you for your question Councillor Thomas. I fully sympathise with these two residents, however the district council does not have a scheme in place to support or give exemptions or refunds. As you mention in your question, if a resident considers that a property is uninhabitable, they can make a request to the Valuation Office Agency (VOA) to have it removed from Council Tax listings. If they agree that it should be removed, they will inform the Council and we would be able to remove it from the date we are given by them. This would remove the charge from the given date. In my written answer, I will provide the contact details for the Valuation Office: For information, their contact details can be found using the link below:

<https://www.gov.uk/government/organisations/valuation-office-agency>

<https://www.gov.uk/challenge-council-tax-band> If these residents are in financial hardship they can contact the welfare team who will review their income and expenditure to consider if the Council Tax is not affordable.

Local Resident Concerns.

I am dealing with a number of ongoing residents concerns.

I am supporting a local resident who is setting up a meeting with the EA and Southern Water to challenge them on sea water quality issues.

Nuclear Legacy Advisory Forum (NULEAF).

The next NULEAF Steering Group meeting and AGM is due to be held on 13th March 2024 (via TEAMS).

NULEAF has commented on - A National Policy Statement for new nuclear power generation – Draft for Consultation, with input from NULEAF members.

NULEAF has commented on the Nuclear Decommissioning Agency (NDA) Social Impact and Communities Strategy – Draft for Consultation.

Romney Marsh Partnership.

The RMP meeting was held on 8th February 2024.

High Street improvement.

A workshop to support Councillors and Officers on High Street Improvements has been scheduled for had to be rescheduled to April 2024. A working meeting to discuss the agenda for the workshop is due on 11th March 2024.

Community Bus Scheme.

The RMCH Managers held a meeting with KCC Officers, KCC local member and NRTC Cllr to discuss their grant application to operate a Dial-A-Ride Scheme for Romney Marsh.

Following the meeting and feedback from KCC Officers, the RMCH Managers provided a revised budget for a scheme to replace the current Kent Karrier alongside a traditional Dial a Ride scheme.

Coastal Destination Project (Coast Drive Car Park).

The planning application 22/2100/FH is due to 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.

As I have stated in my previous reports, I have now allocated all of my Ward Grant budget.

FHDC Councillor Paul Thomas – 11th March 2024.

AGENDA ITEM 9

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MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Wednesday 7th February 2024
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies, P Carey and L Phillips

Coast Ward:

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

In Attendance:

Town Clerk	-	Mrs C Newcombe
KCC Councillor	-	Cllr Hills
FHDC Councillor	-	Cllr Wimble

IN THE CHAIR

The Mayor – Councillor J Rivers

In the absence of the Mayor's Chaplain, who had conveyed his apologies for absence to the Town Mayor, the formal business of the meeting commenced **@6.45PM.**

504/2023-24 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Meredith	-	for personal reasons
Councillor Rev Cn McLachlan	-	for personal reasons
Councillor Houston	-	for personal reasons

Apologies were also subsequently received from Councillor Hodges who had a medical appointment.

505/2023-24 **DISPENSATION TO PARTICIPATE**

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

506/2023-24 **DECLARATIONS OF INTEREST**

@6.46PM 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 518/2023-24 refers.
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507/2023-24 **REPORT OF THE KENT COUNTY COUNCILLOR**

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

508/2023-24 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended, local response to recent surface water flooding and Ward Grants awarded to date, was duly received and noted.

FHDC Councillor Wimble's written report for January 2024, which included details of meetings attended and planning matters, and his written report for February 2024, which was circulated at the meeting, were duly received and noted.

509/2023-24 **ADJOURNMENT OF MEETING**

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

510/2023-24 **PUBLIC QUESTIONS**

None.

511/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

512/2023-24 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **10th January 2024**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – that the minutes of the Full Council Meeting held on 10th January 2024 be approved and signed as a true and correct record.

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

513/2023-24 **MAYOR'S REPORT AND COMMUNICATIONS**

There were no Mayoral reports on this occasion.

514/2022-23 **TOWN CLERK'S REPORT**

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

**Actions completed since the Full Council meeting held on
10th January 2024.**

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- 1) The Town Council nomination on respect of a KALC Community Award for 2024 has been duly submitted.
- 2) Confirmation that the Council has approved the use of an area of Coney Banks for Beehives has been duly conveyed to the relevant party and arrangements for a meeting to discuss terms and conditions are in hand.
- 3) The matter of a proposed community party event, which was due to be further considered at this meeting, has now been postponed to the next meeting of Full Council due to the addition of an important contractual matter which will require the full attention of the Council. The relevant party has been informed of this change.

Additional Items of report

None.

Town Clerk

30th January 2024

Further Items of Report

The Clerk verbally reported that there had been a recent spate of vandalism at the rear of the Assembly Rooms and that this had culminated on Monday of this week with two fluorescent lighting tubes being smashed across the bonnet and windscreen of a vehicle belonging to a Town Council employee. It was further reported that this matter had been reported to Kent Police and that the local Police Officer had agreed to maintain a passing watch over the Assembly Rooms car park.

515/2023-24 **CAPITAL PROJECTS REPORT**

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

(ii) The Community Hall, Sports Pavilion and Nursery Project Update Report was duly received and noted and it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that consideration of confidential reports associated with this item of business be deferred into confidential session.

(iii) Having duly noted that in March 2019, New Romney Town Council had passed a resolution to name the proposed community facilities as the ‘Imbert Hall’ in respect of a first floor community hall and the ‘New Maude Pavilion’ in respect of a ground floor sports pavilion and having also noted that this project had subsequently evolved, now consisting of two adjacent buildings that will provide a wide range of community facilities and services, thus requiring a more unified name as a whole, it was:

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PROPOSED BY: Councillor Phillips
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) the resolution passed under minute reference 737/2018-19 regarding the naming of the proposed community facilities to be delivered at Station Road Sports Ground be hereby rescinded and (ii) the proposed new facilities be formally named as ‘The Maude Community Centre’

516/2023-24 **STANDING ORDER NO.14**

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

517/2023-24 **STANDING COMMITTEES**

(i) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** budget meeting held on **17th January 2024**, which were duly received and noted.

(ii) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **24th January 2024**, which were duly received and noted.

518/2023-24 **RFO’S FINANCIAL REPORTS FOR 2023-24**

(i) The Clerk presented final payments and receipts and final bank reconciliation for the month of **December 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 December 2023 be hereby received and approved.

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

December 2023	Receipts:	Payments:
NatWest Current Account:	£102,742.26	£52,742.26
Unity Trust Current Account:	£0.00	£343.20
Lloyds Bank Business Account:	£1,053,938.78	£22,857.80
NatWest Business Reserve Account:	£4,108.84	£101,567.86
Petty Cash:	£0.00	£70.01
	203	
Lloyds Bank Corporate Card:	£317.28	£169.42
Lloyds Bank Instant Access Online Saver	£571.36	£0.00

519/2023-24 **COUNCIL REPRESENTATIVES' REPORTS**

There were no Council Representatives' reports on this occasion.

520/2023-24 **NOLAN PRINCIPLES & CODE OF CONDUCT**

Having duly noted the Code of Conduct adopted by New Romney Town Council, including the Nolan Principles identified therein, and having also duly noted that every Member of the Town Council had formally signed a declaration to abide by the afore-mentioned Code of Conduct, including the Nolan Principles referred to within that Code of Conduct , it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that it be formally confirmed that adherence to the adopted Code of Conduct and the Nolan Principles identified therein are applied in an equitable manner in respect of all New Romney Town Council Members.

521/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

@7.05PM, having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that due to the sensitive contractual and/or personal information about to be considered, which may serve to compromise contractual negotiations and / or which may serve to identify one or more individuals, it is not in the public interest that the Public and Press remain and they, therefore, be temporarily excluded and are now instructed to withdraw.

KCC Councillor Hills and FHDC Councillor Wimble left the meeting at that time.

522/2023-24 **MAUDE COMMUNITY CENTRE PROJECT – CONTRACTUAL MATTERS**

The Chairman of the Project Steering Group provided background to the current status of the project and highlighted the project design that had now been granted Planning Consent as well as the proposed 48 week programme of works and the potential impact on use of the main football pitch during the construction period.

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Having noted these matters and having then given due consideration to the Confidential Report on Tenders submitted by the appointed Project Management Company and the Clerk's supporting confidential report, which identified the range of funding matters associated with delivering this project, it was:

(i)

PROPOSED BY: Councillor Phillips

SECONDED BY: Councillor Davies

RESOLVED – that Kent Structures Ltd be formally identified as the preferred contractor for delivery of the Maude Community Centre project and it be hereby confirmed that the Design and Build Contract be awarded to the identified contractor*.

*The Design and Build Contract in the amount of £3,291,506.24 was, therefore, awarded to Kent Structures Ltd.

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

(ii)

PROPOSED BY: Councillor Carr

SECONDED BY: Councillor Terry

RESOLVED – that Synergy Construction and Property Consultants be authorised to issue a Letter of Intent to the preferred contractor*.

*A Letter of Intent was, therefore, to be issued to Kent Structures Ltd.

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

(iii)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Hiscock

RESOLVED – that the Town Clerk/Proper Officer be authorised to sign the relevant Design & Build contract, with a value of £3,291,506.24 (excluding employer's contingency, employer's consultant fees, employer's FF&E and VAT) - to be subsequently drawn up by Synergy Construction and Property Consultants on behalf of New Romney Town Council; this to be witnessed by the Chairman and Vice-Chairman of the Council.

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

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(iv)

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Hiscock

RESOLVED – that the re-allocation of £40,000.00 from General Reserves into the CHSPN Reserve Fund for additional project funding be hereby authorised and a further sum of £30,000.00 of General Reserves be formally identified and ring-fenced as additional project contingency funds, should they be required.

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

(v)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Phillips

RESOLVED UNANIMOUSLY – that the Town Clerk and/or Deputy Town Clerk be authorised to make all day to day decisions required to maintain the progress of the Maude Community

Centre project in consultation with the Chairman of the Council and/or the Chairman of the Project Steering Group.

(vi)

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that whereby any such aforementioned decision involves additional project costs, those additional costs must not exceed allocated contingency (in the amount of £156,600.00) by more than £30,000.00 – that being the sum set aside as additional project contingency funds, should they be required.

(vii)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the Responsible Financial Officer be authorised to settle all relevant invoices and/or applications for payment, on receipt, having first been reviewed and certified by Synergy Construction and Property Consultants and/or the RFO having first ascertained that all is in order.

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(viii)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that the Responsible Financial Officer be authorised to make any and all such transfers of funds between New Romney Town Council banking providers as may be required to settle project invoices as and when received, including any such transfers that may exceed amounts routinely authorised in accordance with adopted Standing Orders, Financial Regulations and other Delegated Authorities, due to the requirement for extreme expediency of payments.

(ix)

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

RESOLVED UNANIMOUSLY – that the Responsible Financial Officer shall be required to continue to present monthly project financial update reports to Full Council during the duration of the construction period and through to completion in order that the Council retains an overview of total spending versus remaining funds.

(x)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY – that the Town Clerk, together with the Chairman of the Council and the Chairman of the Project Steering Group, be authorised to draft and issue a relevant press release, to be released into the public domain only after the relevant construction contract has been signed.

523/2023-24 **ON-GOING MATTERS**

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

524/2023-24 **PERSONNEL MATTERS**

@8.31PM, in light of the fact that the Chairman was to report on a sensitive personnel matter, the Clerk left the meeting and the Chairman recorded the details of his verbal report to Council.

It was reported to those present that all actions identified within the resolutions of the last meeting of Full Council and recorded in the relevant minutes under Personnel Matters had been completed.

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It was further reported that, in light of questions raised about the status of a confidential HR report, and in order to ensure that the stance taken at the previous meeting had been legally correct, specialist legal advice to check the position regarding confidentiality had been sought and received and it had been confirmed that, due to the nature of the report, it cannot be released to any party under any circumstance, including any Councillor other than the three Councillors appointed to the Grievance Panel.*

The afore-mentioned points of report were duly noted.

*Legal advice received actually confirmed that it would be an 'actionable breach' of Data Protection Regulations to do so.

@8.33PM the Town Clerk re-joined the meeting.

525/2023-24 **LAND AND TENANCY MATTERS**

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

526/2023-24 **CONCLUSION OF PRIVATE SESSION**

@8.34PM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the confidential session be hereby concluded.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 8.35PM.**

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
An Especial Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney,
on Wednesday 28th February 2024
Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney and Speaker of the Cinque Ports, Councillor John Rivers

Town Ward:

Councillors: J Davies, J Rivers, P Carey

Coast Ward:

Councillors: P Coe, K Terry and S O'Hare

In Attendance:

Town Clerk	-	Mrs C Newcombe
Members of Public	-	1

IN THE CHAIR

The Town Mayor – Councillor J Rivers

The business of the Council commenced @ **6.45PM**

551/2023-24 APOLOGIES FOR ABSENCE

Apologies were received and noted, as follows:

Councillor Hiscock	-	Who was unwell
Councillor Hodges	-	For personal reasons
Councillor Thomas	-	Who was attending a District Council Budget Meeting

NB: Apologies were subsequently also received from Councillor Rev Cn McLachlan for personal reasons.

552/2023-24 DISPENSATION TO PARTICIPATE

It was reported that no new applications for Dispensation to Participate had been received.

553/2023-24 DECLARATIONS OF INTEREST

None.

Having duly considered proposed designs and associated costings for the replacement beacon at The Greens, Littlestone, it was:

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(i)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that the option of a stainless steel (grade 316) basket (dimensions 1.2 metres high x 1.3 metres top diameter and 1.0 metre base diameter) with 3.6 metre hot dipped, galvanised mild steel post, decorated with alternating Cinque Ports Crests and New Romney Ships and inclusive of installation of the replacement beacon and removal and disposal of the existing beacon, be hereby approved.

(ii)

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY – that the total cost, in the amount of £7,973.00, be funded from the Play and Miscellaneous Equipment Reserve Fund and the Responsible Financial Officer (RFO) be authorised to settle the relevant invoice, when received, having first ascertained that all is in order.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **7.01PM**.

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. Thursday 15 th February 2024 - | New Romney Amateur Dramatics
'Cinderella' * |
| 2. Thursday 7 th March 2024 - | Mayoress: Ladies Night |
| 3. Saturday 9 th March 2024 - | Hawkinge Quiz Night |
| 4. Monday 11 th March 2024 - | Commonwealth Flag Day * |

* Accompanied by the Mayoress.

AGENDA ITEM 11

MEETING OF FULL COUNCIL – 13th MARCH 2024 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 7th February 2024

1) A Letter of Intent was duly issued to the identified 'preferred contractor' in respect of the Maude Community Centre contract award. The construction contract will have been signed and issued at the time of this meeting and the details of the contract award will have been published.

Additional Items of report

1) The request to hold a community music event on St. Martin's Field has been withdrawn by the applicant.

Town Clerk

28th February 2024

AGENDA ITEM 12

(i) NEW ROMNEY TOWN COUNCIL

MAUDE COMMUNITY CENTRE (FORMERLY CHSPN) PROJECT

On Wednesday 7th February 2024, following conclusion of the formal project tendering process, the Town Council formally identified the preferred contractor to deliver the newly-named 'Maude Community Centre' – comprising a main two-storey community centre building with first floor community hall and ground floor sports pavilion, as well as a further single-storey annexe. A letter of Intent was issued to Kent Structures Ltd. and commencement on site is now scheduled to commence on 29th April 2024, subject to contract, thereby moving into the construction phase of this project and the delivery of this brand new community facility.

The Design and Build construction contract is currently being drawn up and will have been signed and issued at the time of this meeting. Once the signed contract has been issued, the Town Council's solicitor will be instructed to give notice to Folkestone & Hythe District Council that s106 monies in the amount of £872,308.00 x90% which have been ring-fenced for this project in accordance with a legal s106 Agreement, are required to be released to New Romney Town Council. The remaining 10% will be released following receipt of a certificate of practical completion.

Kent Structures Ltd have visited the site to commence preliminary site investigations and pre-commencement works. New Romney Football Club and New Romney Cricket Club have been notified of the requirement to clear and vacate the old Maude Pavilion by 28th April 2024 in readiness for works commencing on site on 29th April.

Town Clerk
28th February 2024

(ii) MCC PROJECT FINANCIAL UPDATE

MCC (formerly CHSPNP) FINANCIAL REPORT - FULL COUNCIL MEETING 13.3.24			
<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) <small>NB: Actual cost £1903.00</small>	£	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 @ 26.2.24			£ 2,182,690.50
<u>EXPENDITURE</u>			
MCC (formerly CHSPP) Reserve Fund	£	544,514.56	
Capital Reserve Fund	£	6,903.00	
Legal & Professional Fees Budget	£	18,601.00	
Admin & Misc Budget - Planning Fee	£	2,836.00	
Total Expenditure Paid @ 26.2.24	£	572,854.56	
<u>BALANCE OF AVAILABLE FUNDING</u>			
MCC (formerly CHSPNP) Reserve Fund (£1,026,243.50 plus £1,129,000.00 less £544,514.56)	£	1,610,728.94	
Capital Reserve Fund Allocation - Nursery Fencing 555/2020-21	£	4,250.00	
DMO (formerly PWLB) Loan		£ 1,000,000.00	
BALANCE OF AVAILABLE FUNDING @ 26.2.24 (Exc. Grants & Donations)			£ 2,614,978.94
Grants & Donations (Awaiting confirmation)	£	-	
BALANCE OF AVAILABLE FUNDING @ 26.2.24 (£2,614,978.94 + £0.00)			£ 2,614,978.94
<u>EXPECTED INCOME</u>			
FH&DC community contribution		£	872,308.00
			£ 872,308.00
<u>CURRENT REMAINING PROJECT BUILD FUNDING AS AT 26.2.24</u>			<u>£ 3,487,286.94</u>
Exc. VAT (to be reclaimed) inc. all further fees & FF&E			
Prepared by: C T Morris RFO 26th February 2024			

MINUTES

of

**A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 14th February 2024
Commencing at 6.45pm**

PRESENT:

Councillors: P Coe, P Carey, K Terry, S O'Hare, J Davies, and
J Houston

In the Chair: Councillor P Coe

In Attendance: Town Clerk - Mrs C Newcombe

527/2023-24 **APOLOGIES**

Apologies for absence were received and noted, as below:

Councillor Phillips - for personal reasons
Councillor Rivers - for personal reasons

528/2023-24 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

529/2023-24 **DECLARATIONS OF INTEREST**

None.

530/2023-24 **ADJOURNMENT OF MEETING**

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

531/2023-24 **PUBLIC QUESTIONS**

None received.

532/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

533/2023-24 **MINUTES**

Minutes of the Meeting Held on 24th January 2024

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting** Held on 24th January 2024, a copy of which had been previously circulated to all Councillors.

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

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

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RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 24th January 2024 be approved and signed as a true and correct record.

534/2023-24 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which had been previously circulated to all Committee Members, was duly received and noted and read as under:

14th FEBRUARY 2024
PLANNING CLERKS REPORT

(i) Pentland Homes – Mud on road report.

I received an email from a concerned resident regarding the state of the roads by the Pentland Homes Development on Ashford Road, New Romney. The main concerns was the amount of mud on the road cause by trucks entering and leaving the site. I contacted both Planning Enforcement at FHDC and Pentland Homes directly regarding this.

I have had an email from Pentland Homes ensuring us that the roads will be swept and wheel washing will be done. I have replied to the resident with the outcome.

(ii) Footpath – Mountfield Ind Est – Church Lane.

The following letter has been sent to Folkestone and Hythe District Council regarding the re-instatement of the Footpath from Mountfield Industrial Estate to Church Lane, New Romney on behalf of New Romney Town Council's Planning and Environment Committee.

535/2023-24 **SCHEDULE OF PLANNING APPLICATIONS**

It was

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

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

Application No**Location and Description**(i) [23/2017/FH](#)3, The Churchlands,
New Romney, TN28 8LE

Single storey garden annexe.

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RECOMMENDATION**No Objection****Voting:****For Application:****6****Against Application:****0****Abstained:****0****536/2023-24 SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

537/2023-24 FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS(i) A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 21st January 2024, 1st February 2024 and 8th February 2024 were duly received and noted.

(ii) Details of a local planning decision relating to 'Land adjoining 39, Victoria Road West, Littlestone TN28 8ND were received and it was duly noted that the afore-mentioned appeal had been upheld.

538/2023-24 ENVIRONMENTAL MATTERS

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

539/2023-24 REPORTS FROM WORKING PARTIES**Parish Highway Improvement Plan**The Parish Highway Improvement Plan update, which had previously been circulated to all Committee Members and which referred to a very positive public engagement event held on 3rd February 2024, was duly received and noted.**540/2023-24 PRE-SUBMISSION OF THE KENT MINERALS AND WASTE LOCAL PLAN 2024-2039 PUBLIC CONSULTATION**

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

PROPOSED BY: Councillor Coe**SECONDED BY:** Councillor Terry

RESOLVED UNANIMOUSLY – that New Romney Town Council decline to comment on this occasion but request that the Council be kept informed in regard to this matter.

The Chairman thanked those present for their attendance and the meeting Concluded **at 6.59pm**

Minutes prepared by the Town Clerk

MINUTES
Of
A Meeting of New Romney Town Council's
Health & Wellbeing Committee
Held in the Assembly Rooms, New Romney
on Tuesday 20th February 2024
Commencing at 10.00am

PRESENT: Councillors K Terry, J Hiscock, J Davies, P Coe, P Thomas
NHS Representatives: 6
Other invited representatives: 0
Member of the public: 1

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

The business of the meeting commenced @10.00AM

541/2023-24 **APOLOGIES FOR ABSENCE**

Apologies were received and noted, as follows:

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

NB: Further apologies had been received from 1 NHS representative in respect of late arrival.

542/2023-24 **DISPENSATION TO PARTICIPATE**

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

543/2023-24 **DECLARATIONS OF INTEREST**

None.

544/2023-24 **MINUTES**

The Chairman presented the minutes of the Health & Wellbeing Committee meeting held on 21st November 2023, which were duly received and noted and it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Hiscock

RESOLVED – that the minutes of the Health & Wellbeing Committee meeting held on 21st November 2023 be hereby approved as a true and correct record.

545/2023-24 **NEW ROMNEY NHS PROVISION**

It was reported that there have been no formal discussions regarding future needs for a Romney Marsh health hub but that there have been talks with the Community Clinic in Station Road as there is some availability for services. However, it was explained that there is an extremely high service charge at this site and this makes its use financially unviable, albeit that discussion is on-going.

546/2023-24 **LOCAL HEALTH & WELLBEING ISSUES**

Output notes from a recent meeting of the Marsh PCN Integrated Care Board were received and noted.

It was noted that screening rates on Romney Marsh were quite poor and that the potential for bringing the screening bus to Romney Marsh was being investigated since, currently, the closest site was in Hythe. The difficulty would be locating a suitable electricity supply (3 phase and neutral); information was currently awaited from UKPN to identify any potential local sites for the screening bus.

It was reported that at a recent site meeting regarding the new Maude Community Centre, the question had been put to the contractor as to whether they could install an external 3 phase & neutral supply to accommodate the screening bus in the future and this would be explored. It was agreed that it was important to explore potential sites to bring the screening bus to Romney Marsh in order to help improve Romney Marsh screening rates but acknowledged that it was just as important to promote awareness.

It was reported that work had been going on with the Pilgrim's Hospice, looking at care planning and end of life planning. It had originally been a pilot project involving 70 patients over 75yrs and the work of the project involved screening patients to help them remain in their own homes for longer. It was added that funding had now been secured to continue this project, so this work would now be on-going.

An update was provided regarding transport and access issues; it was reported that the Community Hub had been involved in exploring the potential to host and manage a Romney Marsh transport system. It had originally explored a dial-a-ride system to help local people access wider health services / hospital appointments but had now developed such that the potential of replacing the occasional bus service across the Romney Marsh was also being explored. The transport would be in the form of a mini-bus with disabled access if the transport system was realised. Currently three options were being explored but this would likely be narrowed down to two options.

547/2023-24 **INTEGRATED CARE BOARD ACTIVITY**

It was recognised that the output meeting notes from the recent Marsh PCN Integrated Care Board meeting demonstrated just how much is going on in terms of local health provision and suggested that New Romney Town Council could track the output meeting notes of the ICB so that it could consider what the Council can do to support this work and to encourage other Romney Marsh Councils to lend their support.

548/2023-24 **MEETING DATES 2024-25**

@10.38AM one further NHS representative arrived and joined the meeting, having previously conveyed apologies for late arrival.

Having duly considered the requirement to set meeting dates for the forthcoming civic year, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RECOMMENDED UNANIMOUSLY – that the NRTC Health & Wellbeing Committee meeting dates for the 2024-25 civic year, be set as below:

Tuesday 21st May 2024 @10.00am

Tuesday 3rd September 2024 @10.00am

Tuesday 19th November 2024 @10.00am

Tuesday 11th February 2025 @10.00am

549/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

Not applicable.

550/2023-24 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

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

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

Minutes prepared by the Town Clerk

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2024

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/01/2024	Nat West Current A/c	500.00
31/01/2024	Unity Trust A/c	129,511.39
31/01/2024	Lloyds Bank Business A/c	262,730.68
31/01/2024	Nat West Business Reserve A/c	783,273.52
31/01/2024	Petty Cash	154.40
31/01/2024	Corporate Card	0.00
31/01/2024	Lloyds Bank I/A Online Saver	1,502,404.57
		2,678,574.56
<u>Other Cash & Bank Balances</u>		651,453.00
		3,330,027.56
<u>Unpresented Payments</u>		187.34
		3,329,840.22
<u>Receipts not on Bank Statement</u>		0.00
Closing Balance		3,329,840.22
<u>All Cash & Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	129,511.39
3	Lloyds Bank Business A/c	262,730.68
4	Nat West Business Reserve A/c	783,273.52
5	Petty Cash	154.40
6	Corporate Card	-187.34
7	Lloyds Bank I/A Online Saver	1,502,404.57
	Other Cash & Bank Balances	651,453.00
	Total Cash & Bank Balances	3,329,840.22

Date: 22/02/2024

New Romney Town Council Current Year

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Time 15:32

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 10

Receipts for Month 10

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 02/01/2024	759.00						
AUTO TRANS	Nat West Business Reserve A/c	759.00			215		759.00	AUTO TRANSFER
	Banked 04/01/2024	254.28						
AUTO TRANS	Nat West Business Reserve A/c	254.28			215		254.28	AUTO TRANSFER
	FP Banked 08/01/2024	550.00						
	FP BABYSEASHELLS LTD	550.00			1010	215	550.00	Babyseashells - Rent
	BACS CR Banked 10/01/2024	624.40						
	BACS CR SHAW RABSON & COMP	624.40		-12.60	1010	205	700.00	Shaw Rabson - THH - Rent
					4362	205	-63.00	Shaw Rabson - THH - Fees
	Banked 18/01/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
	Banked 19/01/2024	38.28						
AUTO TRANS	Nat West Business Reserve A/c	38.28			215		38.28	AUTO TRANSFER
	Banked 22/01/2024	19.93						
AUTO TRANS	Nat West Business Reserve A/c	19.93			215		19.93	AUTO TRANSFER
	Banked 24/01/2024	348.89						
AUTO TRANS	Nat West Business Reserve A/c	348.89			215		348.89	AUTO TRANSFER
	Banked 26/01/2024	136.22						
AUTO TRANS	Nat West Business Reserve A/c	136.22			215		136.22	AUTO TRANSFER
	Banked 29/01/2024	70.37						
AUTO TRANS	Nat West Business Reserve A/c	70.37			215		70.37	AUTO TRANSFER
	Banked 31/01/2024	255.39						
AUTO TRANS	Nat West Business Reserve A/c	255.39			215		255.39	AUTO TRANSFER
Total Receipts for Month		53,056.76	0.00	-12.60			53,069.36	
Cashbook Totals		53,556.76	0.00	-12.60			53,569.36	

Continued on Page 48

Date: 22/02/2024

New Romney Town Council Current Year

Page: 48

Time 15:32

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	Trooli Ltd	D/D 1	60.00	60.00		500			Trooli - T Hall-Broadband
02/01/2024	Folkestone & Hythe District Co	D/D 2	175.00	175.00		500			Purchase Ledger DDR Payment
02/01/2024	Folkestone & Hythe District Co	D/D 3	524.00	524.00		500			Purchase Ledger DDR Payment
04/01/2024	British Gas	D/D 4	254.28	254.28		500			British Gas - T Hall - Gas
08/01/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
10/01/2024	Nat West Business Reserve A/c	AUTO TRANS	115.99			215		115.99	AUTO TRANSFER
10/01/2024	British Gas	D/D 5	508.41	508.41		500			British Gas - Ass Rms - Gas
15/01/2024	Lloyds Bank Business A/c	009970	50,000.00			210		50,000.00	FUND TRANSFER
19/01/2024	Castle Water Ltd	D/D 4	38.28	38.28		500			Purchase Ledger DDR Payment
22/01/2024	Castle Water Ltd	D/D 2	13.11	13.11		500			Purchase Ledger DDR Payment
22/01/2024	Castle Water Ltd	D/D 3	6.82	6.82		500			Purchase Ledger DDR Payment
24/01/2024	EDF Energy Customers Ltd	D/D 5	103.07	103.07		500			EDF-Ass Rms - Electricity
24/01/2024	EDF Energy Customers Ltd	D/D	245.82	245.82		500			Purchase Ledger DDR Payment
26/01/2024	Business Stream	D/D	117.22	117.22		500			Bus Stream-Ass Rms - Water
26/01/2024	EDF Energy Customers Ltd	D/D 2	19.00	19.00		500			Purchase Ledger DDR Payment
29/01/2024	Veolia ES (UK) plc	D/D 3	70.37	70.37		500			Purchase Ledger DDR Payment
31/01/2024	Trooli Ltd	D/D 4	60.00	60.00		500			Trooli-T.Hall - Broadband
31/01/2024	British Gas	D/D 6	195.39	195.39		500			British Gas-T.Hall - Gas
Total Payments for Month			53,056.76	2,390.77	0.00			50,665.99	
Balance Carried Fwd			500.00						
Cashbook Totals			53,556.76	2,390.77	0.00			51,165.99	

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 10

Receipts for Month 10

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 :		120,705.66					120,705.66	
CREDIT Banked 08/01/2024		6,052.45						
CREDIT HMRC		6,052.45			105		6,052.45	HMRC - VAT RECLAIM
CREDIT Banked 31/01/2024		2,917.95						
CREDIT HMRC		2,917.95			105		2,917.95	HMRC - VAT Reclaim
Total Receipts for Month		8,970.40	0.00	0.00			8,970.40	
Cashbook Totals		129,676.06	0.00	0.00			129,676.06	

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 10

Payments for Month 10

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>
08/01/2024	H3G	DD	31.51			4320	275	31.51	H3G - Caretaker Mobile - PM
08/01/2024	H3G	CORRECTION	-31.51			4320	275	-31.51	H3G Correction
08/01/2024	Three	D/D	31.51	31.51		500			Three- 2 x mobile phone cont.
16/01/2024	Corporate Card	D/D	124.98			220		124.98	CORPORATE CARD
23/01/2024	Castle Water Ltd	D/D	8.18	8.18		500			Purchase Ledger DDR Payment
Total Payments for Month			164.67	39.69	0.00			124.98	
Balance Carried Fwd			129,511.39						
Cashbook Totals			129,676.06	39.69	0.00			129,636.37	

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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: 10

Receipts for Month 10

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 :		1,244,334.75					1,244,334.75	
S/O Banked 02/01/2024		120.00						
S/O Maude Pavilion Facilities Assoc		120.00			1010	220	120.00	MPFA - Rent
FPI Banked 03/01/2024		40.00						
FPI [REDACTED]		40.00		8.67	4385	275	33.33	[REDACTED] - Christmas Cards
Banked 15/01/2024		50,000.00						
009970 Nat West Current A/c		50,000.00			200		50,000.00	FUND TRANSFER
FPI Banked 17/01/2024		12.00						
FPI [REDACTED]		12.00		2.00	1999	275	10.00	[REDACTED] NRTC Scarf
500083 Banked 24/01/2024		250.00						
Sales Recpts Page 192		250.00	250.00		100			Sales Recpts Page 192
BGC Banked 26/01/2024		178.20						
Sales Recpts Page 193		178.20	178.20		100			Sales Recpts Page 193
FPI Banked 30/01/2024		97.20						
Sales Recpts Page 194		97.20	97.20		100			Sales Recpts Page 194
Total Receipts for Month		50,697.40	525.40	8.67			50,163.33	
Cashbook Totals		1,295,032.15	525.40	8.67			1,294,498.08	

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/01/2024	Hythe Town Concert Band	FPO	300.00	300.00		500			Hythe Band-Town Council Events
03/01/2024	Atex UK Ltd	FPO 2	1,679.90	1,679.90		500			Atex-Comm Bench - Dighe
03/01/2024	M Coleman Arborocultural Servi	FPO 3	450.00	450.00		500			M.Coleman-The Greens-G.Maint
03/01/2024	Greenspace Ecological Solution	FPO 4	600.00	600.00		500			Greenspace-CHSPNP-Fee
3/01/2024	South East Employers	FPO 5	5,460.00	5,460.00		500			SEE - Legal & Prof - Fees
3/01/2024	Synergy CPC LLP	FPO 6	3,000.00	3,000.00		500			Synergy -CHSPNP-PM Fees
10/01/2024	Sweco UK Ltd	FPO 7	4,584.00	4,584.00		500			Sweco-CHSPNP-Design Fees
10/01/2024	S H Bureau Ltd	FPO 8	124.74	124.74		500			SH Bureau-Payroll Outsourcing
10/01/2024	Red Alert Ltd	FPO 9	140.40	140.40		500			Red Alert-T.Hall- CCTV
10/01/2024	C Jones & Sons Ltd	FPO 10	456.00	456.00		500			C Jones - Misc Exp-Signage
10/01/2024	Lloyds Bank I/A Online Saver	TRANSFER	250,000.00			225		250,000.00	FUND TRANSFER
10/01/2024	Lloyds Bank I/A Online Saver	TRANSFER	250,000.00			225		250,000.00	FUND TRANSFER
10/01/2024	Kent Pension Fund	FPO	2,658.31			4000	100	1,838.64	KPF - M9
						4005	100	669.35	KPF - M9
						4020	100	150.32	KPF - M9
10/01/2024	HM Revenue & Customs	FPO	1,671.13			4000	100	1,174.95	HMR&C - M9
						4005	100	542.89	HMR&C - M9
						1999	275	-46.71	HMR&C - M9
11/01/2024	SALARIES	FPO	7,683.90			4000	100	5,785.12	Salaries - M10
						4005	100	1,753.67	Salaries - M10
						4020	100	119.01	Salaries - M10
						4364	275	26.10	Salaries - M10
17/01/2024	Guild of Mace-bearers	FPO 11	20.00	20.00		500			Guild Macebearers-Subscrips
18/01/2024	Lloyds Bank I/A Online Saver	TRANSFER	250,000.00			225		250,000.00	FUND TRANSFER
18/01/2024	Lloyds Bank I/A Online Saver	TRANSFER	250,000.00			225		250,000.00	FUND TRANSFER
24/01/2024	Rolfes DIY LLP	FPO 12	63.89	63.89		500			Rolfes - Office Equipment
24/01/2024	MPR IT Solutions Ltd	FPO 13	481.20	481.20		500			MPR - IT Support
24/01/2024	Furley Page LLP	FPO 14	936.00	936.00		500			P/Ledger Electronic Payment
24/01/2024	B E Ames Ltd	FPO 15	1,992.00	1,992.00		500			BE Ames - Com Bench-Walker
Total Payments for Month			1,032,301.47	20,288.13	0.00			1,012,013.34	
Balance Carried Fwd			262,730.68						
Cashbook Totals			1,295,032.15	20,288.13	0.00			1,274,744.02	

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		831,438.07					831,438.07	
AUTO CR	Banked 05/01/2024	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 08/01/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked 10/01/2024	115.99						
AUTO TRANS	Nat West Current A/c	115.99			200		115.99	AUTO TRANSFER
INTEREST	Banked 31/01/2024	1,065.51						
INTEREST	National Westminster	1,065.51			1080	275	1,065.51	Nat West - Interest
Total Receipts for Month		3,717.81	0.00	0.00			3,717.81	
Cashbook Totals		835,155.88	0.00	0.00			835,155.88	

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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: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	Nat West Current A/c	AUTO TRANS	759.00			200		759.00	AUTO TRANSFER
04/01/2024	Nat West Current A/c	AUTO TRANS	254.28			200		254.28	AUTO TRANSFER
08/01/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200		50,000.00	AUTO TRANSFER
09/01/2024	Nat West Current A/c	AUTO TRANS	38.28			200		38.28	AUTO TRANSFER
22/01/2024	Nat West Current A/c	AUTO TRANS	19.93			200		19.93	AUTO TRANSFER
24/01/2024	Nat West Current A/c	AUTO TRANS	348.89			200		348.89	AUTO TRANSFER
26/01/2024	Nat West Current A/c	AUTO TRANS	136.22			200		136.22	AUTO TRANSFER
29/01/2024	Nat West Current A/c	AUTO TRANS	70.37			200		70.37	AUTO TRANSFER
31/01/2024	Nat West Current A/c	AUTO TRANS	255.39			200		255.39	AUTO TRANSFER
Total Payments for Month			51,882.36	0.00	0.00			51,882.36	
Balance Carried Fwd			783,273.52						
Cashbook Totals			835,155.88	0.00	0.00			835,155.88	

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 10

Receipts for Month 10

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 :		209.12					209.12	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		209.12	0.00	0.00			209.12	

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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: 10

Payments for Month 10

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>
23/01/2024	Sainsbury's	P/C 68	38.98			4360	275	38.98	Sainsbury's - Tender Interview
						337	0	-38.98	Sainsbury's - Tender Interview
						6000	275	38.98	Sainsbury's - Tender Interview
23/01/2024	Blakemore	P/C 69	2.99		0.50	4360	275	2.49	Blakemore - Tender Interviews
						337	0	-2.49	Blakemore - Tender Interviews
						6000	275	2.49	Blakemore - Tender Interviews
31/01/2024	Post Office Ltd	P/C 70	2.75			4370	275	2.75	Post Office - Postage
31/01/2024	Spar	P/C 71	10.00			4360	275	10.00	Spar - T H Refrshments
Total Payments for Month			54.72	0.00	0.50			54.22	
Balance Carried Fwd			154.40						
Cashbook Totals			209.12	0.00	0.50			208.62	

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New Romney Town Council Current Year

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 10

Receipts for Month 10

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 16/01/2024	124.98						
D/D	Unity Trust Current A/c	124.98			205		124.98	CORPORATE CARD
Total Receipts for Month		124.98	0.00	0.00			124.98	
Balance Carried Fwd		187.34						
Cashbook Totals		312.32	0.00	0.00			312.32	

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New Romney Town Council Current Year

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Balance Brought Fwd :	118.98					118.98	
02/01/2024	Lloyds Bank	FEE CN	3.00			4305	275	3.00	Lloyds - Corp Card Fee - CN
02/01/2024	Lloyds Bank	FEE TM	3.00			4305	275	3.00	Lloyds - Corp Card Fee - TM
08/01/2024	Taryag Trading Ltd	CORP CARD	4.99		0.83	4380	275	4.16	Taryag - Sticky Dots
08/01/2024	MISP Ltd	CORP CARD	14.82		2.47	4125	200	6.18	MISP - Polish - T Hall
						4125	210	6.17	MISP - Polish - A Rooms
10/01/2024	Mallula Ltd	CORP CARD	13.90		2.32	4125	210	5.79	Mallula Ltd - Cloths - A Rooms
						4125	200	5.79	Mallula Ltd - Cloths - T Hall
10/01/2024	Amazon	CORP CARD	8.94		1.49	4375	275	7.45	Amazon - Cash Box
18/01/2024	Amazon	CORP CARD	144.69		24.12	4375	275	120.57	Amazon - Storage Cabinet
Total Payments for Month			193.34	0.00	31.23			162.11	
Cashbook Totals			312.32	0.00	31.23			281.09	

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New Romney Town Council Current Year

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		501,886.18					501,886.18	
INTEREST	Banked 09/01/2024	518.39						
INTEREST	Lloyds Bank	518.39			1080	275	518.39	Lloyds Bank - Interest
					337		518.39	Lloyds Bank - Interest
					6001	275	-518.39	Lloyds Bank - Interest
	Banked 10/01/2024	250,000.00						
TRANSFER	Lloyds Bank Business A/c	250,000.00			210		250,000.00	FUND TRANSFER
	Banked 10/01/2024	250,000.00						
TRANSFER	Lloyds Bank Business A/c	250,000.00			210		250,000.00	FUND TRANSFER
	Banked 18/01/2024	250,000.00						
TRANSFER	Lloyds Bank Business A/c	250,000.00			210		250,000.00	FUND TRANSFER
	Banked 18/01/2024	250,000.00						
TRANSFER	Lloyds Bank Business A/c	250,000.00			210		250,000.00	FUND TRANSFER
Total Receipts for Month		1,000,518.39	0.00	0.00			1,000,518.39	
Cashbook Totals		1,502,404.57	0.00	0.00			1,502,404.57	

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Date: 22/02/2024

New Romney Town Council Current Year

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 10

Payments for Month 10

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			1,502,404.57						
Cashbook Totals			1,502,404.57	0.00	0.00			1,502,404.57	

AGENDA ITEM 17



NEW ROMMEY TOWN COUNCIL DATES FOR FULL COUNCIL AND COMMITTEE MEETINGS 3rd MAY 2024 TO 30th June 2025 inclusive

2024

Wednesday	8 th May	Planning
Monday	13th May	STATUTORY ANNUAL COUNCIL MEETING @
6.45pm		
Tuesday	21 st May	Health and Wellbeing @ 10.00am
Wednesday	22 nd May	F&GP
Wednesday	29 th May	Planning
Monday	10 th June	FULL COUNCIL
Wednesday	19 th June	Planning
Wednesday	26 th June	Personnel Committee @10.00am
Monday	8 th July	St Martins Field Charity @ 6.00pm
Monday	8 th July	FULL COUNCIL
Wednesday	10 th July	Planning
Wednesday	24 th July	F&GP
Wednesday	31 st July	Planning
Monday	12 th August	FULL COUNCIL
Wednesday	21 st August	Planning
Tuesday	3 rd September	Health and Wellbeing @ 10.00am
Monday	9 th September	FULL COUNCIL
Wednesday	11 th September	Planning
Wednesday	18 th September	F&GP
Wednesday	25 th September	Personnel Committee @10.00am
Wednesday	2 nd October	Planning
Monday	14 th October	St Martins Field Charity @ 6.00pm (Incl Budget)
Monday	14 th October	FULL COUNCIL
Wednesday	23 rd October	Planning
Monday	11 th November	FULL COUNCIL
Wednesday	13 th November	Planning (including Budget)
Tuesday	19 th November	Health and Wellbeing @ 10.00am
Wednesday	20 th November	F&GP
Wednesday	27 th November	Personnel (Budget) @10.00am
Wednesday	4 th December	Planning
Monday	9 th December	F&GP (Budget)
Monday	16 th December	FULL COUNCIL
Wednesday	18 th December	Personnel Committee @10.00am
Wednesday	18 th December	Planning

2025

Wednesday	8 th January	Planning
Monday	13 th January	St Martins Field Charity @:6.00pm
Monday	13 th January	FULL COUNCIL
Wednesday	22 nd January	F&GP

Wednesday	29 th January	Planning
Monday	10 th February	FULL COUNCIL
Tuesday	11 th February	Health and Wellbeing @ 10.00am
Wednesday	19 th February	Planning
Monday	10 th March	FULL COUNCIL
Wednesday	12 th March	Planning
Wednesday	19 th March	F&GP
Wednesday	26 th March	Personnel Committee @10.00am
Wednesday	2 nd April	Planning
Monday	14 th April	St Martins Field Charity @ 6.00pm
Monday	14 th April	FULL COUNCIL
Wednesday	23 rd April	Planning
Wednesday	30 th April	ANNUAL TOWN MEETING @ 7.30pm
MONDAY	12 th May	STATUTORY ANNUAL COUNCIL MEETING (Provisional)
Wednesday	14 th May	Planning (Provisional)
Tuesday	20 th May	Health and Wellbeing @ 10.00am (Provisional)
Wednesday	21 st May	F&GP (Provisional)
Wednesday	4 th June	Planning (Provisional)
Monday	9 th June	FULL COUNCIL (Provisional)
Wednesday	18 th June	Personnel Committee @10.00am (Provisional)
Wednesday	25 th June	Planning (Provisional)

PER CIVIC YEAR

Full Council	=	12 meetings including Statutory Annual Council Meeting
F&GP	=	6 meetings plus budget meeting
Planning	=	18 meetings
Personnel	=	4 meetings plus budget meeting
Health & Wellbeing	=	4 meetings

2024

<i>Late Spring Bank Holiday</i>	-	<i>27th May</i>
<i>Summer Bank Holiday</i>	-	<i>26th August</i>
<i>Remembrance Sunday</i>	-	<i>10th November</i>
<i>Christmas/Boxing Day</i>	-	<i>Wednesday 25th, Thursday 26th</i>
<i>December</i>		

2025

<i>New Year's Day</i>	-	<i>Wednesday 1st January</i>
<i>Easter</i>	-	<i>Friday 18th April - Monday 21st April</i>
<i>Early May Bank Holiday</i>	-	<i>Monday 5th May</i>

Notes to above

1. All Meetings, except the Annual Town Meeting, Personnel Committee Meetings, Health & Wellbeing Committee meetings and St Martins Field Charity meetings **commence at 6.45pm** unless otherwise notified.
2. All Meetings, except the Annual Town Meeting (which is held in the Assembly Rooms) are held in the Town Hall Council Chamber unless otherwise notified.
3. Especial Meetings and Sub-Committee Meetings as and when required.

PLEASE NOTE - In exceptional circumstances, or for reasons beyond the Town Council's control, it may be necessary to change the date and/or time of a meeting.

CLERK'S REPORT

The above meeting schedule for 2024-25 is based on returning all Full Council Meetings and the Annual F&GP Budget Meeting to Monday evenings and returning all meetings to the Council Chamber (except the Town Meeting). This helps to reduce any clashes with District Council meetings.

If Full Council meetings are to be returned to a Monday evening, they must take place in the Council Chamber; they cannot be held in the Assembly Rooms as it is unavailable due to a long-term hire.

The Council has indicated its desire to return Council meetings to the Council Chamber once it is more accessibility-friendly. At this point in time, the new stair lift has been installed and is capable of transporting persons using the in-built seat or using a wheelchair or small mobility scooter up and down the public staircase. The electrical works to improve lighting in the Chamber will have been completed at the time of this meeting. A planning application has been submitted in respect of the planned air conditioning / heating system for the chamber with the aim of completing this installation during the current year. A proposal for the disposal of existing large furniture (Council tables/chairs) and purchase of replacement Council tables will be presented to Council in the very near future; the purchase of replacement, smaller width chairs is currently in hand – these measures are to free up space and increase

accessibility / ability to move more easily around the Council Chamber during Council meetings.

If the Council is not minded to return Council meetings to the Council Chamber from the start of the new Civic Year, it will be necessary to revert all meetings back to a Wednesday evening and to defer approval of the Schedule of Meeting Dates to the next Council meeting in order that the Schedule can be amended.

AGENDA ITEM 18

Councillor Surgeries – proposed change from the beginning of the next Civic Year

Owing to a breakdown in the current system of hosting NRTC monthly Councillor Surgeries, the following is proposed:

1. The MP Steward remains as a single named regular Councillor, attending each month (apart from August).
2. Create a Councillor Attendance Rota so that all Councillors become equally responsible for providing the Councillor Surgery service to residents on a rota basis.
3. Any District Councillors be excluded from Town Councillor Surgery attendance rotas, as they attend to hold their own surgeries at the same time in their separate capacity as District Councillors.
4. This would leave 13 remaining Councillors available to be included on the rota to attend Councillor Surgeries – 2 required for each one.
5. The PR Clerk will produce a rota for the new Civic Year, identifying dates and Councillors required to attend each one. (max 2 Surgeries per Councillor per year).
6. The PR Clerk will email a reminder to the Councillors concerned, each month, at the beginning of the week of the Surgery. The PR Clerk will also name which Councillors will be present on the website and social media posts promoting the Surgeries.
7. Councillors will be responsible for swapping their turn if they are unable to attend, and for notifying the PR Clerk if this occurs.

Recommended Action(s):

- To approve the afore-mentioned change of process for hosting monthly New Romney Town Council Councillor Surgeries with effect from the beginning of the forthcoming Civic Year.

AGENDA ITEM 19

Hello

Thank you for your email.

It is lovely to hear that the youth section of the football club has been going for 10 years now - a great achievement!

In response to your enquiry, in general terms, the sports field will still be usable during the construction of the new facilities. However, as an outdoor event with live music is not a 'routine' activity, I cannot give consent myself - so will need to put it to the Council.

A Full Council meeting is scheduled to take place on Wednesday 13th March, so I will add your request to the agenda and we will be able to let you know the outcome after that meeting.

What I would say is that, had the Council known about previous events, it would not have permitted the use of bouncy castles or other inflatables due to liability as the land-owner and associated insurance preclusions. I am sure you would be able to come up with some alternative fun activities, though, now that I have made you aware of that.

I will get back to you as soon as possible after 13th March with an answer. In the meantime, can I suggest that you check that the cricket club would not be averse to such an event so that I can tell the Council you have consulted with them, since the cricket club has always been required to consult the football club when it has requested to hold a boot fair on the field.

Kind regards,

Town Clerk

New Romney Town Council

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

Tel: 01797 362348

-----Original Message-----

Sent: Tuesday, February 27, 2024 9:51 PM

To: Town Clerk <town.clerk@newromney-tc.gov.uk>

Subject: New Romney Youth FC

Good evening

Hope you're well.

I understand from that planned works are to go ahead around April / May time for the new pavilion.

Prior to these dates being given to us, as a club, we had planned for our annual football presentation day to be held at the field on Saturday 8th June. Will it still be ok for us to go ahead with this on the field, minus the use of the pavilion?

This year is our 10th year in youth football which is a fantastic achievement and has seen an amazing growth to our club. We would like to mark this with a suitable celebration and wondered if you would kindly grant us permission to host this on the field with some live music - we are thinking of a day time thing whereby parents and their families can bring along a picnic and listen to some music whilst we have our usually bouncy castles etc for the children?

Look forward to hearing from you.

Kind Regards

New Romney Youth FC
Welfare Officer

CLERK'S REPORT

The Council has permitted similar events to that which is requested on its lands in the past. Similar to events on the Greens or St. Martin's Field that involve live music, the main issues for consideration are timings and distance from properties as well as health and safety matters in general. The applicant has already been advised that if the Council is minded to agree to this event, it would not permit the use of bouncy castles or other inflatables to mitigate any liability in respect of the Council. It is envisaged that the event will take place in the daytime and it can be a requisite condition that the football club considers local residents in determining a position for any live music performance with adequate distance from properties to reduce any noise nuisance as far as is possible.

If approved, the organiser would be required to provide evidence of Public Liability Insurance that covers activities other than football/sport and to provide a written risk assessment, as per standard procedure.

END